

## NWCCD Student Handbook

The following will help guide you through the basics of being a student at NWCCD. The complete Code of Conduct can be found at this link [NWCCD Student Code of Conduct](#). As a student you are responsible for knowing and understanding the Code of Conduct and your rights as a student.

### Message from the president:

Welcome to NWCCD!

We're very happy you've chosen to pursue your higher education goals here, and we want you to feel right at home.

As you invest in your future, we continue to invest in YOU, by continuing to renovate and expand our facilities, by hiring exceptional faculty, by providing challenging and interesting courses and programs, and by serving you with top-notch staff.

Know that you can count on any of us to assist in making your college experience the best it can be.

Sincerely,

Dr. Paul Young  
NWCCD President

### Accreditation

Accreditation through the Higher Learning Commission helps to ensure wide acceptance of Sheridan College credits by other colleges and universities. Nursing and Dental programs carry additional professional accreditation.

## Advising

NWCCD has professional and faculty advisors to assist students with academic questions. The professional staff provides general advising (by appointment or walk-in) in the Advising Office, located in the Edward A. Whitney Academic Center (SC) or The Main Building (GC). Once a student selects a major, s/he will be assigned a faculty advisor. Advisors assist students in preparing for their college program before the fall and spring semesters. Students are expected to schedule conferences with their academic advisors to discuss their degree/career plans and review academic progress.

It is recommended that students meet with their advisor a minimum of three times per year.

Approximately two weeks after classes start  
After mid-terms  
Before the next semester's registration

## Advising Contacts

Brett Burtis – x2000  
Thad Rigby – x2000  
Steven Yount -x1410

<https://mynwccd.sheridan.edu/StudentSvc/Advising/Pages/default.aspx>

<http://www.sheridan.edu/site/sc/future-students/advising/>

## Financial Aid

1. Fill out your FAFSA – the “Free Application for Federal Student Aid” at [www.fafsa.gov](http://www.fafsa.gov). This will help you and the school determine what Federal Aid you are eligible for such as the Pell Grant, student loans and student employment. As a student, you must create an FSA ID which is your username and password and is used as your electronic signature for the FAFSA application. If you are reporting parent information on the FAFSA, a parent must also create an FSA ID.
2. Northern Wyoming Community College District (NWCCD) – Sheridan College offers a variety of scholarships to assist students in achieving their educational goals. Upon successful admission into a degree or certificate program at Sheridan College, and once students are registered for classes, we will automatically match student with scholarships for which they may be eligible. Scholarship eligibility may vary based on elements such as hometown, academic program of study, or other extracurricular interests. Other scholarships requiring essays or additional information can also be found at <http://www.sheridan.edu/admissions/financial-aid/scholarships/>
3. Check your student email on MyNWCCD regularly to receive email communication from the Financial Aid Office.
4. Log onto MyNWCCD to access your Financial Aid Self-Service page to view your financial aid status.
5. Contact the Financial Aid Office with any questions at 307-674-6446 x. 2100. We are here to assist you.

## [Student Right to Know, Campus Security Act](#)

In compliance with the Student Right-to Know/Campus Security Act, NWCCD has made the following information available on its website. [NWCCD Right To Know](#)

Information includes:

- Graduation and Transfer Rates

- Campus Crime Statistics

- Campus Security Policies and Procedures

Hard copies of this information are available from the Office of Institutional Research by calling 307-674-6446 x. 2820

For more information on the Clery Act please visit: [Clery Center](#)

## [Commitment to Title IX](#)

Title IX of the Education Amendments of 1972 prohibits sex discrimination-which includes sexual violence-in educational programs and activities. Students, staff, faculty and other employees have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence, sexual misconduct, stalking and harassment.

If you have experienced sexual discrimination and/or sexual violence (including sexual assault, dating violence, domestic violence, or stalking) in particular, this website includes information includes information you should know about your Title IX rights. [Your Title IX Rights](#)

## [Student Resources and Learning Assistance](#)

[Mary Brown Kooi Library \(Sheridan College\)](#)

[Daly Memorial Library \(Gillette College\)](#)

[Counseling Services](#)

[TRiO Student Support Services](#)

[Student Success Center and Tutoring](#)

[Math Center](#)

[Writing Center](#)

## Veteran Services Office extension 2720

Our Mission:

Creating veteran success through:

Administration of education benefits to all veterans and their eligible dependents

Assistance during the transition to college

On-going support services

As a military veteran, or dependent student, the Veteran Services Office is here to help you with any question or concern you have regarding your veteran benefits, transitioning to college or completing a degree program.

[Veteran Services](#)

## Disability Services –

[Sheridan Office extension 2008](#)

[Gillette Office Extension 2350](#)

The Disability Services office assists student with providing, reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504, the Rehabilitation Act of 1973, and it's amendments. All accommodations at NWCCD are based upon appropriate documentation, the initial paperwork, the initial meeting, the student's needs, and recommendations from a qualified health care provider. The process is unique and one student's accommodations may be very different from those of another student. Please allow plenty of time for the accommodation process. Although some accommodations may take less than a week to set up, other may take as long as three to six weeks. For more specific information please visit our website: [Disability Services](#)

[Sample accommodations may include but aren't limited to:](#)

Extended Test Time

Distraction-reduced Testing Environment

Digital Books

Priority/Special Seating Arrangements

Digital Recorders

Copy of Instructor Notes/PowerPoint Slides

FM Machine or Sign Language Interpreter

Note Taker or Scribe

## Student Appeals Committee

The Student Appeals Committee acts as a hearing body for both academic and financial aid suspensions. The committee also hears appeals regarding tuition and fee refunds. They also serve as a forum for initiating discussion and recommendations on various institutional issues.

If you have questions, please contact the office of the Vice President of Student Affairs x.2308

## MyVoice

MyVoice is your direct access to the Division of Student Affairs. Sheridan College actively encourages and addresses student suggestions made on this site. MyVoice lets your voice be heard. If

Find MyVoice on the front page of the MyNWCCD Portal.

## Clubs and Organizations

NWCCD takes pride in its contribution to the total development of the student. We have many clubs and organizations that can help you explore your interests. Want to join a club? Want to start a new club?

### [Club and Organization Information Site](#)

Sheridan College Campus Life and Housing x2300

Gillette College Campus Life and Housing x2351

## Campus Safety

The NWCCD Police operations are based on the following mission statement:

“We, the NWCCD Police Department, exist to serve all people within the campus with respect, fairness and compassion. We are committed to the prevention of crime and protection of life and property; the preservation of peace, order, and safety; the enforcement of laws and ordinances; and the safeguarding of constitutional guarantees. With service to the students as our foundation, we are driven by goals to enhance the quality of life, to investigate problems as well as incidents, to seek solutions and to foster a sense of security on the campus. We nurture trust by holding ourselves to the highest standards of performance and ethics. To fulfill its mission, the NWCCD Police Department is dedicated to providing a quality work environment and to the development of its members through effective training and leadership”

[The Campus Police office at Sheridan College is located in the Thorne-Rider Campus Center.](#)

Two full-time sworn police officers work on campus. For more information please contact:

Chief Jason Vela

Officer Josh McKinley

Our officers are here to assist you, please stop by or call if you have questions or concerns.

674-6446 x.4150

[The Campus Police office at Gillette College is located in The Main Building](#)

Two full-time sworn police officers work on campus:

Officer Chad Trebby

Officer Brooke Tibbetts

Our officers are here to assist you, please stop by or call if you have questions or concerns.

674-6446 x.1210

Sign up to receive text announcements of closures or emergencies on campus here: [NWCCD Alerts](#)

## Information Technology Policies

Know the rules of use:

Northern Wyoming Community College District Information and Technology Services (ITS) provides a residential network (ResNet) to its Residence Halls for educational, instructional, and entertainment purposes. Use of these services is a privilege. It is the responsibility of each student to use these services appropriately and responsibly in compliance with all College, City, County, State, and Federal laws and regulations. These rules are in addition to Northern Wyoming Community College District policies which include, but are not limited to, student conduct and those that prohibit harassment, discrimination etc. Northern Wyoming Community College District reserves the right to restrict access, availability of access, and enforce the terms of this agreement. Connecting to a ResNet data, voice, or cable TV jack signals your FULL agreement and understanding of these Rules of Acceptable Use and any future modifications thereto.

Please find full Rules of Acceptable Use here: [Rules of Use](#)

## Bookstore

[Sheridan College Bookstore](#)

[Gillette College Bookstore](#)

NWCCD Bookstores stock all required and recommended course materials and supply items for the the courses provided by NWCCD. The bookstore carries a variety of items to meet the needs of students, staff, faculty and the surrounding community through the on campus store and online. We offer emblematic gifts and apparel, school supplies, study guides, reference material, general books, magazines, computer software and more!

## Fitness Center

Sheridan College offers a fitness center in the Bruce Hoffman Golden Dome is well equipped with free weights, circuit machines, exercise bikes, stair climbers and treadmills to help you stay in shape.

For the most up to date information and hours, [Click Here](#)