



Sheridan College Student Handbook

The following will help guide you through the basics of being a student at Sheridan College. The complete Code of Conduct can be found at this link: [Sheridan College 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 Sheridan College!

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. Walt Tribley
Sheridan College 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.

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Enrollment Services

Advising

Sheridan College 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. Once a student selects a major, they 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 the start of classes
- After mid-terms
- Before the next semester's registration

Advising Contacts

Thad Rigby: Director of Advising Services - 307-675-0104; trigby@sheridan.edu

Karen St. Clair: Academic Advisor - 307-675-0105; kstclair@sheridan.edu

Sam Draznin: Veterans Advisor – 307-675-0777; sdraznin@sheridan.edu

Ken Stacy: CTE Enrollment Counselor – 307-675-0787; kstacy@sheridan.edu

Kayla Stimpson: Enrollment Service Specialist – 307-675-0103; kstimpson@sheridan.edu

Suzanne Tressler: Enrollment Service Specialist – 307-675-0106; stressler@sheridan.edu

For more information on Advising Services or to schedule an appointment online visit:

<https://www.sheridan.edu/admissions/advising/>

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Make-An-Appointment.aspx>

Financial Aid

The focus of the Financial Aid Office is to provide financial resources for students to be able to pay for college. Here are a couple of ways you can work with the Financial Aid Department to pay for your degree.

FASFA

Fill out your FAFSA – the “Free Application for Federal Student Aid” at 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.

Scholarships

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 students 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/>

Remember....

Check your student email on The Hub regularly to receive email communication from the Financial Aid Office and be sure to log onto Self-Service to access your Financial Aid Self-Service page to view your financial aid status.

This link will give you more information on how the Financial Aid Office can help you:

<https://www.sheridan.edu/admissions/financial-aid/>

Financial Aid Office Contacts

Heidi Balster: Financial Aid Director – 307-675-0201; hbalter@sheridan.edu

Brenda Haseman: Assistant Director of Financial Aid – 307-675-0203; bhaseman@sheridan.edu

Kristin Sowers: Financial Aid Counselor – 307-675-0204; ksowers@sheridan.edu

Audrey Steinhorst: Financial Aid Counselor – 307-675-0202; asteinhorst@sheridan.edu

To schedule an appointment online, visit:

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Make-An-Appointment.aspx>

Bookstore

The Bighorn Bookstore & Café stocks all required and recommended course materials and supply items for the courses provided by Sheridan College. 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!

Bookstore Contact Information

sheridan@bkstr.com

307-675-0240

[Sheridan College Bookstore](#)

Order items online here: https://www.bkstr.com/sheridanstore/home?cm_mmc=Redirect--VanityURL--sheridancshop--260905

Business Office Contact Information

The Sheridan College Business Office is committed to providing exceptional customer service as they assist students, their families, Sheridan College staff, and external organizations with meeting their financial obligations to Sheridan College. They strive to provide accurate billing, flexible payment plans, and timely responses to you.

307-675-0300

Whiney Building

Student Resources and Learning Assistance

Counseling Services

Through the Sheridan College Counseling Services, we provide holistic and confidential mental health services. We strive to educate, empower, and support Sheridan College students to promote personal, interpersonal, professional, and academic growth. Information disclosed in session is held to the American Counseling Association's standard of confidentiality.

Sheridan College Counseling Services offers situational counseling. All individuals in counseling must be enrolled at Sheridan College. We offer consultations, referrals, and crisis intervention.

We assist students struggling with symptoms of:

- Depression
- Anxiety
- Substance abuse
- Developing healthy relationships
- Grief and loss
- Panic disorders
- Text anxiety
- PTSD
- Trauma

Counseling Services Contact

Shaynie McRae

Coordinator of Counseling & ADA Services

307-675-0122

smcrae@sheridan.edu

<https://www.sheridan.edu/student-life/counseling/>

Disability Services

The Disability Services Office assists students by providing reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504, the Rehabilitation Act of 1973, and its amendments. All accommodations provided to students at Sheridan College 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, others may take as long as three to six weeks. For more specific information and to download the Disability Services Welcome Packet, 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

Disability Services Contact

Shanie McRae

Coordinator of Counseling & ADA Services

307-675-0122

smcrae@sheridan.edu

<https://www.sheridan.edu/services/disability-services/>

Veteran Services

Sheridan College strives to create veteran success through administration of education benefits to all veterans and their eligible dependents, assistance during the transition to college, and on-going support services while attending Sheridan College.

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

Veteran Services Contact

Sam Draznin

Veteran Advisor

307-675-0777

sdraznin@sheridan.edu

[Veteran Services](#)

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Make-An-Appointment.aspx>

Kooi Library

Our library resources, many of which are available online, have been carefully selected with your research needs in mind. In addition to our vast collection of online databases including peer-reviewed scholarly journals, we also have popular fiction and non-fiction books and magazines for your reading and browsing pleasure. We encourage you to stop by, in person or online via the website, and get to know your library or chat with any one of our friendly librarians.

To access the Library online, visit: <https://libguides.sheridan.edu/c.php?g=425044>

Kooi Library Contact

Jennifer Anderson

Kooi Library Director

307-675-0220

janderson@sheridan.edu

TRIO/College Success Program

The TRIO/College Success Program at Sheridan College is a service provided to qualifying students that assists them in completing their degrees and transferring to four-year institutions. TRIO takes a holistic approach to helping students achieve long-term academic goals by focusing on four core areas: academic, financial, career, and personal/social.

Aiding Qualified Students

TRIO is a federally funded program designed to assist first-generation college students, those with limited income or those with a disability that affects learning. TRIO is tailored to suit each student's unique needs.

Visit this link for more information and to complete the TRIO Application:

<https://www.sheridan.edu/academics/support-services/trio-program/>

TRIO Contacts

Joseph Aguirre: Director of TRIO and CSP – 307-675-0141; jaguirre@sheridan.edu

Kelley Cosgrove: Senior Retention Mentor – 307-675-0145; kcosgrove@sheridan.edu

Sergio Trocha: College Success Program Retention Mentor – 307-675-0146;

strocha@sheridan.edu

Kate Crawford: Retention Mentor – 307-675-0144; kcrawford@sheridan.edu

Allia Coultas: Retention Mentor – 307-675-0142; acoultas@sheridan.edu

Student Success Center and Tutoring

Located in the Kooi Library, the Tutoring Center offers free tutoring and academic support services to assist students in achieving personal and academic success. Tutors are available in a wide variety of subjects to assist you through one-on-one and group tutoring sessions. We encourage any student to seek tutoring to gain a deeper comprehension of course content and to enhance learning.

- Subject Tutoring
- Study Skills
- Test Preparation

Tutoring Center Online Access and Contact Information

<https://libguides.sheridan.edu/academiccenters/tutoring>

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Tutoring-Services.aspx>

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Make-An-Appointment.aspx>

Math Center

Sheridan College offers free drop-in math assistance for currently enrolled Sheridan College students. The Math Center, located in the Whitney Academic Center (Room W210), is equipped with desktop computers so students can access [MyMathLab](#) and is staffed with peer and professional tutors available to assist students with math and math-related courses. Individual math tutoring is available for students as well- check for availability with your campus tutoring coordinator.

Math Center Contact

Jennifer Nichols

Sheridan College Math Instructor

307-675-0724

jnichols@sheridan.edu

Writing Center

Check out the on-campus Writing Center located in the Kooi Library. The Writing Center staff works with currently enrolled students on all types of writing projects. Meet with a consultant to formulate a thesis, improve a rough draft, properly cite sources, or review the final copy of your paper. Get assistance with any writing assignment such as a lab report, annotated bibliography, scholarship application, or cover letter.

Writing Center Contact

307-675-0180

scwritingcenter@sheridan.edu

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Make-An-Appointment.aspx>

Student HelpZone

The Student HelpZone provides all Sheridan College students, regardless of location, access to technical and information support on days and times that are convenient for our diverse student population. We are currently offering help in person, by email, phone, or chat and can help with Canvas, student email, Microsoft Office, WEPA Printing, and so much more.

Student HelpZone Contact

Face to Face Services: Kooi Library
307-675-0229

Access online chat services here:

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Student-HelpZone.aspx>

Basic Needs Resources

Sheridan College strives to offer resources to meet the basic needs of all students. Basic needs are access to clothing, shelter, food, and health care. For more information on Basic Needs Resources, please contact the Campus Services office at 307-675-0520 or lbonnet@sheridan.edu.

The Closet

The Closet is a resource for students who need basic clothing items. Whether it is a winter coat or a professional outfit for a job interview, The Closet is a free resource to find the items you need. The Closet is located in Connor Hall.

General's Thrift

Looking for items at a low cost for your apartment or residence hall room? The General's Thrift is a place to find essentials as well as donate items you are not using. For a minimal cost,

students can find necessary items. Proceeds are used to support the General's Pantry. General's Thrift is located in Connor Hall with The Closet.

General's Pantry

The General's Pantry is a free service for students struggling with food insecurity or having a difficult time affording food. The General's Pantry is regularly re-stocked with protein, fruits, vegetables, and pantry staples. The General's Pantry is located on the north end of the Hayes Loft. For more information email generalspantry@sheridan.edu.

Nurse Connect

Sheridan College has partnered with Public Health to provide medical consultations on campus. Nurses at Nurse Connect can also provide Flu or COVID vaccinations, STD/STI testing, and discuss health care options in the community. Nurse Connect is located in the Griffith Memorial Building, room 143.

Student Involvement

Clubs and Organizations

Sheridan College 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?

Visit the Campus Life & Housing Hub Site for more information on Clubs & Organizations:
<https://livesheridan.sharepoint.com/sites/campuslife>

Clubs & Organizations Contact

Larissa Bonnet

lbonnet@sheridan.edu

Sheridan College Campus Services Office
307-675-0520

Fitness Center

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

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

Fitness Center Contact

Laura Phagan

Coordinator of Campus Life

307-675-0512

lphagan@sheridan.edu

Innominate House

You do not have to go far to be able to enjoy the outdoors at Sheridan College. Visit the Innominate House to rent outdoor gear & equipment and to find out more about upcoming adventures.

Innominate House Contact

Laura Phagan

Coordinator of Campus Life

307-675-0512

lphagan@sheridan.edu

<https://livesheridan.sharepoint.com/sites/CampusLife/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FCampusLife%2FSiteAssets%2FSitePages%2FFitness%2DCenter%2FInnominate%2DHouse%2DBrochure%2D%2D%2D%2D%2Epdf&parent=%2Fsites%2FCampusLife%2FSiteAssets%2FSitePages%2FFitness%2DCenter>

Other Student Information

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. In addition, the committee serves as a forum for initiating discussion and recommendations on various institutional issues.

For more information and to download the Student Appeals Packet, visit this Hub site:

<https://livesheridan.sharepoint.com/sites/StudentServices/SitePages/Student-Appeals.aspx>

Student Appeals Contact

Financial Aid Appeals

Heidi Balster: Financial Aid Director – 307-675-0201; hbalster@sheridan.edu

Brenda Haseaman: Assistant Director of Financial Aid – 307-675-0203; bhaseman@sheridan.edu

Kristin Sowers: Financial Aid Counselor – 307-675-0204; ksowers@sheridan.edu

Audrey Steinhorst: Financial Aid Counselor – 307-675-0202; asteinhorst@sheridan.edu

Non-Financial Aid Appeals

Sarah Aksamit

Administrative Coordinator to the Vice President of Student Affairs

307-675-0123

saksamit@sheridan.edu

MyVoice

MyVoice is your direct access to the Vice President of Student Affairs Office. Sheridan College actively encourages and addresses student suggestions made on this site. [MyVoice](#) lets your voice be heard. Find [MyVoice](#) on the front page of The Hub.

Student Complaints

For information about how to file a student complaint, please visit this link: [Student Complaint and Student Grievance Procedure](#)

Student Complaint Contact

Sarah Aksamit

Coordinator for the Vice President of Student Affairs

307-675-0123

saksamit@sheridan.edu

Campus Safety

We are committed to the prevention of crime and protection of life and property; the preservation of peace, order & safety; the enforcement of laws and ordinances; and the safeguarding of constitutional guarantees.

With service to our students as our foundation, we are driven by goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions and fostering a sense of security on our campus. We nurture trust by holding ourselves to the highest standards of performance and ethics.

Our campus is dedicated to providing a quality work and living environment through effective guidance and leadership training of all its members.

For more information on Campus Safety, visit: <https://www.sheridan.edu/student-life/campus-safety/>

Campus Safety Contact

IF THERE IS AN EMERGENCY PLEASE CALL 9-1-1!

Campus Safety Line: 307-675-0250

Jana Clements

District Risk Manager

307-675-0812

jclements@sheridan.edu

Consumer Information (Student Right-to-Know) & Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act, Sheridan College has made the following information available on its website:

<https://www.sheridan.edu/about/consumer-information/>

Information includes:

- Graduation and Transfer Rates
- Campus Crime Statistics
- Campus Security Policies and Procedures

Hard copies of this information are available from the Public Information Office by calling 307-675-0412.

For more information on the Clery Act please visit: <https://www.clerycenter.org/about>

Campus Safety & Campus Security Act Contact

Jana Clements

District Risk Manager

307-675-0812

jclements@sheridan.edu

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 you should know about your Title IX rights.

For more information visit: <https://www.sheridan.edu/student-life/campus-safety/title-ix/>

Title IX Contact

Adrienne Murray

Interim Title IX Coordinator

Remote Employee

301-509-6504

amurray.gccd@sheridan.edu

Larissa Bonnett

Deputy Title IX Coordinator

Thorne Rider Campus Center – Office 106B

307-675-0511

lbonnet@sheridan.edu

Information Technology Policies

Know the Rules...

Sheridan College Information and Technology Services (ITS) provides a residential network (ResNet) to its Residence Halls for educational, instructional, and entertainment purposes. Use

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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 Sheridan College policies which include, but are not limited to, student conduct and those that prohibit harassment, discrimination etc. Sheridan College 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.