We are where YOU are
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About the College

Western Wyoming Community College is a comprehensive community college located in Rock Springs, Wyoming, USA. We offer transfer and occupational programs to students from Wyoming, the United States and throughout the world. Approximately 70% of our students are in transfer programs. These students complete two years at WWCC, and transfer without difficulty to four-year colleges and universities across the USA. In 2012, CNN Money ranked WWCC the number thirteen community college in the U.S. based on high graduation and transfer rates.

WWCC:

• Offers transfer degrees, occupational degrees and certificate programs.

• Is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, which is a regional accrediting body.

• Offers small class sizes. The average class size is 18 and rarely more than 40 students. Many ESL Program courses average 5—10 students.

• Classes are taught by fully qualified professors – we do not use teaching assistants.

• Offers opportunities for you, including free tutoring, an Honors Program, field trips with specific classes, an ESL program, counseling services, a host family program and an International Student Club.

Western has about 35 international students from 20 countries.

“When you need some help, you can ask it without hesitation. People won't realize what you want by only showing an attitude or expression on your face. I think you need to do everything on your own with confidence.”

The WWCC campus is unique. It has:

• An all-enclosed facility designed to blend with the surrounding landscape.

• Two gymnasiums, a swimming pool, jogging track, wellness center and weight room, tennis court, and a soccer field.

• Great computer technology resources: Four on campus computer labs provide access to popular software programs, Internet and e-mail. Computer labs are available in Rocky Mountain II and Aspen Mountain Hall. Wireless access is located across campus.

• Seven spacious residence halls with suites, semi-private rooms and apartments, all with either wired or wireless internet capabilities.


• The largest dinosaur museum in the region and a Natural History Museum.

• The WWCC Art Gallery with visiting exhibits.
About Wyoming

- Wyoming is the least populated state, but it is the ninth largest in size.

- Almost half of Wyoming is public lands, which means the land is owned by the government instead of individuals.

- The average elevation is 6,700 feet or about 2,040 meters.

- Wyoming is known as the “Equality State” and the “Cowboy State.”

- Southwest Wyoming is home to over 2,000 wild horses.

- There is one university in the state, the University of Wyoming in Laramie.

- There are seven community colleges in Wyoming.

- There are many outdoor opportunities in the Rock Springs area including snow-boarding, snowmobiling, snowshoeing, ice skating, skiing, rock climbing, rock collecting, hiking, biking, rafting, and fishing.

About Rock Springs

Located in southwestern Wyoming along Interstate 80, the population of Rock Springs is about 23,000 residents. Rock Springs is known as the “Home of Fifty-Six Nationalities.”

Rock Springs is the largest town in Sweetwater County and the fourth largest town in Wyoming. It was founded in 1868 with the Union Pacific Railroad and grew to become one of the most significant coal mining centers in the Western U.S. Today, Rock Springs is an economic center for the oil, coal, trona, and gas industries, as well as ranching.

While you will spend most of your time on campus, Rock Springs offers restaurants, movie theaters and two recreation centers. Students enjoy shopping at the White Mountain Mall, Walmart and other retail stores.
College Classes

At WWCC, classes are taught in different ways, depending on the material and instructor. Courses are generally a combination of lecture and discussion.

Lectures are most common, with the instructor at the front of the room lecturing to students as they take notes. The instructor usually follows a prepared outline and uses visual aids. During class lectures, it is very important that you take notes. Often lecture material is on exams but not in the required texts. Sometimes international students tape record lectures. Ask the instructor for permission before you record. Sitting in the front row may also help. Some instructors record and podcast lectures or post notes on Mustang Cruiser. Check the class syllabus for more information.

Discussion classes encourage class discussion and debate, and often review key concepts. At WWCC, many classes are small and discussion is encouraged.

In compressed video courses, the instructor may be in Rock Springs or another location with the class being taught through television.

Laboratory classes are usually combined with lectures or lecture discussions and are usually part of a science or professional course. Labs allow you to apply your knowledge in a practical setting. The traditional science lab meets once a week for several hours. Often, you will work with a lab partner. While lab classes are combined with other classes, they are separate for registration and testing. Certain labs are required; this will be indicated in the class schedule.

Internet courses use Blackboard software to communicate with the instructor and get assignments. International students on F-1 visas should talk to their advisor about taking more than three credits by internet each semester. ESL students should not enroll in any internet courses until beginning regular college courses.

Problems with a Class

If you have trouble in a class or cannot understand the material, you should seek help as soon as possible. There are many people at WWCC to help you, and it is better to ask for help before the problem becomes too big. The following are suggestions for getting academic help:

• Talk to your instructor. Often instructors are unaware there is a problem. They may be able to help.

• Talk to your academic advisor. They help you decide which classes to take and advise you if you have trouble.

• Contact the ACE IT Center (A-212) at 382-1660 or Registration & Records (near the Information Desk).

• Go online to SMARTTHINKING, a free online tutoring service, or visit the Peer Tutor Center (Room 2006).
HOST FAMILY PROGRAM

All international students are invited to participate in the Host Family Program. Students are matched with College staff or local families. (This is not a live-in program.) The program provides social opportunities for students on and off campus.

Students can experience U.S. culture in a family setting. American families benefit from learning more about the culture of the country of the hosted student.

Host Family Program information will be available to students at the beginning of the semester. You can contact counselor Bret Zerger at (307) 382 1656 in the Support, Disability, & Counseling Center in room 2011. You can find the Host Family Program application online at: www.wwcc.wy.edu/studdev/hostfamily_studentapp.htm

INTERNATIONAL STUDENT ACTIVITIES

Kick-Off Barbecue

Tues, Sept. 2
5:00 – 7:00 pm

Join in on the fun and games and enjoy a barbecue dinner! International students, mustang mentors, and host families are invited to celebrate the beginning of the school year. Meet at Information Desk at 4:45.

Pizza and Bowling

Tues, Sept 16
5:00 – 8:00 pm

How about a great night of bowling and pizza! Let’s head out for some pizza and then to the bowling alley for a night of Rock-N-Bowl.

Salt Lake City Trip

Sat, Sep 27
7:00 am – 7:00 pm

Spend a day in Salt Lake, you can shop, eat and enjoy a day in the “big” city. We will provide round trip transportation from WWCC. Space limited--sign-up with Mark Rembacz.

Civic Center

Tues, Oct 21
5:00 – 8:00 pm

Join us at the Rock Springs Civic Center, you can swim, rock climb or play basketball.

Thanksgiving Dinner

Tues, Nov 25
5:00 – 7:00 pm

Help prepare a traditional Thanksgiving Dinner and enjoy a tasty meal afterwards.

Contact Mark Rembacz in room 3013 @ mrembacz@wwcc.wy.edu or 307-382-1899 for more information.
Maintaining Your Grades ("Good Standing")

To maintain your status as an international student on an F-1 visa, you must complete at least 12 credit hours each semester with a 2.00 grade point average or above.

An international student with 1 semester below 12 credit hours completed and/or below 2.00 GPA will be placed on academic probation. Students on academic probation are assigned a probation advisor, limited on credit hours and not permitted to work.

An international student with 2 semesters below 12 credit hours and/or below 2.00 GPA will be placed on academic suspension and not allowed to return to WWCC for at least one semester. Suspended students are terminated in SEVIS. They are not eligible for transfer to other U.S. colleges or universities.
## Important Offices

**International Student Advisors**  
*See your advisor for questions about adding or dropping courses, academic problems and graduation.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Laura Chew</td>
<td><a href="mailto:Lchew@wwcc.wy.edu">Lchew@wwcc.wy.edu</a></td>
<td>Learning Center</td>
<td>382-1726</td>
</tr>
<tr>
<td>Dr. Jackie Freeze</td>
<td><a href="mailto:jfreeze@wwcc.wy.edu">jfreeze@wwcc.wy.edu</a></td>
<td>3011a</td>
<td>382-1639</td>
</tr>
<tr>
<td>Chris Propst</td>
<td><a href="mailto:cpropst@wwcc.wy.edu">cpropst@wwcc.wy.edu</a></td>
<td>1413</td>
<td>382-1732</td>
</tr>
<tr>
<td>Mark Rembacz</td>
<td><a href="mailto:mrembacz@wwcc.wy.edu">mrembacz@wwcc.wy.edu</a></td>
<td>3013</td>
<td>382-1899</td>
</tr>
<tr>
<td>Bret Zerger</td>
<td><a href="mailto:bzerger@wwcc.wy.edu">bzerger@wwcc.wy.edu</a></td>
<td>2011</td>
<td>382-1656</td>
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**ACE IT Center**  
(Advising, Career, Employment, Internships, Transfer)

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<thead>
<tr>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>A212</td>
<td>382-1660</td>
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**Admissions**  
Initial contact for new students

<table>
<thead>
<tr>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>1116</td>
<td>382-1648</td>
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**Bookstore**

<table>
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<tr>
<th>Room</th>
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<tr>
<td>1320</td>
<td>382-1673</td>
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**Computer Labs**

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<thead>
<tr>
<th>Lab</th>
<th>Room</th>
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<tbody>
<tr>
<td>Office Information Systems Lab</td>
<td>1448</td>
<td>382-1773</td>
</tr>
<tr>
<td>Learning Center Lab</td>
<td>2051</td>
<td>382-1704</td>
</tr>
<tr>
<td>Computer Services Help Desk</td>
<td>1315</td>
<td>382-1676</td>
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**Financial Aid**

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<tr>
<th>Room</th>
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<tbody>
<tr>
<td>1004</td>
<td>382-1643</td>
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**Food Service**

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<tr>
<th>Location</th>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Mitchell’s Dining Room Cafeteria</td>
<td></td>
<td>382-1674</td>
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**Hay Library**

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<tr>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>2055</td>
<td>382-1700</td>
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**Housing Office**

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<tr>
<th>Desk</th>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Rocky Mountain Hall Desk</td>
<td>1100</td>
<td>382-1845</td>
</tr>
<tr>
<td>Aspen Mountain Hall Desk</td>
<td></td>
<td>382-1658</td>
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<td></td>
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<td>382-1393</td>
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**Mailroom**

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<th>Room</th>
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<tr>
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<td>382-1683</td>
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**Peer Tutor Center**

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<tr>
<th>Room</th>
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<tr>
<td>2006</td>
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**Registration & Records**

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<th>Room</th>
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<tbody>
<tr>
<td>1100</td>
<td>382-1637</td>
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Registration, student records, transcripts, payments, health insurance, general information

**Student Engagement & Completion**

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<th>Room</th>
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<tr>
<td>3013</td>
<td>382-1899</td>
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General Information for International Students and questions about employment  
Mark Rembacz  
Tammy Walker  
382-1827

**Support, Disability, & Counseling Center**

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<tr>
<td>2011</td>
<td>382-1652</td>
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Counseling services for personal problems (culture shock, roommate issues, home sickness)

**Swimming Pool**  
For any other concerns, including immigration issues and questions about working on or off campus, please contact Mark Rembacz or Dr. Jackie Freeze.
Services

Banking
International students should keep their funds in a bank. They should not keep large sums of money in residence hall rooms. Students should have a savings account and a debit card or a checking account to make purchases easier.

Some local banks:
- Bank of the West 200 N. Center Street 362-7840
- Commerce Bank 1575 Dewar Dr., Suite 100 362-4455
- First Bank North Side 601 N. Front Street 362-5601
- Rock Springs National Bank (2 locations)
  200 Second Street 362-8801
  1987 Dewar Drive 352-0500
- State Bank 300 Center Street 362-5374
- U.S. Bank 1510 Dewar Drive 362-3740
- Wells Fargo 1400 Dewar Drive 352-5506

Television
Televisions are located in Aspen Mountain, Rocky Mountain and Wind River Hall lounge areas. There is no cable hook-up for rooms in Rocky Mountain Hall. Students may have televisions, but they will not pick up cable TV stations. Students living in apartments may pay for cable television service. Call Sweetwater Cable Television at 362-3773 (602 Broadway). The cost for basic cable is about $45 per month. Students have choices beyond basic cable service that can result in a monthly bill as much as $100. Bills will be sent to the student. All bills should be paid promptly.

Postal Information
- Within the United States, a letter costs 47 cents to mail.
- As the weight and size of the letter or package increases, so does the price.
- The cost of mailing a letter or package over-seas depends on the destination and the weight.
- Most of your mail business can be taken care of at the College mailroom. The WWCC Bookstore sells postage stamps.

The Rock Springs Post office is located at:
2829 Commercial Way 362-9792

Telephone
Due to the fact that most students have a cell phone, the land line phone jacks in each room are not active. We encourage all students to have a cell phone. Requests to have an active land line phone jack in your room must be approved by the Director of the Residence Halls, and may be at the expense of the resident. Verizon and Union Cellular require a contract and service plan. TracFones are used with minutes bought on a phone card or over the internet (no monthly fee).

Internet Access
- Free wireless access is available across campus.
- Rocky Mountain Hall has a computer room for on-campus residents. Aspen Mountain Hall also offers a small computer lab for residents.
- All Rocky Mountain, Wind River and Aspen Hall rooms have active wired ports so residents can connect their own PC’s to the campus system via a network card.
- All apartment buildings offer wireless access.
International Student/VISA Information

Full-Time Student Status

International students under F-1 student visas must be enrolled in a minimum of 12 semester credit hours each fall and spring semester (summer enrollment is not required).

All international students must remain in good academic standing. They must successfully complete a minimum of 12 semester hours with a cumulative grade point average of 2.00 or better. International students with two semester terms below a 2.00 GPA and/or below 12 credits completed will be placed on academic suspension and not allowed to return to WWCC for at least one semester.

Students must maintain a valid passport throughout their stay at WWCC. Renewals should be started at least six months prior to the expiration date. Students should be aware of the expiration date and make contact with their embassy in time to renew the passport.

All F-1 students should have a valid I-20. The student must monitor the expiration date. They should start the renewal process at least two months prior to the date the stay will expire. It is the student’s responsibility to monitor this date. Failure to do so can be costly, time consuming and sometimes results in immigration making the student return home.

SEVIS

Immigration law requires the College to report within 30 days any change in student status. You must keep Registration & Records informed of changes in your major, local address or other status as soon as they occur. Any student who drops below full-time status at any time runs the risk of being deported back to their home country.

Working

International students may be authorized to work on-campus for a maximum of 20 hours per week after the first semester. Under College policy, students cannot exceed 1,040 work hours for the calendar year (January to December).

First semester students are not allowed to apply for work-study or other campus jobs. This time is needed for the student to adjust to the academic and social environment of campus. After the first semester, international students in good academic standing may apply and be considered for any job on campus for which they are qualified.

Money earned from an on-campus job will not be enough to pay tuition and living expenses. It will only be a small supplement to the student’s other financial resources.

The student must have approval and signature of the Vice President of Student Success Services on their I-20 form BEFORE they may begin working. They must apply for a Social Security Card after receiving authorization to work. The College cannot pay international students until students apply for a Social Security card and show proof of their application to Human Resources (WWCC 3rd Floor).

Students with F-1 visa status may not work off-campus without federal authorization. Students must prove economic hardship to be approved for off-campus work. The process to obtain authorization is difficult and expensive, and very few students have been approved. Students should not plan to work off-campus.

Going Home for Holidays and Summer

• You must register for the next semester and have no outstanding debt to obtain an authorized signature on page 3 of the I-20 and leave the U.S.
• See Mark Rembacz or Dr. Jackie Freeze for a signature.
• You must have your Form I-20 in your possession.
• Don’t wait to the last minute to ask for signatures!
Working on Campus / Applying for a Social Security Number

International students may not work during their first semester of attendance at WWCC. After one semester, if satisfactory academic progress is maintained and the student’s GPA is at least 3.00, then the student may apply to work on-campus for subsequent semesters. Students cannot apply for a Social Security Number until after they obtain on-campus employment.

Procedure for Approval to Work and Applying for a Social Security Number:

• Apply for on-campus employment and complete hiring documents including the Form I-9.

• Bring your Form I-20 to the Vice President of Student Success Services to request employment authorization. (You cannot hold more than two jobs.) You can work 20 hours a week when classes are in session. You can work 40 hours a week in the summer and during school breaks. Under College policy, students cannot exceed 1,040 work hours for the calendar year (January to December). **You cannot begin working until employment authorization is obtained!**

• Vice President Jackie Freeze will prepare two letters for you. The first letter is for your supervisor’s signature and certifies that you have been hired for on campus employment. The other letter certifies your enrollment and states that you have been approved to work.

• Take these documents to the Social Security office: The two work approval letters, Form I-20, Passport, Form I-94 (inside passport). The Social Security Office is located at 79 Winston Drive, Suite 131 in Rock Springs (two-story building near Village Inn and Bonsai). Office hours are 9 a.m. to 3:30 p.m., Monday through Friday. The Social Security office may keep the work approval letter. Do not give them your original Form I-20, Passport or I-94. They may make copies.

• During your visit to the Social Security office, request an acknowledgment letter stating that you applied for a Social Security Number.

• Take the acknowledgement letter to Crystal Deibner in WWCC’s Human Resources office (Room 3025). **NOTE: You cannot be paid by the College unless you complete the Social Security application process and provide proof of application to WWCC’s Human Resources office!**

• Your Social Security card should arrive within 2—6 weeks after you apply. After the card arrives, take it to Crystal Deibner in Human Resources so that a copy can be made for your employee file. Keep the original card in a secure place.

**Off-campus employment is prohibited except in special circumstances. Any violations are subject to deportation!!!!**
Other WWCC Policies

Medical Insurance

All international students are required to have medical insurance at all times. Each semester, students will be asked to present proof of insurance coverage by a deadline. Those who do not have their own coverage will be enrolled in the WWCC College policy. The student is responsible for all insurance premiums. Insurance coverage must span the entire academic year.

Payment of Expenses

New international students are required to submit a $6500 deposit as soon as they arrive on campus. This deposit pays for half of the first year's cost (annual cost is approximately $13,000).

Returning international students are required to pay an Intent Deposit and Balance of Cost of Attendance following published dates in the semester class schedule. Any requests for payment plans must be made, in writing, to Vice President Jackie Freeze, and approval of any request will be given no later than 2 weeks after the start of full semester classes. New payment plan requests must be submitted for each subsequent semester.

Failure to pay balances in a timely manner may result in late charges or in student suspension. Returning students are not allowed to enroll in a subsequent semester if they have a balance due for the current semester. Please plan accordingly so that you request money from home in time to pay your account by the due date.

A statement is sent to all international students during the College's billing cycle to let you know the balance on your account. Please review this statement carefully, pay amounts due by scheduled deadline dates and let us know if there are any problems.

International Student Refunds

If a credit remains on an international student account, then the credit balance can will be refunded after the last day to drop full semester courses if:

- The student is not returning the next semester; or
- The student will return and has an emergency, a request for a partial refund may be made to the WWCC Registrar after the last day to drop.

Students with a credit on their account should never assume that a refund will automatically be granted.

Family, or other sponsors sending money to students, are encouraged to deposit the money in a bank account rather than send money to the College. The student account is intended for charges directly related to attending WWCC (tuition, books, housing, meal plan, College insurance, etc.). Students with an unpaid balance may be subject to having their meal plan suspended and eviction from the residence hall.

Temporarily Leaving the U.S.

- Any student who plans to leave the U.S. for a holiday or summer vacation must have their current unexpired I-20 form signed or obtain a new I-20 to return to the U.S.
- Obtain new forms from Registration & Records if the Form I-20 is lost or expired.
- The forms need to be signed by either Jackie Freeze, Mark Rembacz or Kay Leum.
- The forms must be presented upon reentry into the U.S.

Students Are Expected to Comply with All Local, State and National Laws

Failure to maintain legal student status could result in a student being sent home. Any violation of status requires application to U.S. Immigration and Customs Enforcement for reinstatement.

What is Practical Training?

Students interested in Optional Practical Training (OPT) must apply before completing their WWCC degree. OPT requires an application and fee.

OPT provides an opportunity to gain employment experience in the student's profession. The work must be directly related to the major field (students CANNOT major in General Studies!), and it must be appropriate for the student's level of education. The work may be full-time or part-time and may occur anywhere in the United States. Students are responsible for finding a job.

OPT must be completed within 14 months after degree completion at WWCC.
OFF-CAMPUS HOUSING

After living on-campus for a year, some students decide to live off-campus. They believe the benefits outweigh the inconveniences. If you decide to rent off-campus, we advise you to check with a student who is renting, and ask them if they have had any problems. **NOTE:** Off-campus housing may be expensive in Rock Springs.

There is a lot involved in finding a place to live; it is a difficult task even for Americans, so do not feel overwhelmed with the undertaking. Here is a list of terms you may encounter when house-hunting.

**Apartment** – A place to live that usually has a kitchen, bathroom, living room, and bedrooms. Apartments are usually together in an apartment building or are sometimes sectioned off from a house.

**Deposit** – An amount of money that you must give the landlord upon renting the apartment or house to secure your payment of future rent and care of the property.

**Furnished** – Indicates the apartment or house has furniture.

**Landlord** – The person who owns or manages an apartment or house. Also known as the “manager”.

**Lease** – A legal document signed by both you and the landlord that represents your agreement.

**Unfurnished** – There is no furniture but there is a refrigerator, stove and maybe other appliances.

**Utilities** – Gas, electricity, garbage collection, and water.

ON-CAMPUS HOUSING (Roommates)

All on-campus housing residents are asked to remain in their assigned spaces until after the first two weeks of class. After that time, the WWCC Housing Office will consider requests for room changes.

GETTING INVOLVED

As a student at WWCC, you are a member of the Associated Students with the right to participate in student organizations, compete in Intramural athletics, gain free admission to Mustang athletic events sponsored by the College, and participate in social and cultural activities in the community.

The Associated Student Government (ASG) sponsors College dances and social events as well as lectures and other entertainment. There are several campus clubs and student may choose to get involved as a member or in a leadership role. Some WWCC clubs are:

- Residence Hall Association
- International Student Association
- Phi Theta Kappa (Honor Society)
- Religious Clubs

Students are encouraged to start their own campus clubs and request funding from ASG.
ENGLISH AND MATH PLACEMENT

All students who are degree-seeking or full-time are required to take the COMPASS Placement Test.

This test is designed to determine your level of ability and place you in appropriate WWCC courses.

We want to place you in courses suited to your abilities. Sometimes, developmental courses are required before you may enter college-level courses in these areas.

The COMPASS tests can be taken one time free of charge. With your advisor’s approval, you may repeat the tests one time per semester for a $10 fee.

Students taking any ESL classes must repeat the COMPASS English and reading before registering for the next semester. Testing is late in the semester following completion of ESL courses.

English Compass Score Legend

LEVEL 1  Score 01-38
Enroll in HMDV 1502 ESL

LEVEL II  Score 39-59
Enroll in ENGL 0955 (BASIC ENGLISH II)

LEVEL III  Score 60-74
Enroll in ENGL 1010/1011
Complete optional essay with advisor’s approval

LEVEL IV  Score 75-100
Enroll in ENGL 1010 (ENGLISH I)

Visit for the complete COMPASS legend. www.wwcc.wy.edu/advising/comleg.htm

BEST PLACEMENT TEST

International students take the BEST placement test of conversation and oral communication to help with course planning and placement. BEST scores range from 1 to 10. Students who score 7 or lower repeat the BEST after one semester.

ESL PROGRAM

WWCC provides English language classes for students who need to improve their English skills. Students may complete the ESL program and enter regular WWCC coursework, transfer to another college or university, or return home to use their enhanced English skills. Students may enter ESL in the Fall or Spring term.

ESL students take classes that last the entire semester. Students take ESL through the WWCC Developmental Studies Department either in the classroom or the Learning Center.

Courses offered include:
• Non-Native Reading
• Non-Native Writing
• Non-Native Grammar
• Non-Native Spelling
• Non-Native Vocabulary
• Non-Native Listening
• ESL Life Skills
• Reading for Success
• ESL
• ESL Oral Communication Skills
• ESL Writing Skills
• Non-Native Business English
• US Culture/Communication
• Non-Native Conversation

Students may also enroll in some regular college courses, such as:
• Art
• Computer Applications
• Math
• Music
• Physical Activity

Students in ESL must complete ESL courses and test to appropriate COMPASS levels before they can select their own class schedules.
Certificate in English as a Second Language

The ESL certificate is a 14-credit program designed for students to document their successful completion of a curriculum focusing on improving English speaking and writing ability.

Recipients of the certificate must complete 14 credits from among the following courses with at least a C or better in each course. Students take at least 1 course from each of the 3 core categories (Writing, Communication, Reading) with additional core courses counting as electives. Core courses must account for at least 8 of the 14 credits.

Core Courses (8 or more credits)

**Writing**
- English as a Second Language (HMDV 1502) 3 credits
- Basic English I or II (ENGL 0950 or ENGL 0955) 3 credits
- English Composition I (ENGL 1010) 3 credits

**Communication**
- Non-Native Conversation (HMDV 1503) 3 credits
- U.S. Culture/Communication (HMDV 0550) 2 credits
- Non-Native Listening (BAS 0960) 3 credits
- Public Speaking (COMM 1010) 3 credits

**Reading**
- Non-Native Reading (BAS 0910) 2 credits
- Reading Skills (BAS 0510) 1 credit
- College Studies (HMDV 1000) 2 credits
- Speed Reading (HMDV 1100) 1 credit

**Electives (6 or fewer credits):**

**Higher Level Writing Course:**
- English Composition II (ENGL 1020) 3 credits
- Or Advanced Composition (ENGL 1111) 3 credits
- Or Technical Writing (ENGL 2010) 3 credits

**Grammar Course:**
- Grammar Skills (BAS 0630) 1 credit

**Vocabulary Course:**
- Non-Native Vocabulary (BAS 0950) 2 credits
- Or College Vocabulary (HMDV 1110) 1 credit
- Writing Skills (BAS 0620) 1 credit
English Department

English courses are available only for students with appropriate COMPASS placement test scores. Many U.S. and international students take developmental courses before they test into English Composition I, so do not be discouraged if you cannot take this class in your first – or even second – semester at WWCC. All international students on F-1 visas, regardless of the specific requirements of their degree or certificate program, must take and successfully complete a successive English course each semester until English Composition I is completed with a “C” grade or better. To complete a WWCC degree, 6 credits of English above the 1000 level are required.

English Courses

Basic English I (ENGL 0950) 3 credits
This course is combined with a developmental grammar course. The course helps students create complete and interesting paragraphs. Students will also study strategies for expanding paragraphs to writing essays.

Basic English II (ENGL 0955) 3 credits
This course is primarily for students with problems organizing their writing and prepares students for writing in college level courses. The course emphasizes the writing of clearly organized, well-developed, 5 paragraph essays. It may be used to fulfill requirements for the ESL certificate.

• Basic English courses will not transfer to most other colleges or universities, and they do not satisfy WWCC graduation requirements, with the exception that credits may be used as an elective for the AAS degree.

English Composition I (ENGL 1010) 3 credits
This course is the College's first-year, college-level writing course. Students must either score at the appropriate level on the COMPASS or pass Basic English II with a “C” grade or better. English Composition I is designed to develop college-level writing skills. It has two objectives: (1) for students to understand the various stages of the writing process, such as pre-writing, revising, and proofreading; and (2) for students to write clear, well ordered essays. This class counts towards graduation requirements, the ESL certificates, and transfers to other colleges and universities.

COMPASS placement test scores determine the level of course placement for students. You will be required to enroll in courses as indicated on your test results. Students in ESL must retake the COMPASS before moving on to college level English.

“People are very friendly, but don’t expect that everything will be done for you. You have to show initiative from your side. Socialize.”
HEALTH ISSUES

It is important to learn the American health care system, because you will probably need to use it.

- Talk to someone from your country who is now in the U.S. to understand differences between the health care you are used to and health care in America.
- The health care system in the U.S. is one of the best in the world, but it can also be very expensive.

### Insurance

- All international students are required to have medical insurance at all times.
- Students will be asked each semester to show proof of insurance coverage by a specified deadline.
- **Those students who do not have their own coverage will be enrolled in the policy contracted by the College.**
- The student is responsible for all insurance payments.
- Insurance can be expensive, but it is less expensive than taking the risk of paying medical bills without insurance.
- Insurance policies list expenses that will be covered by the insurance.
- Failure to follow the terms of your policy will result in you having to pay the entire bill yourself.

When you obtain your insurance, you should receive:
- An insurance policy number
- An insurance card
- A telephone number to call with questions

**Carry your insurance card with you at all times; it is your proof of insurance coverage.**

### Going to the Hospital

- If you do not have an emergency, you should not visit the emergency room!!
- The emergency room can be very expensive. If you go there and do not have an emergency, your insurance will not cover it. **You will have to pay the cost.**

### Going to a Physician’s Office

- If you are sick and it is not an emergency, you should go to a physician’s office.
- Find a doctor by looking under “Physicians” in the telephone book.
- Choose a physician listed under “Family Practice” or “General Practitioner.” Female services are listed under “Obstetrics” or “Gynecology.”
- You may want to ask other students, faculty or staff for recommendations.
- Once you have found a doctor, call to make an appointment. Usually you will be able to get an appointment within a few days. If you need to see a doctor that day, you might have to try a few offices until you find one with an opening.
- At the appointment, if you do not understand, ask the physician to repeat or make the directions more clear.
- If you are given a prescription, you can fill it at a pharmacy (Walmart, Walgreen’s, K-Mart, etc.)
- **Even with health insurance, you may need to pay for the office visit and wait for reimbursement.** You need sufficient funds to cover this expense or have the ability to acquire the funds.

### Measles, Mumps and Rubella

This vaccination is required for all on-campus housing students. You can obtain this immunization from the Community Health Nurse for about $60. The office is at 731 C Street in Rock Springs. Call 307-352-6830 for an appointment.

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**Red Desert Insta-Care Walk In Clinic**

307-382-3064
2761 Commercial Way (behind the Post Office)
Walk in hours (no appointment needed)
Mon-Fri 7AM-6PM • Sat 8AM-4PM

**Cedars Health**

307-212-4468
1453 Dewar Drive, Suite A
Walk in hours (no appointment needed)
Mon-Tues 8AM-8PM • Wed-Thurs 8AM-5PM • Sat 8AM-3PM • Sun 10AM-6PM
TRANSPORTATION

Driving in the United States

Many students either buy or borrow a car while they are at WWCC. International students may find buying and maintaining a car is an expensive convenience.

Driver’s License

The State of Wyoming requires every driver be licensed and insured before operating a motor vehicle on public streets and roadways. If you have a valid International Driving License, then you do not need a Wyoming driver’s license.

- If you want a Wyoming driver’s license, then you must take two exams (written and driving) from the Department of Transportation. Study guides are available in the Student Engagement Office.
- Tests are given weekdays from 8:00 AM to 4:30 PM. Bring these items when you take your test:
  - Passport and Visa
  - Letter from the College (below)
  - Social Security Affidavit (if needed)
  - $20 fee
- If you do not have a Social Security Number, then you must have an Affidavit like the one in this handbook notarized (see Registration & Records).

It is illegal to drive without a valid driver’s license.

To apply for a Wyoming Driver’s License, you need a letter from the College. The letter must state that you are a full-time WWCC student and the expected duration of your stay.

Registration & Records cannot certify enrollment for more than the current semester.

Buying a Car

Buying a car is a big investment. You have two options: buy a new car or buy a used car. A new car may give you fewer problems than a used car, but it will be more expensive.

There are two options available to you when buying a used car:
- buying directly from the owner through newspaper ads or word-of-mouth; or
- buying from an automobile dealer.

Things to do before and during a vehicle purchase:
- Check the magazine Consumer Reports. This magazine can be found in Hay Library. The magazine has a section on “Good Bets in Used Cars” that tells you good used cars and cars to avoid.
- When buying directly from an individual, do not pay cash until you have obtained a signed and notarized title.
- When buying from a dealer, check any car warranty. Make sure you know what is and is not covered if there is a problem with the car.

Take someone with you who knows something about cars and mechanics. They will be able to notice strange noises or problems. It might help to bring a native English speaker with you.

Take the vehicle for a test drive. You should drive the car before you purchase it. An ideal road test lasts 20 minutes and includes driving in town and on the interstate highway.
Car Insurance and Registration

**Insurance** is required before you register your car.

- Wyoming State Law requires you to have proof of insurance in your car at all times.
- **If you have a car, you must have car insurance.** Insurance can be costly, but it might be less expensive if you have a Wyoming driver’s license.

**Registration** shows the State you own the car.

- When you purchase a new or used car from a dealer, arrangements will be made for you to obtain a **title**.
- You must obtain a title in your name from the County Clerk’s office in the County Courthouse, located at 80 Flaming Gorge Way in Green River.
- Most people keep their car titles either in a safety deposit box or in a safe place in their home.
- Once you have the car title, you must get **license plates and registration** from the Treasurer’s office in the Courthouse.
- You must provide **proof of insurance** to complete this process, so make sure that you have arranged insurance prior to car registration.

Automobile Safety Items

Wyoming can be a difficult place to drive in the winter.

- If you are traveling a long distance, make sure you have proper clothing in the car to walk if necessary, and proper items in the car in case you get stranded (like high energy food and a heat source) and a cell phone.

- You should have equipment in your vehicle in case of car trouble. We suggest you carry these items in your car:
  - Blanket and/or sleeping bag
  - One pound or more of candy or other high energy food
  - Water
  - Cell Phone
  - Matches stored in waterproof container
  - Tire chains
  - Shovel
  - Tire jack
  - Jumper cables
  - Tow rope or chain
  - Window scraper
  - First aid kit
  - Flashlight
  - Safety candles
Transportation

Bicycles
Bicycles are available in the Game Room to all students. You must wear a helmet and return the bicycle within 24 hours.

Other Transportation
Rock Springs offers international students a fixed route public transportation system with pick up from a sheltered WWCC transfer station located in the west parking lot behind the College.

The STAR bus will pick you up at WWCC and take you to fixed stop locations in Rock Springs and Green River for a fee of $1 each way. There is no charge to ride STAR bus between Aspen Mountain Hall and the WWCC campus. If you have questions, contact the STAR bus at 307-382-7827.

STAR bus hours are 7:00 AM-6:00 PM on Monday-Friday.

College employees may not take students shopping, banking or to do other personal business during normal work hours. WWCC employees may transport students for medical emergencies. Students are encouraged to use the STAR bus.

SHOPPING LIST

Grocery Stores:
Albertsons  1323 Dewar Dr.
Smith’s  2581 Foothill Blvd.
Walmart  201 Gateway Blvd.
Loaf & Jug next to campus
(for quick purchases or fast food)

Initial Purchases:
• Sheets (extra long twin)
• Pillow
• Pillow cases
• Blanket
• Towels (bath and hand towels)
• Washcloths
• Bath soap
• Laundry detergent
• Toilet paper
• Kleenex tissues
• Cleaning supplies
• Snacks

For apartments:
• Dish soap, dish towels
• Cups
• Plates
• Bowls
• Utensils
• Sharp knife
• Pots and Pans
• Can opener
• Paper towels
• Plastic wrap
• Basic food items
HOLIDAYS

The U.S. celebrates many holidays in a variety of ways.
• There are legal holidays. The government (including WWCC) and most businesses are closed. Some legal holidays are state holidays and celebrated only within particular states.
• Others holidays are simply customs in which people celebrate but still must work (often people celebrate at work!).

Following is a list of common holidays celebrated in the U.S. and a brief description of the holiday:

January 1: New Year’s Day. Starting with the night before (New Year’s Eve on December 31), this is a celebration to welcome the new year. This is a legal holiday; state and federal offices are closed.

January (third Monday of the month): Martin Luther King, Jr. Day. This holiday commemorates the birthday of the Reverend Martin Luther King, Jr., a civil rights leader. It is a state holiday with state and federal offices closed.

February (third Monday of the month): Presidents’ Day. This day honors past U.S. presidents. This is a legal holiday; state and federal offices are closed.

February 14: Valentine’s Day. This day celebrates love and romance. This is a custom and no offices are closed; however, many people wear red or pink.

February/March (date varies): Ash Wednesday. This day marks the beginning of the 40-day period of Lent, a period of penitence and fasting in some Christian denominations. This is a custom or religious holiday; no offices are closed.

March 17: St. Patrick’s Day. This day is dedicated to the patron saint of Ireland. Many people wear green. This is a custom; no offices are closed.

March/April (date varies): Easter Sunday. This Christian holiday celebrates the resurrection of Jesus Christ. The Friday before Easter is called Good Friday and is a religious holiday; however, many businesses and the College close for Good Friday and Easter Monday.

April 1: April Fools’ Day. Jokes or tricks (usually harmless) are played on each other. This is a custom, and no offices are closed.

May (second Sunday of the month): Mother’s Day. This holiday is a custom, it is always on a Sunday.

May (last Monday of the month): Memorial Day. This holiday pays tribute to members of the armed forces who have been killed in war; it also commemorates family and friends who have died. This is a legal holiday; all state and federal offices are closed.

Gift Giving

“The rules of gift giving are simple. If we are invited by someone to his home for dinner, bring flowers, or a small item from our country.

People give gifts on birthdays, for Christmas and other holidays. If an American gives a gift to someone, he or she does not expect something in return.”
June (third Sunday of the month): Father’s Day. This holiday is custom; it is always on a Sunday.

July 4: Independence Day. On July 4, 1776, the Declaration of Independence was signed as the 13 colonies declared independence from British rule and became the United States of America. This is a legal holiday; all state and federal offices are closed.

September (first Monday of the month): Labor Day. This holiday celebrates all those who work. This is a legal holiday; all state and federal offices are closed.

October 31: Halloween. The eve of All Saints Day, many dress in costume and attend parties or dances. Traditionally, children dress in costume and “Trick-or-Treat,” which means walking around to houses, saying “Trick or Treat,” and receiving candy. This is a custom; no offices are closed.

November 11: (Veterans’ Day). A holiday that marks the date of the end of World War I and honors veterans (people who served) of the armed forces. It is a federal holiday; all state and federal offices are closed.

November (last Thursday of the month): Thanksgiving. This is a day of giving thanks. This is a legal holiday; state and federal offices are closed.

December 25: Christmas. This annual holiday of the Christian church commemorates the birth of Jesus Christ. This major holiday is widely celebrated with food and gifts. This is a legal holiday, and all offices are closed. The College closes for Christmas and winter break for nearly one month.

The Weather

“The weather in Wyoming is unpredictable. The wind blows in all directions most of the time and if you are to stay in Wyoming, you have to get used to it.”
EMERGENCIES

Evacuation

If it becomes necessary to evacuate the building, it is important you remain calm, leave the building immediately, and exit in an orderly manner. When evacuating, remember to:

- Assist people with disabilities. Call 911 and 382-1600.
- Take personal items with you (keys, coats, purses, etc.)
- Close doors behind you
- Always use stairs. DO NOT USE ELEVATORS
- Once clear of the building, move to designated gathering area.
- Do not enter the building until directed to do so by College Administration, Protective Services or other emergency personnel.

Shelter in Place

In some circumstances, evacuation is not the correct action. If we ask you to shelter in place, lock doors and close windows. Stay away from doors and windows and monitor Campus communication for further instructions.

Who to see

In case of emergency, contact the WWCC Information Desk during open hours or contact Security through a Resident Assistant. You should have these numbers at all times.

Have the telephone number of your Resident Assistant nearby at all times—or even better, memorize it—because he or she can help you in case of emergency.

Here is a partial list of telephone numbers that you may need in case of an emergency:

- **WWCC Information Desk** 382-1600
  Staffed 7:30 AM to 10:00 PM, Monday-Friday;
  8:00 AM to 10:00 PM, Saturday; 10:00 AM to 10:00 PM, Sunday

- **WWCC Protective Services** 382-1690

- **Emergencies** 911
  You can call 911 for emergencies, but it is against the law to call that number for any other reason.

- **On Campus Emergencies** 1234

- **Support, Disability, & Counseling Center** 382-1652
  (from a campus phone)

- **YWCA Support and Safe House** 382-6925
  (24 hour crisis line)
  Provides support for victims of domestic violence and/or sexual assault.
  Services are free and confidential.

- **Dr. Jackie Freeze** Work 382-1639, Home 362-8223
- **Mark Rembacz** Work 382-1899 or 389-5902
International Student Agreement

Name (please print):  

Student ID#:  

☐ I understand that I am attending Western Wyoming Community College under an international student visa. I further understand that I am required to abide by all rules and regulations of the College as well as all federal regulations for international students.

☐ I received a copy of the WWCC International Student Handbook and know I am responsible for all the information contained therein.

☐ I must remain in good academic standing at all times. This means that I must be a full-time student and complete a minimum of 12 credit hours with a 2.0 grade point average each semester.

☐ I am responsible to see that my passport and I-20 do not expire. Six months prior to expiration of either document, I will contact the international student office for assistance in renewing my documents.

☐ I am responsible for all costs associated with my attendance at WWCC. I am responsible for making all payments prior to established deadlines. Regardless of the reason, a late fee is charged whenever a deadline is missed.

☐ I cannot work either on-campus or off-campus without prior approval of the international student office. No on campus jobs are authorized the first semester. No off campus employment can be authorized, except in special circumstances with federal authorization. Violations are subject to deportation.

☐ I am required to keep medical insurance at all times -- either the College policy or my own policy that is equal to or better than coverage under the College policy. I am responsible for assuring that documentation is received each year for private health insurance.

__________________________ ________________________
Signature       Date

__________________________
Witness
Wyoming Department of Transportation
Affidavit of Social Security Number

Under penalty of perjury, I, the undersigned, hereby affirm that I have not applied for, nor been issued a Social Security Number from the Social Security Administration in this or any other jurisdiction.

________________________________________________  ___________________________
Signature of Affiant                 Date

State of Wyoming  
County of _____________________________  ) SS
          )

The foregoing instrument was acknowledged before me this

__________ day of ______________, 20 ______, by _________________________________

Witness my hand and official seal.

___________________________________________  Notary Public

My Commission expires:
International Student Support
SEVIS Transfer Out Release Request
(from WWCC to another institution)

Please complete this form and submit it to Registration & Records.

Name: __________________________________________ Date of Birth: ____________
          Family (last)                      First                  Other

Student ID #:____________________________________

Student’s CIS Admission #:_________________________ SEVIS ID #:_________________________

Permanent (non-U.S. Address):________________________________________________________________

Local Address:____________________________________________________________________________

___ I am planning to return home or travel abroad before enrolling at another institution
___ I am not planning to return home or travel abroad before enrolling at another institution
___ I am / was enrolled in a full-time course of study at WWCC
   Dates of Enrollment _______________ to _________________

___ I am to complete my degree requirements on ______________ (date)
   Degree__________________________________________

___ I was authorized for optional practical training.
   If yes, date for authorized training _______________ to _________________

___ I plan to transfer to _______________________________________________
   (Name of Institution)

___ The semester that I will begin at the new institution _______________________
   Yes __________NO _______________________
   Semester / Year

___ SEVIS Release Date Requested (after all semester grades are due)___________________

Students on academic suspension are not eligible for transfer from WWCC. The SEVIS record of any suspended student will be terminated, and they will be subject to deportation. All transfer out requests are reviewed by WWCC international student advisors.

_______________________________________ ______________________________
Signature of Student       Printed Name

_______________________________________ ______________________________
Date        Email contact information (required)

Important Note to Students: Once we transfer you on SEVIS, it cannot be reversed. In order to return to WWCC, you would have to apply for reinstatement. Be very sure you are ready for the transfer before the request is made.

Return form to:

Registration & Records
Western Wyoming Community College
2500 College Drive
Rock Springs, WY 82901
307-382-1640
Fax: 307-382-1636