

STUDENT HANDBOOK 2017-2018



FALL 2017 IMPORTANT DATES

New Faculty In-Service	August 10, 11, 14 & 15	Thursday - Tuesday
In-Service	August 16, 17, 18, 21 & 22	Wednesday - Tuesday
Mustang Welcome Week	August 19-27	Saturday - Sunday
Begin Fall Semester	August 23	Wednesday
Start of: Full-semester classes	August 23	Wednesday
Start of: 1st 5-week Block (A)	August 23	Wednesday
Start of: 1 st 8-week Block (E)	August 23	Wednesday
Last Day to Add: Full Semester Classes	August 25	Friday
Last Day to Add: 1st 5-week Block (A)	August 24	Thursday
Last Day to Add: 1st 8-week Block (E)	August 24	Thursday
Last Day to Drop: Full Semester Classes	October 27	Friday
Last Day to Drop: 1 st 5-week Block (A)	September 8	Friday
Last Day to Drop: 1st 8-week Block (E)	September 18	Monday
Labor Day Holiday	September 4	Monday
\$ Payment Date (Balance or 1 st payment)	September 8	Friday
Start of: 12-week Block (D)	September 18	Monday
Last Day to Add: 12-week Block (D)	September 20	Wednesday
Last Day to Drop: 12-week Block (D)	October 27	Friday
End of: 1st 5-week Block (A)	September 26	Tuesday
Start of: 2 nd 5-week Block (B)	September 27	Wednesday
Last Day to Add: 2 nd 5-week Block (B)	September 28	Thursday
Last Day to Drop: 2 nd 5-week Block (B)	October 12	Thursday
\$ Payment Plan 2 nd installment	October 6	Friday
End of: 1st 8-week Block (E)	October 12	Thursday
Mid-Semester	October 12	Thursday
Fall Break	October 13	Friday
Midterm Grades Due (by 11:59pm)	October 16	Monday
Start of: 2nd 8-week Block (F)	October 16	Monday
Last Day to Add: 2 nd 8-week Block (F)	October 17	Tuesday
Last Day to Drop: 2 nd 8-week Block (F)	November 9	Thursday
End of: 2 nd 5-wk block (B)	October 30	Monday
Start of: 3rd 5-week Block (C)	October 31	Tuesday
Last Day to Add: 3 rd 5-week Block (C)	November 1	Wednesday
Last Day to Drop: 3 rd 5-week Block (C)	November 16	Thursday
\$ Payment Plan 3 rd / Final Installment	November 3	Friday
Spring 2018 Advising Day No Day Classes	November 13	Monday
Spring 2018 Registration Opens	November 14	Tuesday
Thanksgiving Holiday	November 22, 23, 24	Wednesday – Friday
End of: Full-semester, C, D, & F Blocks	December 6	Wednesday
Exam Prep Day (No meetings or classes)	December 7	Thursday
Final Exam Days	December 8, 11, 12	Friday, Monday, Tuesday
All Grades Due (by noon)	December 13	Wednesday

No Activities from December 4 through December 15 without Permission of the President

Western Wyoming Community College

Reference Guide

Property of _____

Phone _____

Email _____

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Western Wyoming Community College is an Equal Opportunity institution and as such, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability status, disabled veteran, or veteran of the Vietnam, Gulf, or any other era in admission or access to, or treatment or employment in, its educational programs or activities.

Inquiries concerning Title VI, Title IX, Section 504, ADA, and other related laws may be referred to the V.P. for Administrative Services, WWCC Administrative Offices, P.O. Box 428, Rock Springs, Wyoming 82902-0428, (307) 382-1609; or Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Speer Avenue Blvd., Denver, CO 80204-3582, (303) 844-5695, FAX (303) 844-4303 or TDD (303) 844-3417 or the Wyoming Labor Standards Department, 1510 East Pershing Blvd., Cheyenne, Wyoming 82002 (307) 777-7261.

From the Vice President for Student Success Services...

Welcome to Western Wyoming Community College (WWCC). You have made an outstanding choice in deciding to further your education with Western during this 2016-2017 academic year, and we are honored by the trust you have placed in us to help you achieve your educational goals. We are very proud of our institution, our people, our traditions, and the role we play in the region; and just as graduates have been doing for decades, you will leave WWCC a proud Mustang, ready to succeed in your future endeavors.



It is my hope that you will take part in the wide variety of activities available to students within the Western community and take advantage of the opportunity to meet other students from around the country and around the world—more than 30 countries! Western boasts a level of diversity that is uncommon on community college campuses; and as you study, work and play with other Western students, I urge you to take advantage of the opportunity to learn about their lives: their different geographical origins, different cultures, different religions—you may even be able to participate in some of our international activities and even sample food from around the world.

WWCC is a full service community college and students come here for a variety of reasons: to earn an associate's degree before moving on to work on a bachelor's degree, to learn a skill to move into the workforce, to upgrade skills to move into a higher position with a current employer, or to broaden your knowledge out of a sheer love of learning. Whatever the reason, we are here to help. At Western, you will learn not only your subject-area of choice, but will also learn better communications skills, research skills, coping skills, gain a better understanding of the world around us, and much more.

For those who plan to work toward an associate's degree, I urge you to enroll in our 16 to Succeed program, which will incentivize you to work toward an on-time graduation in four semesters. To make sure you graduate on time, Western has a whole host of staff dedicated to your success: academic advisors, peer tutors, a counseling center, international services, veteran's services and an on-campus child care center. Most of these services are free, so take advantage of them.

Of course you are here to achieve your academic goals, and those come first; but there is also so much more happening at Western. Take full advantage of all of the activities and services outside the classroom as well. From special interest clubs to student government; from intramural sports to concerts, lectures, special museum exhibits and theatrical performances; from the game room to the classroom, Western has it all!

Make the most of this year with us. Learn, play and grow in a safe environment. My staff and I are here to help you, because your success is our success.

Best wishes for an outstanding year!

A handwritten signature in black ink that reads "Philip Parnell". The signature is written in a cursive, flowing style.

Dr. Philip Parnell

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. WWCC 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.

Assessment Requirement for Graduation: All students receiving an associate degree from Western must complete the assessment requirement for graduation. See page 7 for details.

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.

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 WWCC. 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 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: This is usually an outright “gift” 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: An outright gift that is not repayable, and usually signifies academic excellence. This can also signify athletic, theatre, musical and other kinds of excellence.

Financial Aid, Loan: This is not “gift” money. 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 Test (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 WWCC until you exit. All coursework taken is reflected on your record.

5 Goals for Student Success

Western Wyoming Community College has identified 5 essential learning goals or abilities that will help you adapt to the changing demands of your careers. You will have opportunities in each of WWCC'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 WWCC, 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 WWCC 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.

Graduation Assessment Requirement

All students, in order to complete graduation requirements from WWCC, must complete the Graduation Assessment Requirement. This evidence of student learning provides data that allows Western Wyoming Community College to maintain accreditation. Graduating students must complete the following:

Assessment Requirement

(0 credit)

- Enroll in HMDV 2411 NT to complete the requirement online through MyFolio.



Academic Advising: ***A Partnership***

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 Advising, Career, Employment, Internships, and Transfer (ACE IT) 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 WWCC rules and regulations
4. Your academic progress
5. Referrals to other college resources
6. Transfer

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 sources.)

Use the ACE IT Center to help your WWCC experience be the best it can be.

Advising: continued

Things You Should Do:

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 Mustang WebAdvisor
 - 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, the Peer Tutor Center, and Smarthinking

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 WWCC 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 this 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

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 WWCC Web Page.

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, WWCC 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.

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 (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 local radio stations and will be sent via Mustang Cruiser alerts.

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 WWCC 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

Students Right of Due Process

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 Internet).

Cheating & Plagiarism (Policy 6220D)

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.

Name	Address(es)
Phone Number(s)	E-mail
Major	Full-time or Part-time
Dates of Attendance	Degrees/Awards
Photographs	Weight and height of athletes
Participation in officially recognized activities and sports	Class lists used within on-line courses
Honors and Awards	

Campus Safety

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.

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.

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).

Each year, the Campus Safety Brochure is handed out at Kick-Off and made 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.

- Local radio stations (KRKK, KQSW, KSIT, KRFZ, KUGR, KVCS, KZWB)
- E-mail and text mail notification in a serious emergency
- Cell phone notification
- Office notification
- Personal contact as appropriate
- College Web Site (www.westernwyoming.edu)
- Voice response public address system in hallways and outdoors

Standards of Student Conduct (Policy 5420)

Policies

(See the policies on-line for updates not through final approval by press time for this publication.)

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 web site and student portal. Hard copies may be obtained from the office of the Vice President for Student Services. 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 Vice President or his/her designee determine that the offcampus 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 4 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 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)

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.

The Conduct Appeal 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 Vice President for Student Services 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 Vice President for Student Services 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.

All conduct sanctions are approved by the Vice President for Student Services.

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 insured 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 and Accessibility Center, Residence Halls and Student Life, 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 and Accessibility Center, Residence Halls and Student Life, 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)

The College is committed to providing 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.

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

Any sexual assault or sexual harassment, other forms of sexual misconduct, stalking and intimate-partner violence, whether committed by an employee, student or member of the public, that occurs on college property or at college-sponsored off-campus events, is a violation of College policy and procedures, and is subject to all applicable sanctions, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Title IX Coordinator shall establish a coordinated education and prevention program, and investigative and grievance procedures that are prompt, equitable and accessible to students, faculty, and staff.

No one at the College may reprimand, retaliate, take any adverse action, or discriminate against an individual for having opposed unlawful conduct, initiated a report of complaint, provided information as a witness, or participated in the resolution of a report or complaint regarding potential violations of this policy.

Definitions:

Consent -- Consent is 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 or consent is substantially impaired because of alcohol or drug consumption, a mental or physical condition, or if there is a significant age or perceived power differential.

Sexual misconduct--unwelcome conduct of a sexual nature; sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the alleged victim.

- **Sexual Harassment** – Sexual harassing behavior consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - o 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education or of obtaining educational benefits or opportunities; or
 - o 2) Such conduct is pervasive, has the purpose or effect of substantially interfering with an individual's employment, education, educational benefits or opportunities, creating an intimidating, hostile or offensive employment or education environment. Sexual harassment as defined herein is generally conduct or communication by someone in authority but also includes any sexual harassment as defined when perpetrated on any student or employee by any other student or employee.
- **Sexual Violence** – Physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the person's age, disability or use of drugs or alcohol.
- **Sexual Assault** – Any sexual penetration, sexual intrusion or sexual contact without a person's consent as defined in WYO. STAT. ANN. §§ 6-2-302 -304 (2009), including, but not limited to:
 - o 1) Unwanted touching of a sexual nature.
 - o 2) Unwanted touching which produces sexual arousal, gratification or abuse.

- o 3) Any actions of a sexual nature engaged in while a subject is physically helpless, mentally incapacitated, submitting due to physical harm or abuse or threat of harm or abuse, or while the subject has verbally refused consent to engage in these actions.
- **Gender-based harassment**—disparaging comments or conduct based on gender identity (persistent disparagement of a person based on perceived lack of stereotypical masculinity/femininity).
- **Dating Violence**—violence committed by a person who has been in a relationship of a romantic or intimate nature with the victim (based on length and type of relationship and frequency of interaction).
- **Domestic Violence**—crimes of violence committed by current or former “spouse, a parent of the victim’s child, cohabitant, or any person protected from the person’s acts under laws of the jurisdiction.”
- **Stalking**—engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

Students who feel they have been the victim of sexual harassment, sexual assault or sexual violence may utilize any of the College’s normal reporting systems including the Reporting Form (“R”) online system. Students may also report directly to local law enforcement. Students may also contact the Wellbeing and Accessibility Center for confidential support and referral. See the procedure for detail. The incident will be investigated and administered according to the College’s student conduct and non-academic appeals processes (Policy 5420A and 5430C). The institution may take interim measures such as a no-contact order while it is investigating a complaint.

Sexual Misconduct Amnesty Clause

The College offers immunity (amnesty) to alleged victims or reporting students who may have violated the Student Code of Conduct’s Alcohol or Drug Policy at the same time of the incident when he or she became a victim of or is reporting of sexual misconduct. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol and/or drugs at the time of a sexual misconduct. The purpose of this clause is to encourage reporting.

The College will use the preponderance of evidence standard in deciding sexual assault cases.

Contact Information

Dr. Philip Parnell	Amy Galley
Vice President for Student Services	Director of Wellbeing & Accessibility
Title IX Coordinator	Western Wyoming Community College
Western Wyoming Community College	Rock Springs, WY 82901
Rock Springs, WY 82901	307-382-1645
307-382-1748	

Office of Civil Rights
 U.S. Department of Education
 Office of Civil Rights
 Washington, D.C. 20202-1328

Complaints can be addressed to the Title IX Coordinator or the Office of Civil Rights.

Sexual Harassment, Sexual Assault and Sexual Violence

Western Wyoming Community College does everything possible to create a safe and secure learning environment. However, sexual offenses may occur on college campuses and students should be aware and proactive in protecting themselves. Regular programming is conducted to educate students and staff on the nature and scope of sex offenses, and to assure people have access to information on how to report a suspected crime.

WWCC's Annual Education Programming includes:

- Required participation for degree-seeking students in the MyStudentBody program which aligns with Campus SaVE Act requirements.
- Student Health 101 e-magazine is distributed monthly and consists of articles that address Campus SaVE Act requirements.
- Housing orientation skit which includes a segment on date rape.
- All-student Welcome Week at the start of the semester which includes a skit on sex issues and recourse as well as a copy of the Campus Safety Brochure.
- Brochures and website information on being aware and safe. Brochures are placed in all public meeting areas.
- Regular programming throughout the year, both in the residence halls and on the main campus, regarding consent, date rape, sexual assault and other sexual offenses.

Policy 5420E addresses the issues of sexual harassment, assault and violence. The policy is referenced in the Student Handbook and available to students and staff on the WWCC website.

The first priority for victims of sexual harassment, violence or assault at this institution should be to ensure their own safety. Medical treatment should be sought if necessary. The College strongly advocates that a victim of sexual assault report the incident in a timely manner and do her/his best to preserve any possible evidence. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Protective Services Officer, Resident Assistant (RA), and/or other housing or administrative officials. Filing a report with the College will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers or others in the process.

Reporting procedures for student victims of sexual violence:

1. In an emergency situation or based upon the student's preference, the student should call local law enforcement (911) immediately. As soon after the call to law enforcement as possible, campus authorities should be notified.
2. Whenever possible, the student should immediately contact the Protective Services Department and the Resident Assistant if the assault occurs on campus. A student who is uncomfortable making this call, may report via the College's Reporting Form ("R") online system. Access to the system is on the College's homepage at www.westernwyoming.edu.
3. Incidents may also be reported by third party witnesses, friends, family or others by submitting through the Reporting Form ("R") or contacting a school official. Anonymous reporting is allowed; however, it makes for major challenges in the investigation.

4. Protective Services will immediately notify the Vice President of Student Services or his/her designee who will notify other college administrators.
5. Protective Services or appropriate department administrators will work with the student to contact local law enforcement upon request, and be given the option of support from the Wellbeing and Accessibility Center and other local support groups. The student will be provided a list of local resources.
6. Students will be informed of options related to notification of law enforcement and obtaining temporary restraining orders, confidentiality, medical services, and other resources.
7. The Vice President for Student Services will coordinate an internal investigation and will make the determination (with other administrative staff) to invoke a campuswide notification. In the event of an incident that involves a student and a faculty or staff member, the VP will coordinate with the Director of Human Resources.
8. Campus-wide notification will occur when it is determined the alleged assailant is unknown and/or still at large and may be a danger to others. The Emergency Notification procedure will be utilized.

Investigation of the incident

1. Following the initial complaint, those involved may be asked to provide written statements of the event and will be interviewed by a Title IX investigator
2. The incident will be investigated and adjudicated according to the student conduct and appeals processes (5420A and 5430C). Victims will be provided with an explanation and updates of the process as it progresses.
3. In all cases, the College process for investigation will be conducted by trained investigators.
4. Every effort is made to solve less serious incidents such as subtle sexual harassment quickly and informally. However, the full investigative process does take time and the victim and alleged perpetrator are encouraged to cooperate fully and honestly and allow the system to work. It may take up to 60 work days.
5. Should disciplinary action be taken against a college student, faculty or staff member, the person has the right to appeal through the appropriate student or staff appeals process.
6. To the extent allowed by law, the complainant will be advised of any disciplinary actions taken against the perpetrator, should the complainant desire to know this information.

Follow-up with the student will include:

1. Explanation of the College's disciplinary process and reference to appropriate written material. Disciplinary sanctions may include a variety of actions including suspension from the institution. See Policy 5420A. The investigative and appeal processes can be found in Policy 5430C.
2. Options related to changing residence hall rooms and protection while on-campus and other temporary sanctions that might be imposed while the investigation is underway.
3. Assurance of confidentiality to the extent possible through the law and any disciplinary process. Students should be aware that employees outside the Counseling staff have no ability to maintain confidence. They must report to the Title IX Officer.
4. Updates to the student on the progress of the investigation.

Contact Information

Protective Services
Mustang Central, Room 1102
307-382-1690
1234 on campus emergency dialing
Rock Springs Police Department
5-911

Wellbeing and Accessibility Center
Room 2011
307-382-1652
After hours reachable through Protective Services

Dean of Students
Mustang Central, Room 1106
307-382-1644
After hours reachable through Protective Services

Vice President for Student Services
Title IX Coordinator
Room 3011
307-382-1639
After hours reachable through Protective Services

Complaints can be addressed to the Title IX Coordinator or the Office of Civil Rights
Office of Civil Rights
U.S. Department of Education
Office of Civil Rights
Washington, D.C. 20202-1328

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 as 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)

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 Vice President for Student Services 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 Vice President 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 advise, 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.

All sanctions must be approved by the Vice President of Student Services or his/her designee.

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.

1. The student must follow the conduct process as described above. A student who wishes to appeal a sanction must follow the procedure below.
2. 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 Student Services. 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.
3. 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.

4. Within forty-eight (48) work hours after the student receives the final decision from the Vice President of Student Success Services, the student may appeal to the Student Affairs Appeals Board by submitting a written appeal request to the Vice President for Student Services.
5. The Vice President for Student Services will make every attempt to convene the board within 5 work days after receiving the student's written request. If 5 days is not feasible, it will be scheduled as soon as possible.
6. 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 Affairs Appeals Board handbook. No legal counsel is permitted during this process.
7. The Appeals Board will act as an advisory body. Within twenty-four (24) workhours 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.
8. 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.
9. In cases involving suspension or dismissal of the student from the College, either party may appeal the President's 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 Affairs Appeal Board

The Student Affairs Appeals Board is a standing board, convened by the Vice President of Student Success 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 ASG Officer
- 1 Residence Hall Association Officer
- 2 Students at-large appointed by the ASG (1 on-campus and 1 offcampus student).

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

- 3 faculty or professional staff members, appointed by the WWCC 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...

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

Learning Center

WWCC 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.

- In the **Learning Center (LC)**, students can brush up on skills in math, reading, and English grammar and writing in preparation for college classes. Instruction is available in a lab or classroom setting.
- High school equivalency test preparation classes and testing are available for students wanting to obtain a High School Equivalency Diploma.
- Students may enroll in transferable classes in College Vocabulary, Speed Reading, and First Year Experience classes.
- English to Speakers of Other Languages and citizenship preparation classes are available for non-native speakers and those individuals interested in becoming a citizen of the United States.
- International students may enroll in non-native courses designed to improve reading, writing, and listening to facilitate academic success.
- Tutoring is available for most subjects through the Proctoring & Tutoring Center.

Wellbeing And Accessibility Center

These services are designed to promote growth and change on a personal as well as academic level. Our staff views each student as a whole person who is continually developing through and beyond the college years. Therefore, we strive to help equip students with the skills and attitudes conducive to a healthy and productive life.

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

- Personal counseling
- Accommodations for students with documented disabilities
- Life coaching skills
- Online counseling support
- Host family program for international students
- Student success assistance
- Crisis intervention
- Academic advising
- Support groups
- National testing (ACT)

- Workshops and seminars
- College survival skills
- Alcohol and drug education, including Personal Awareness Seminars
- On-campus and community referrals
- Human Development classes

For more information and assistance stop in or call:
Wellbeing and Accessibility Center, Room 2015, 382-1652

Associated Student Government (ASG)

Part of the overall college experience is participation in extracurricular activities. A variety of events are sponsored by the Associated Student Government (ASG) 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 ASG. ASG 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 raft trips down the Snake River, dances on a regular basis, speakers, concerts, talent shows, comedy shows, casino nights, laser tag, student leadership conference, hypnotists, mentalists, escape artists, and much 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. ASG is much more than a simple social organization. Active caring students are needed to make ASG a successful governing body.

ASG has a budget of approximately \$40,000 each year to fulfill their purpose. ASG 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.

ASG 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 ASG (the Associated Student Government) of WWCC.

1. Submit a constitution to ASG.
2. Submit a list of officers and members
3. Submit the name of a faculty or staff advisor.

The benefits of being a chartered organization under ASG are two fold: 1) the organization has access to College facilities and equipment and 2) the organization has available \$200/semester for seed money. Money cannot be transferred from one semester to another.

Clubs which are active each semester are:

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

Sigma Xi: Chapter of Phi Theta Kappa, a national honorary scholastic society. Membership is based upon those who complete a minimum of 12 hours with a 3.80 cumulative GPA and opt to join prior to established deadlines each semester.

Other recent clubs:

Association of Non-Traditional Students
(ANTS)

Baptist Collegiate Ministries

BLGT Club

Eco Club

Fellowship of Christian Athletes

International Club

LAN Club

LDSSA

Motivational Club

Radio Club

Spanish Club

Stampede Club

Student Nurses Organization

Weekend Activities Club

Veteran's Club

Choose your own and get started!



Intramural Sports

WWCC 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 WWCC or be a member of the staff. The College also has bicycles and other recreational gear that can be checked out.

We Need You

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

- Provide meaningful educational, vocational, cultural, social, and service activities for students.
- Coordinate ASG 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 ASG-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

For the convenience of our students with children, WWCC has a Children's Center located adjacent to the pool, gym, and tennis courts. Childcare is available to any parent taking classes at WWCC part-time or full-time, credit or non-credit. There are three classes in the Children's Center: Bunnies (Must be 2), 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. They also need a blanket for rest time.

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 7:45-5:30 Monday through Friday during Fall and Spring semesters and 7:00 am-6:00 pm Summer semester. Evening hours extend from 5:30 to 15 minutes after the end of each class, Monday-Thursday.

Bookstore

The bookstore is located on the first floor next to the pendulum. Bookstore hours are from 7:50 a.m. - 7:30 p.m. on Monday and Thursday when classes are in session and 7:50 a.m.–5 p.m. 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. 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

Phone: 307-382-1700 • Fax: 307-382-7665 • www.westernwyoming.edu/library/
email: library@westernwyoming.edu • Facebook: 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 breaks and holidays. Open additional hours during finals

Hay Library subscribes to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association. It is the responsibility of the librarians and all faculty selecting materials to ensure that diverse points of view concerning the problems and issues of our times 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 over 100,000 books, approximately 400 periodical subscriptions, and over 3,000 audio visual items. Hay Library also subscribes to various online periodical databases and eResources including a collection of over 1000 ebooks. WYLD CAT (Wyoming Library Database) is the online, statewide, library materials catalog. WYLD CAT 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. New WYLD CAT features include “Text This Call Number”, and “Cite this Title”. WYLD CAT is also easy to use with the “BookMyne” application for select Apple and Android devices. BookMyne is a free download available at “the app store”.

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 WWCC students, faculty, and staff. To access online library collections and databases log into “Mustang Cruiser”, www.westernwyoming.edu, and click the tab titled “library”. All Wyoming residents have access to databases and eResources through their local public library, or through the Wyoming State Library, 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 of 50,000 publications in print, microform, and digital formats. Government documents are searchable in the WYLD CAT catalog.

The library is open for use to everyone although WWCC student use is given precedence. 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

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 made online on the graduation page on the website. A program evaluation (also called degree audit) must be reviewed with your advisor, prior to applying for graduation.

Fall 2017 Deadline - November 13

Spring 2018 Deadline - March 1

Summer 2018 Deadline May 1



Financial Aid

There are a variety of financial aid options available to help students meet educational expenses and many WWCC 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 WWCC, the WWC Foundation, State of Wyoming, or a combination of these sources.

April 1

Financial Aid Priority Date

WWCC 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 WWC. 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 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/fin_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. WWCC students are considered to be making SAP if they consistently:

WWCC's qualitative measurement

- Maintain a cumulative GPA of at least 2.00

WWCC'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 WWCC 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 WWCC	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 Campus Cruiser 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 No

Longer Eligible (NLE) SAP status. Students are notified via Campus Cruiser e-mail that they are not eligible for federal financial aid. The e-mail includes information about how to regain eligibility and the appeal process.

Students on suspension may appeal in writing to the Financial Aid Office. It is the responsibility of the student to initiate the appeal.

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 WWCC 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 WWCC Financial Aid Office.

****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 Office.

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.

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

There are seven residence halls in the WWCC system; Snowy Range, White Mtn. Hall and Teton Hall are primarily one and two bedroom apartments with suite units on the ground level. Rocky Mtn. Hall I is comprised of suite units. Rocky Mtn. Hall II is comprised of semi-private units. Wind River Hall is comprised of private bedroom units. Aspen Mtn. Hall consists of semi-private units. The total residence hall capacity is 552.

For more detailed information regarding the residence halls at WWCC, visit www.westernwyoming.edu/residence_halls.

WWCC 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 increase their acquaintances and expand their 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 staff personnel, more mature role model behaviors that are consistent with the objectives of higher education in a democratic society.

Housing Options...

<u>Style</u>	<u>Semester Cost</u>
Ground Level Suite	\$1145
Rocky Mountain Suite	\$1145
Rocky Mtn. Semi-Private	\$1305
Aspen Mtn. Semi-Private	\$1305
Two Bedroom Apartment	\$1340
One Bedroom Apartment	\$1595
Private Bedroom Apartment	\$1970

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 seventeen trained RAs (resident assistants) and one coordinator of residence halls 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, but residents may gain access after that time by using their access cards issued at check-in.

Food Service

Meal Plan Rates and Options

Plan A:

275 meals/semester

+\$100 Dining Dollars

Fall = \$1425

Spring = \$1453

Year = \$2878

Plan B:

175 meals/semester

+\$125 Dining Dollars

Fall = \$1320

Spring = \$1346

Year = \$2666

Plan C:

75 meals/semester

+\$50 Dining Dollars

Fall = \$616

Spring = \$628

Year = \$1244



How Do Meal Plans Work?

- Plans A & B allow for 275, 175 or 75 meals per semester in Mitchell's
- Dining Dollars are available to use at T-Rex Grill or Mitchell's.

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 32 credit hours on campus.
- Transferring students must have completed at least 32 credit hours.

Opening and Closing Information

All meal plan options are based on the number of days in a semester.

Please pay special attention to the following dates when food services WILL NOT be serving during the 2017-2018 academic year:

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

- Thanksgiving – November 22-25
- Winter Break – December 13-Jan 13
- Spring Break – March 10-17
- Summer Break – Beginning May 16

Mitchell's will open for meal plan use on August 20, 2017 for Fall Semester. The last serving day will be December 13, 2017 for Fall Semester. Mitchell's will open for meal plan use on January 15, 2018 for Spring Semester. The last serving day will be May 15, 2018 for Spring Semester.

T-Rex Grill is closed during WWCC observed holidays.

- Labor Day - Sept 4, 2017
- Fall Break - Oct 13, 2017
- Thanksgiving - Nov 22-24, 2017
- Winter Break - Dec 21-Jan 2
- MLK Day - Jan 15, 2018
- President's Day - Feb 19, 2018
- Easter – March 30, 2018
- Memorial Day - May 28, 2018

Dining Services Hours of Operation

T-Rex Grill Hours:

Monday – Thursday.....7:30 am – 7:00 pm
Friday.....7:30 am – 3:00 pm

Hours are subject to change during Summer Semester

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

Brunch12:30 am – 1:30 pm
Dinner.....5:00 pm – 6:00 pm

Sunday

Dinner.....5:00 pm – 6:00 pm

All meal plan participants are required to show/swipe their student ID card when entering Mitchell’s.

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 or the T-Rex Grill will fall under the jurisdiction of the Vice President for Student Services. Sanctions may be appealed through



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, and that is not non-occupational coursework.

Transfer to the University of Wyoming

Students who plan to transfer from WWCC to the University of Wyoming should be aware of a number of things that make the process a simple matter.

1. **Transfer Agreement for WWCC Graduates :** WWCC graduates with an AA or AS will transfer to UW under a guaranteed agreement. The agreement states that WWCC graduates will have met all of UW’s lower division general education requirements (called University Studies at UW) with the exception of an upper division C3 (advanced writing course). Students may be required to take additional USP (University Studies Program) courses as requirements for their college and major.
2. **Course Numbering System is the Same:** UW and all seven Wyoming Community Colleges use the same name and number for most equivalent transfer courses. Thus, English 1010 has same name and number at all eight schools. To know which courses are equivalent, use the Transfer Catalog (see below).
3. **Transfer Catalog:** The Transfer Catalog lists all the courses that transfer from the seven Wyoming Community Colleges to UW. The Catalog lists equivalent courses and transfer courses. Equivalent courses generally have the same name and number at all eight institutions. Transfer courses transfer to UW even though they may not be taught at all colleges or at UW. The catalog also lists all of UW’s general education requirements (University Studies Program) and which courses meet those requirements. The Transfer Catalog and other resources for transferring to UW are available at www.uwyo.edu/transfercredit.
4. **No Limit on Number of Credit Hours That Transfer:** There is no limit to the number of credits WWCC students may transfer to UW; however, how these courses fulfill requirements specific to a UW program of study will be evaluated on a course-by-course basis.
5. **Transfer Agreement for Students Who Transfer Without an AA or AS:** Students who transfer with less than an AA or AS degree or with an occupational degree, or other associate degree, will have their transcript evaluated on a course-by-course basis based on the Transfer Catalog. Such students will have to meet UW’s general education requirements, i.e. complete WWCC courses that meet UW’s University Studies requirement. Students should notify their advisor if they plan to transfer to UW without completing an AA or AS.

Articulation Agreements

WWCC has articulation transfer agreements with several institutions including:

- Ashford University
- Black Hills State College
- Chadron State College
- Colorado State University
- Franklin University
- Kaplan University
- Maryville State University
- Montana Tech
- National American University
- Regis University
- South Dakota School of Technology
- Southern New Hampshire University
- University of Montana Northern
- University of Northern Colorado
- University of Utah
- University of Wyoming
- Upper Iowa University
- Utah State University
- Weber State University

Ask about course-by-course and program transfer agreements with these colleges. Also visit Western's web page for more information.

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. The first step is to decide where you wish to transfer. The steps below may help.

1. Decide Where You Want to Transfer

- Rural or urban?
- Small city, big city?
- North, South, East, or West?
- 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?
- Ask what are the total costs?

Use Resources at WWCC to Help

- ACE IT Center Employees
- Counselors
- Faculty Advisors
- The Support, Disability & Counseling 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.

If you are considering UW or another university in the region, see the information under “Transfer to the University of Wyoming” or “Transfer to a four year college

2. Select WWCC Courses that Meet Requirements

You want to choose courses at WWCC which are required by the four-year school you plan to attend. Since each educational institution prescribes its own standards and its own prerequisites to transfer, you must first decide which school you intend to transfer to and which program within that college.

Then, read your program's course requirements in the College's catalog and discuss them with a faculty advisor at that college—if you can. Courses may have different names and numbers at different colleges so a catalog may not tell you all the information you need.

3. 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

WWCC 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 ACE IT 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.



Accidental Injury Insurance

The College provides 24-hour accidental injury insurance which covers the full-time student from the first day of classes in the fall through the last day of final examinations in the spring. The coverage limit is \$1,500. Certain restrictions apply. Please see the Vice President for Student Services Office if you have questions about this policy

Optional Medical Insurance

A policy is available for individual student purchase. Pick up a brochure from the office of the Vice President for Student Services.

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 Vice President for Administrative Services in the Administrative Services Office, or by calling 307-382-1609. To obtain student services, contact the Disability Support Services Specialist in the Wellbeing and 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 Vice President for Administrative Services, 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 and Accessibility Center or call 307-382-1806.

Equal Opportunity

Affirmative Action - Students

Western Wyoming Community College is an Equal Opportunity institution and as such, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability status, disabled veteran, or veteran of the Vietnam, Gulf, or any other era in admission or access to, or treatment or employment in, its educational programs or activities.

Inquiries concerning Title VI, Title IX, Section 504, ADA, and other related laws may be referred to the V.P. for Administrative Services, WWCC Administrative Offices, P.O. Box 428, Rock Springs, Wyoming 82902-0428, (307) 382-1609; or Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Spear Avenue Blvd., Denver, CO 80204-3582, (303) 844-5695, FAX (303) 844- 4303 or TDD (303) 844-3417 or the Wyoming Labor Standards Department, 1510 East Pershing Blvd., Cheyenne, Wyoming 82002 (307) 777-7261.

Sexual Harassment of

Students

Complaints should be addressed to the Vice President for Student Services, who is the college's Title IX officer.

Sexual harassment is against the law and is prohibited by the College. Sexual harassment is defined as:

Sexual advances or requests for sexual favors accompanied by an offer of reward or a threat of reprisal, or sexually-directed remarks or other forms of communication which subject an individual or group to demeaning stereotypes or insult with the result that such communication creates an intimidating, hostile, or offensive environment.

If you believe you have been sexually-harassed, we encourage you to contact one of the College's Complaint Advisors to confidentially discuss your options. See College Policy 5430G for more detail (available on the Internet).

Appreciate Diversity

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?

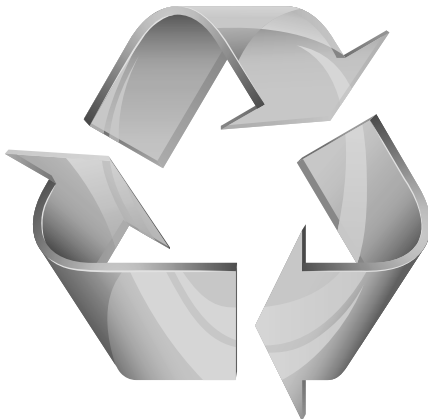


PAYMENT INFORMATION

- ✓ All Western Wyoming Community College payment information will be sent electronically to your MyWestern email address.
- ✓ Paper bills are not mailed - WWCC is going green!
- ✓ Account information is accessible on MyWestern.

Fall Intent Deposit Date: Wednesday, August 9
6 or more credits = \$250 Intent or approved Financial Aid
5 or fewer credits = Payment in full

Fall Payment Deadline: Friday, September 8



Contacts

President

Dr. Karla Leach
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Vice President for Student Services

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Vice President for Student Learning

Dr. Kim Farley
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Dustin Conover, Dean of Students
307-382-1644 • dconover@westernwyoming.edu

Nicole Castillon, Financial Aid Director
307-382-1642 • ncastillon@westernwyoming.edu

Erin Grey, Director of Admissions
307-382-1647 • admissions@westernwyoming.edu

ACE IT Center (aceit@westernwyoming.edu)

Molly McClure, Director
307-382-1660 • mmclure@westernwyoming.edu
Advising, Careers, Employment, Internships, Transfer, and COMPASS placement testing

Student Engagement & Completion

Mark Rembacz, Director
307-382-1899 • mrembacz@westernwyoming.edu

Children's Center

Susan Rawlings, Director
307-382-1669 • srawlings@westernwyoming.edu

College Learning Center

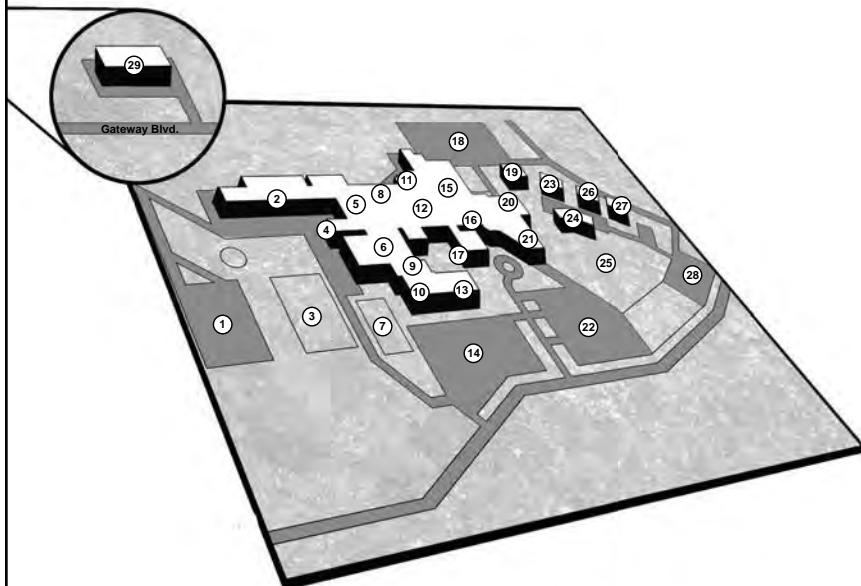
307-382-1704
Developmental Studies, Tutoring

Wellbeing and Accessibility Center

Amy Galley, Director
307-382-1652

Contact us whenever you have questions or concerns.

Campus Map



- | | |
|-------------------------------------|----------------------------|
| 1. Recreation Parking | 16. Mustang Central |
| 2. Trades and Industry | 17. Annex |
| 3. Athletic Field | 18. West Parking |
| 4. Maintenance | 19. Wind River Hall |
| 5. Shipping | 20. Mitchell's Dining Hall |
| 6. Wellness Building & Rushmore Gym | 21. Theatre |
| 7. Tennis Courts | 22. Main Parking |
| 8. Hay Library (2nd Floor) | 23. Snowy Range Hall |
| 9. Auxiliary Gym | 24. Rocky Mountain Hall |
| 10. Children's Center | 25. Presidential Park |
| 11. Whisenand Student Atrium | 26. White Mountain Hall |
| 12. Bookstore | 27. Teton Hall |
| 13. Aquatic Center | 28. Student Parking |
| 14. South Parking | 29. Aspen Mountain Hall |
| 15. Museums | |

SPRING 2018 IMPORTANT DATES

In-Service	January 10 - 16	Wednesday - Tuesday
Martin Luther King Holiday	January 15	Monday
Begin Spring Semester	January 17	Wednesday
Start of: Full-semester classes	January 17	Wednesday
Start of: 1st 5-week Block (A)	January 17	Wednesday
Start of: 1st 8-week Block (E)	January 17	Wednesday
Last Day to Add: Full Semester Classes	January 19	Friday
Last Day to Add: 1st 5-week Block (A)	January 18	Thursday
Last Day to Add: 1st 8-week Block (E)	January 18	Thursday
Last Day to Drop: Full Semester Classes	March 29	Thursday
Last Day to Drop: 1 st 5-week Block (A)	February 1	Thursday
Last Day to Drop: 1st 8-week Block (E)	February 12	Monday
\$ Payment Date (Balance or 1st payment)	February 2	Friday
Start of 12-week Block (D)	February 12	Monday
Last Day to Add: 12-week Block (D)	February 14	Wednesday
Last Day to Drop: 12-week Block (D)	March 29	Thursday
Presidents' Day Holiday	February 19	Monday
End of 1st 5-week Block (A)	February 20	Tuesday
Start of 2nd 5-wk Block (B)	February 22	Thursday
Last Day to Add: 2 nd 5-week Block (B)	February 23	Friday
Last Day to Drop: 2 nd 5-week Block (B)	March 9	Friday
\$ Payment Plan 2nd Installment	March 2	Friday
End of 1st 8-week Block (E)	March 9	Friday
Mid-Semester	March 9	Friday
Spring Break	March 12-16	Monday - Friday
Midterm Grades Due (by 11:59pm)	March 12	Monday
Start of 2nd 8-week Block (F)	March 19	Monday
Last Day to Add: 2 nd 8-week Block (F)	March 20	Tuesday
Last Day to Drop: 2 nd 8-week Block (F)	April 16	Monday
\$ Payment Plan 3rd & Final installment	March 29	Thursday
Easter Holiday	March 30	Friday
End of 2nd 5-week Block (B)	April 3	Tuesday
Fall 2018 Advising Day (No Day Classes)	April 4	Wednesday
Fall 2018 Registration Opens	April 5	Thursday
Start of 3rd 5-week Block (C)	April 9	Monday
Last Day to Add: 3 rd 5-week Block (C)	April 10	Tuesday
Last Day to Drop: 3 rd 5-week Block (C)	April 25	Wednesday
End of Full-semester, C, D, & F Blocks	May 9	Wednesday
Exam Prep Day (No meetings or classes)	May 10	Thursday
Final Exam Days	May 11, 14, 15	Friday, Monday, Tuesday
All Grades Due (by noon)	May 16	Wednesday
Commencement	May 18	Friday

No Activities from May 7 through May 18 without Permission of the President



WESTERN WYOMING COMMUNITY COLLEGE

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