

### CENTRAL WYOMING COLLEGE MISSION

Enhance the quality of life through innovation and excellence in education.

### CENTRAL WYOMING COLLEGE VISION

Provide lifelong learning opportunities beyond the boundaries of time and place.

### CENTRAL WYOMING COLLEGE GOALS

- Ensure academic excellence.
- Provide an environment for economic, cultural, and lifelong enrichment.
- Serve as a proactive community leader.
- Use innovation to increase access to education.

### STUDENT ATTRIBUTES

Central Wyoming College wants students completing course work to possess particular student attributes. Definitions of the five most important attributes defined by CWC faculty are:

**Critical/Creative Thinking.** (CCT) Students demonstrate critical/creative thinking when they use an appropriate process in evaluating an idea. Students will be able to analyze and evaluate, make judgments and draw conclusions.

**Communication.** (C) Students demonstrate communication skills when they exchange information effectively in a variety of contexts and formats.

**Diversity.** (D) Students demonstrate intercultural competency when they describe and analyze the impact of culture and identity among diverse groups.

**Self-directed Learning.** (SDL) Students demonstrate self-directed learning skills when they take the initiative to assess their need for learning, establish a goal, develop a learning strategy and assess the learning outcomes.

**Technological Literacy.** (TL) Students demonstrate technological literacy when they use appropriate technology to manage information, solve problems, or communicate effectively.

### LOCALE

The CWC campus is located in Fremont County on the outskirts of Riverton, a city of about 10,000 on the banks of the Wind River. The campus and community lie in the Wind River Valley, a large lowland area bounded by mountains on three sides. The area has a wide range of environmental zones from cold desert to alpine.

The valley has a rich and varied history. A large portion is presently occupied by the Wind River Indian Reservation, home of the Eastern Shoshone and Northern Arapaho tribes. The rendezvous of the mountain men was held in the south portion in the early 1800s.

Central Wyoming College also serves communities in Hot Springs and Teton counties through outreach services.

### NON-DISCRIMINATION STATEMENT

Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VI, Title IX, or Section 504 of the Rehabili-



Photo by Lanna Rios

tation Act may be referred to Jennifer Rey, Executive Director of Human Resources, at Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming 82501, (307) 855-2112 or 1-800-735-8418 (instate) or the Western Division Office for Civil Rights, Office of Civil Rights, Denver Office, U.S. Department of Education, Federal Building, Suite 310, 08-7010, 1244 Speer Boulevard, Denver, CO 80204-3582, (303) 844-5696, Fax (303) 844-4303, TDD (303) 844-3417, email [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov).

The spirit of free inquiry, which characterizes the educational environment, must be allowed to flourish within the context of mutual respect and civil discourse. Discriminatory, threatening, or harassing behavior against any group or individual based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age, will not be tolerated.

### ACCREDITATION

CWC is accredited by The Higher Learning Commission; Member-North Central Association of Colleges and Schools, 30 North La-Salle Street, Suite 2400, Chicago, IL 60602. Phone: (312) 263-0456 or 800-621-7440. FAX: (312) 263-7462. Accrediting CWC's Nursing Program is the Accrediting Commission for Education in Nursing, 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. Phone: (404) 975-5000. Fax: (404) 975-5020.

**STUDENT CONSUMER INFORMATION**

Student Consumer Information, Information on Students' Right To Know and the Campus Security Act is available online at as well as in the Student Handbook.

Central Wyoming College's annual Campus Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Central Wyoming College and on public property within, or immediately adjacent to and accessible from the campus and fire statistics for each on campus student housing facility. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, missing student notification, and other matters. You can obtain a copy of this report by contacting the office of the Director of Campus Security at (307-855-2143 or 1-800-735-8418, ext. 2143) or by accessing the following website: [www.cwc.edu](http://www.cwc.edu). It is also printed in the Student Handbook.

The content of this Catalog is provided for the information of the student. It is subject to change from time to time as deemed appropriate by the college in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

**STUDENT PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the college official does not maintain the records to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request an amendment of the student's educational records that the student believes is inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic research, or support position; a trustee or outside contractor such as an attorney or auditor acting as an agent for the college; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, volunteers and other non-employees performing institutional services and functions as school officials with legitimate education interests. A school

official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll; to accrediting agencies; to comply with a judicial order or lawfully issued subpoena; in connection with financial aid for which a student has applied; in connection with a health and safety emergency; to military recruiters. The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records, unless the student gives written permission. The college reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.

4. The Vice President for Student Services may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures, by Central Wyoming College, to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4065

The Central Wyoming College application for admissions contains permission to release directory information. Students' permission checked on the admissions application is in effect until changed with a completed Directory Information Change of Consent Form submitted to the CWC Registration and Records Office.

Directory information includes all data the college may give to the public regarding students, unless specifically requested not to do so by the student. Directory information includes: name, address, telephone number, hometown and state, e-mail address, date and place of birth, program of study, degrees, certificates or awards, date graduated or withdrawn, dates of attendance, full-time or part-time status enrollment, participation in officially recognized activities and sports, and height and weight of members of athletic teams. The preceding information applies to students currently enrolled or former students.

**STUDENT CONDUCT**

One of Central Wyoming College's core values is mutual respect and civil discourse. All members of our campus community have an important role in creating a learning environment by being respectful and civil.

A student may be placed on disciplinary probation, suspended, or dismissed from the college for conduct contrary to law, the rights of others, or the best interests of the campus community. Maximum penalty may be imposed for crimes committed in which the student intentionally selects the person against whom the crime is committed because of race, religion, color, disability, sexual orientation, national origin or ancestry of that person. Possession of alcoholic beverages, illegal drugs, the unlawful or unauthorized use, possession, or storage of firearms or other lethal or dangerous weapons on campus or at any college-sponsored activity constitutes grounds for suspension. Disciplinary action is handled by the Associate Vice President for Student Services. A student under suspension may petition for readmission. The President retains the right to evaluate special cases involving probation, dismissal, or suspension.

A student's professional, ethical, and behavioral conduct shall be assessed by the college throughout his/her program and is subject to the Student Disciplinary Code, available each year in the Student Handbook.



*photo by Lanna Rios*

## GETTING STARTED

### OPEN ADMISSION

Central Wyoming College has a policy of open admission and therefore admits all United States citizens and permanent residents, age 16 years and older as degree-seeking matriculated students, who have the desire to pursue post-secondary education, to acquire specific skills and have the ability to benefit.

Non-degree seeking students who have the desire to acquire specific skills and have the ability to benefit, may be admitted if age 15 or older. Current high school students, under the age of 16, may be concurrently enrolled through a Board of Cooperative Higher Educational Services (BOCHES) articulation agreement.

### STUDENT ADMISSION PROCEDURE

- Complete the CWC admission application. Students will not be allowed to register for courses until the college receives the admission application.
- Admission applications are available from the Admissions Office or on the CWC web site ([www.cwc.edu](http://www.cwc.edu)). Online applications are encouraged for timely and accurate data entry. Students are encouraged to begin the admission process well in advance of registration.
- Students who have previously taken credit classes at CWC do not need to submit another application.

- All high school transcripts and GED certificates are to be sent to:  
Registration and Records Office  
Central Wyoming College  
2660 Peck Avenue  
Riverton, Wyoming 82501
- Degree-seeking students wishing to transfer credits into CWC must provide official college transcripts from previously attended post-secondary institutions. Transcripts must be sent directly from the institution attended to Central Wyoming College Registration and Records Office. All transcripts become the property of the college and will not be released or copied for non-CWC third party use.
- Transcripts are retained for one year from the date of receipt for applicants who do not subsequently enroll.

### RESIDENCY CLASSIFICATION

Wyoming Community College Commission policy governs the classification of students as resident or non-resident for the purpose of tuition/fee assessment. It is the student's responsibility to notify the Registration and Records Office of any change in residency status. Complete residency classification information is available from the Registration and Records office.

Residency petitions must be submitted before the 12 percent day (published last refund date) of the semester for which residency is being petitioned. Those submitted after that date, if approved, will not

take effect until the following semester. A properly registered student who is classified as a resident by one Wyoming community college will be considered a resident at all Wyoming community colleges.

#### Classification Procedures

- Residence classification shall be initiated for each student at the time the application for admission is accepted and whenever a student has not been in attendance for more than one (1) semester.
- Individuals or their legal dependents, who are U.S. citizens or are in an immigrant status and certain non-immigrants, may qualify for residency.
- Non-immigrants and their dependents, who possess a valid visa from the U.S. Citizenship and Immigration Services with a classification of Temporary Workers or Intracompany Transferee and eligible for education, may qualify for residency. Eligibility for consideration will be based on the privileges and limitations of the visa held by the applicant.
- Community college districts may require applicants to supply information to document residency status.

#### Residency Criteria

Any of the following may be used by a student and would result in an individual being classified or reclassified as a Wyoming resident for tuition purposes:

1. A graduate of a Wyoming high school or recipient of a GED in Wyoming who enrolls in CWC within 12 months of either high school graduation or GED completion;
2. An individual who can provide written verification that he/she has lived in Wyoming continuously for one year prior to enrolling;
3. A legal dependent under the age of 24 or a spouse of a resident of the State of Wyoming who qualifies as a resident based on this policy;
4. A legal dependent under the age of 24 of a Wyoming Community College graduate;
5. A student who marries a Wyoming resident shall be granted resident classification at the beginning of the next term following the marriage;
6. Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents;
7. Members of the U.S. Armed Forces who move to Wyoming within twelve months from the date of honorable discharge from the service;
8. An individual who can provide written verification from an employer that he/she will be employed in Wyoming for an anticipated period of not less than seven months, and such employment is the principal means of support;
9. Persons temporarily absent from the state due to military service, attendance at educational institutions, or other types of documented temporary absences will not have their resident status voided by such absence.

#### Exceptions

In accordance with W.S. 21-17-105, an individual who does not reside in Wyoming may be considered a resident for tuition purposes if he/she meets all of the following criteria:

1. Has been employed in Wyoming for at least seven months, and such employment is the applicant's principal means of support;
2. Pays Wyoming taxes as required by law;
3. Resides in a state with a similar law;
4. Is willing to submit an affidavit to the above.

CWC participates in the Western Undergraduate Exchange program (WUE) and students in certain western states may qualify for a reduction in out-of-state tuition. See WUE program in the "Money Matters" section of this catalog.

## INTERNATIONAL STUDENTS

Students who are neither citizens nor permanent residents of the United States are welcome to apply for admission. Once the student has completed all application forms, he or she will be issued an I-20. Requirements for Admission are:

1. A completed CWC application form and a picture of the applicant.
2. Guarantee of Support Form or a certified bank statement indicating that the applicant, applicant's family, or applicant's sponsor are able to provide a minimum of \$13,500 (U.S. funds) per academic year of study. (Please note that actual living expenses will depend on lifestyle, and the total expenses might be lower than or exceed \$13,500.) Enrollment in a U.S. student health insurance program is highly recommended due to the high health costs in the U.S.
3. A health form, in English, signed by a licensed physician.
4. A housing application and \$100 deposit.
5. Original high school/college transcripts, with English translation.
6. An official copy of the applicant's TOEFL score. CWC's TOEFL requirement for foreign students is a score of 500 for the paper version or a score of 60 for the internet-based test. CWC's institution code is 4115. The TOEFL score must be sent directly to CWC. Students from English speaking countries may waive the TOEFL requirement with letters of recommendation. Please contact the International Students Advisor for more information.

Please request all necessary application material from:

Central Wyoming College  
International Student Advisor  
2660 Peck Avenue  
Riverton, Wyoming 82501  
international@cw.edu

All international students attending college at Central Wyoming College must enroll in a minimum of 12 credit hours per semester.

Admission is granted with the understanding that the student has a valid, unexpired visa and the ability to provide evidence of financial support. The student must be fully prepared to meet the necessary financial obligations for the entire time they will be in the U.S.

## STANDARDS OF ACADEMIC PROGRESS FOR INTERNATIONAL STUDENTS

Federal regulations require an institution to establish *Standards of Satisfactory Progress for International Students* studying in the USA on an F-1 Visa. During their stay at Central Wyoming College, these students are required to maintain satisfactory academic progress each semester.

*Standards of Satisfactory Progress for International Students* studying in the USA on an F-1 Visa are as follows:

1. Students are required to enroll in at least 12 credits each semester; and
2. Students are required to earn at least 8 credits each semester, and
3. Students are required to maintain a minimum cumulative 2.0 grade point average.

Pre-college level courses (courses numbered less than 1000) are included in the 12-credit enrollment requirement, the 8-credit earned requirement, and the calculation for cumulative grade point average for meeting the Standards of Academic Progress for International Students.

To earn credit in a course, the student must earn a grade of A-D or S. Courses with the following grades do not earn credit: F (Failure); Z (Audit); X (Incomplete); U (Unsatisfactory); IP (In Progress); T (Tem-

porary); W (Withdrawal); and WI (Withdrawal by Instructor). Courses with a grade of D generally do not meet academic program requirements – see Degree Requirements in this catalog.

Failure to maintain the requirements stated above will result in a student being put on probation with CWC and with the Office Immigrations and Customs Enforcement (ICE) for a period of one semester. Failure to maintain these requirements for two consecutive semesters will result in termination of the student's visa and suspension from the college.

Students on other forms of visa are required to abide by the visa restrictions as stated by the State Department.

## ASSESSMENT

All full-time students are required to take either the computerized assessment (COMPASS) at Central Wyoming College or have their ACT or SAT scores sent to the college. Part-time students enrolling in math and/or English classes are also required to take the corresponding component of COMPASS or provide the appropriate ACT or SAT scores.

The assessment is not used for admissions purposes. The purpose of the assessment is to insure that students register for courses that are appropriate for their skill level. Experience and data have shown that students who read at a minimum 11th grade level are more likely to be successful in college level courses.

If COMPASS or ACT or SAT scores do not place a student into college level courses, he/she will be required to register for pre-college or co-requisite courses. Pre-college level courses are offered in the areas of reading, mathematics, and English. They are listed in the "Course Descriptions" section of this catalog under ENGLISH and MATHEMATICS with course numbers of 0500-0990. Students who do not test into

college-level English, reading and/or math will be required to start with a pre-college course or enroll in a co-requisite course.

For all college level courses, i.e. those numbered 1000 or above, it is the student's responsibility to have the necessary college level skills in composition, reading, and mathematics to be successful in the class. College level skills in composition, reading and mathematics can be demonstrated by COMPASS, ACT or SAT test scores or successful completion of the appropriate pre-college courses. Students who are unsure of the required academic skills for a particular class should contact the instructor of the course, an academic advisor, or the appropriate Dean.

It is important for students to note that pre-college courses will count in class loads for financial aid and scholarship eligibility, except for the Hathaway Scholarship, and will be computed in their grade point average. However, these courses cannot be applied toward meeting degree requirements, nor are they considered in computing President's and Dean's honor roll lists.

When neither pre-college nor college level studies is appropriate, students may receive educational service through the CWC Adult Basic Education (ABE) program.

## GUARANTEE OF TRANSFER CREDIT TO OTHER INSTITUTIONS

The Central Wyoming College Board of Trustees, in conjunction with the Central Wyoming College Administration, officially recognizes the high quality of education offered through transfer programs by issuing the following guarantee:

Each student is hereby guaranteed that a maximum of 64 credits of CWC credit courses listed in the Wyoming Catalog of Higher Education Courses, numbered 1000-1499 and 2000-2499 and which are complet-

### PROCEDURES FOR STUDENTS TRANSFERRING TO CWC

#### CONFIRMED AA, AS, BACHELOR'S, AND AAS DEGREE

(If Not Transferring a Degree, Coursework will be Evaluated Course-by-Course)

Student Transferring to CWC from an Accredited Wyoming Community College or UW	Student Transferring to CWC from an Accredited College or University	Student Transferring to CWC from an Accredited Wyoming Community College OR Other State College or other State University
CONFIRMED AA, AS, BACHELORS	CONFIRMED AA, AS, BACHELORS	CONFIRMED AAS
<p>Student will have met all general education requirements for AS, AA, AAS degrees.</p> <p><i>Exception:</i></p> <ul style="list-style-type: none"> <li>• First-time federal borrowers at this institution are required to take the <b>FIN</b> General Education Course.</li> </ul>	<p>Student will have met all general education requirements for AS, AA, and AAS degrees.</p> <p><i>Exception:</i></p> <ul style="list-style-type: none"> <li>• If student has already taken the equivalent of POLS 1000, the student is required to take the Wyoming State Constitution Test.</li> <li>• If student has not taken POLS 1000 and/or American Government course, the student is required to enroll in POLS 1000, American &amp; Wyoming Government.</li> <li>• First-time federal borrowers at this institution are required to take the <b>FIN</b> General Education Course.</li> </ul>	<p>CWC will review each general education requirement for transferability.</p>
CWC PROGRAM REQUIREMENTS	CWC PROGRAM REQUIREMENTS	CWC PROGRAM REQUIREMENTS
<ul style="list-style-type: none"> <li>• CWC will review all Freshman/Sophomore level courses for transferability</li> <li>• Junior/Senior level courses will not transfer into CWC but may meet program requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• CWC will review all Freshman/Sophomore level courses for transferability.</li> <li>• Junior/Senior level courses will not transfer into CWC but may meet program requirements</li> </ul>	<ul style="list-style-type: none"> <li>• CWC will review all Freshman/Sophomore level courses for transferability.</li> <li>• Junior/Senior level courses will not transfer into CWC but may meet program requirements.</li> </ul>

ed with a grade of “C” or better will transfer to regionally accredited state-supported four-year colleges and universities anywhere in the United States.

If transfer problems arise, the student must provide a letter from the receiving institution no later than 30 days after the start of the student’s first term of enrollment at the receiving institution. That letter must be from an appropriate official at the receiving institution explaining what transfer credit has been denied and why. Refunds are normally processed within 30 days of approval.

This refund policy refers only to individual CWC course tuition costs at the time the course was taken and does not include institutional fees, course fees, or other expenses.

The rights of the student under the Guarantee are personal and may not be assigned or transferred. The Guarantee does not apply to actions or changes on the part of receiving institutions or individual students, over which Central Wyoming College has no control.

The policy does not guarantee that all courses will necessarily be equated as equivalent courses or that the courses will count toward specific programs at the receiving institutions.

### **TRANSFER OF CREDIT FROM OTHER INSTITUTIONS**

Central Wyoming College will evaluate for transfer credit freshman and sophomore college-level courses completed with a “C” or better at regionally accredited institutions of higher education and may consider, on an individual basis, college-level studies from institutions that are not regionally accredited. Special Topics courses will not be transferred.

Students may use coursework accepted by CWC to satisfy graduation requirements; however, CWC does not use transferred coursework to calculate cumulative grade point averages, nor to determine academic standing. CWC encourages transfer students to provide course descriptions of completed classes and college catalogs from other institutions. The granting of transfer credit does not automatically imply acceptance of those credits to specific degrees since requirements vary from program to program. Transfer credit granted by Central Wyoming College does not imply those credits will be accepted and transfer to other institutions.

A maximum of 48 transfer credits may be applied toward Central Wyoming College degree requirements. At least 15 credits applied toward an Associate’s degree must be completed through Central Wyoming College. At least 15 credits of the final 30 credits earned for an Associate’s degree must be completed through Central Wyoming College.

A maximum number of transfer credits applied toward Central Wyoming College certificates varies. At least 10 of the credits required for a certificate must be completed through Central Wyoming College. At least 10 credits of the final 20 credits must be completed through Central Wyoming College.

The maximum number of transfer credits applied toward Central Wyoming College credentials varies. Students should consult with the appropriate Dean.

Students wishing an evaluation of collegiate work for transfer should:

- Request institutions previously attended send official transcripts to:

Registration and Records Office  
Central Wyoming College  
2660 Peck Avenue  
Riverton, Wyoming 82501

- Have a current CWC admission application on file.

- A transfer of credit evaluation is required by all CWC transfer students applying for financial aid.

Upon receipt, the Registrar and the appropriate Dean will complete the evaluation. This evaluation will become part of the student’s permanent file and the student will receive a copy.

### **REGISTRATION**

Students may enroll in classes during the registration periods indicated in the academic calendar and the Schedule of Courses publication. Registrations will be accepted up to the first day of class. A student may register for up to eighteen (18) credits per semester. With the approval of their faculty advisor and the appropriate dean, students in good standing may be authorized to register for a maximum of twenty-four (24) credits per semester if they can demonstrate exceptional academic abilities or a high probability of success in a heavy class load. Deans may bring exceptions to this policy before the Executive Vice President for Student and Academic Services for consideration.

Information regarding class availability and registration procedures is published prior to the beginning of each semester. Academic and faculty advisors are available to assist students with class scheduling. Early registration is encouraged. All new degree-seeking students are required to schedule and advising session to register. An advising session may be scheduled by contacting:

Central Wyoming College Advising Office – Riverton (307) 855-2124  
Dubois Outreach Office (307) 455-2625  
Jackson Outreach Office (307) 733-7425  
Lander Outreach Office (307) 332-3394

Returning students may register in person or online at the CWC website: [www.cwc.edu](http://www.cwc.edu) by following the instructions posted in the Registration and Records menu. Students with holds will not be permitted to register.

### **ACADEMIC ADVISING**

Advising is a process that empowers the student to be successful. Through advising, trusting relationships are built between students, faculty, and staff in order to assist students in achieving their goals.

### **ADDING A COURSE**

Registered students may add courses during the scheduled registration periods. Students adding a course in person must complete the Add section of an Enrollment form, available in the Registration and Records Office, Advising Center or an academic division office. Enrollment in any course which has already begun must have dean approval.

Students enrolled in courses at CWC centers in Dubois, Jackson, and Lander or at other outreach sites should check with the center coordinator or their faculty members about deadlines and procedures.

### **WITHDRAWING:**

#### **From a course:**

In consultation with Faculty Advisors, students may withdraw from any semester-length course through the last day to withdraw as published in the Schedule of Courses for that semester. Withdrawal from non-semester length courses is allowed prior to the last day of the course as noted in the Schedule of Courses. Course withdrawals may be completed by using the Drop/Withdraw section of the Enrollment

form available in the Registration and Records Office, Advising Center, or academic division offices.

#### From all courses:

In consultation with Faculty Advisors, students may withdraw from all semester length courses by checking the box above the signature line on the enrollment form available in the Registration and Records Office, Advising Center, or academic division offices. Students who abandon courses without officially withdrawing are subject to failing grades. Students receive a grade of "W" when they officially withdraw from course.

### FACULTY-INITIATED STUDENT WITHDRAWAL

Faculty may, at their discretion, request that students be withdrawn from a specific course for non-attendance by submitting a Faculty-Initiated Student Withdrawal form to the Registration and Records Office. A copy of the form will be forwarded to the student. If not contested by the student within two weeks, a grade of "WI" will be transcribed. There will be no refund of tuition or fees for Faculty Initiated Withdrawals received after published withdrawal deadlines.

### ACADEMIC PROGRAM DECLARATION

All degree-seeking students shall declare an academic program. Students who are undecided will choose from the available meta-majors. However, students who have previously earned an AA, AS or higher degree from another institution may not declare a meta-major as their academic program. All academic programs are listed in the Degrees, Certificates and Credentials Section of this catalog.

### GRADING SYSTEM

Coursework is normally evaluated according to the following system of grades:

Grade	Grade Points	Definition
A	4	Exceptional
B	3	Good
C	2	Average
D	1	Poor
F	0	Failure

In lieu of letter grades A through F, students may choose to have their performance graded as either satisfactory or unsatisfactory, in which case the following letters are used:

Grade	Grade Points	Definition
S	0	Satisfactory
U	0	Unsatisfactory

Students who earn an S receive credit for the course; students who earn a U do not. Courses taken on a satisfactory/unsatisfactory basis do not affect grade point average. Students may not use S/U for general education or program requirements unless the course is offered as S/U only. A maximum of 11 credit hours at CWC may be applied to graduation under the S/U grading system. A maximum combination of 30 semester hours of CWC S/U credits and S/U credits obtained via Credit by Exam (CLEP, DANTES, etc.) may be used to satisfy degree requirements.

Students who wish to study a subject but who neither need nor want credit may choose to audit a course, in which case the following letter is used:

Grade	Grade Points	Definition
Z	0	Audit

Audited courses earn no credit but are recorded on transcripts. No incomplete grades will be issued for an audited course.

The following letters are used in certain circumstances:

Grade	Grade Points	Definition
W	0	Withdrawal
Carries no credit and does not affect grade point average		

WI	0	Faculty Initiated Withdrawal
Carries no credit and does not affect grade point average		

T	0	Temporary
Assigned by the college when a faculty member is unable to complete grading because of an emergency		

X	0	Incomplete
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An incomplete grade may be requested by the student when, due to extenuating circumstances, he/she is unable to complete course requirements. A signed Incomplete Grade request form must be submitted to the Registration and Records Office at least one week prior to classes ending. Students must complete class requirements within the time set by the instructor or the incomplete grade (X) becomes an (F). Incomplete grades cannot be changed to audit or withdrawn by the student once an Incomplete grade is assigned.

Students may obtain their grades by visiting the CWC web site ([www.cwc.edu](http://www.cwc.edu)) and connecting to MyCentral/MyAdvisor.

### ALTERNATE GRADE OPTIONS

Students may request a change from a letter grade to S/U or Audit by the published last day to withdraw from semester length courses or prior to the published last class day for non-semester length courses. A completed Alternate Grading Option form must be submitted to the Registration and Records Office by the deadline in order for the desired grading change to take effect. **NOTE: Changing a letter grade to an Audit may affect financial aid eligibility and progress toward degree completion. Please consult the Financial Aid Office and Faculty Advisor prior to submitting an Alternate Grading Option form to the Registration and Records Office.**

Students may also request a change from S/U or Audit to a letter grade by submitting a letter of recommendation from the course instructor to the Registration and Records Office by the published last day to withdraw from semester length courses or prior to the published last class day for non-semester length courses.

### GRADE APPEALS

Faculty members have both the right and responsibility to set their own grading standards, to judge student work according to these standards, and to assign grades. A student who believes that a grade has been assigned improperly should visit first with the faculty member and then, if necessary, with the Dean. If the issue is not resolved at that level, the student may file an Academic Petition available through the Registration and Records Office.

## HONOR ROLL

Students earning at least 12 credit hours of college level courses in a semester at Central Wyoming College with letter grades of A,B,C,D, or F in those college level courses are eligible for the Honor Roll. Students earning a semester grade point average of 4.00 are placed on the President's List. Students earning a semester grade point average of 3.50-3.99 are placed on the Dean's List. Pre-college course grades and credits are not used in the computation of the semester grade point average used for the President's List or the Dean's List Honor Roll.

## ACADEMIC STANDING

Good Standing is defined as a minimum cumulative 2.0 grade point average. Financial Aid Standards of Progress also includes a minimum number of credit hours earned each semester. Refer to the Financial Aid Standards of Progress section in the catalog or consult the Financial Aid office.

## STUDENT TRANSCRIPTS

Central Wyoming College transcripts may be obtained in one of the following ways:

- Submit a completed Transcript Request form to the Registration and Records Office. This form may be obtained in person at the Registration and Records office, or may be printed from the CWC web site at [www.cwc.edu](http://www.cwc.edu) and faxed or mailed.
- Submit request through the CWC web site at [www.cwc.edu](http://www.cwc.edu).
- All obligations to Central Wyoming College must be cleared before a transcript will be released.

For further information about transcript services, please contact the Registration and Records Office.

## TRANSCRIPT/REGISTRATION HOLDS

Students with debts to Central Wyoming College shall have a hold placed on their academic records. Students with holds shall not be permitted to register for courses or entitled to the release of CWC grades, academic transcripts, or diplomas.

## REPEATED COURSES

When courses are repeated, previous credits attempted and earned continue to appear on the transcript. The credits and grade points previously earned are excluded in the computation of cumulative grade point average and the completion of graduation requirements. The most recent A, B, C, D, or F grade earned will be used to calculate the cumulative grade point average.

When a course is repeated for an Audit grade, the Audit will not replace previously earned grades of A,B,C,D,E,S or U.

## ACADEMIC AMNESTY

To qualify for Academic Amnesty, the student must be enrolled in a CWC degree program. Amnesty cannot be granted for work applied toward a degree that has been awarded. A minimum of one year must have passed between the end of the semester(s) for which amnesty is sought and the date of amnesty application. The student must have earned a minimum 2.0 grade point average in at least 12 credit hours earned during the most recent semester(s) enrolled at CWC. All transcripted courses in all semesters needed to compile the min-

imum 12 credit hours will be used in calculating the minimum grade point average. Academic Amnesty may be requested for one or more complete semesters of work at CWC. Academic Amnesty does not apply to individual courses, nor does it apply to coursework from other post-secondary educational institutions. Academic Amnesty Petitions may be obtained from the Registration and Records Office.

If Academic Amnesty is approved, the student's record for the semester(s) approved will not be counted toward completion of the current degree program, admission to CWC programs, application for CWC scholarships nor satisfactory academic standing. (This policy does not include review of federal financial aid eligibility. A separate written appeal must be submitted to the Financial Aid Office for financial aid eligibility.)

All previous work, whether from CWC or transfer, will remain on the student's permanent record. A notation will be entered when/if amnesty is granted, and the appropriate calculations in grade point average will be made to reflect the granting of amnesty and will be printed on the CWC transcript. Academic Amnesty, if granted, will only be applicable to CWC and does not impose any decision on any other institution(s) which the student may subsequently attend. A student may be granted Academic Amnesty at CWC only one time.

## ALTERNATE CREDIT OPTIONS

Students may earn a portion of their degree by methods other than the traditional classroom educational experience. Central Wyoming College allows a maximum of 30 credits by alternate credit options listed below to be counted toward an associate degree and 15 credits to be counted toward a certificate. Credits may be received through Advanced Placement Examination (APE), College Level Examination Program (CLEP), International Baccalaureate (IB), Wyoming Constitution Test, DANTES, military service, and CWC Credit by Examination. Students are advised that some institutions may not accept these alternate credits for transfer.

### Advanced Placement Examination (APE)

Central Wyoming College participates in the advanced placement program for high school students conducted by the College Entrance Examination Board. Students showing proficiency will pass the APE with one of the following scores:

- 5 Extremely Well Qualified
- 4 Well Qualified
- 3 Possibly Qualified

Contact the Registration and Records Office for specific qualifying score information.

Students receiving passing scores on the APE exams will receive Central Wyoming College credit and a grade of "S." Students who are unable to make arrangements through their high school to take the examinations should write to the College Board Advanced Placement Examinations, P.O. Box 6671, Princeton, New Jersey 08541-6671. CWC does not transfer in advanced placement credits from another institution. An official score report must be requested from the College Board (see address above) and be sent directly to the CWC Registration and Records Office.

### College Level Examination Program (CLEP)

Central Wyoming College accepts many of the subject examinations of the College Level Examination Program (CLEP). Students may earn college credit through these examinations by scoring at least the minimum scores established by Central Wyoming College. Applications for the examinations can be made at any time. There is a fee for CLEP

Examinations. Copies of the CLEP Policy are available upon request from the Testing Center or the Registration and Records Office.

### International Baccalaureate (IB)

Central Wyoming College grants credit on a course-by-course basis for higher level exams in which grades of 4 or higher are received. Please contact the Office of the Registrar for information on the evaluation of specific exams.

### Wyoming Constitution Test

All students graduating from any degree program at CWC must complete the Wyoming Constitution general education requirement. If students have successfully completed a government or constitution course in any of the other 49 states or the District of Columbia, they may take the CWC Wyoming Constitution test to complete the requirement. Upon successful completion of the test, the students will receive 1 credit of "credit by examination" posted on their transcript. The test fee is the per credit tuition rate during the semester the test is taken without any of the general fees. Students eligible to take the CWC Wyoming Constitution test should contact the Testing Center.

### DANTES

Central Wyoming College accepts a number of examinations from the Defense Activity for Non-Traditional Education Support (DANTES). Students may earn college credit through these exams by scoring at or above the minimum scores established by Central Wyoming College. There is a fee for each examination. For copies of the DANTES policy and information about taking the exams, contact the Registration and Records Office or the CWC Testing Center.

### Military Service Credit

Students who have served in the Armed Forces may be granted up to six credit hours of physical education activity at the rate of one credit hour for each six months of active military duty. Credit will be granted after the receipt of a copy of the student's DD-214, Certificate of Release or Discharge from Active Duty. Credit may also be granted for specific course requirements that were satisfied with service school courses, provided required military-related forms are submitted. The credit is evaluated by the Registrar according to American Council on Education guidelines.

### CWC Credit by Examination

Enrolled CWC degree-seeking students in good academic and financial standing may petition to receive credit by examination for courses numbered 1000-2999. This method of obtaining educational credit is not recommended for all students and/or courses. Students are encouraged to consult with their advisors before considering this option. Credit by examination cannot be used for financial aid, scholarships, athletic/activity eligibility, or to meet CWC residency requirements. Students must not be currently enrolled in the course to be challenged. Students may seek credit by examination for any given course only once in a twelve-month period. The grade earned through credit by examination replaces the previously awarded grade computation of the GPA. The original grade remains on the transcript, but is not used. Not all CWC courses have the credit by exam option available. The fee for credit by examination is the per credit tuition rate without fees. The fee is not considered tuition for the course, therefore is in addition to tuition paid for all other registered courses for the semester in which the credit by examination is earned. A copy of the Credit by Examination Policy is available upon request from the Testing Center or the Registration and Records Office.

## ACADEMIC DISHONESTY

Academic dishonesty is not tolerated. Academic dishonesty includes plagiarism, cheating, tampering with electronic media and/or any conscious act by a student which gives him or her undue advantage over fellow students.

Plagiarism is copying or using the ideas or words of another without giving proper credit.

Cheating involves obtaining and making unauthorized use of answers to examinations, tests, quizzes and laboratory reports as well as copying from fellow students or submitting work that has been done by someone else.

When suspected cases of academic dishonesty arise, faculty shall seek to verify the violation and confront the student(s) involved. After establishing the violation, the appropriate sanction shall be decided by the faculty member unless such sanction involves a recommendation that the student be expelled.

In such cases, the Academic Dean and the Executive Vice President for Student and Academic Services shall be involved in deciding and imposing sanctions. A written report of the incident shall be filed with the Executive Vice President for Student and Academic Services office and a copy sent to the Registration and Records Office to be retained in the student's permanent file.

Due process shall be followed at all times. A student may appeal any disciplinary sanction he or she feels is unfair or arbitrary to the Associate Vice President for Student Services, the Executive Vice President for Student and Academic Services, the Student Grievance Committee and, ultimately, to the President.

## CAMPUS COMPUTER USE

Access to the electronic communications system at CWC is a privilege, not a right. Any use that adversely affects other users interferes with the efficient and effective operation of the system or the delivery of educational programs, or that violates any local, state, or federal laws or regulations or college policies and procedures may result in disciplinary action. For further information regarding policies for use of the CWC computer system please see the current CWC Student Handbook.

## DEFINITIONS

**Academic Year.** Consists of fall, spring and summer sessions.

**Continuing Education Unit (CEU).** Consists of ten contact hours of participation in an organized non-credit, continuing education experience under the sponsorship and direction of Central Wyoming College. CEUs are for professional development versus personal development.

**Co-Requisite Course.** A course section supplementing a college-level course for students placing at a pre-college level.

**Course.** Major subject areas are broken down into smaller units. Each unit or course covers a defined portion of that subject area. See Course Descriptions listed in this catalog.

**Credit Hour.** One credit hour is assigned to a lecture course that meets the equivalent of 750 minutes of instruction, and/or to a laboratory that meets the equivalent of 1,500 minutes of supervised laboratory experience.

**Curriculum.** An organized program of study made up of specific courses which are arranged in such a way as to provide educational preparation for a career or further study in that field.

**Pre-college Courses.** Those courses necessary to meet the needs of the under-prepared, entry-level college student. The courses are academically at a pre-collegiate level and provide skills that prepare students for college level courses.

### STUDENT CLASSIFICATIONS

**Full-time student.** A student registered for 12 or more credits per semester.

**Part-time student.** A student registered for fewer than 12 credits per semester.

**Freshman.** A degree-seeking student who has accumulated less than 30 credits.

**Sophomore.** A degree-seeking student who has accumulated 30 or more credits.

**Degree-Seeking.** Those students who have completed the admissions procedure outlined in this catalog and who have declared their intent to pursue a degree.

**Grade Point Average (GPA).** A semester GPA is a student's grade point average for all the CWC courses in which the student is enrolled for that semester. An overall or cumulative GPA is the student's grade point average for all the CWC college courses taken to date. The highest GPA a student can earn is a 4.00 (A). A 2.00 cumulative GPA is required for graduation.

**Regular degree-seeking matriculated student.** A student, at least 16 years of age, enrolled in an AA, AS, AAS, certificate or credential program.

**Dual Credit/Concurrent Enrollment High School Student.** An eligible high school student may enroll as a non-degree seeking student, in postsecondary education offered by Central Wyoming College in accordance with a signed articulation agreement. The articulation agreement contains the policies and procedures for this admission status.





***Faculty members assemble at Convocation.***

**MONEY MATTERS**

Students are expected to pay all tuition and fees or make arrangements for a payment plan in the Business Office at the time of registration. Payment deadlines are established for preregistration periods and are advertised campus-wide. Late payments are assessed at the rate of \$20 per month. Students who have received notification of funding, such as grants, loans or scholarships, are exempt from payment deadline requirements, but must have filed a payment plan in the Business Office prior to the deadline.

The college reserves the right to withhold normal services to students until all financial obligations to the college are fulfilled. Even if the student does not receive a Statement of Account from the college, it is the student’s responsibility to pay the Current Balance Due generated upon adding or changing classes.

If the student does not plan to attend the classes for which he/she has registered, it is the student’s responsibility to withdraw from those classes, or the student will be subject to failing grades for the semester, affecting future financial aid.

Students enrolled in classes at the CWC centers in Dubois, Jackson, Lander, and Thermopolis and at other outreach sites should check with the center coordinator or their faculty members about local deadlines and procedures.

**TUITION**

**Full-Time Study**

Students carrying 12 credit hours or more are classified as full-time and are subject to the following tuition schedule. Central Wyoming College reserves the right to change tuition rates in accordance

with state requirements. (The cost listed below is for the 2014-2015 academic year. Students may expect a small increase for the following year):

Wyoming resident per semester .....	\$ 996
Out-of-state resident per semester .....	\$2988
WUE .....	\$1488

(See WUE program section for definition and qualifications)

Senior citizens (60 years of age or older) of Fremont County, who are Wyoming residents, pay no tuition if they complete a Tuition Grant Request, but are responsible for the payment of fees.

**Part-Time Study**

Students carrying less than 12 credit hours are classified as part-time students and are subject to the following tuition schedule. (The cost listed below is for the 2014-2015 academic year. Students may expect a small increase for the following year):

Wyoming resident .....	Per credit \$83
Out-of-State Resident .....	Per credit \$249
WUE .....	Per credit \$124

Senior citizens (60 years of age or older) of Fremont County, who are Wyoming residents, pay no tuition if they complete a Tuition Grant Request, but are responsible for the payment of fees.

**Out-of-State Tuition**

Residing in Wyoming primarily as a student does not qualify a person as a resident. For specific information about residency regulations, refer to the Getting Started section of the CWC catalog. Students with questions about residency regulations should contact the Registration and Records Office.

**WUE PROGRAM**

Central Wyoming College participates in the Western Undergraduate Exchange Program (WUE) and students in certain western states may qualify for a reduction in out-of-state tuition. Through WUE, students from certain western states may pay 150 percent of resident tuition, plus other fees that are generally applicable to all students at CWC. In all cases, the sum is considerably less than the regular non-resident tuition/fee charges. For more information about the WUE program, contact the Registration and Records Office. As of this catalog's publication, resident students from the following states may participate if they meet eligibility requirements:

Alaska	Arizona	California
Colorado	Hawaii	Idaho
Montana	Nevada	New Mexico
North Dakota	Oregon	South Dakota
Utah	Washington	Commonwealth of the Northern Marianas Islands

Note: Although Nebraska is not considered a WUE state, students from Nebraska are currently granted the same 150 percent tuition rate.

**FEES**

General fees are charged at a rate of \$30 per credit hour and are used to support a variety of activities for students. A portion of the revenue generated from general fees is allocated to the Student Senate which, in turn, uses the monies for student planned events. Other general fee revenues are budgeted by the college for college operations directly related to student activities. General fees assessed to off-campus students are used to support off-campus operations.

A technology fee is assessed to support updated computer hardware and software on campus and in the Outreach Centers.

Course fees may be assessed in such areas as art, auto mechanics and computer science as described in the Schedule of Courses publication. There are other fees and charges which accompany a student's enrollment at the college. These fees or charges may be determined by contacting the college offices which administer the programs or activities in which the student intends to enroll or participate.

Specialized fees may be assessed such as a horse barn fee (boarding a horse), records fee, ID card replacement fee or gym locker replacement fee.

For the updated fee schedule, check the CWC website ([www.cwc.edu](http://www.cwc.edu)).

**ESTIMATED COST OF ATTENDANCE**

The estimated cost of attendance at CWC for a full-time in-state student per semester (based on 2014-15 costs):

Tuition and General Fees.....	\$ 1,356
Books and Supplies .....	\$ 600
Residence Hall .....	\$ 1,810
Full Meal Plan.....	\$ 1,300
Transportation .....	\$ 500
Miscellaneous expenses.....	\$ 750
Total.....	\$ 6,316

**REFUND POLICY**

Students who have complied with established policies and procedures may be entitled to a refund of tuition and fees for credit classes from which they withdraw based upon the date of receipt of the appropriate forms in the Registration and Records Office.

Full tuition and fees will be refunded for all classes that students withdraw from prior to the time the class starts. After the class starts, there will be no refund of tuition and fees for classes that meet less than 14 calendar days.

Refunds for these short courses must be requested prior to the close of business before the class begins; this will normally be 3 p.m. the day before the class begins or 3 p.m. the day the class begins if the class begins after 3 p.m. For semester length classes and classes that meet over a period greater than 14 days, there will be a full refund of tuition and fees during the first 12 percent of class.

No refunds will be made for \$10 or less. This 12 percent date for refunds is printed for each course in the Schedule of Courses each semester.

Refunds are applicable for full-time students only when course drops result in a student credit load below full-time (12 credits). Refunds will be processed in a reasonable time period. No refunds will be processed for students who do not officially withdraw through the Registration and Records Office or online at [www.cwc.edu](http://www.cwc.edu). Any money due the college will be withheld before refunds are made.

Students enrolled in non-credit courses (including continuing education) will not be issued refunds after the class has started.

Housing deposits are refundable under the terms and conditions set forth in the Housing Agreement. Any refund due the student under this policy may be applied against housing damages which exceed the housing deposit.

Students enrolled in courses will not be refunded the course fees after the class has started.

Students may petition for an exception to the refund policies due to extenuating circumstances by submitting a Refund Petition form to the Registration and Records Office. The Vice President for Administration will act on the petitions, return them to the Registration and Records Office and the student will be notified of the results.

For students who have received scholarships, grants, or Title IV aid, all or a portion of the refund may be returned to the funding source. When students petition for refunds after the 12 percent date and refunds are approved, the refund will be considered for tuition only, not general or course fees.

Students enrolled in classes at the CWC centers in Dubois, Jackson and Lander and at other outreach sites should check with the center coordinator or their faculty members about local deadlines and procedures.

**FINES AND OUTSTANDING DEBTS**

Any debt not paid by the established due date may be assessed a late charge/balance forward charge of \$20. A returned check not paid within five days will be assessed a \$25 return check charge. Additionally, non-payment of these debts may revoke a student's current registration and the student's right to enroll in subsequent semesters at CWC and will prevent the release of grades, transcripts, diplomas and degree verifications. Delinquent debts may require other penalties in addition to these fees, such as collection costs and/or legal fees to be paid before good standing is restored to the student.

Individual students are liable for payment of fines such as those assessed due to the student's failure to return items of equipment

provided by a department, careless or negligent breakage of equipment, or failure to comply with regulations for which a published system of fines is in effect. Failure to pay such assessments or any other sums of money owed to the college may result in the denial of further registrations at Central Wyoming College and/or withholding of transcripts, grades, diplomas and degree verifications.

## FINANCIAL AID

Although the cost of a college education at Central Wyoming College is relatively low, many students need and receive financial aid. During recent years, approximately 68 percent of CWC's degree-seeking students received some form of assistance. Financial aid is available and applicants for admission are encouraged to apply. The Financial Aid Office welcomes inquiries about the wide range of financial aid opportunities available to CWC students.

### Students' Rights and Responsibilities

Central Wyoming College makes every effort to insure that qualified students will not be denied a college education because they are unable to meet the expenses of attendance.

Student applicants for federal assistance have the right to ask:

1. What financial assistance is available at Central Wyoming College;
2. What the deadlines are for submitting applications for financial aid;
3. How eligibility for financial aid is determined;
4. What portion of the financial aid received is "earned" and what portion is "unearned;" (See Return of Title IV Policy)
5. What interest rate is carried by loan awards, what the total repayable amount is, what the pay back procedures are, in what length of time the loan must be repaid, and when the repayment period begins;
6. What CWC's requirements are with regard to maintenance of satisfactory progress/good standing and what appeal procedures are available;
7. What the current comprehensive cost of attendance is;
8. What CWC's Return of Title IV Funds Policy is;
9. Where to obtain descriptions of the college's academic programs and facilities;
10. Under what type of accreditation or licenses the institution operates; and
11. What physical access and special services are available for students with disabilities.

Students who receive federal financial assistance at Central Wyoming College have a responsibility to:

1. Apply annually for financial aid, complete applications accurately and submit them on time to the appropriate agency. Intentional misreporting of information is considered a criminal offense subject to penalties under the U.S. Criminal Code;
2. Return to the Financial Aid Office all required forms, documentation, verification, corrections and/or new information in a timely fashion;
3. Read, understand and accept responsibility for all forms and agreements signed and keep copies of every item signed;
4. Become knowledgeable of the terms and conditions governing all assistance received;
5. Maintain satisfactory progress and good academic standing as defined by the college;
6. Know and comply with the institution's Return of Title IV Funds Policy; and

7. Be familiar with CWC's requirements with regard to enrollment status and degree candidacy.

Students should also be aware of the following information regarding the Privacy Act:

1. Under the Family Education Rights and Privacy Act (FERPA) of 1974, students are entitled to review their own financial aid records, files and data. Requests to review files must be made in writing to the Financial Aid Office.
2. The use of a student's Social Security account number is protected under FERPA. For some programs, disclosure of the Social Security account number is required as a condition of participation. As an identifier, the Social Security account number is used in such program activities as determining program eligibility, certifying school attendance and student status and processing and verifying grant payments.

### Basic Eligibility Requirements for Need-Based Aid

Students who wish to be considered for need-based financial assistance must, in addition to completing the financial aid application process, satisfy the following requirements:

1. Be enrolled at least half-time as a degree-seeking student in an eligible program leading to an AA, AS, AAS or certificate;
2. Be a United States citizen or an eligible non-citizen;
3. Have a high school diploma, a GED, or a high school equivalency certificate;
4. Maintain satisfactory progress toward completing an AA, AS or AAS degree or certificate;
5. Not be in default on a Federal Perkins, Federal Stafford, Federal PLUS or Federal Direct Loan at any institution;
6. Not owe a repayment on a Federal PELL, ACG, FSEOG, or LEAP; and
7. Have a signed statement of draft compliance and educational purpose.

Federal Financial aid which is based upon student need is available in three forms: grants, loans, and work study.

1. *Grants.* Federal Pell Grant (formerly BEOG) and Federal Supplemental Education Opportunity Grant (FSEOG)
2. *Loans.* Federal Subsidized Direct Loan, Federal Unsubsidized Direct Loan and Parent PLUS Direct Loan for undergraduate students.
3. *Employment.* Federal College Work-Study Program (FCWS), Central Wyoming College Student Part-Time Employment (SPT).

### Student Loan Debt Management

Students who are considering a loan as part of their financial aid package owe it to themselves to become aware of the implications borrowing money to attend college can have on their future financial situation.

First-time borrowers at CWC are required to enroll in FIN-1001 (Personal Financial Planning), attend a student loan entrance counseling workshop and complete all student loan workshop requirements prior to receipt of their first disbursement. Entrance counseling provides the following information:

- a) definitions and differences among all student loan programs
- b) explanation on how the student's total loan eligibility was calculated
- c) applicable grace period allowed along with explanation of deferments and forbearances offered
- d) explanation and definition of default and its consequences

- 1) liability for expenses incurred for collection
  - 2) damaged credit rating for at least seven years
  - 3) loss of deferment options
  - 4) possible seizure of federal and state income tax refunds
  - 5) possible garnishment of wages
  - 6) loss of eligibility for further Federal Title IV student assistance
- e) example of student loan repayment schedule
  - f) loan consolidation information
  - g) estimated average entry level salaries for various occupations
  - h) borrower's responsibility to repay his/her loan and to notify lenders of any change of name, address, telephone number or Social Security number
  - i) how to access and retrieve information from the National Student Loan Data System

All students who borrowed at anytime during the current academic year will be required to complete an exit loan counseling session prior to the end of the academic year. This process provides students with information regarding their rights, responsibilities and obligations to the student loan program.

Printed literature on debt management is available from the Financial Aid Office upon request.

**Financial Aid Process**

This process should be completed by the Financial Aid Priority deadline of April 15 to ensure full consideration for all available need-based aid. Students who fail to complete the process at least one month prior to the beginning of each academic term should plan to bring sufficient funds to cover tuition, fees, books and supplies, as well as living expenses.

1. If you do not already have a U.S. Department of Education PIN (Personal Identification Number), apply for one at [www.pin.ed.gov](http://www.pin.ed.gov). You need a PIN to electronically sign your FAFSA (Federal Application for Student Aid). If you are a dependent student (under the age of 24), your parents need to apply for a PIN also to electronically sign your FAFSA. Your PIN will be e-mailed to you within one to five days. If you do not provide an email address, your PIN will be mailed to your address within seven to ten days.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA) on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Processing generally requires from four to six weeks.
3. Students receive a copy of the Student Aid Report (SAR) upon completion of processing. Students should check the SAR for accuracy and forward corrections to the CWC Financial Aid Office.
4. The Federal Department of Education requires institutions to verify a minimum of 30 percent of their federal aid applicants. Students chosen for verification are required to complete the CWC Financial Aid Verification forms online at [www.cwc.edu](http://www.cwc.edu) and request a tax transcript from the IRS and forward to the Financial Aid Office. Parents of dependent students are required to also request a tax transcript from the IRS.
5. Complete the CWC Admission Application on line at [www.cwc.edu](http://www.cwc.edu).
6. Request an official copy of your high school transcript with graduation date, GED, or high school equivalency certificate; be sent directly to Registration and Records Office. (An official high school transcript is not required for any student who already has a bachelor's degree.)
7. Request an official copy of all previously attended college transcripts be sent directly to the Registration and Records Office. Students will not be considered for financial aid until all admis-

sion and financial aid application requirements have been satisfied.

Central Wyoming College endorses the principle that most aid should be granted to students based upon financial need and that students and their parents should finance the cost of a college education to the degree they are able. Financial need is determined on the following basis:

1. Establish the cost to attend CWC (includes tuition and fees, books and supplies, room and board, transportation and miscellaneous personal expenses);
2. Subtract the family contribution (determined by submitting the FAFSA on the basis of federally established guidelines) and;
3. Subtract Pell Grant eligibility, if any;
4. Subtract non need-based aid received (includes institutional and private donor scholarships, WIA, BIA, DVR benefits received and any other aid forwarded to the college to be disbursed to the student);
5. Establish equals unmet need (students are eligible to receive up to 100 percent of this amount through campus-based, federally-funded programs subject to the availability of funds).

**Packaging Policy**

Financial aid shall be awarded using the following packaging concept. All applicants who complete the financial aid application process shall be awarded amounts from the following funds and in the following order subject to fund availability and determined student unmet need.

1. Establish unmet need (see step 5 above);
2. Subtract Federal Supplemental Education Opportunity Grant (FSEOG) based on a \$200 minimum, \$800 maximum award;
3. Subtract Federal Work Study (\$750 minimum award, \$3,000 maximum award);
4. Subtract Federal Direct Subsidized Loan (maximum of \$3,500 for Freshmen, \$4,500 for sophomores or balance of unmet need, application processed only at student's request).

A financial aid award letter is mailed by July 1 to eligible students who complete the application process by April 15. At this time students have the option to decline or accept any or all awards offered. The award letter must be completed, signed, and returned within two weeks to insure all applicable funds are ready for disbursement by the beginning of the fall semester.

**Financial Aid Disbursement**

Student financial aid for fall and spring semesters from the Federal Pell, FSEOG, TRiO, Federal Direct Loans and State Loan programs is disbursed to students in three equal increments each term. Federal student aid awarded for the summer session is disbursed in full on the seventh week for enrollment over a 10-week term or in the third week for enrollment over a five-week term. Federal work-study monies are disbursed during the award period as they are earned on the last working day of each month.

Charges incurred by students for tuition, fees, on-campus room and board, books and emergency student loans are deducted from their financial aid awards prior to the release of funds to the students.

## FINANCIAL AID STANDARDS OF PROGRESS

All Central Wyoming College students who receive need-based financial aid, and/or Veterans' benefits, must satisfy the following standards of progress to remain eligible for financial assistance.

### Standards of Satisfactory Progress

Federal and state regulations require an institution to establish Standards of Satisfactory Progress for all students receiving federal and/or state financial aid. Applicants must maintain satisfactory academic progress both prior to and during the semesters aid is received. Standards of satisfactory progress are as follows:

1. Maintain a minimum 2.0 cumulative grade point average.
2. Students are also expected to make "normal" progress toward their degree objective within a maximum time frame. Students are eligible for financial aid at Central Wyoming College up to a total of 96 credit hours attempted. There must be a completion rate of 67 percent (two-thirds) of the cumulative/attempted credit hours. Examples of this requirement:

Cumulative credit hours attempted	Calculation of 67	Cumulative credits completed
20	(x.67)=	14
15	(x.67)=	11
12	(x.67)=	9
9	(x.67)=	7
6	(x.67)=	5

3. Completed courses with a grade of "D" or better will be counted to meet the minimum requirements, including required pre-college courses. Credits with the following grades are not counted toward the minimum requirements: F (Failure), Z (Audit), X (Incomplete), U (Unsatisfactory), T (Temporary), W (Withdrawal) and WI (Withdrawal by Instructor).
4. Failure to maintain the requirements in paragraphs 1 and 2 above will result in a **warning status**. Funding will be limited to one additional semester **only** if it can be reasonably expected the student can successfully reinstate Standards of Satisfactory Progress by the end of the term. If a student does **not** reinstate Standards of Satisfactory Progress at the end of the term, **all** federal financial aid (including Veterans benefits) will be **cancelled**, the student is placed on **probation status**.
5. **NOTE: A student who finishes a semester with straight F's, W's or WI's (or combination thereof) is immediately cancelled and placed on probation status. All federal financial aid programs, including Veterans benefits, will be cancelled as the student will not be able to meet the Standards of Satisfactory Progress.**
6. If a student is cancelled and placed on **probation status**, and they feel there are extenuating circumstances as to why they did not meet STANDARDS OF SATISFACTORY PROGRESS, they may file a written PETITION to appeal to reinstate financial aid. The PETITION and all supporting documentation is submitted to the Financial Aid Office **no later than two weeks prior to the start of the term**.

**Note: Credits attempted while not receiving financial aid will also be counted toward the maximum credits allowed.** Students who need longer to complete their degree objectives may submit a written appeal to the Financial Aid Office, justifying their need for additional time.

### Additional Limits on Eligibility

Transcripts for transfer students will be evaluated to determine the number of remaining credits for financial aid eligibility at CWC.

Students will not be granted additional semesters of eligibility solely for the purpose of changing their programs of study or pursuing more than one program concurrently.

### RETURN OF TITLE IV FUNDS

Students who receive federal Title IV aid assistance and who cease attending classes or officially withdraw from classes at CWC may be required to repay a portion of the federal aid they have received. The student earns his or her aid based on the period of time he or she remains enrolled. During the first 60 percent of the enrollment period, a student is entitled to retain a percentage of their grant or loan assistance directly proportional to the percentage of the period of enrollment that was completed and for which assistance was awarded. If the day the student ceases to attend classes or officially withdraws occurs after the student has completed 60 percent of the period of enrollment, the student is entitled to retain 100 percent of their grant or loan assistance awarded for the period of enrollment.

#### Steps to calculate Return of Title IV Funds:

1. Determine percentage of the enrollment period student completed.
2. Apply same percentage to total awarded Title IV aid = "earned aid"
3. Subtract "earned aid" from awarded aid = "unearned aid"
4. Distribute responsibility for returning "unearned aid" between CWC and the student. The college is responsible to return the portion of "unearned aid" equal to the total institutional charges incurred for the period of enrollment multiplied by the percentage of "unearned aid" awarded for the enrollment period. The student is responsible to return total "unearned aid" minus the amount the school is responsible to return.
5. "Unearned Aid" returned by the college and/or the student will be allocated to the Title IV Programs from which the student received assistance in the following order:
  - a) Unsubsidized Federal Direct Loan
  - b) Subsidized Federal Direct Loan
  - c) Federal PLUS Loan
  - d) Federal Pell Grant
  - e) Federal SEOG Grant

The college must allocate its share of "unearned aid" first. The student's share is fully allocated among the programs not satisfied by the college's share. Then, any portion of the student's share that is allocated to a grant program is reduced by 50 percent.

Grants may be repaid over a two-year period under a satisfactory repayment arrangement with the CWC Business Office. Any portion of the student's share that is allocated to a loan program is repaid under the terms and conditions of the loan as specified in the promissory note.

**VETERANS' AID**

Central Wyoming College has been approved by both state and federal Veterans Administrations to offer training to veterans under the various public laws pertaining to financial aid for veterans.

Students who have been discharged from the armed forces after September 1, 1968, may be eligible to receive federal educational aid under the provisions of Public Law 89-358 or 815. Applications may be made through the Veterans Administration Center (Cheyenne, WY 82001) or through the Financial Aid Office at CWC.

Children of deceased veterans or veterans rated 100 percent disabled due to military service in World War II, Korean or Vietnam conflicts may qualify for federal educational aid under provisions of Public Law 634. Application should be made through the Veterans Administration Center (Cheyenne, WY 82001) or through the Financial Aid Office at CWC.

**WYOMING VETERANS**

The state of Wyoming offers tuition waivers to Wyoming residents who were Overseas Combat Veterans or their surviving spouse or legal dependent(s). Go online at [www.cwc.edu](http://www.cwc.edu) or contact the CWC Financial Aid Office for further information.

**VOCATIONAL REHABILITATION**

The State Department of Vocational Rehabilitation and the Department of Health and Social Services offer aid to students who are handicapped. Services include vocational counseling, payment of tuition and fees, and a provision for textbooks. Contact the nearest office of the Department of Vocational Rehabilitation.

**ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE**

Students may also qualify for funding from one or more of the following sources: Workplace Investment Act (WIA) or Bureau of Indian Affairs (BIA). Contact the local Employment Resources Center for WIA benefits.

**SCHOLARSHIPS**

Central Wyoming College and private donors offer a variety of scholarships. Awards are based on scholastic or activity-oriented abilities. The scholarship program is continually revised to better meet student needs and interests.

The most current listing of scholarships can be viewed on the CWC website [www.cwc.edu](http://www.cwc.edu). Unless otherwise indicated, applications for scholarships should be made to the Central Wyoming College Financial Aid Office by the Scholarship Priority Deadline of March 1. Initial scholarship awards will be made following that date. Applications received after March 1 will be considered only if additional scholarship funds become available. Students are encouraged to apply for scholarships as early as possible.

All Central Wyoming College students who are recipients of scholarships must meet the standards of progress requirements stipulated in the scholarship section of the CWC website [www.cwc.edu](http://www.cwc.edu). Standards of progress requirements vary from scholarship to scholarship and individual recipients should familiarize themselves with the standards applying to them.





*An Outdoor Education student finds ankle-deep powder while backcountry skiing.*

## SERVICES FOR STUDENTS

### COUNSELING SERVICES

Counseling and Career Services is located in the Student Success Center, MH123F. A variety of educational support services are provided to assist students with educational, vocational and personal needs.

**Career Counseling.** Counselors can provide assistance with career decisions, selecting a program of study, preparation of class schedules, and transfers to another college or university, and examine goals, interests, and values as they relate to the choice of a major and career. Assistance is also available with resume writing and preparation for job interviews. Vocational assessments are available free of charge. The Choices Planner and Career Guidance programs are also available on the college website to assist students in making career decisions, getting current occupational information and doing college searches.

**Personal Counseling.** Personal counseling is provided by Licensed Professional Counselors who are sensitive to the many issues affecting college students today. Such issues include, but are not limited to, homesickness, relationship difficulties, adjustment problems, family issues, emotional stress, addictions, depression and anxiety. More severe problems requiring long-term treatment will be referred to community resources. All CWC counseling services are offered free of charge to currently enrolled CWC students.

**Assessment.** A variety of assessment services is available to CWC students. Such services include career assessments, depression and anxiety screening, and personality assessment.

## PROBLEM RESOLUTION

Experience has shown us the best and quickest way to resolve a problem is to contact the person or office involved. The college recommends if a student has a problem, he/she takes it directly to the faculty member, dean, or director/manager of the unit involved. If the student does not know with whom to discuss the problem or feels he/she needs additional assistance, the student may contact the Associate Vice President for Student Services. The Associate Vice President for Student Services will assist the student and/or make a referral to the proper person.

If the student does not feel the complaint is being addressed appropriately, he/she may contact the Wyoming State Post-Secondary Review Entity or The Higher Learning Commission; Member-North Central Association, CWC's accrediting body. The WyoSPRE can be reached through the State Department of Education, Hathaway Building, Second Floor, Cheyenne, WY, 82002, or by calling (307) 777-7675. The North Central Association of Colleges and Schools, Commission on Institutions of Higher Education may be contacted at 30 North LaSalle Street, Suite 2400, Chicago, IL, 60602 or by telephone at (312) 263-0456 or (800) 621-7440.

## STUDENT DISCIPLINARY CODE

The Student Disciplinary Code contains detailed information pertaining to the definitions of terms; enforcement and judicial authority; prohibited conduct; charges, investigations, sanctions, and consequences; and interpretation and revision information regarding student discipline procedures at Central Wyoming College. Specific information on the Student Disciplinary Code is provided in Central Wyoming College's Student Handbook. Contact the Associate Vice President for Student Services, the Student Senate Office, or the Campus Mailroom for additional information.

## STUDENT GRIEVANCES

Students are encouraged to pursue all administrative/informal channels to resolve grievances. Failure to achieve a mutually acceptable solution to an informal grievance will result in use of the formal process outlined below. The purpose of the student grievance process is to provide fundamental fairness to the student.

1. The Office of the Executive Vice President for Student and Academic Services handles all academic (non-disciplinary) grievances.
  - a. Petitions concerning academic problems should be obtained from and returned to the Registration and Records Office.
  - b. An informal meeting will be held with faculty and/or the Dean.
  - c. If there is no resolution, the student petition is forwarded to the Executive Vice President for Student and Academic Services for formal action.
  - d. The student may appeal the Executive Vice President's decision to the President.
2. The Office of the Associate Vice President for Student Services handles all disciplinary (non-academic) grievances.
  - a. The student who claims unfair treatment should meet with the Associate Vice President for Student Services in order to resolve the issue informally.
  - b. Within five (5) working days of the informal resolution meeting, the student should file a formal written grievance if the efforts to resolve the issue informally fail.
    - 1) This formal grievance should be filed with the standing Student Grievance Committee, chaired by the Associate Vice President for Student Services.
    - 2) If the Associate Vice President for Student Services is named

as the respondent, the Vice President for Administrative Services shall serve as chair of the Student Grievance Committee.

- c. The formal written grievance shall include:
- 1) a description of the actions of all parties involved in the alleged unfair treatment and the time and location of the alleged occurrence;
  - 2) a description of steps already taken to resolve the situation, if any;
  - 3) a statement of the reason(s) the student filing the grievance believes the incident constitutes being treated unfairly; and
  - 4) the relief or remedy resolution sought by the student filing the grievance
- d. Within five working days, the Student Grievance Committee Chair shall provide copies of the grievance to the individual or office whose action is being appealed.
- e. Within five working days, the office or individual whose decision is being appealed may submit written response(s) to the Student Grievance Committee Chair. Within this time frame, either party to the grievance may request replacement of a maximum of one Committee member by the appropriate alternate.
- f. Within five working days, the Student Grievance Committee shall call for a hearing to be held within five working days. A minimum of two working days' notice shall be given to the student filing the grievance and the person or office whose action is the subject of the grievance.
- g. The Student Grievance Committee shall conduct a hearing by calling for the presentation of the student's case at a given time and place. The student filing the grievance and his/her chosen advocate and the representative of the office that is the subject of the grievance will be provided an opportunity to explain the grievance. The Committee may limit the attendance of other persons unless it is critical to the action and is approved by the Student Grievance Committee.

Time limits indicated in the steps shall be strictly enforced, unless mutually agreed upon by the involved parties and approved by the Student Grievance Committee. Each step begins at the completion of the preceding step.

A POSTPONEMENT may be requested by the parties to the grievance or by the Student Grievance Committee. Postponements should be requested at least 48 hours before the scheduled hearing time and normally will be granted.

Any deviations to the written procedures may be made by mutual consent of the grievant and the respondent and with the approval of the Committee.

The grievant may withdraw the grievance at any point in the process. Detailed written procedures for Student Grievances are available at the Office of the Associate Vice President for Student Services.

## **CAREER INFORMATION-JOB PLACEMENT**

Central Wyoming College offers extensive career information which is useful to students exploring a broad variety of career choices. With assistance from the counselors, students obtain information about training and education requirements, potential earnings, and the future employment outlook for numerous careers.

Students and alumni also have access to listings of full-time, part-time, and summer jobs off-campus – the student/alumnus should register at [www.collegecentral.com/cwc](http://www.collegecentral.com/cwc) or check the Employment bulletin boards on campus. For help in obtaining employment the counselors can help write resumes and prepare students/alumni for job interviews.

Limited on-campus employment opportunities are also available for

currently enrolled students, by contacting the Human Resources Office, in the Administration Wing, room 100, or register online at the CWC website.

All career and job placement information is available by contacting Counseling and Career Services in the Student Success Center MH 123F.

## **DISABILITY ASSISTANCE**

CWC provides a variety of services for students with disabilities. The campus is physically accessible and has special parking near building entrances for student convenience. While diagnostic testing is not provided at the college, a Disability Services Coordinator provides disabilities screening and works to provide reasonable accommodations, advocacy, and follow-up services to students with learning and physical disabilities. For a copy of the Disability Services Student Handbook or to request forms or additional information, please contact the Disability Services Office located in the Student Success Center, MH 123E.

**Accommodations.** Request for special accommodations for classes must be submitted in writing along with supporting documents to the Disability Services Office at least 30 working days prior to the beginning of each semester. The CWC Disability Services Coordinator must verify the documentation and approve the request before any reasonable accommodations based on special needs can be made.

## **FACULTY ADVISORS**

Each student declaring an area of emphasis is assigned to a faculty advisor who generally teaches in the student's area of emphasis. Advisors assist students in planning their programs of study and with other academic and career-related concerns. Students are encouraged to take advantage of the professional services and guidance of their advisors.

## **ADMISSIONS OFFICE**

The Admissions Office is located in the Dobler Center in the Administration Wing in Suite AW160. The Admissions Office staff handles all admissions applications and inquiries for admission to Central Wyoming College and communications with prospective students.

## **STUDENT FINANCIAL AID**

The Financial Aid Office is located in Main Hall. Office personnel are available to assist students with matters relating to scholarships, federal financial aid, veterans affairs, Bureau of Indian Affairs, Department of Vocational Rehabilitation, Training Readjustment Act, and Workplace Investment Act application, certification, and funding.

## **STUDENT RECORDS**

The Registration and Records Office is located in Main Hall. Office personnel handle enrollment, course changes, withdrawals, transcripts, graduation and other services involving maintenance of students' academic records, including address changes, transferring credits from other institutions, student petitions and archival of student records. It is important that students keep the Registration and Records Office informed of any name or address change and that they become familiar with important policies, withdrawal dates, and degree requirements.

## STUDENT SUPPORT SERVICES

Student Support Services (SSS), located in the Student Success Center, Main Hall 123, provides tutorial and academic support, financial counseling and transfer advisement free of charge to eligible students attending Central Wyoming College. Special attention is given to students with academic, personal and financial problems. Students receive assistance in locating and completing applications, in addition to receiving information on additional resources.

**Tutoring.** Tutoring services are available for students who wish to improve their grades, review course material, and for students who need individual assistance with basic study skills. Within available resources, SSS also offers supplemental instruction to students with certain identified needs.

**Four-Year Transfer Assistance.** Student Support Services also provides Transfer assistance for transition from Central Wyoming College to a four-year institution through the use of 1) transfer advisory and application assistance, 2) speakers from regional four-year schools, 3) workshops on financial aid and credit transfer, 4) on-site visits to many regional four-year schools, and 5) a collection of current information provided by the four-year schools.

## FOOD SERVICE

The Food Court, located in the Student Center on the CWC campus, offers a broad assortment of meals and snacks to serve the needs of students, staff, groups and the local community. Catering is also available for community members, meetings, large events and staff functions. Please contact the food service manager for catering information at 307-855-2153.

Food Court options include a daily breakfast, lunch and dinner special, grill menu, Mexican station, pizza, sandwiches, salad bar, fruit, snacks, ice cream and beverages. The Food Court is open 7 a.m. to 7 p.m. Monday through Friday and 11 a.m. – 2 p.m. on Saturday and Sunday. After hours vending meal options are available until 10 p.m. when the Student Center closes. The Food Court is closed or will have limited operations during all college holidays and vacations. The Food Court manager can provide special menu options for those with dietary restrictions.

Students residing in the CWC Residence Hall or Mote Hall are required to participate in the CWC declining balance Meal Plan. Students residing in college apartments are required to purchase a declining balance Partial Meal Plan. These meal plan funds may be carried over from the fall semester to the spring semester only and are non-refundable after the spring semester. It is the responsibility of the student to manage the use of these funds.

CWC recognizes that student's needs may not be satisfied by the meal plan, and therefore provides options for additional funds to be added to the student's meal plan at any time. Additionally, a student or staff member may also put money on their ID card, known as Rusty Bucks, which can be used for purchases in the Food Court as well as The Grind, CWC's coffee bar, and it offers 10 percent in free food purchases. The meal plan is administered through the student's CWC ID card. The Food Court also accepts cash, local checks, and credit/debit cards.

Students who have questions or comments concerning the Food Court are encouraged to visit with the Food Service manager.

## HOUSING

CWC's Housing and Residential Life Programs (HRLP) exist to extend and amplify the educational impact of the college through living environments and residential communities that foster learning and

student development in the broadest sense. In our facilities and programs, CWC provides spaces and opportunities that invite exploration, cultivate student potential, and equip residents for productive, satisfying, and well-rounded lives.

On-campus housing facilities consist of dormitories and apartments. Freshman residents are required to live in one of the two dormitories, Mote Hall and Residence Hall (some exceptions apply). After completing 30 credits, students may choose to reside in either the dormitories or the apartments.

CWC places a high priority on safety. In the evenings and weekends, Campus Safety Officers remain on duty in Housing, providing day and night coverage of residential facilities in conjunction with the Housing Office and Resident Assistants (RA) in each building. All Housing facilities also include fire-suppression sprinkler systems.

### Mote Hall

Mote Hall, the newest student residential complex, is a fully ADA-accessible, suite-style, 48-bed co-ed dormitory that is divided into four areas. Each area houses 12 students and offers substantial privacy, as there is one student per bedroom. There is a bathroom for every three residents, but each bedroom has its own sink. A furnished central day room provides a place for students in each area to watch television, talk, relax and study.

For the safety and convenience of residents, Mote Hall is equipped with keyless entry to the building, central laundry facilities, and a computer lab within the complex. Each bedroom is furnished with a bed, desk, chair and dresser. In-room access to the Local Area Network (both wired and Wi-Fi) and to cable television (TV not provided) is included in the cost of rent.

Additionally, Mote Hall offers a large commons area, which serves as a hub for housing activities and a place for residents to relax and watch television or listen to music on a surround sound system. Wired and wireless Internet connectivity also allows for use of the commons area for a full range of multimedia presentations.

As there are no kitchen facilities in Mote Hall, residents are required to participate in the declining balance Full Meal Plan or three-quarter Meal Plan, which gives students the flexibility to budget their semester food purchases in the Food Court. Located in the Student Center, the Food Court serves three meals on weekdays. (It is open also from 11 a.m. to 2 p.m. on weekends.) Students may use their declining balance meal plan to purchase snacks and beverages throughout the day in the Food Court and in the dorms. The Food Court is closed over college holidays and vacations.

Resident Assistants (RAs) assist the Residential Life Manager in matters of administration, discipline, personal help, and supervision in the complex.

### Residence Hall

Residence Hall, a 48-bed co-ed complex, designed with a keyless entry system into the building and divided into four areas, is the most inexpensive way for single students to live on campus. Each area houses twelve students, with two students per bedroom. There is a large central bathroom for every 12 students.

A furnished central lounge provides a place for students in each area to watch television, talk, relax and study. Laundry facilities and open computer stations are available within the complex. Each bedroom is furnished with two beds, an end table, and two built-in closets/dressers/desks. Each room also offers access (wired and wireless) to the Local Area Network and to cable television (TV not provided). Internet, cable TV, and all utilities are included in the cost of rent.

Residence Hall offers kitchenette facilities, but residents are required to participate in the declining balance Full Meal Plan or three-quarter Meal Plan, which gives students the flexibility to bud-

get their semester food purchases in the Food Court. Located in the Student Center, the Food Court serves three meals on weekdays. (It is open also from 10 a.m. to 2 p.m. on weekends.) Students may use their declining balance meal plan to purchase snacks and beverages throughout the day in the Food Court and in the dorms. The Food Court is closed over college holidays and vacations.

Resident Assistants (RAs) assist the Residential Life Manager in matters of administration, discipline, personal help and supervision in the complex.

### **East and West Apartments**

East and West Apartments are open to single parents and married couples with or without children and to single students, as space permits. One-bedroom apartments hold a maximum of two single students; two-bedroom apartments hold a maximum of four single students, each responsible for their own rental payments. ADA-accessible apartments are available as space permits.

The one- and two-bedroom apartments are fully furnished and include living, dining and kitchen areas. Each apartment complex also offers central laundry facilities. Cable TV, high speed Internet connection (Wi-Fi), and utilities are fully included in the rent.

Apartment residents must participate in a declining balance Apartment Meal Plan, giving those students the convenience of budgeting occasional meals and snacks from the Food Court.

Resident Assistants (RAs) assist the Residential Life Manager in matters of administration, discipline, personal help and supervision in the complex.

### **How to Apply For Housing**

Students who wish to apply for campus housing apply on-line at <https://web.cwc.edu/life/residentiallife/application>.

Before an application can be processed and a room reserved, a \$100 reservation/damage deposit is required along with the housing application. Freshmen will be assigned to the Residence Hall or Mote Hall, but can be reassigned to the apartments as space permits once the Halls are full. Damage deposit, renovation fee and first month's housing/food service charges are due in full prior to check in.

Central Wyoming College does not evaluate off-campus housing facilities and assumes no responsibility for the pricing or suitability of such accommodations.

### **LIBRARY**

Located at the center of the Central Wyoming College campus, the library offers a pleasant atmosphere with collaborative areas to meet as well as private quiet areas to study. The library provides physical/online resources and tools for students to research, learn and create. The library staff is eager to assist anyone in learning to use its many resources which include nearly 50,000 books and many current magazines and journals. Students and staff have 24/7 access to myriad online resources that range from books and journals to business plans, educational films, and digital art collections.

The library is a selective depository for U.S. Government publications, with emphasis on geology, homeland security, education and American Indians. The library has a significant collection of Wyoming and Native American books (particularly the Plains tribes). To meet the research needs of students and faculty, the library participates in the regional interlibrary loan network which allows students to request items from other libraries.

During the fall and spring semesters, the library is open seven days and four evenings a week (except for holidays). The library also in-

cludes an open computer lab, the campus Testing Center and the IT Help Desk. The library maintains a Lost and Found service for the entire campus. If you are missing an item, or find one to turn into the Lost and Found, contact the library during hours of operation.

### **STUDENT ACTIVITIES/INTRAMURAL**

A Student Activities Board assists the Student Senate in planning and coordinating functions including dances, movies, concerts, trips, family nights, speakers and other events for all students. There are also many cultural opportunities scheduled, including free access to theater productions, various musical groups throughout the year, and off-campus trips to visit museums, professional theater productions, and other cultural events.

The Student Intramurals coordinator also plans a wide assortment of sports and recreational activities throughout the academic year for all Central Wyoming College students.

### **STUDENT ATHLETICS**

Central Wyoming College is a member of the National Junior College Athletic Association (NJCAA). The Rustlers compete in Region IX - Wyoming, Montana, Nebraska and Colorado - and currently offer volleyball, men's basketball, women's basketball, golf and cross country. All students who participate in intercollegiate athletics must be registered for and successfully complete 12 academic or vocational credit hours each semester.

Central Wyoming College offers men's and women's rodeo. Students must have a current National Intercollegiate Rodeo Association (NIRA) card to compete. Students must also enroll in and successfully complete 12 academic or vocational credit hours each semester.

### **ABE/HIGH SCHOOL EQUIVALENCY PROGRAM**

The Riverton area office of the College's Adult Basic Education Program is located Main Hall, room 176. Among its services, the ABE/HSEC (high school equivalency program) administers the necessary tests and awards the equivalent of the high school diploma to those who successfully complete all requirements.

Students must be 18 years of age or older to take the HSEC Test Battery without restriction. Students who are 16 or 17 years of age and not attending high school may qualify for an age waiver from the Wyoming Community College Commission. Qualification depends upon attainment of required scores on an assessment test. The HSEC Test Battery covers five areas: Language Arts-Reading, Social Studies, Science, Language Arts-Writing, and Math. Adult Basic Education and HSEC testing are also provided by outreach centers in Jackson, Lander, Dubois, Ethete and Ft. Washakie.

Preparation for the HSEC tests is offered in classes or as individualized instruction during the daytime or evening hours at the ABE Centers in the CWC service area. There is a registration fee each semester for enrollment in the program; however, no student will be denied access because of an inability to pay. There is also a fee for taking the battery of HSEC exams. Students who qualify will be assisted with the testing fee.

Accommodations can be provided to students with documented disabilities. Disclosure of a disability is voluntary. Accommodations are provided only to students who request them. Interested persons should contact the Adult Basic Education Office on the CWC campus for more information, (307) 855-2193 or 1-800-745-8418, ext. 2193.

## COMMUNITY, DISTANCE AND WORKFORCE EDUCATION

### DISTANCE EDUCATION

CWC is committed to providing quality distance education. Distance Education credit courses are the same as courses offered for college credit on the main CWC campus. They are available to individuals who want to improve their academic or vocational skills or to develop new skills for advanced job opportunities.

Distance learning courses meet various needs of students that traditional classroom courses cannot sufficiently address. These courses have the same or equivalent content, requirements and standards for excellence as on campus courses. **Distance learning courses are not easier than traditional courses. They are not for those who seek easy credit, need courses in a hurry, or do not wish to commit the time and energy appropriate to a quality learning experience.**

Students who choose distance education as a means of furthering their education use a method of learning different from a traditional classroom setting. This information is designed to assist you in furthering your education through these innovative means.

### CHARACTERISTICS OF A SUCCESSFUL DISTANCE LEARNER

Successful distance learners manage their time well, are self-motivated and dedicated to their educational goals. Distance education courses require at least the same time commitment as on campus courses.

Faculty is always available to help students finish classes promptly. Ultimately, it is up to the student to successfully complete distance education course requirements. For information about all distance-delivered courses or distance education, call 1-800-735-8418, ext. 2124 or (307) 855-2124.

**Initial log-in information for distance-delivered courses is** usually mailed to students the week before courses begin. Students registering during the week before courses begin may experience a delay in receiving initial log in information. If you do not receive initial log-in information, please contact the Distance Education Office 1-800-735-8418 ext. 2124 or (307) 855-2124 or by emailing [distanceinfo@cwcc.edu](mailto:distanceinfo@cwcc.edu). **Please allow one week for materials being mailed. To avoid delays in receiving materials, please register early for distance delivered courses and provide a current address to the Registration and Records Office.**

**Interactive Classroom Network (ICN)** – The Interactive Classroom Network is a state of the art distance delivery system. This system allows real time interaction between instructor and students located off campus. The Interactive Classroom Network serves students throughout Central Wyoming College's service area. For more information about these courses, please contact the CWC Distance Ed Tech at 1-800-735-8418 ext. 2124 or 307-855-2124.

**IMPORTANT.** Enrolling in a course being recorded or transmitted over the Interactive Classroom Network indicates you understand there is a chance you may appear on the recording and/or be visible to students at a remote site and give your consent to being seen by other students.

**WEB (Internet-based Instruction)** – Students are required to have access to computer equipment, the World Wide Web and high-speed internet. Some courses also require specific software. **Skills in word processing, email and internet use are necessary for success.** Computer and internet access are available on campus and at selected outreach centers for enrolled students.



**CWC Outdoor Education students participate in an adventure race in the Sinks Canyon Center.**

**Lecture Capture and Replay** – Selected courses may be recorded and made available for replay over the Internet. Check with instructor for details and availability.

**Telecourses** – The Telecourse lessons can be viewed several ways. They are aired on Wyoming PBS two times every week. They are also streamed through myCentral on the CWC website. High-speed internet is required for viewing. DVDs of the telecourse lessons are available for checkout or viewing at the CWC library or at the CWC Outreach Centers by request.

**Student Services and Distance Learners** – Services are available to distance students to help ensure their success. In addition to those services discussed, such as counseling services, registration and records information, library resources, textbooks and other supplies, CWC also provides web based, online tutoring for students who need additional assistance. Access to information about this online tutoring can be found by signing into myCentral on the home page. On the left side of this page click on myTutor-“*Smarterthinking*”.

**Academic Advisement** – Taking a distance delivery course does not exempt a student from policies regarding academic advisement. If you are a new student, you must talk to an Academic Advisor prior to registering for classes. The academic advisors can be reached by calling 1-800-735-8418 ext. 2223 (toll free) or locally at (307) 855-2223 and 1-800-735-8418 ext. 2270 (toll free) or locally at (307) 855-2270.

**Getting your course materials** – Your first responsibility for any distance education course is to acquire the required textbook and materials for your course. Textbooks and other course materials are available from the college bookstore. You may come to the bookstore on the Riverton Campus to buy them or if you live in other areas, the

CWC bookstore can mail materials to you. You can contact the CWC bookstore at (307) 855-2201; 1-800- 735-8418, ext 2201 (toll free); by FAX at (307) 855-2098 or by email at [rduty@cw.edu](mailto:rduty@cw.edu). Shipping and handling fees may apply.

**Library services** – Distance Education library services are available. Please call the CWC Library Reference Desk for assistance at 1- 800-735-8418, ext. 2141 or locally at (307) 855-2141.

**INSTRUCTOR COMMUNICATION**

Your CWC instructor is available to you throughout the semester to answer course-related questions. Your instructor will contact you shortly after the beginning of the semester to give you necessary course related information. If you have not heard from your instructor by the middle of the first week of class, please contact them. Once you have received and read the information mailed and/or otherwise provided to you, all course related questions should be addressed to your instructor.

Contact your instructor frequently during the course of any distance education classes. Your instructor will provide you several means of contact in the course syllabus.

Your CWC instructor will contact you throughout the semester as necessary. However, you are encouraged to call, e-mail or write to your instructor at any time for help with course-related problems or questions. If you are on campus your instructor would like to meet with you personally.

Try not to fall behind, but if you do, call your instructor to let him or her know you are having a problem keeping up. Your instructors want you to be successful.

If you are unable to contact your instructor, please contact the Distance Education Office. This office can be reached directly at (307) 855-2124 or 1-800-735-8418 ext. 2124 (toll free) or by emailing [distancedinfo@cw.edu](mailto:distancedinfo@cw.edu). We need to know if you are having difficulty in this area and will forward your message to your instructor. If you live within commuting distance of the campus, don't hesitate to drop by to visit with your instructor during announced office hours or by appointment.

**WORKFORCE AND COMMUNITY EDUCATION**

The Office of Workforce and Community Education is dedicated to serving the training and educational needs to the various geographical areas in the Central Wyoming College service area.

**CUSTOMIZED TRAINING**

Central Wyoming College's customized training department has been established to enhance local businesses. The staff customizes programs for any business and delivers the course at a time that works for the customer. From customer service training to safety and management training to human resources, the highly educated and certified staff can tailor a program that fits a business. The courses are offered on the CWC campus or at the business, and training can be delivered in half-day, full-day, or multi-day formats.

Central Wyoming College's Customized Training Department can partner with a business to improve performance, productivity, and profitability by developing effective leadership skills at all levels.

To learn how the Central Wyoming College's Customized Training Department can enhance a business, contact any of the offices listed.  
 Dean of Workforce and      855-2206 or 1-800-735-8418  
 Community Education      ext. 2206

Director of Workforce Training	855-2325 or 1-800-735-8418 ext. 2325
Workforce Training Coordinator	855-2089 or 1-800-735-8418 ext. 2089
Workforce Specialist	855-2043 or 1-800-735-8418 ext. 2043
Division Assistant	855-2181 or 1-800-735-8418 ext. 2181

**CONTINUING EDUCATION WORKSHOPS AND SEMINARS**

Workshops, seminars and professional development activities are offered for Continuing Education Unit (CEU) credit. One CEU credit is issued for every 10 hours of participation in CEU approved courses. A permanent record is maintained documenting the participation in such courses. Official copies of CEU transcripts can be obtained in one of the following ways:

- Submit a completed Transcript Request form to the Registration and Records Office.
- Submit an online transcript request form at [www.cwc.edu](http://www.cwc.edu).

**COMMUNITY EDUCATION**

Central Wyoming College offers a wide variety of community interest and educational programs. These non-credit courses provide opportunities for people to discover and develop individual talents, enjoy various activities, explore new hobbies, and acquire new skills. Community service courses provide life enrichment activities for children and adults.

Non-credit courses for each service area or outreach center can be found on the CWC website at [www.cwc.edu](http://www.cwc.edu). They have the course prefix of CMSV (community service).

**COMMUNITY OUTREACH CENTERS**

Enrollment in community education classes is handled by local coordinators.

A current list of credit and non-credit program offerings is available on line at [www.cwc.edu](http://www.cwc.edu), from the Workforce and Community Education Office at 307-855-2181 or at the outreach centers in the following communities:

Dubois Center	(307) 455-2625
Jackson Center	(307) 733-7425 or 1-866-833-7425
Lander Center	(307) 332-3394 or 1-800-735-8394
Riverton Center	(307) 855-2125 or 855-2181, 1-800-735-8394 ext. 2125 or 2181

**CITIZEN INPUT**

The assistance of local residents is needed to determine what programs and classes should be offered in each community. Suggestions and requests should be directed to the local Community Outreach Center or to the Dean for Workforce and Community Education at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501, or call 307-855-2206 or 1-800-735-8418, ext. 2206.