

CENTRAL *Wyoming* COLLEGE



STUDENT

**12-
13**

HANDBOOK

MISSION OF CENTRAL WYOMING COLLEGE

To enhance the quality of life through
innovation and excellence in education

MISSION OF STUDENT SERVICES DEPARTMENT

To empower students to achieve their
educational goals

A MESSAGE FROM THE ASSOCIATE VICE PRESIDENT FOR STUDENT SERVICES

Welcome to Central Wyoming College! We are excited to have you with us and look forward to getting to know you. Whatever the path that brought you to CWC, our faculty and staff can help you become a better version of yourself. Ultimately, your growth and accomplishments are the most important measure of our success.

Your time at CWC will be filled with new experiences. The information in this handbook is to guide you so they can be as positive as possible. Please familiarize yourself with the services available as well as your rights and responsibilities as a student. If you have questions, please visit us in the Student Services office. We are here to assist you in reaching your goals.

Best wishes for a rewarding year!



Coralina A. Daly
Associate Vice President for Student Services

Cover photos by Kye Funk, Brittany Rose and Lanna Rios

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CENTRAL WYOMING COLLEGE STAFF

(The main campus switchboard number is 855-2000. When using an on campus phone, all 855 prefix numbers can be reached by dialing the last four digits.)

President – Jo Anne McFarland	855-2102
Executive Vice President for Student and Academic Services	855-2110
Vice President for Administrative Services	855-2105
Admin. Asst., Administrative Services.....	855-2100
Associate Vice President for Student Services	855-2186
Admin. Asst., Student Services	855-2187
Activities Office	855-2260
Admissions Office.....	855-2119
Arts Center Box Office.....	855-2002
Athletic Director	855-2272
Bookstore	855-2201
Campus Safety.....	855-2143
Campus Services	840-2342
Campus Student Employment	855-2112
Computer Labs.....	855-2182
Counseling.....	855-2175
Dean of Arts, Letters and Math	855-2140
Dean of Commerce, Allied Health, and Technology	855-2154
Dean of Workforce and Community Education	855-2206
Disability Assistance.....	855-2011
Distance Education.....	855-2124
Equine Center.....	855-2287
Financial Aid Office	855-2274
Fitness Center	855-2399
Food Court.....	855-2153
Housing.....	855-2210
International Student Advisor	855-2270
ID Office.....	855-2210
IT Help Desk	855-2198
Off Campus Student Employment	855-2175
Library	855-2141
Mailroom	855-2152
Mote Hall Courtesy Phone.....	855-2398
Native American Services	855-2285
Physical Plant.....	855-2249 or 855-2104
Registration & Records	855-2115
Residence Hall Courtesy Phone	855-2046
Single Parent/Non-Traditional Careers.....	855-2175
Student Senate Office	855-2260
Student Support Services/TRIO Program	855-2228
Tutoring	855-2117

EMERGENCY PHONE NUMBERS

All Emergencies	911
Campus Safety.....	851-5542 (cell), 855-2143 (office)
Campus Services	840-2342
Fremont Community Health Center.....	463-7160
Fremont Counseling.....	856-6587
Lander Regional Hospital.....	332-4420
Poison Control.....	1-800-442-2701
Riverton Memorial Hospital.....	856-4161

STUDENT ACTIVITIES

Central Wyoming College offers many activities throughout the year coordinated by the Student Life Department and Student Senate. The calendar in this publication should serve as a good source of information about student activities. Some dates and activities are already listed for you. Remember, though, activities will be added as the year progresses, and occasionally activities need to be canceled, postponed, or moved to alternate days/times. Keep this book and calendar handy and add activities as they are announced.

A great source of information on activities for students is myCentral, a website which can be accessed from any computer connected to the Internet. From myCentral, students (both on and off campus) have access to all of Central's electronic services, including the online classroom, WebAdvisor, e-mail, document storage, important announcements, a calendar of events and much more. Students may customize myCentral to obtain other electronic information, such as weather, sports and news.

The Student Senate Hub, located in the Student Center is a great source of information on Student Activities. Other sources of information are the student-operated radio station — KCWC-FM (88.1 on your dial), Rustler TV Central on channel 5 (Riverton and Lander cable) and on Wyoming PBS, the public television station located on the Central campus. Wyoming PBS is on channel 4. You will also want to watch for information posted on campus bulletin boards, and on an electronic signs throughout campus. Major events are advertised on a marquee located on the highway in front of the campus.

A Student Activities Board, with oversight by the Student Senate, plans and implements most of the school events. This group is open to all interested students. If you would like to serve in this group, leave your name in the Student Senate office (located in the Student Center across from the Bookstore) or contact the Student Life Coordinator in room 113 in the Student Center. You will also need to sign up for trips or special activities at the Student Life Coordinator's office. Many campus activities are held in the Food Court which is located in the Student Center, as well as the Student Center Lobby. There you will find billiard tables, Wii, Guitar Hero, Rock Band, dartboards, Tokyo Drift driving simulation games, and several large-screen televisions and couches.

Although we encourage all students to get involved, participating in student activities is a privilege and not a right. Restrictions may apply to students who are placed on disciplinary or academic probation.

Student Senate

The Student Senate is a group of 12 students who act as representatives for the entire student body. The Senate plans activities, controls the spending of student activity fee revenues, serves as an advocate for student interests and concerns, and appoints students to positions on college governance committees. It is a powerful and effective organization. All interested students are

encouraged to run for Senate positions. If you would like to run for Senate, simply stop by the Senate office and fill out an application. If you are unable to reach anyone in the Senate office, contact the Student Life Coordinator, Assistant Dean of Student Life and Campus Safety or the Associate Vice President for Student Services.

You are eligible to run for Student Senate if you are enrolled in at least 12 credits and have a minimum 2.5 grade point average. To vote in Senate elections you must be enrolled in at least a one credit course.

Six senators are elected each spring and the remaining six are elected early in the fall. The Senate elects its own officers following the fall election.

The Student Senate exists to serve your needs. Get acquainted with your representatives, share your ideas, attend Senate meetings, or contact any one of the Senators to let them know what is important to you. If you do not know a Senator, stop by or call the Student Senate Office in the Student Center and introduce yourself, or send the Student Senate an e-mail at senate@cw.edu.

Student Clubs

There are a variety of clubs and organizations on our campus, which are designed to meet student needs. Past clubs have included the Activities Club, Equine Club, Delta Psi Omega (theater), the Great Art Group, Criminal Justice Club, United Tribes of CWC, the Fellowship of College Christians, Student Nurses' Association, the Gay Straight Alliance, La Vida Nueva, Veteran's Club, Phi Theta Kappa, Science Club, Business Club, Outdoor Club and many others. You may start your own club if you wish, but you must have nine official members, two staff sponsors, and be approved by the Student Senate. Contact the Senate Office for further information.

Cultural Events

Cultural programs offer students the opportunity to see live performances by college groups and touring professionals. Most of these events are free to the students, paid for by their activities fees and coordinated by the Student Senate, providing they show current Central identification. It is advisable to pick up tickets at the box office in the Arts Center in advance in order to insure availability.

The CWC Theater Department stages at least four productions each season, including a musical and a set of student-directed shows. Auditions are open to all.

Students and community members may also participate in the CWC Collegiate Chorale and Community Band, and summer concerts in the park -- Hot Notes, Cool Nites. Student groups, JAZZMAGIC and The Jazz Messengers, also tour annually.

The Arts Center Gallery has monthly art shows featuring artwork in a variety of media. During the school year, the focus is on national artists, while during the summer we showcase local talent. In addition, the annual student art exhibition provides opportunities for students to show and sell their work.

CWC also takes at least one Cultural Trip each year, giving students an urban experience. Watch for these trips in your campus information sources. You must sign up for this trip at the Student Life Office in the Student Center.

Opportunities for Exercise

There are several exercise and sport options available to you. CWC has a well-equipped Fitness Center, which features free weights, pin-loaded, Universal and several types of aerobic machines. This facility is located in the upper level of the Student Center and is available to students and staff only. Fitness Center hours are posted at the entrances. The Fitness Center is more available weekdays as the hours are limited during weekends, breaks, and the summer session.

Tennis courts, outdoor volleyball pit, basketball court and soccer fields are located near housing. These are open to students at any time, unless they have been reserved for special events. You may check out a ball at the Housing Office or in the Activities Office, but you must have current CWC identification. Check the mailroom, campus posters, bulletin boards and marquees at the Information Hub for scheduled sports times or contact the Intramurals staff. Sports rosters will be accepted by sign up lists in the intramural office or by email. There are a variety of intramural competitions during the year and these programs change by season.

To make your on-campus workouts more convenient, you may request a locker in the Student Center. See the attendant in the Fitness Center for locker assignments. Please lock up your lockers between and during uses and do not leave expensive items in these lockers. Belongings left in lockers after the spring semester has ended, become CWC property. You may, however, use your locker during the entire school year, providing you continue as a student.

There are recreational paths throughout the city, one of which winds through the CWC campus. Be sure to take advantage of the fitness stations located adjacent to the bike path between the main campus and the Housing area.

Activities and Class Attendance

If you are involved in a college activity that will cause you to miss classes, you will want to notify your instructor of your planned absence and make arrangements for making up class work PRIOR to your departure. Plan to get class notes from a classmate.

ATHLETICS

Intercollegiate athletics provide fun and excitement for student participants and spectators. In the fall and the spring, CWC men's and women's rodeo teams compete in the Central Rocky Mountain Region of the National Intercollegiate Rodeo Association. The women's collegiate volleyball team competes in the fall semester in Region IX. Men's and women's basketball also competes in Region IX. Region IX is made up of schools from Wyoming, Montana, Nebraska, and Colorado. Come out and support your Rustlers!

INTRAMURALS

Fall and spring semester intramural sport offerings include basketball, coed basketball, volleyball, coed volleyball, and indoor soccer. Some activities include dodgeball, karate, softball, table tennis, swimming, "bouldering" and disc golf.

There are also hiking, white water rafting, skiing and snowboarding trips planned every year. See your campus information sources for the dates of these events. If you like a sport that is not currently being offered, contact one of the Student Life staff. All sports programs and events are created and developed to meet the interests of the students.

HOUSING AND FOOD SERVICE

College housing facilities consist of Mote Hall, the Residence Hall, and two apartment complexes.

Mote Hall

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

Mote Hall has central laundry facilities and a computer lab within the complex, and each bedroom is also wired to allow access to the College computing system by the student's own computer, as well as cable TV. Each bedroom is furnished with a bed, desk, chair and dresser.

Cable TV and utilities are included in rental payments. Telephone service is the only utility that is not covered in the rental payments.

There is a large commons area in Mote Hall, providing a central place for Housing activities and a place to relax and watch television or listen to music on a surround sound system. Local area network connection also allows for use of the area for computer-related presentations.

Freshman students who live on campus are required to live in Mote Hall or the Residence Hall as space permits, but sophomores are also allowed to live here. There are no kitchen facilities in Mote Hall and residents are required to participate in the declining balance Full Meal Plan, which gives students the flexibility to budget their semester food purchases in the Food Court. Resident Assistants (RAs) assist the Housing Manager in matters of administration, discipline, personnel, and help supervise the complex.

Residence Hall

The most inexpensive way for a single student to live on campus, the Residence Hall is a 48-bed co-ed complex divided into four areas. Each area houses 12 stu-

dents, two students per bedroom. There is a large central bathroom for every 12 students. A furnished central lounge area provides a place for students in each area to watch television, talk, relax and study. Laundry facilities and a computer in each dayroom are available within the complex. Each bedroom is furnished with two beds, end table and built-in closet/dresser/desk. Cable TV, computer connection to campus, and utilities are included in rental payments. Telephone service is the only utility that is not covered in the rental payments.

Freshman students who live on campus are required to live in either the Residence Hall or Mote Hall as space permits.

There are no kitchen facilities in the Residence Hall and residents are required to participate in the declining balance Full Meal Plan, which gives students the flexibility to budget their semester food purchases in the Food Court.

Resident Assistants (RAs) assist the Housing Manager in matters of administration, discipline, personnel, and help supervise the complex.

East and West Apartments

The student apartment area features two separate apartment buildings, East and West Apartments, with one- and two-bedroom apartments.

The apartments are open to single parents and married couples with or without children, and 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 on a space available basis.

The apartments are furnished and include living, dining and kitchen areas, with central laundry facilities provided in the complex. Apartments are carpeted. Cable TV, computer connection to campus, and utilities are included in the rent. Telephone service is the only utility that is not covered in the rental payments.

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. If a resident feels that they need a larger meal plan they can purchase the full meal plan instead of the Apartment meal plan.

Resident Assistants (RAs) assist the Housing Manager in matters of administration, discipline, personnel, and help supervise the complex.

Food Service

The Food Court is located in the Lowell A. Morfeld Student Center and is open from 7 a.m. to 7 p.m. Monday through Friday for breakfast, lunch and dinner. On Saturday and Sunday a brunch is served from 11 a.m. to 2 p.m. Quick meals, drinks, snacks, etc. are available daily until 10 p.m. from our refrigerated vending services. Upon request, the Food Service staff is able to accommodate students who have special dietary restrictions. The Food Court is closed during all major college holidays and breaks.

Students residing in Mote and Residence Hall are required to participate in the "full meal plan." Students who reside in the campus apartments are required to participate in the partial meal plan at a minimum, but are able to purchase the full meal plan if desired. All campus housing students are required to purchase a specific meal plan which is then exchanged for goods and service at the Food Court or The Grind (CWC's coffee bar) via the use of their student ID card. These food plans must be used by the end of each semester and are non-refundable.

Commuter students, or those living in campus housing that need more money than the basic meal plan, may purchase a value meal ticket for the Food Court where \$100 buys participants \$110 of credit. If a student uses all the credits prior to the end of the semester, additional credits may be purchased at any time in any denomination and placed on the students ID card. It is the responsibility of each student to manage the use of their meal plan money. The CWC ID card is used as a declining balance card and must be presented to the cashier for all purchases. The Food Court also accepts cash, check and all major credit/debit cards.

Students who have questions concerning the Food Court are encouraged to visit with the Food Service Manager or call 855-2153.

STUDENT ADVISING AND CLASS INFORMATION

Student Attributes

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

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

Self-directed Learning. 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.

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

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

Academic Advising

Central Wyoming College offers academic advising for all students. Advisors assist in selecting classes based on academic background, test scores, and educational goals. Advisors provide students with accurate and up-to-date academic information before and during registration by suggesting appropriate courses to meet academic goals as well as requirements for two-year degrees and/or transferring to a four-year institution.

Initially CWC students meet with a general academic advisor and then are assigned to a full-time faculty/staff member advisor based upon the academic area the student has selected.

While the ultimate responsibility for decision-making and educational plans rests with the student, academic advisors can be valuable resources.

Academic advisors assist students with:

- Identification and clarification of life and career goals
- Selection of appropriate courses and other educational opportunities
- Evaluation of progress toward established goals
- Referral to other campus and community resources when appropriate

The general academic advisors are located in the Dobler Center in the Administration Wing, and office hours are Monday - Friday, 8 a.m. to 5 p.m. Appointments are encouraged.

Advisor Responsibilities

1. Be available to new and returning students during registration periods.
2. Acquaint advisees with the general and departmental educational requirements, college regulations, services and opportunities.
3. Help advisees plan each semester's program of courses and as soon as possible; complete degree checks to monitor the academic progress of the advisee; and sign registration forms if necessary.
4. Assist advisees when they are not achieving in accordance with their abilities, helping them plan activities to correct their difficulties.
5. Refer advisees as needed to other persons and services.
6. Be aware of each advisee's progress in his or her various academic pursuits by sufficient contact and keeping of accurate records.

Student Responsibilities

1. Learn the name and location of your academic advisor early in the semester.
2. Schedule appointments early in the advisement period, and be prepared for advisement. You should have an idea of the courses you plan to take, and be ready to discuss your interests and goals with your advisor.
3. Become familiar with general education requirements, graduation requirements and program requirements.
4. Consult your advisor concerning changes in your approved schedule.
5. Consult your advisor when you are in academic difficulty.
6. Consult your advisor before changing majors, transferring to another college, or withdrawing from college.
7. Meet with your advisor at least twice during each semester; once during the semester and again prior to registration for the following semester.

Class Attendance

Each of your instructors will tell you what the attendance policy is for his or her class. This information should be included in the course syllabus.

Though attendance policies are up to the instructor, it is highly recommended

that you attend class regularly. Missing excessive class periods may result in the instructor dropping you from the class. If that happens, your failure to notify the Registration and Records Office of your desire to remain in the class may mean that you are permanently withdrawn with a grade of "WI."

Certain financial aid programs may require certification of regular class attendance, regardless of the individual instructor policy.

If you can't go to class due to illness or emergency, inform your instructor. Your instructor's contact information should be included in your syllabus. You are responsible for any missed work.

Change in Class Location

At the beginning of each semester, room changes are posted on the outside door of the classroom and outside the Registration and Records Office. If you can't find your class, check the nearest division office, or at the Registration and Records Office. In any case, never assume that classes have been cancelled unless you have been notified.

What if the Instructor Fails to Show Up for Class?

First, make sure you are in the right room. Sometimes students are asked to meet in other locations for purposes of field trips or demonstrations. If you were absent, you may have missed this important information. Check at the division office indicated on your course syllabus, or if your instructor regularly gives assignments and posts notices in your learning management system (Angel), check there first. If you and your classmates are clearly in the right room, your instructor may have been unavoidably delayed. Wait ten minutes and then check with the division office again.

Final Exams

Final exams are a major requirement in most college credit courses. Failure to take the scheduled final exam may result in you failing the class. Be sure to check with the instructor of your courses for the final exam date and time, and then make vacation departure plans accordingly.

Problems with an Instructor

If you have problems with an instructor, talk with the instructor first. See the instructor's Dean if this does not work or if you feel that the problem cannot be handled on a one-to-one basis. Problems not handled on the division level should be taken to the Executive Vice President for Student and Academic Services. If you're not sure what to do, see your advisor, a counselor, or the Associate Vice President for Student Services.

Every student also has an opportunity to evaluate their instructors through regular course evaluations administered toward the end of the semester.

Not all classes are evaluated every semester. If you are in a class and want an opportunity to evaluate the instructor, speak to the appropriate Dean to see if it is scheduled; if it is not, the Dean will attempt to schedule it.

Cancellation of Classes

In the event of bad weather or other emergencies, sign up for the Rustler Alert system so emergency messages can be sent to your phone and/or computer. You may also check the website or myCentral regarding the cancellation of classes.

Dropping or Withdrawing from Classes

If you are having problems with class, you should try the following steps **BEFORE** you go through the process of withdrawing from a class.

1. Talk with the instructor. Chances are he or she is friendly and willing to help. Often a short visit with an instructor solves questions about the class. Make the first move and go in for a visit. Your instructor's office number and office hours should be listed on the course syllabus.
2. See your Academic Advisor. This individual is here to assist you with all aspects of your educational planning. Get to know your advisor and seek out his or her assistance.
3. Deans are also available, by appointment, to visit with students about classroom and academic concerns.
4. Counselors invite students to share problems and concerns. If you schedule an appointment with one of the counselors, it may cut down on the possibilities of interruptions during your visit.
5. See the Financial Aid office if receiving aid to determine any impact on aid awarded.

If you have talked with appropriate faculty and staff members and still feel you would like to withdraw from a class, here is the procedure:

- Return the completed form to the Registration and Records Office or withdraw from your classes using WebAdvisor on the Central website.
- Failure to file the appropriate form through the Registration and Records Office or withdrawing online by the deadline may result in your receiving failing grades on your permanent transcript.

Declaring an Academic Program

All matriculated students (those students who have completed the admissions procedures outlined in the catalog and who have declared their intent to pursue a certificate or degree) must declare an academic program before registering. If you are unsure of which academic program you want to pursue, you may declare General Studies. Contact a Central counselor or academic advisor for assistance in selecting an academic program.

See your academic advisor if you wish to change your academic program. You will then be assigned an advisor in your area of study.

Incomplete Grades

A temporary grade 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 within one week after classes end. Students must complete class requirements within the time set by the instructor or the incomplete grade (X) revert to an (F) grade. 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) 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 classes for semester-length classes or prior to the published last day of classes for non-semester-length classes. A completed Alternate Grade 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. Please check with the Financial Aid Office 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 classes or prior to the published last day of class for non-semester length classes.

Academic Dishonesty

Academic dishonesty is not tolerated. Academic dishonesty includes plagiarism, cheating, tampering with electronic media and 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 Dean and the Executive Vice President for Student and Academic Services shall be involved in deciding and imposing sanctions. In all cases, a written report of the incident should be filed in 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.

Grade Point Calculations

If you need assistance in determining your GPA, contact your academic advisor or counselor.

Honor Roll Eligibility

Only students who take a minimum of 12 college-level (1000 or higher) credits will be eligible for honor roll consideration and only college-level courses with grade designators of A, B, C, D, or F will be figured in honor roll grade point averages. If you meet the criteria and your grade point average for the semester is 3.50-3.99, you will be included on the Dean's List, and if it is 4.00, you will be recognized on the President's List.

Only students who gave their approval for Directory Information to be released will have their names published.

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.

REGISTRATION, RECORDS AND FINANCIAL AID

Registration and Records

The Registration and Records Office, located in Main Hall, is where you will find current semester schedules, CWC catalogs, as well as all forms required for class registration, schedule and curriculum changes, class withdrawal, transcript requests, transfer evaluations and graduation information.

Many of the services offered by the Registration and Records Office can be found on the Central website at www.cwc.edu. Instructions for logging onto the myAdvisor system are found by clicking on myAdvisor from myCentral. These instructions can be printed so they can be followed easily the first time a student uses the system. The myAdvisor system can be accessed from any computer with Internet access.

The myAdvisor for Students menu contains items for registration, adding classes, dropping classes, getting grades, looking at or printing an unofficial transcript, class schedule, business office account summary, financial aid status, program evaluation, enrollment verification, transcript request and graduation application. To find out who your assigned advisor is, click on myProfile. Your advisor's name is also listed at the top of the Program Evaluation.

There are printable forms in the Registration and Records menu if you prefer printing an enrollment form and submitting it to the Registration and Records Office in person, via mail or fax. You may also do the same with the transcript evaluation form if you are transferring courses from another college to Central Wyoming College. Look at the list of printable forms so you are familiar with what is available.

The Registration and Records menu contains many instructions about how to use the on-line services as well as contact information and printable forms for the Records Office. Use it when you have a question or cannot find an item

anywhere else. If you would like items added, let the Registration and Records Office personnel know so the Central website can be made more user friendly for students.

The CWC catalog and the schedules of courses for each semester are posted on the Central website.

Transcript Requests

Students can get official copies of their CWC transcript sent to other institutions or employers. Transcript copies can be ordered via the Central website as noted above. There is no charge for transcripts. If a student wants an unofficial copy of their transcript, they can print it from the website. If they want an official transcript, it must be produced by the Registration and Records Office and requires a request form via the Central website or by using the printable transcript request form. If a student attended Central prior to 1992 and has not taken credit courses since, they will not be able to log onto the myAdvisor section of the Central website. They may follow the instructions for printing a Transcript Request form from the website and mail it to the Registration and Records Office at 2660 Peck Ave., Riverton, WY 82501 or fax to 307-855-2092.

Grades

Faculty members report their final grades usually within 24 hours after a course ends. Students may retrieve their grades via WebAdvisor for Students by clicking on the Grades menu via the Central website as above. Grade reports are not mailed out to students and grades will not be given over the phone.

Application for Graduation

Students who are in the final semester of completing the published requirements for one or more Central credentials, certificates, and/or degrees must submit a completed Application for Graduation found online through myCentral/myAdvisor. Additionally, students must meet with their Advisor to complete a Degree Audit/Program Evaluation by the published deadline to apply for graduation that semester. The completed Degree Audit/Program Evaluation is forwarded to the Dean in charge of that program. Once approved, the Dean will sign the Degree Audit/Program Evaluation and forward it to the Registrar for final approval.

Financial Aid

The Financial Aid Office, also located in Main Hall, may be able to help you locate grants, scholarships, college work-study opportunities and loans. All programs (except for emergency student loans) require you to be officially admitted as a matriculating student. Specific information about financial aid may be found in the college catalog, at www.cwc.edu, or by contacting the Financial Aid Office at 307-855-2274 or 1-800-865-0195.

Financial award notifications issued are of tentative nature and may be adjusted according to changes in student eligibility or available funds.

2012/2013 Financial Aid Disbursement Schedule

Please note: Students who fail to complete the financial aid process by the

beginning of the academic term should plan to bring sufficient funds to cover tuition, fees, books and supplies, as well as living expenses for one month.

FALL 2012 GRANTS/SCHOLARSHIPS/LOANS:

Wednesday, October 3, 2012	N-Z
Thursday, October 4, 2012	A-G
Friday, October 5, 2012	H-M

SPRING 2013 GRANTS/SCHOLARSHIPS/LOANS:

Tuesday, February 12, 2013	H-M
Wednesday, February 13, 2013	N-Z
Thursday, February 14, 2013	A-G

Attention—FIRST-TIME BORROWERS AT THIS INSTITUTION: Federal/Institutional regulations require all first-time borrowers at this institution to enroll in FIN-1001-Personal Financial Planning, attend an entrance interview session and complete all entrance requirements before any loan funds will be released. Student loan entrance counseling sessions will be held all semester each Tuesday afternoon at 4 p.m. in MH177.

DISBURSEMENT PROCEDURES: All loans are disbursed in two installments, with the second installment disbursed after the midpoint of the loan period.

If you borrow for an academic year, your loan checks will be available one month after start of each semester – per schedule above. Release of second disbursement is contingent upon successful completion of FIN-1001.

If you borrow a loan for one semester, your loan checks will be available one month after start of semester; second check - mid-semester.

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 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 for which assistance was awarded, a student is entitled to retain a percentage of their grant or loan assistance directly proportional to the percentage of the period of enrollment completed. If the day the student ceases to attend classes or officially withdraws occurs after the student has completed 60 percent of the enrollment period, the student is entitled to retain 100 percent of their grant or loan assistance awarded for the enrollment period. Please see the Financial Aid Office or the CWC Catalog for more detailed information.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education 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 records are not maintained by the college official 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 the amendment of the student's education 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 Associate 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 require-

ments of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

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

Directory Information

The Central Wyoming College application for admissions contains permission to release directory information. Students' permission checked on the application is in effect until changed with a completed 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, program of study, degrees, certificates or awards, dates of attendance, full-time or part-time enrollment status, 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.

SERVICES FOR STUDENTS

Bookstore

The CWC Bookstore is located in the Student Center near the gym entrance. The store is open from 8 a.m. to 5 p.m. Monday through Friday and during most home volleyball and basketball games.

All required textbooks and course materials are available in the bookstore. You'll also find clothing, backpacks, snacks, class and office supplies, nursing supplies, art and photography supplies, Rustler logo items, souvenirs and personal items. The Bookstore is also a great place to buy postage stamps, greeting cards and climbing shoes.

A national book buyer comes to campus the last three days of finals week during Fall, Spring and Summer semesters to buy back textbooks. If the buyer purchases books from students which will be used the next semester at CWC, the Bookstore authorizes the buyer to pay the student approximately up to 50 percent of the new price depending on current market rates.

When you purchase books from the Bookstore you receive a dated receipt and information about returning books. No returns are accepted without a valid register receipt. You may return your books within one week of the first day of class for a full refund. After this date, you must have a class cancellation or drop slip in addition to your register receipt to be considered for a return. Off-campus students may order their textbooks over the phone by calling 1-800-735-8418, ext. 2201 or 307-855-2201 (local), by FAX at 307-855-2098, or by email at bookstore@cw.edu. A free courier service is available on a limited basis to the

various CWC Outreach Centers to save students money on shipping. For more information and further details regarding our policies, please visit our website at www.cwc.edu/bookstore.

Business Office

The Business Office is located in the Administration Building. Come here to obtain a permission slip for your Student ID, pay tuition and housing, have money put on your ID card, cash checks, setup a payment plan, and pick up financial aid refunds.

Transportation Services

Bus service from some areas of the county is available free to CWC students through the Wind River Transportation Authority. The fee is only waived when CWC is the origin or destination of the bus, and the student must present a valid CWC ID to the driver in order to be eligible. Buses run between Riverton, Hudson, Lander, Ft. Washakie, Ethete, and Kinnear. Call 856-7118 for the latest schedules, or check under the Fixed Routes tab at www.wrtaabuslines.com. Route schedules are also available in the CWC Mail Room.

Legal Services

Central Wyoming College does not have an attorney for students. Students who need legal services should contact an attorney listed in the phone book. You may also wish to consider contacting Wind River Legal Services which serves the Wind River Indian Reservation and Fremont County. The organization provides legal services to individuals who qualify under their low-income guidelines. Only certain types of cases are considered. For more information, call 332-3517(Lander) or 332-0307(Fort Washakie).

Library

The Central Wyoming College Library is the academic information commons on campus. It provides the resources, tools and environment for students to research, learn and create. The library participates in a statewide consortium that allows the cooperative purchase of hundreds of thousands of books, newspapers, magazines, journals, films, maps, and additional resources. In addition, CWC students may request items from other libraries at no charge. We have a significant collection of books about Wyoming and Native Americans, particularly the Plains tribes. The library is a public library with a computer lab open to all Monday-Thursday from 7:30 a.m. to 10:30 p.m., 7:30 a.m. to 5 p.m. on Friday, noon to 5 p.m. on Saturday, and 2 p.m. to 9 p.m. on Sunday, excluding campus holidays. Summer hours are Monday-Friday 8 a.m. to 5 p.m. The Library website is at www.cwc.edu/library. Call 855-2141 for more information.

Lost and Found

The mailroom staff 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, please contact the mailroom during hours of operation.

Mailroom

The campus mailroom is located in the Student Center (SC101) and offers UPS, FedEx, and US Postal Services. Mailbox services are only available for those individuals living in student housing. Hours of operation are Monday – Friday, 8 a.m.-5 p.m.

Student IDs

Your Central student ID card is required for services at the cashier's office, business office, registration office, food court, student activities, fitness center, etc. Be sure to have it with you when requesting services on campus. There is no fee for the first ID, but the first replacement is \$15 and all other replacements are \$25 each. ID cards are obtained by first visiting the cashier's office where you will receive an ID approval slip to take to the ID Office (SC107) to have your photo taken and an ID printed.

Student Employment

Each semester there are numerous jobs available to students on campus. Jobs are usually available in almost every area of the campus and every effort will be made to place you in your area of interest or where your skills will be best utilized. You can stop by the Human Resources Office located in the Administration Suite, AW 100 to get instructions for applying online for on campus student employment or you can go to our website, <http://www.cwc.edu/financial-aid/studentemployment/oncampusjobs.aspx> and follow the directions under "On Campus."

Testing Center

At Central's Testing Center, there are eight workstations for computerized, paper-pencil, or online exams. Each test is proctored in a quiet, secure environment. CWC's Testing Center is located inside the Library, which is in the Main Hall. The Testing Center is available to all CWC staff, students, and the public. Hours are Monday-Friday 8:30 a.m.-1 p.m. and 2 p.m.-5 p.m. Call 855-2298 for more information.

Counseling Services

A variety of counseling services are available to enrolled Central students to facilitate meeting their educational goals. The Counseling Office is staffed by a Licensed Professional Counselor. Services include mental health assessments and personal counseling, career counseling and assessment, and academic skills development. These services may be offered individually, in groups, in classes, or in workshops, and some resource information is available on the college website.

All counseling services are offered free of charge to CWC students. The Counseling Office works from a short term treatment model. If it appears that the student needs or wants long-term therapy, a referral will be made to the appropriate resource. All counseling contacts are strictly confidential, as required by law. The Counselor's Office is located in the Student Success Center, Main Hall, room 123F.

Career and Job Placement Services

A licensed professional counselor can help students examine their goals, interests and values as they relate to their choice of career. All career services, including the Strong Interest Inventory and Myers-Briggs Type Indicator assessments are available to enrolled students free of charge. There are several computerized career guidance programs available on the college website to assist students in completing a self-assessment, gather current Wyoming and national occupational information and conduct college searches. There is a library containing college directories and career resources located in the Student Success Center. Students are welcome to check these books and videos out.

Students seeking part-time jobs on-campus should contact the Human Resources Office, in the Administrative Wing, room 100. For off-campus jobs while attending college, or employment after completing courses, the student/alumnus should register at www.collegecentral.com/cwc or check the Employment bulletin boards on campus. Assistance is also available in filling out applications, preparing resumes, and preparing for job interviews, by contacting the Career and Job Placement Services Office, located in the Student Success Center, Main Hall, room 123F. Additional resources are available online at www.cwc.edu/resources/counseling.

Student Health Insurance

While Central Wyoming College does not have a health clinic on campus, the College recommends that students develop a relationship with a local medical clinic of their choosing.

Furthermore, the College also highly recommends all students purchase personal health insurance coverage or have effective coverage through insurance policies carried by their parents or spouses. CWC suggests that students select insurance companies that best meet their individual needs. One plan is underwritten by the American College Student Association and information about this plan may be accessed at the association website at www.acsa.com or may be picked up in the Associate Vice President for Student Services Office in MH 101A. International students should contact the International Student Advisor in AW 167.

Communicable Diseases

The college will not discriminate against students in any manner or deny access to college facilities, functions, or services based solely on the grounds that they have a communicable disease. The college recognizes that it has an obligation to prevent the spread of communicable diseases. Therefore, it may be required to impose certain restrictions in appropriate situations. For further information, contact the Associate Vice President for Student Services in MH 101A.

International Student Advisor

The International Student Advisor assists all international students with academic advising issues, visa requirements, employment limitations, personal concerns, and questions on immigration. International students are encouraged to use this service as much as needed. You can contact the International Stu-

dent Advisor located on campus in room AW167 of the Administration Wing, at (307) 855-2270, or via e-mail at intstudent@cw.edu.

Disabilities Assistance

CWC provides a variety of services for students with disabilities. The Disability Resource Center is located in the Student Success Center, room 123E of Main Hall. The campus is physically accessible and has special parking near building entrances for student convenience. A Disability Services Coordinator provides disability screening, advocacy, and follow-up services to students with impairment issues, including learning disabilities.

Accommodations

Request for special accommodations for classes should be submitted in writing along with supporting documents to the Disability Resource Center at least 30 working days prior to the beginning of the semester. Accommodations and alternative testing requests for classes must be documented in writing by a competent professional. The CWC Disability Services Coordinator must verify the documentation and approve the request before any reasonable accommodations can be made based on special needs. For request forms and additional information, contact the Disability Services Coordinator in the Student Success Center, room 123E.

TRiO - Student Support Services

TRiO - Student Support Services offers services geared to promote student's academic success such as: advocacy, financial advising, tutorial support, counseling and transfer services free of charge to eligible students attending CWC. It also provides enrichment workshops and occasional supplemental instruction. Tutoring is provided on a walk-in basis in most subjects. Counseling is available to students with academic, personal, or financial problems. Four-year transfer assistance is provided for individuals planning to pursue a four-year degree. All services are coordinated from the TRiO - Student Support Services offices, located in Main Hall, room 123, in the Student Success Center. Applications for the TRiO-SSS program are available at Student Success Center, Financial Aid, Dabler Center and CWC website.

Minority Students Services

CWC offers assistance to Native American, Latino and other minority students to become familiar with campus life. The program also offers financial aid advisement, college searches, mentoring, student activities and various other services. Students are encouraged to see the Diversity Coordinator at the Intertribal Education and Community Center Room 120-C for more information and support.

Computer Assisted Learning Lab (CALL)

The CALL, located in MH121, is an open lab available for CWC student use from 7:30 a.m. – 6 p.m. Monday through Thursday and from 7:30 a.m. to 5 p.m. on Fridays. Tutoring assistance is available.

TAKING CARE OF YOURSELF AND OTHERS — STUDENTS OF CONCERN AND STUDENTS IN CRISIS

A team of CWC staff, called the Students of Concern Team, meet throughout the academic year to review reported problematic behavior, discuss ways to help students, and take follow-up action. The College expects students to behave in a manner consistent with protecting and preserving health, safety, property, educational goals and physical well-being for themselves as well as the entire campus community. Students are expected to take appropriate measures, including seeking college assistance, when there is evidence to suggest they or someone they know may be unable to adhere to this standard.

Students shall not take actions which threaten or endanger their own or another person's safety, health, life or property, nor shall a student make a verbal or written threat of such actions. Students shall not engage in any harmful act. This includes, but is not limited to behaviors such as suicidal threats or attempts; threats to other persons or their property; and/or refusing treatment for a life-threatening illness or condition (e.g., eating disorders, diabetes, etc.). Disciplinary action may be taken against any student violating these conditions. For specific procedures and information on how to refer students or consequences for harmful behavior, contact Counseling or the Associate Vice President for Student Services Office.

For the most serious of behaviors, Student in Crisis Report forms are available from the Counseling Office, the Student Success Center, or the Associate Vice President for Student Services Office. These forms may be completed by concerned students, staff or faculty to report concerning student behavior and then forwarded to the Counseling or Associate Vice President for Student Services Office for any applicable action.

For support, advocacy, and confidential counseling or referral, contact:
Lance Goede, Licensed Professional Counselor

COMPUTERS ON CAMPUS

Open Computer Lab

The Open Computer Lab, located in the Library, is available for use by CWC students and other community members whenever the Library is open. The standard set of CWC software (Internet browser, word processing, spreadsheet, etc) is available, as well as some other classroom related software.

Wireless Network Connectivity

Students with a wireless capable computer or other mobile device can access the Internet from most CWC Riverton campus locations. Wireless connectivity is also available at the CWC Lander Center, Sinks Canyon Center and the Jackson Center for the Arts. CWC provides Internet only access when using wireless connectivity.

CWC Computer HelpDesk

Students should contact the CWC IT HelpDesk for information and assistance in using any of the college's computer resources:

- Toll-Free: 1-877-CWC-DESK (1-877-292-3375)
- Local: 855-2198
- On-Campus: x 2198
- E-mail: helpdesk@cw.edu
- Open during all college library business hours:
Summer Hours—8 a.m. – 5 p.m., Monday – Friday
Spring and Fall semesters—7:30 a.m. – 10:30 p.m., Monday – Thursday 7:30 a.m. – 5 p.m., Friday, noon – 5 p.m., Saturday, 2 p.m. – 9 p.m., Sunday
- Located at the circulation desk in the library MH109.

Connectivity for On-Campus Residents

Residents of the College's on-campus housing are provided network connectivity in their rooms or apartments at no additional cost to their housing charges. Residents are required to insure that computers they attach to the CWC network always run up to date anti-virus software. Residents are allowed to connect one computer to the CWC network per enrolled student living in the room/apt, and are not allowed to connect any other type device without the explicit written permission of the College's Chief Information Officer, including hubs, switches, routers, wireless access points, etc. The College provides limited technical support to College residents for their resident owned computers – support is limited only to helping residents attach to the network. If other technical support is needed, the resident should contact local retailers that provide computer support. Network access for resident rooms/apts is limited to Internet access only.

Dayrooms in the Residence Hall and the computer lab in Mote Hall have college owned and supported computers with access to the CWC network and are available to any enrolled student who is a resident of any on-campus college housing.

Campus Computer Use

CWC strives to provide its students access to information through an electronic communications system maintained by the college, including, but not limited to, e-mail and Internet access. The sole purpose of the electronic communications system is to support the educational purposes of the college. This electronic communications system is a public system of communication, supported by public funds. Its use for personal or private gain is expressly prohibited, and it should not be used for communication of a personal, private, or confidential nature. Access to the electronic communications system at the college is a privilege, not a right.

In order to ensure appropriate and legal use of the system, as well as its efficient and effective operation, the college retains the right to monitor all communications on the system and to prohibit its use by those who abuse the privilege of using the system, to remove or limit access to material posted on the system, or to take other disciplinary measures.

Central Wyoming College is not a regulator of, nor does it take responsibility for, the content of information available on the system. The user is solely responsible for information created, received, and sent on the system. Any persons accessing or sending information through the college's electronic communications system must determine for themselves and their charges whether any information or source of information is appropriate for viewing.

All users of the electronic communications system are responsible for respecting all pertinent licenses and contractual agreements and for using the system in a way that respects the rights of other users and that complies with all local, state, and federal laws and regulations or any College policies or procedures. Accepting any account and/or using the College electronic communications system shall constitute an agreement on behalf of the user to abide by the provisions of this policy and its procedures.

Acquisition, Installation, Support, and Replacement of Hardware and Software

All acquisition, installation, support, modification, and/or replacement of hardware and software at CWC must be approved in advance and performed by the CWC Chief Information Officer or his/her designee. Acquisition, installation, connection, disconnection, modification or support of hardware or software at CWC under any circumstances by students is strictly prohibited. Failure to comply may result in monetary restitution for damages, and/or expulsion.

Monitoring, Oversight, and Technological Security

CWC retains ownership of all network infrastructures, and retains the right to monitor all files, information, and activities that transit its network. In addition, CWC can at any time monitor and inspect any information that is stored on CWC owned computers and other equipment. Information stored on CWC servers will be expunged on a regular schedule maintained by the Information Technology Department. In order to promote a safe and secure technological environment, all users of CWC networks are expected to support, uphold and abide by applicable local, state, national and international laws pertaining to both tangible and intangible properties.

Student E-Services - myCENTRAL

Every student who registers for a credit class at CWC automatically receives a username and password. Your username and password are used to access myCentral – the portal to all CWC student e-services including:

- myAdvisor(course registration, transcript requests, degree evaluations, etc);
- myClasses (the learning management system, currently Angel);
- myEmail (CWC e-mail account); and,
- Rustler Alerts (registration of contact information for the CWC emergency messaging system).

Students can access CWC electronic services from any Internet connected computer anywhere in the world via the CWC home page, www.cwc.edu.

Students are not required to change their first-time password, though it is

strongly recommended they do so for security reasons. Passwords may be changed (or reset if forgotten) 24/7/365 from the login page of myCentral, if the student knows their password reset information (security questions/answers created upon first login to myCentral). If the student does not remember their CWC Password or password reset information, they should contact the CWC IT Helpdesk at 1-877-CWC-DESK toll-free (or 1-307-855-2198) for assistance. It is the student's responsibility to keep their login and password secure and it is a violation of this policy to release it to any other person. If a student violates this policy and gives his/her password to even one other person, the student is giving permission for others to access the student's personal records and information. In addition, the student will be held responsible for any resulting violations of CWC Campus Use Policy, e-mail, and Internet access and use.

Campus Use Policy, e-mail, and Internet access and use

Use of CWC e-mail and Internet access for students is provided for educational endeavors. 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. The College absolutely will not tolerate any form of destructive or harmful e-mail or Internet use, including but not limited to harassment, vandalism, pornography or obscenity. Use of the College electronic communications system for personal business with the intent to profit is strictly prohibited. Non-compliance may result in a loss of system privileges or expulsion.

STUDENT RIGHT TO KNOW INFORMATION

Sexual Harassment

Central Wyoming College is opposed to any and all forms of sexual harassment. The college shall take all steps necessary to prevent it from occurring. Sexual harassment against CWC students is expressly prohibited and the offender will be subject to disciplinary action.

Sexual harassment can include:

- Sexually oriented jokes or remarks.
- Inappropriate remarks about one's body, clothing, sexual orientation or behavior.
- Repeated glances or stares at one's body.
- Patting, touching, or other unwelcome bodily contact.
- Requests for sexual favors.
- Displaying sexually suggestive pictures or objects that humiliate or embarrass.
- Repeated, unwelcome requests for dates.
- Physical intimidation or assault.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of an individual's employment, appointment, admission, or academic evaluation.
- Submission to such conduct is used as a basis for evaluation in personnel

- decisions or academic evaluations affecting the individual;
- The conduct has the purpose or effect of interfering with an individual's academic performance or creating an intimidating, hostile, or offensive employment or educational environment.

To make a confidential inquiry or complaint:
 Associate Vice President for Student Services
 Main Hall Building, Room 101A
 Ph. 855-2186
 (800) 735-8418, ext. 2186 OR
 Office of Civil Rights
 U.S. Department of Education
 221 Main Street
 San Francisco, CA 94105

For support, advocacy and confidential counseling
 Licensed Professional Counselor (LPC): Lance Goede

Graduation and Transfer Out Data

	2005 Cohort	2006 Cohort	2007 Cohort	2008 Cohort	Average
Overall Graduation Rate	23%	33%	35%	34%	31%
Overall Transfer Out Rate (prior to graduation)	25%	11%	17%	22%	19%
Rodeo Student Aid Graduation Rate	50%	20%	20%	100%	48%
Rodeo Student Aid Transfer Out Rate (prior to graduation)	33%	40%	40%	0%	28%
Volleyball Student Aid Graduation Rate		100%	100%	29%	76%
Volleyball Student Aid Transfer Out Rate (prior to graduation)		0%	0%	43%	14%
Basketball Student Aid Graduation Rate				14%	14%
Basketball Student Aid Transfer Out Rate (prior to graduation)				50%	50%

The Student Right-to-Know (SRTK) Act was enacted in 1990 by the U.S. legislature. It requires postsecondary educational institutions to disclose their graduation rates and transfer rates for first-time, full-time, degree or certificate seeking students within 150 percent of the institution's longest undergraduate program. Thus, two-year colleges need to disclose these rates within three years of a student beginning a two-year program. The group of students who begin a program is called the "cohort" for that particular year.

Data collection began with the 1994 fall cohort and tracked graduation and transfers by spring of 1997 (150 percent time). Only students who begin their

programs of study in the fall term of each year are tracked. Also, only first-time (after graduation from high school or receiving a GED certificate), full-time (considered to be full-time for the entire 50 percent if they are full-time their first semester of college work), degree or certificate seeking (no undeclared students are counted) students are tracked for disclosure by the SRTK Act. Central Wyoming College's large population of part-time students AND students who take classes but do not intend to obtain a certificate or degree are not tracked in the SRTK graduation rate or transfer rate data.

STUDENT LIFE AND CAMPUS SAFETY

Department Of Student Life and Campus Safety

The personal safety and security of students, staff and visitors, and the protection of property are high priorities at CWC. Therefore we encourage students, staff, and the public to report incidents to our department.

Creating and maintaining a healthy and safe campus environment requires the cooperation and involvement of everyone. All students, faculty, staff and visitors must assume responsibility for their personal health and safety, and the security of their personal belongings.

The CWC Student Life and Campus Safety Department is located in the Student Center, room SC106 and officials may be contacted by phone at 855-2143 or 851-5542. The department consists of three security officers, covering 100 various hours per week. Campus Security Officers are not sworn peace officers and cannot enforce city, state or federal laws. However, officers are equipped with two-way radios for communication with local law enforcement.

The department maintains a working relationship with the local police agencies that have law enforcement jurisdiction on and around our main campus and our alternate sites.

For more information about CWC's Department of Student Life and Campus Safety, please see the college website at www.cwc.edu.

Rustler Alert System

CWC has implemented the Rustler Alert system to deliver messages to students, faculty and staff in minutes during emergency situations. Students are encouraged to sign up for "Rustler Alert" so emergency messages can be sent to your phone and/or computer by logging into MyCentral and clicking on the Rustler Alert icon in the upper left hand corner of the page. The alert system was launched in conjunction with CWC's siren warning system that can be heard immediately on and off campus grounds in the event of an emergency.

Annual Campus Crime Awareness and Campus Security Report

To obtain the most recent 60-day campus crime log, contact the Assistant Dean of Student Life and Campus Safety in SC106 during regular business hours (8 a.m. to 3 p.m.), or call (307) 855-2143. Any portion of the log older than 60 days will be made available within two business days of request for public inspection.

Criminal Incident Reported

Calendar Years	2008	2009	2010
Criminal Homicide:			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offences:			
Forcible sex offences	1 (1)	1 (1)	0
Non-forcible sex offences	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	7 (2)	0	1
Motor Vehicle Theft	1	[1]	0
Arson	0	0	0
Hate Crime Related	0	0	0
Illegal Weapons Possession:			
Arrests	0	0	0
Campus disciplinary action	0	0	0
Drug Law:			
Arrests	9 (9)	4 (4)	2 (2)
Campus disciplinary action	0	0	2 (2)
Liquor-law:			
Arrests	7 (6)	29 (29)	19 (19)
Campus disciplinary action	28 (27)	27 (27)	46 (45)

Number reflects incidents which occurred on campus.

(Number) reflects incidents which occurred on campus, specifically in Residence Halls. {Number} reflects incidents which occurred in or on Noncampus buildings or property. [Number] reflects incidents which occurred on Public Property.

Lander center - no reportable offenses

Totals reflect a combination of Riverton Police Department, Fremont County Sheriff's Department, and CWC Security Repots.

Sex Offense Procedures

Central Wyoming College recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault on campus. The College will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action, with prior consent of the victim.

Many victims of sexual assault suffer in silence, telling no one about what happened. Embarrassment, fear of not being believed, unfamiliarity with the legal system and the availability of support services, and fear of retaliation may all contribute to reluctance to report a sexual assault. At CWC reports of sexual assault are taken seriously, and all victims are treated with dignity and respect. In order to deal most effectively with sexual assault on campus, we must be aware of all assaults that occur on campus. We strongly urge anyone who is a victim of sexual assault to report it promptly.

Do not douche, shower, bathe, change or destroy clothing. All physical evidence, including fluids, hair, clothing, and fingernail scrapings can be very important

in later criminal proceedings. Prompt reporting gets you into the network of support services more quickly and increases the likelihood that the offender will be caught. The sooner you report a sexual assault, the more promptly attention can be turned to your medical and emotional needs.

It is the victim's option to make an official report to the police. Central Wyoming College encourages reporting and will assist victims of sexual assault in making an official report to the proper authorities.

The Department of Student Life and Campus Safety, with the victim's consent, will immediately contact local law enforcement to conduct a criminal investigation of a reported sexual assault. They will also contact a crisis-counselor immediately, if the victim wishes. A medical examination, at no cost to the victim, may be conducted at Riverton Memorial Hospital at the option of the victim. At the victim's request, a trained counselor from the college or community will be provided.

The accuser and accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both shall be informed of the outcome of disciplinary proceedings. Sanctions may include suspension or expulsion for a student offender and termination of employment for employee offenders. The victim's living and academic situations will be changed if reasonably available.

If you become the victim of a sexual assault on or off campus:

- GET to a safe place
- CONTACT local police by dialing 911 and Campus Safety
- DO NOT shower, bathe, douche, change or destroy clothing
- DO NOT straighten up the area
- DO SEEK medical attention
- DO SEEK emotional support from local Rape Crisis Center & Counseling Services available on campus

Information regarding registered sex offenders in Wyoming is available through the Wyoming Attorney General's Office, Division of Criminal Investigations: Sex Offender Registration. <http://wysors.dci.wyo.gov/sor/>

Student Bystander and Violence Reporting

The College is committed to the overall safety and security of the campus and strongly encourages all members of the campus community to take an active role that is conducive to this commitment. It is imperative that all members of the campus community notice potential threats to the safety of students or staff, violations of campus policy, criminal activity, a missing or unaccounted for student or staff member, or any negative behavior, and report them as soon as possible to the College or other appropriate authorities. The College strongly encourages any member of the campus community to report any situation that may threaten the campus environment.

Reports that a particular student is behaving in an actual or potentially harmful way to themselves or others, has attempted suicide, or has threatened suicide

should be made using a Student in Crisis Report (SCR) form. These forms are available in the Counseling Office, the Associate Vice President for Student Services Office, or the Student Support Services Office. See the Student Personal Welfare section for actual procedures.

Reports of a dangerous situation on campus, criminal activity, or some other negative behavior should be made to the Student Life and Campus Safety Office, SC106 either by telephone (855-2143) or in writing. You may contact local law enforcement by dialing 911 or 856-4891.

All reports may be made anonymously and the College will do everything it can to maintain that confidentiality.

Drug Free Campus

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that Central Wyoming College inform its students and employees of the legal sanctions of illicit drugs and alcohol.

Controlled substances and/or illegal drugs may not be possessed, sold, or consumed on any college property, including housing, or at any college-sponsored event. Students violating this policy may be expelled from the college. Students and non-students may be subject to further legal action by the college.

Alcohol and Drug Policy

The Central Wyoming College Board of Trustees and the Student Senate have enacted a drug and alcohol policy that states that drugs and alcoholic beverages may not be present on campus or at college sponsored activities.

The policy states that the college may take disciplinary action for the following violations:

- The possession, use, sale or distribution of narcotics, illegal drugs, or prescription drugs for which the person does not have a prescription, on college premises or at college-sponsored activities.
- The possession, use, sale or distribution of alcoholic beverages on college premises or at college-sponsored activities without the approval of the President or his/her designee.

Alcohol and Drug Education and Prevention

Central Wyoming College has the responsibility of maintaining an educational environment conducive to academic achievement and of assisting students to be successful. CWC recognizes that the use and abuse of alcohol and other drugs interferes with students' educational goals and, therefore, is committed to facilitating a drug free learning environment. Students, faculty and staff will have access to alcohol and other drug education. As well as educating the college community, CWC has very stringent policies governing the use of alcohol and other drugs on campus or at CWC-sponsored activities.

In addition, students should be aware that according to the Anti-Drug Abuse Act of 1988 (Section 5301) students who receive federal financial aid (e.g., Pell Grant) must certify that they will not engage in the unlawful manufacture,

distribution, dispensation, possession or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial aid.

Civil and Criminal Sanctions for Use and Distribution of Alcohol and Illegal Alcohol Offenses

Local Laws

Offense: Possession of alcohol by minors

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption, actual possession, or constructive possession of alcoholic liquor or malt beverages by minors

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Public intoxication for minors; public intoxication for all others

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container in public

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container while operating a motor vehicle

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Delivery of alcohol to a minor

Sanction: Up to \$750 fine and/or 6 months in jail.

State Laws

Offense: Skiing while impaired (W.S. 6-9-301)

Sanction: Up to \$750 fine and/or 20 days in jail.

Offense: Delivery or sale of alcohol to minors (W.S. 12-6-101)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Transportation or possession of alcohol with intent to deliver to minors in motor vehicles (W.S. 12-6-102)

Sanction: Up to \$1,000 fine and/or 1 year in jail. (More severe penalties for second offenders)

Offense: Purchase of alcohol using false ID (W.S. 12-6-101c)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Minor in dispensing room (W.S. 12-5-203a)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Minor in possession of alcohol (W.S. 12-6-101b)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence (W.S. 31-5-233)

Sanction: Same as DUI for drug charges.

Offense: Aggravated homicide by vehicle (W.S. 6-2-106bi)

Sanction: Up to \$10,000 fine and/or 20 years imprisonment and/or revocation of driver's license.

Offense: Operating a watercraft under the influence (W.S. 41-13-206)

Sanction: Same as DUI for drug charges.

Offense: Unlawful operation of vehicle by youthful driver with detectable alcohol concentration (W.S. 31-5-234)

Sanction: Person younger than 21 years of age with 0.02% alcohol concentration results in license suspension or denial.

Offense: Consumption and possession of alcoholic beverages in opened containers by operator of vehicle prohibited (W.S. 31-5-235)

Sanction: Up to \$500 fine and/or 6 months in jail.

Drug Offenses

Local Laws

Offense: Use, Possession or Sale of Controlled Substances

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving Under the Influence

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence

Sanction: Up to \$750 fine and 6 months in jail.

State Laws

Offense: Delivery of, or possession with intent to deliver, drug paraphernalia (W.S. 35-7-1056)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Delivery of drug paraphernalia to a minor (W.S. 35-7-1057)

Sanction: Up to \$2,500 fine and/or 5 years in jail.

Offense: Possession, manufacture or delivery of controlled substances (W.S. 35-7-1031)

Sanction: Up to \$25,000 fine and/or 20 years in jail, depending upon the type of substance. (Double penalties for second offenders.)

Offense: Distribution by person over 18 years of age to person under 18 years of age and three years younger (W.S. 35-76-1036)

Sanction: Up to double the penalties of W.S. 35-7-1031.

Offense: Driving under the influence (W.S. 31-5-233)

Sanction: Up to \$750 fine and/or 6 months in jail and/or revocation of driver's license. (More severe penalties for repeat offenders and those causing bodily injury)

Offense: Using or being under the influence of controlled substances (W.S. 35-7-1039)

Sanction: Up to \$100 fine and/or 90 days in jail. (Double penalties for second offenders.)

Offense: Possession or cultivation of marijuana, peyote or opium (W.S. 35-7-1040)

Sanction: Up to \$1,000 fine and/or 90 days in jail. (Double penalties for second offenders.)

Federal Laws

Offense: Simple possession of controlled substances (21 USCS 844)

Sanction: Up to \$5,000 fine and/or 1 year in jail. (More severe penalties for repeat offenders)

Offense: Distribution to person under 21 years of age, near or in schools and employment or use of person under 18 years of age in drug operations (21USCS 845)

Sanction: Up to \$30,000 fine and/or life imprisonment.

Offense: Manufacture, distribution or possession with intent to distribute controlled substances or counterfeit controlled substances (21 USCS 841)

Sanction: Up to \$2,000,000 fine and/or 40 years imprisonment. (More severe penalties for repeat offenders, those causing the death of another person or distributing to a person under 21 years of ages)

Health Risks

Drugs	Trade or other names	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics						
Opium	Dover's Powder, Paregoric, Parepectolin	High	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, tolerance develops.	Slow and shallow breathing, clammy skin, convulsions, coma, possible death, loss of appetite, irritability.	Watery eyes, runny nose, loss of appetite, tremors, panic, cramps, nausea, chills and sweating, possible death.
Morphine	Morphine, MS-Contin, Roxanol, Roxanol-SR	High	High			
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Moderate	Moderate	Slow and shallow breathing, Watery eyes, runny nose, yawning.		
Heroin	Diacetylmorphine, Horse, Smack	High	High			
Hydromorphone	Dilaudid	High	High	Slow and shallow breathing, Watery eyes, runny nose, yawning.		
Meperidine	Demerol, Mepergan	High	High			
Methadone	Dolophine, Methadone, Methadose	High	High-Low	Slow and shallow breathing, Watery eyes, runny nose, yawning.		
Other	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	High-Low	High-Low			

Depressants						
Chloral Hydrate	Noctec	Moderate	Moderate	Slurred speech, disorientation, drunken without odor of alcohol, tolerance develops.	Shallow respiration, clammy skin, dilated pupils weak and rapid pulse, coma, possible death.	Anxiety, insomnia, tremors, behavior delirium, convulsions, possible death.
Barbiturates	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Moderate	High-Moderate			
		High-Moderate	Moderate			
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax	Low	High-Moderate			
		High	High-Moderate			
Methaqualone	Quaalude	High	High-Moderate			
Glutethimide	Doriden	High	High-Moderate			
		Moderate	High-Moderate			
Other	Equanil, Miltown, Noludar, Placidyl, Valmid	High-Moderate	Varies			
		Moderate	Varies			

Stimulants

Cocaine	Coke, Flake, Snow, Crack	High	High	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite, tolerance develops.	Agitation, increase in body temperature, hallucination, convulsions, possible death.	Apathy, long periods of sleep, irritability, depression, disorientation.
Amphetamines	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	High	High			
Methamphetamine	Crank, Speed, Go Fast	High	High			
Phenmetrazine	Preludin	Possible	High			
Methyphenidate	Ritalin	Possible	Moderate			
Other	Apidex, Cylert, Didrex, Ionamin, Melfiat, Pegine, Anorex, Tenuate, Tepanil, Prelu-2	Possible	High			

Hallucinogens						
LSD	Acid, Microdot	None	Unknown	Illusions and hallucinations, poor perception time and distance, tolerance develops	Longer, more intense "trip" episodes, psychosis, possible death.	Withdrawal Syndromes not reported.
Mescaline and Peyote	Amxc, Buttons, Cactus	None	Unknown			
Variants	2.5DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB,	Unknown	Unknown			
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High			
Analogues	PCE, PCP, PCPy, TCP, PCE, PCPy, TCP,	High	High			
Other Hallucinogens	Bufotenine, ibogaine, DMT, DEP, Psilocybin, PCE, PCPy, TCP	High	High			
Cannabis						
Marijuana	Pot, Acapulco Gold, grass, reefer, sinsemilla, Thai sticks	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior, tolerance develops.	Fatigue, paranoia, possible psychosis.	Insomnia, hyperactivity and decreased appetite occasionally reported.
Tetrahydrocannabinol	THC, Marinol	Unknown	Moderate			
Hashish	Hash	Unknown	Moderate			
Hashish Oil	Hash Oil	Unknown	Moderate			

<p>Alcohol</p>	<p>Malt Beverage is beer, 1/2 of 1% to 6% alcohol</p> <p>Unfortified Wine is not more than 17% alcohol</p> <p>Fortified Wine is wine of not more than 24% alcohol</p> <p>Spirituos Liquor is distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc.</p> <p>Mixed Beverage is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State.</p>	<p>Psychologically and physically addictive: can lead to depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; damage to unborn fetus, impotence levels. Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome</p>	<p>Very high doses cause respiratory failure and death. If combined with other depressants of the central nervous system, much lower dose of alcohol will produce the effects just described.</p>	<p>Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.</p>
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ALCOHOL AND OTHER DRUG RESOURCES

Campus Resources

Counseling Office

Associate Vice President for Student Services Office

Student Support Services Offices

Education and Prevention

Wind River Health Promotion Project

1047 Hwy. 789

Riverton, WY 82501

856-3405

Abate Substance Abuse Project

818 S. Federal Blvd

Riverton, WY 82501

856-9596

Pine Ridge Hospital

150 Wyoming Dr.

Lander, WY 82520

800-788-9446

Fremont Counseling

1110 Major Ave.

Riverton, WY 82501

856-6587

Self-Help Groups

Adult Children of Alcoholics & Al-Anon/Alateen contact:

Fremont Counseling

1110 Major Ave.

Riverton, WY 82501

856-6587

OR

Fremont Counseling

748 W. Main St.

Lander, WY 82520

332-2231

Alcoholics Anonymous

856-9637, 856-4742, 856-9420, 332-0394

Treatment Facilities

Fremont County Alcohol Crisis Center

233 W. Adams

Riverton, WY 82501

856-9006

Sho-Rap Lodge

672 Hwy 132

Ethete, WY 82520

332-2334

Wyoming Behavioral Institute

2521 E. 15th St.

Casper, WY 82609

1-800-457-9312

Rimrock Foundation

1231 N. 29th St.

Billings, MT

800-227-3953

Thunder Child Treatment Center

1989 Fort Rd.

Sheridan, WY 82801

672-3484

Wyoming Recovery

231 S. Wilson

Casper, WY

888-453-5220

Eastern Shoshone Recovery

28 Black Coal Dr.

Ft. Washakie, WY

332-9736

Fremont Counseling Substance Abuse Program

1110 Major Ave.

Riverton, WY 82501

856-6587

748 W. Main St.

Lander, WY 82520

332-9736

STUDENT GRIEVANCE PROCESS

The purpose of the student grievance procedure is to provide fundamental fairness to the student. The grievance procedure is intended to provide a formal avenue of appeal for students, while encouraging all administrative/informal channels prior to this formal step. Failure to achieve a mutually acceptable solution to the informal grievance will result in use of this formal Student Grievance Process.

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.

STUDENT GRIEVANCE COMMITTEE PROCEDURES

The internal hearing will be conducted using the following format:

- (1) The chair of the Student Grievance Committee of the internal hearing, shall open the hearing by stating:

My name is _____ and I am the Student Grievance Committee Chair of the Central Wyoming College Grievance proceedings to consider a formal grievance filed by _____, the grievant, against _____ named as respondent. Today's date is _____ and the time is _____. Central Wyoming College requires strict confidentiality of those serving on this Student Grievance Committee, and respectfully requests that both grievant and respondent use good judgment in the use of the notes taken during these proceedings. I ask that those present at this hearing now identify themselves and their role in this proceeding. Witnesses will identify themselves and their roles as they are called. Both the grievant and respondent may have an advocate/representative present during the hearing, but no attorneys will be allowed to attend or participate in the hearing.

- (2) All present at the hearing identify themselves, and their role. Witnesses identify themselves and their roles as they are called.

- (3) The Student Grievance Committee Chair reviews the hearing procedures:
 - i. The grievant will be allowed to explain his/her position and outline the evidence s/he proposes to offer.
 - ii. The respondent will be allowed to explain his/her position and outline the evidence s/he proposes to offer.

- iii. First the evidence of the grievant will be heard. Witnesses for the grievant may be questioned by the grievant or his/her representative, by the respondent or his/her representative, and by the members of the Student Grievance Committee.
- iv. The respondent's evidence will be heard. Witnesses may be questioned by the respondent and his/her representative, by the grievant or his/her representative, and by the members of the Student Grievance Committee.
- v. Additional evidence may be offered by the grievant.
- vi. Additional evidence may be offered by the respondent.
- vii. After both sides have presented their cases, the committee may question either party, may recall witnesses, or call additional witnesses.
- viii. The Committee may feel the need to see other records or documents that could help them reach a decision on the matter. They may have access to any record or document that may pertain to the matter unless protected by privacy laws. If access to a protected document may be relevant, appropriate releases should be sought by the Committee.
- a. When both parties have presented their cases and the Committee is satisfied that it has seen or heard all pertinent evidence, then the grievant and respondent may give final statements. The respondent will be allowed to speak first. The grievant will give the closing statement.
- b. The Student Grievance Committee Chair shall declare the evidence closed and excuse everyone other than the Committee.
- c. When recesses are necessary, the Student Grievance Committee Chair will state the following: This session of this Central Wyoming College Student Grievance proceeding related to a grievance filed by _____ against _____ as respondent will now recess until _____.
- d. Subsequent sessions will begin by the Student Grievance Committee Chair stating the following: This is session # _____ of a Central Wyoming College Student Grievance proceeding involving _____, grievant, and _____, respondent. Those also present at this session will introduce themselves. Witnesses will introduce themselves as called.
- e. The Student Grievance Committee Chair will state the following for final comments to a grievance proceeding: This concludes this grievance proceeding related to a grievance filed by _____ against _____ as respondent. Today is _____. The time is _____.
- f. The Committee will then meet in closed session, review the evidence presented and determine its recommendation.

Post-Hearing Procedures

1. Within five (5) working days of the conclusion of the hearing the Student Grievance Committee shall submit its written findings and recommendation to the Executive Vice President for Student and Academic Services with a copy to the grievant and respondent.
2. Within five (5) working days, the Executive Vice President for Student and

Academic Services shall render a decision, with copies of the decision distributed to the grievant, respondent and Student Grievance Committee Chair. The Student Grievance Committee Chair shall provide copies to each member of the Student Grievance Committee.

3. Within five (5) working days, either the grievant or the respondent may appeal the Executive Vice President's decision to the President of the College. In the event an appeal is sought, the party wishing to appeal shall submit the appeal in writing to the Student Grievance Committee Chair, who shall send a copy to the other party, the Executive Vice President, and the Student Grievance Committee. The Student Grievance Committee recommendation and the Executive Vice President's decision shall be sent to the President along with the appeal materials.
4. Within five (5) working days, the President shall render a final decision. If either party remains dissatisfied, external legal options may be pursued.
5. In the event the Executive Vice President's decision is not appealed, that decision shall be considered final and will bring the Grievance to closure upon passing of the appeal deadline as referenced above in 3.
6. The Executive Vice President shall maintain the grievance documents in confidence for a period of seven years.

Student Grievance Committee

The grievance procedure shall provide for a standing Student Grievance Committee to be composed as follows: The Committee shall have one professional staff and one alternate elected by professional staff, one classified staff and one alternate elected by classified staff, one faculty member elected from faculty-at-large and one alternate, and two students and two alternates elected by the Student Senate. The chair of the five-member committee shall vote only in the event of a tie. The Committee reserves the right to appoint a substitute member, if a committee member and the alternate is unavailable to serve or is determined to have a conflict of interest. The Committee Chair and three committee members shall constitute a quorum.

The Student Grievance Committee shall provide a prompt, fair, and equitable hearing for each grievance filed and submit its written findings and recommendation to the Executive Vice President for rendering a final decision. In some cases, the Committee may determine, based on written evidence, that the grievance does not meet the definition of a grievance and shall forward a recommendation to the Executive Vice President without convening an internal hearing.

The person or persons filing the grievance may initiate in the fall semester any appeals which occur after conclusion of the previous spring semester. Any grievance which is not concluded by the last day of any semester will be scheduled to continue in the second week of the following semester under the Student Grievance Committee for that semester.

It must clearly be understood that neither the grievant, the respondent, any member of the Committee, nor any other party to the grievance shall suffer any retribution for his/her part in the action, but shall have access to a new grievance should retribution be evident.

The Student Senate shall review the grievance procedure annually and recommend changes to the Associate Vice President for Student Services, to be approved by the Executive Vice President.

Student Grievance Hearing Guidelines

The following guidelines will govern the Student Grievance Hearing. The Hearing will be conducted in a closed session, shall be kept confidential, and is not electronically recorded.

1. The Student Grievance Hearing is not a “court hearing” and is not meant to substitute for any external legal proceedings. Hence, the rules are flexible and follow the standards of internal procedures, as agreed upon by the members of the Student Grievance Committee.
2. Either party who wishes to bring in witnesses must submit the list of witnesses to the Student Grievance Committee Chair at least two (2) days prior to the hearing.
3. Throughout the hearing the following members may be present: the grievant, the respondent, the Student Grievance Committee members, the advocates of the grievant and the respondent, and the witness(es). All witnesses shall be excluded from the hearing except when called for giving testimony.
4. Each party to the grievance will be allowed time for making a presentation.
5. The grievant will present the case first; the respondent will present his/her case after the Grievant’s presentation.
6. A brief time will be allotted to each party to offer any arguments in rebuttal.
7. The only persons allowed to present the case or argue will be the grievant and the respondent. The person making the presentation may only address the Committee.
8. The Committee reserves the right to question, cross examine, or to recall any party, in order to gather additional information.
9. The student advocate will be allowed to witness the presentations and advise the student. He/she may not communicate directly with the Committee.
10. After deliberations, the Committee will prepare its written findings and recommendation concerning approval or denial of the grievance.
11. Procedural decisions not addressed in this document shall be the responsibility of the Student Grievance Committee (duly recorded in writing and signed by all members of the committee and provided to all parties to the grievance).
12. All records of the grievance shall be retained in the Office of the Associate Vice President, along with other pertinent files, for seven years. This file will be separate from student academic records and shall only be available to the grievant, respondent, President, Board of Trustees attorney, or others as authorized by the President.

Definitions

Grievance A “grievance” is a process to obtain a hearing because a student alleges he/she has been treated unfairly with respect to non-academic, or disciplinary action.

Grievant	The individual or individuals filing the grievance.
Respondent	The individual or office against whom the appeal is filed.
Advocate	An individual selected by the grievant who can be present for the purposes of support and assistance during a hearing. The advocate can NOT be a witness, is not allowed to speak to the Committee on behalf of the grievant or respondent during the hearing. The advocate cannot be an attorney.
Working Day	A "working day" means a calendar day, except a Saturday, Sunday, scheduled holiday, summer recess, or other recess observed by the College.
Student	An individual who is currently enrolled or was enrolled in at least one class at Central Wyoming College.

STUDENT GRIEVANCE PROCEDURE

The grievance process assumes that:

1. a student has been disciplined or sanctioned for a non-academic or Student Disciplinary Code violation, or
2. a student has a grievance against a student or faculty/staff member for unprofessional behavior, a decision made or action taken by that student or faculty/staff member.

This grievance process assumes that existing administrative/informal channels have already been exhausted in the student's attempt to seek remedy. This means trying to resolve the problems by meeting with the following (in the order listed):

1. Student or faculty/staff member
2. Supervisor of the faculty/staff member (in case of faculty, it is the Dean)
3. Associate Vice President for Student Services
4. Executive Vice President

Other CWC staff members may be included in this priority list as the situation warrants, e.g. Counselor. Failure to achieve a mutually acceptable solution to the informal grievance will result in informing the student of the formal Student Grievance Process.

The grievant may provide whatever evidence he/she feels shall be beneficial to his/her case. This may include, but is not limited to, written statements from witnesses and character references. The Student Grievance Committee reserves the right to limit the number of witnesses and/or to limit the time allowed for either party to present the case. The grievant shall have the right to select and to be assisted by a college employee as his/her advocate in the proceedings.

At the conclusion of the presentation of the grievance, the committee may ask questions of the grievant and the respondent for the purpose of clarification. Committee members may take notes of the proceedings to assist them in their deliberations. All committee hearings, including any witness testimony, will be conducted in closed sessions.

The recommendation will be by majority vote with the chair casting the deciding vote in the event of a tie. The committee recommendation is forwarded to the Executive Vice President for final action and shall be communicated in writing to the student. The grievant will be informed of the Executive Vice President's decision.

Should the grievant wish to appeal the Executive Vice President's decision, he/she should address such appeal to the President, in written format.

STUDENT DISCIPLINARY CODE

Definitions

- A. The term "College" or "college" means Central Wyoming College.
- B. The term "student" includes all persons taking courses at the college, both full-time and part-time.
- C. The term "faculty member" means any person hired by the college to conduct instructional activities.
- D. The term "designated college official" includes any person employed by the college, charged with policy and/or procedure enforcement by the President of the College.
- E. The term "member of the college community" includes any person who is a student, faculty member, college official or any other person employed by the college. A person's status in a particular situation shall be determined by the Executive Director of Human Resources.
- F. The "complainant" may be any member of the college community.
- G. The "advocate" is a college staff member that can be present for the purposes of support and assistance during a hearing. The advocate can NOT be a witness, is not allowed to speak to the Student Grievance Committee on behalf of a grievant or complainant during a hearing, and must be a member of the college community.
- H. The term "working day" means a calendar day, except a Saturday, Sunday, scheduled holiday, summer recess, or other recess observed by the college.
- I. The term "college property" or "college premises" includes all land, buildings, facilities, vehicles, and other property in the possession of or owned, used, or controlled by the college.
- J. The term "organization" means any number of persons who have complied with the formal requirements for college registration.
- K. The term "shall" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Enforcement Authority

- A. Any designated College official, as determined by the President of the Col-

lege, may enforce College policy or procedure, or cause enforcement action upon any member of the College community or any visitor for any violations to College policy or procedure, or federal, state or municipal laws, according to due process.

- B. The President of the College shall give enforcement authority to any designated College official as a privilege, not a right.
- C. The Campus Safety Department shall keep all incident reports and logs pertaining to enforcement activities on campus, and any requests for these documents should be forwarded through the Campus Safety Department.

Prohibited Conduct

A. General

Discriminatory, threatening, or harassing behavior against any individual or group of individuals based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age is subject to the disciplinary process.

B. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to student conduct, which occurs on or in College property or at or during College sponsored activities or trips (including Student Senate, Student Club, departmental, athletic, or any other College related groups), but may also cover behavior or actions that adversely affects the College Community and/or the pursuit of its objectives.

C. Conduct - Rules and Regulations

Any student found to have committed any of the following misconduct is subject to the disciplinary process:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. Cases involving academic dishonesty may also be handled concurrently with actions taken by an academic division.
 - b. Furnishing false information to any College official, faculty member or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of: teaching (including use of cell phones, pagers, etc. in class), research, administration, enforcement or investigation of policy/procedure infractions, disciplinary proceedings, other College activities, including its public-service functions on or off-campus, or other authorized non-College activities.
3. Physical abuse, sexual abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health

- or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 7. Interference with or misuse of fire alarms, fire extinguishers, elevators, evacuation areas, or any other safety and security equipment or programs.
 8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
 9. Violation of published College policies, rules or regulations.
 10. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
 11. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
 12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations.
 13. Use of tobacco products within any College building or vehicle.
 14. Illegal or unauthorized possession of firearms, explosives, other weapons, fireworks, or dangerous chemicals. Firearms are not allowed on College sponsored trips and only authorized to be on campus through proper check-in, check-out and storage in the Housing area. See the Housing Department Office for specific procedures.
 15. Participation in a demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.
 16. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
 17. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
 18. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
 19. Abuse of the Student Grievance process, including but not limited to:
 - a. Failure to obey the summons of the Student Grievance Committee or College official.

- b. Falsification, distortion, or misrepresentation of information before the Student Grievance Committee.
 - c. Disruption or interference with the orderly conduct of a Student Grievance proceeding.
 - d. Institution of a Student Grievance proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Student Grievance process.
 - f. Attempting to influence the impartiality of a member of the Student Grievance Committee prior to, and/or during the course of, the hearing/proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of the Student Grievance Committee prior to, during, and/or after the hearing/proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Disciplinary Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the Student Disciplinary Code.
- D. Violation of Law and College Discipline
1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, even if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceeding off-campus.
 2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Grievance Committee under the Student Disciplinary Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
 3. Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under influence of alcohol, illegal drugs, or improper use of controlled substances.

Sanctions

A. Process

1. The following sanctions may be imposed upon any student found to have violated the Student Disciplinary Code. Failure of a student to complete an imposed sanction will result in a hold being placed on the student's grades, or the imposition of higher level sanctions i.e. fines, further loss of privileges, etc.:

- a. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - d. Attendance at educational/counseling sessions related to reason for disciplinary action, i.e. alcohol/drug abuse resistance education, anger management training, etc., at offenders own cost.
 - e. Fines, in addition to any restitution imposed:
 - \$50 for first violations of any kind
 - \$100 for second violations of any kind
 - Higher fines may be levied at the discretion of the Vice President for Student Services
 - f. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Associate Vice President for Student Services).
 - h. Housing Suspension: Separation of the student from Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Housing Expulsion: Permanent separation of the student from Housing.
 - j. College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - k. College Expulsion: Permanent separation of the student from the College.
 - l. Restriction Order: Limits the student's visitation privileges from certain areas on campus. This may be placed in conjunction with the Riverton Police Department's assistance.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than housing expulsion, College suspension or College expulsion, upon application to the Associate Vice President for Student Services. Cases involving the imposition of sanctions other than housing expulsion, College suspension or College expulsion shall be expunged from the student's confidential record three years after final disposition of the case.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above.
 - b. Deactivation and/or loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which the Student Grievance Committee determines that a student has violated the Student Disciplinary Code, the Student Grievance Committee shall recommend the sanction(s), and the Associate Vice President for Student Services or designee will impose them. The Associate Vice President for Student Services or designee is not limited to sanctions recommended by members of the Student Grievance Committee. Following the hearing, the Student Grievance Committee and the Associate Vice President for Student Services or designee shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

Interim Suspension

In certain circumstances, the Associate Vice President for Student Services or a designee may impose a College or housing suspension prior to the hearing before the Student Grievance Committee.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; or b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, the suspended student(s) shall be denied access to Housing and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Associate Vice President for Student Services or designee may determine to be appropriate.

Appeals

A decision reached or a sanction imposed by the Associate Vice President for Student Services or designee may be appealed in accordance with the Student Grievance procedures. A copy of this process may be obtained from the office of the Associate Vice President for Student Services.

Interpretation and Revision

Any question of interpretation regarding the Student Disciplinary Code shall be referred to the Associate Vice President for Student Services for final determination. The Student Disciplinary Code shall be reviewed annually under the direction of the Associate Vice President for Student Services.

DISTANCE EDUCATION

Call the Distance Ed Tech at 1-800-735-8418 EXT 2124, OR (307) 855-2124
OR EMAIL DistanceEdInfo@cw.edu

INITIAL LOG IN INFORMATION for distance delivered courses is mailed to students the week before classes begin. Students registering during the week before classes begin may experience a delay in receiving initial log in information. If you do not receive initial log in information, please contact the CWC Distance Ed Tech at 1 -800-735-8418 ext. 2124 or (307) 855-2124. Please allow at least 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 classes, please contact the CWC Distance Ed Tech at 1 -800-735-8418 ext. 2124 or (307) 855-2124.

WEB (Internet-Based Instruction) – Students are required to have access to computer equipment and the World Wide Web. 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.

DVD COURSES – DVD courses are recorded from actual classroom lectures. Students living in the Riverton and Lander areas may check out the DVDs for at the Lander Outreach Center and the CWC campus library. Those students, who do not live near CWC or the Lander Center, should contact the Distance Ed Tech at 1-800-735-8418 ext. 2124 or (307) 855-2124.

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. Students who do not live near CWC or a CWC Outreach Center or do not have high-speed internet should contact the CWC Distance Ed Tech at 1-800-735-8418 ext. 2124 or (307) 855-2124.

LECTURE CAPTURE AND REPLAY – Selected courses may be recorded and made available for replay over the Internet. Check with instructor for details and availability.

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.

Student Services and Distance Learners - Services are available to distance students to help ensure their success. In addition to those services discussed in this handbook, 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 the myCentral student portal at <https://my.cwc.edu/web/mycampus/home>. On the left side this page click on “Smarthinking.”

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 course materials are available from the college bookstore - visit them on the Riverton Campus or, if you live in other areas, the CWC bookstore can mail textbooks and materials to you. 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. Shipping and handling fees 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 distanceinfo@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.

Conclusion - Central Wyoming College is here to help you reach your educational goals. Please let us know if there are services, needs or requirements that will assist you in meeting these educational goals. Good luck in pursuing your education.

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 may be referred to Jennifer Rey, the Executive Director for Human Resources at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2113 or 1-800-735-8418 (instate) or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email 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.

www.cwc.edu

