

Dual & Concurrent Enrollment Student Handbook

Fall 2026 – Spring 2027












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Why Take Dual & Concurrent Classes?

You are lucky to be a Wyoming student! Our state believes in its young people and proves it by offering qualified high school students a chance to take college classes for FREE. Wyoming students have been encouraged to take both academic and career/technology dual and concurrent enrollment classes since legislation was passed in 1995. In fact, now all Wyoming students should have the opportunity to complete at least 12 college credits while they are still in high school.

Dual and concurrent enrollment courses are offered through all seven community colleges; they count for both high school and college credit. Concurrent enrollment courses are taught by college-approved high school teachers at the high school. Dual enrollment courses are college courses taught by college instructors; these courses are taught on campus, an outreach center or through distance learning technology (on-line, video conferencing, etc.). The University of Wyoming offers dual enrollment courses only. You will benefit from these college classes for high school students in many ways:

- You'll get a chance a to try out college classes and earn credits toward a 4-year college degree, associate's degree or career/technical certificate.
- For those of you who don't think you are "college material," taking a dual or concurrent class will let you find out whether you can succeed in college courses.
- If you apply yourself, you could ear a certificate in a career/ technology field by the time you graduate from high school and be ready for the workforce.
- You'll discover this program is a two-for-one deal: classes count for both high school graduation and college credit.
- You'll be challenged through rigorous college classes while getting a running start at college.
- If you are a senior, you'll avoid "senioritis" by taking relevant classes and starting a college degree or certificate program.
- You'll save money when you do go to college because you won't have to stay as long or pay for as many classes. And, your Hathaway Scholarship dollars will stretch further.

Note: College credit can also be earned through Advanced Placement Classes (AP) and the International Baccalaureate Program. You will need to check with your high school counselor to see if your school offers these programs. In addition, college credit is available for Jump Start courses through the community colleges and the University of Wyoming.

You can enroll in classes at your high school or those in your community college always seek the advice of your counselor and teachers to make sure space is available and that the courses are offered.

Classes count for both high school graduation and college credit

Our state encourages students to complete at least 12 credit hours of dual and concurrent courses starting in your junior year. However, some high schools will be able to offer many more classes while others are just beginning these programs. The best thing for you to do is to inform yourself about which classes you need to take to prepare yourself for your career, whether those are academic transfer classes or career/technical classes.

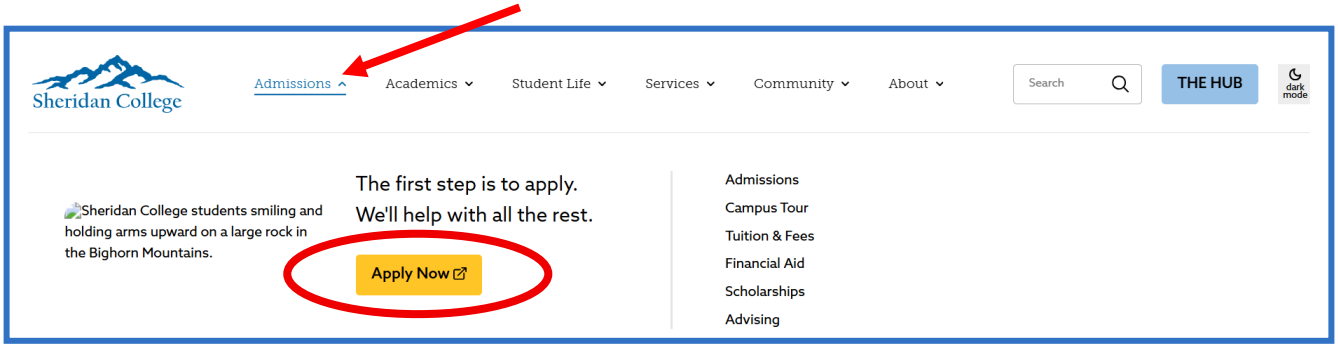
Dual enrollment courses are listed in community college or UW catalogs; make sure your district approves them before you enroll. They have the same course numbers as the college courses your high school has approved to meet high school graduation
requirements. Always talk to your high school counselor or your community college
adviser if you have questions.

How to Apply to Sheridan College

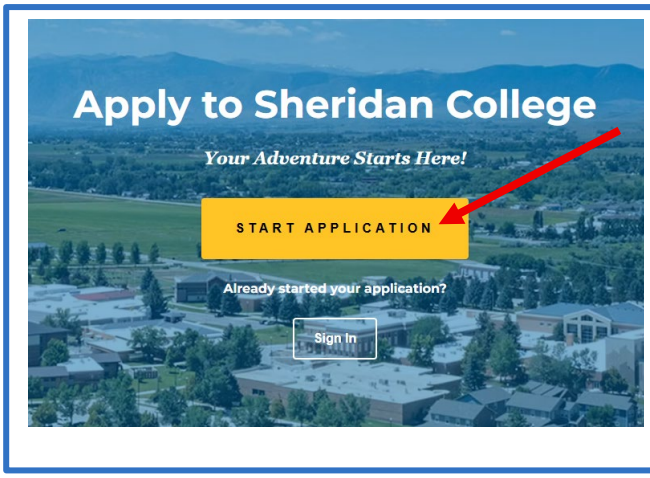
Dual & Concurrent Students

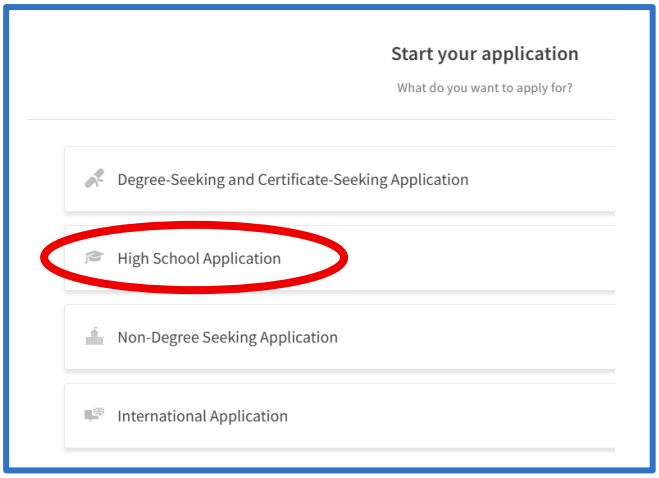
1. **Go to www.sheridan.edu and click on Admissions. Select "Apply Now"**

2.

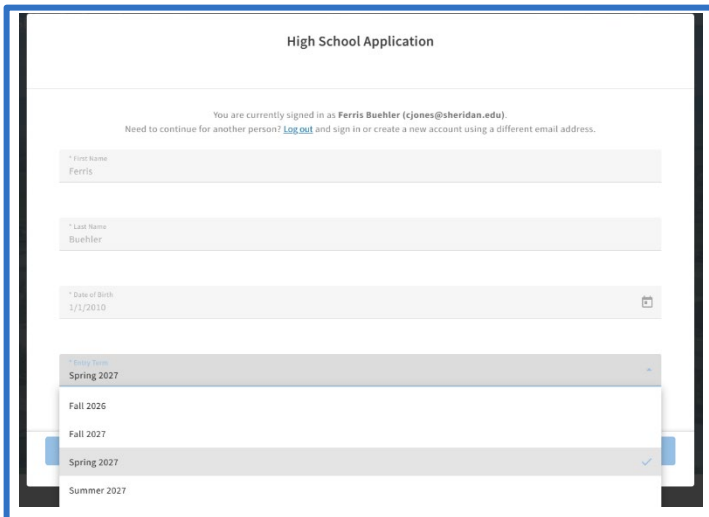


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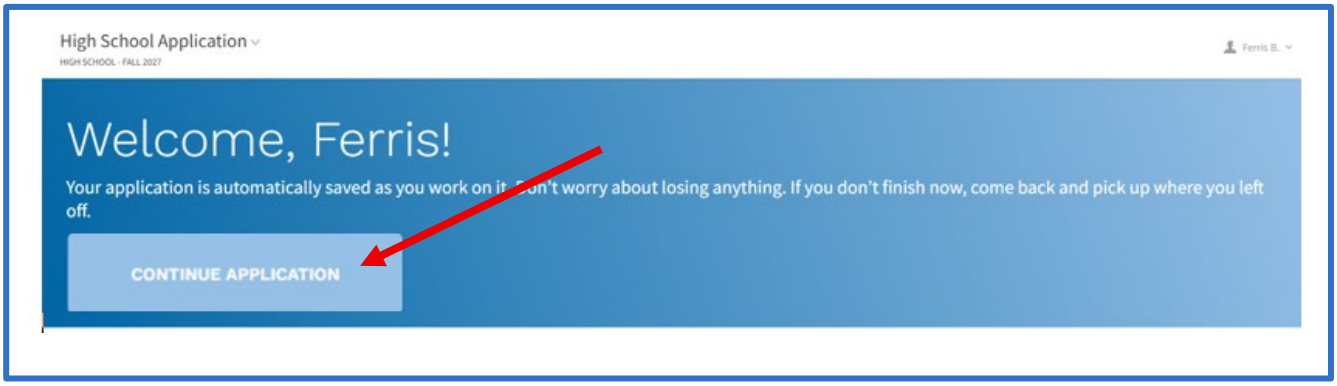
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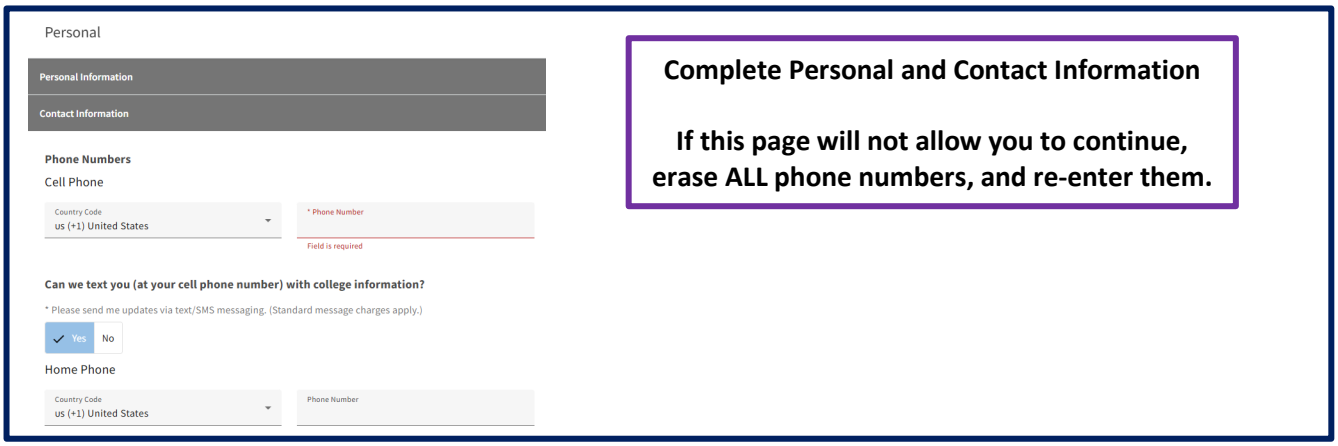
Create Admissions Profile
Use your **personal** email.

Entry Term: The semester you will be starting classes.

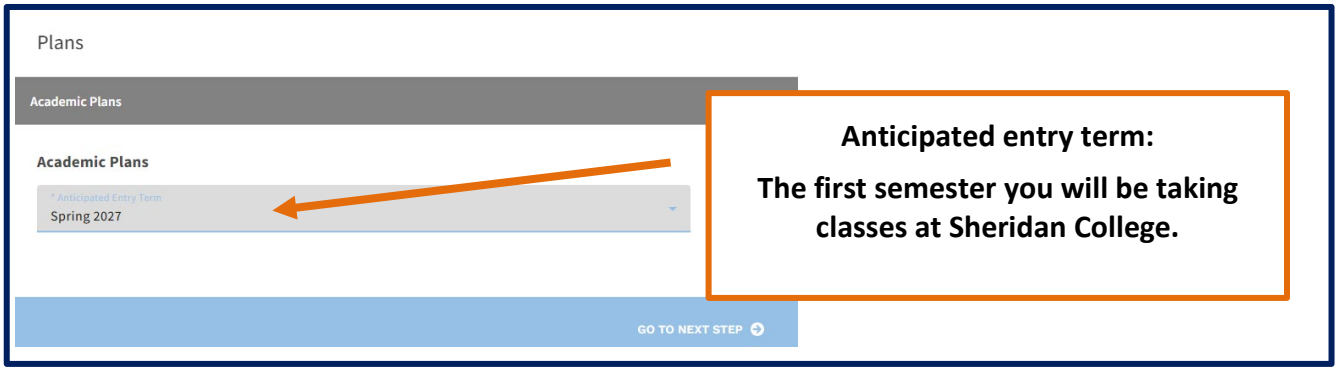
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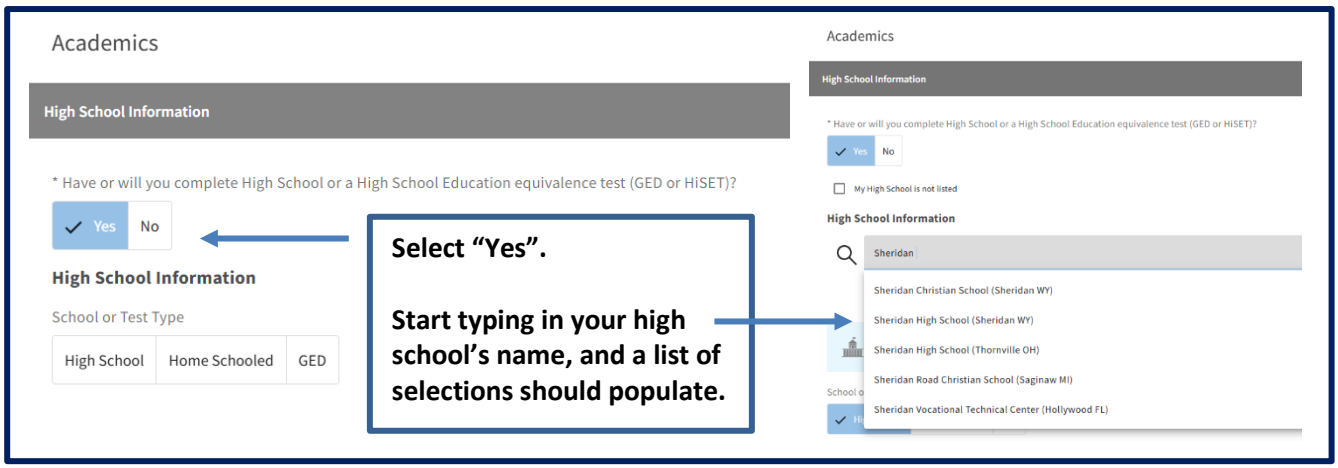
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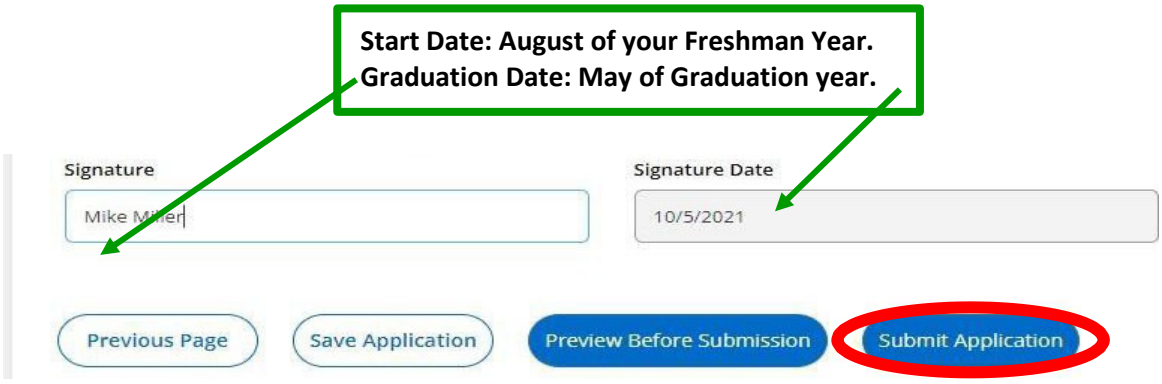
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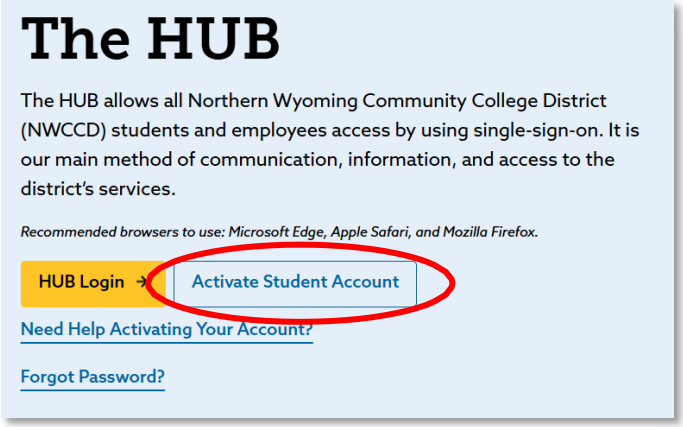


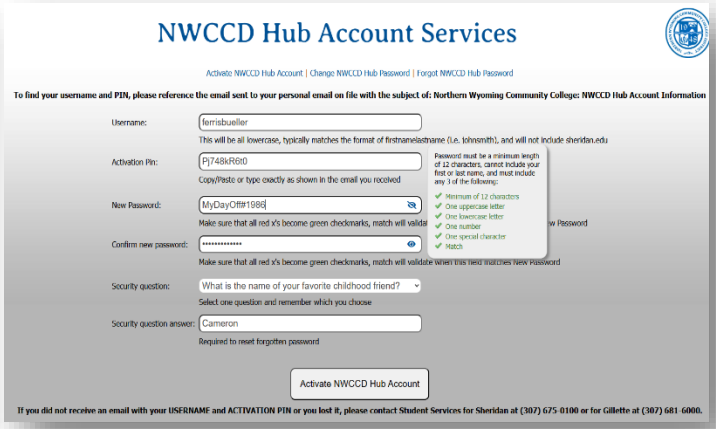
After submitting your application, check your email for further information.

For DUAL Classes:

After you submit your application, it will be processed. Upon admission, you will receive an email with your username and activation PIN for your NWCCD Hub account. The Hub is your central access point for grades, communication, campus services, and coursework.

On the www.Sheridan.edu homepage, select "THE HUB" at the top right corner.
Select "Activate Student Account".





To Activate your account:

https://activation.sheridan.edu/Students/ActivateAccount

- Supply the username and pin that were emailed to you:
- Create a Password
- At least 12 characters and is case sensitive.
- It can NOT contain any personal information.
- It should contain 3 out of the 4 of the following: (Numbers, Lower case letters, Uppercase letters, Special characters ($, %, etc.) but NOT dot (.) or at (@) sign.
- Retype the Password to confirm
- Pick your security question.
  Supply an answer to the question (something that the question will help you remember)
- Click Activate

To Change Password:

https://activation.sheridan.edu/Students/ChangePassword

- Type in your username
- Type in your current password
- Create a new password:
- At least 12 characters long
- It should have at least 2 changes from your current password.
- It should NOT contain any part of your first or last name.
- It should contain 3 out of the 4 following characters:
- Numbers, Lower case letters, Uppercase letters, Special characters ($, %, !, etc) but NOT dot (.) or at (@) sign
- Retype the Password to confirm
- Click Change Password

If you do not remember your security question and answer, please contact Enrollment Services for Sheridan College at (307) 675-0100.

Our IT Help Desk is available by calling 1-888-675-0505.
The Help Desk provides technical support during the hours of 8:00am to 9:00pm MST, Monday through Thursday, and 8:00am to 5:00pm MST on Fridays.
For your convenience, our Help Desk is also available at http://www.sheridan.edu/sevices/it/

Multi-Factor Authentication

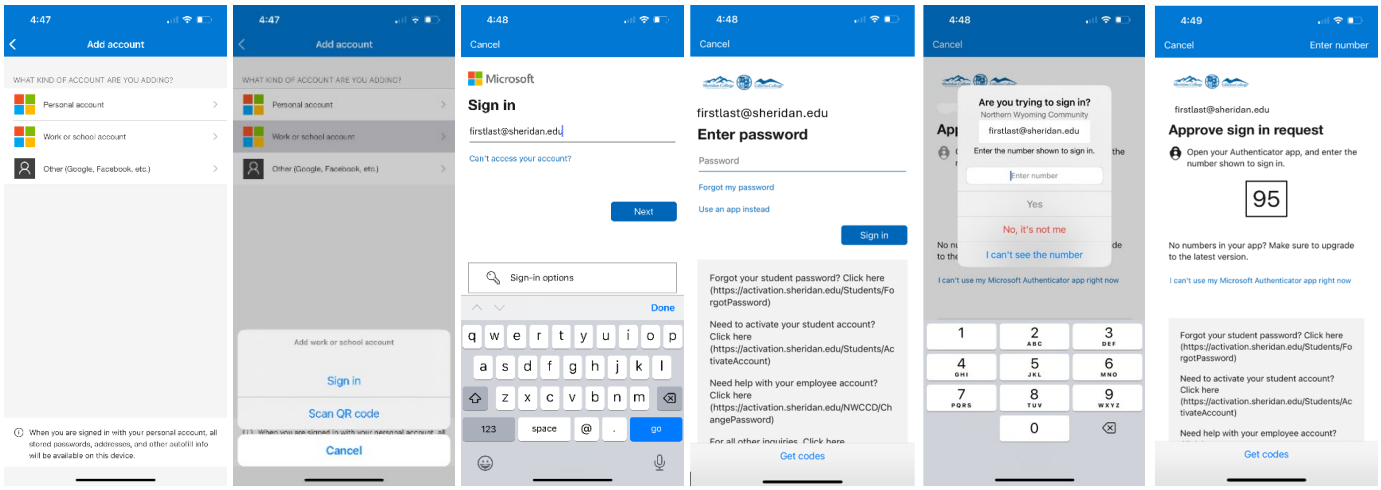
Next, you'll have to set up two-factor authentication to make sure your account stays secure.

ITS has implemented Two-Factor Authentication. To provide an additional layer of security, you will be required to set this up once your account has been activated.

1. **Download the Microsoft Authentication App:**
2. **Create a "Work or school account".**
3. **Sign in using your Sheridan.edu email.**

This will be your first and last name, @sheridan.edu

Ex.: firstlast@sheridan.edu



Authentication takes some time. After 30 minutes from activation, try signing into your account.

Alternate Option: phone *** this should be a mobile phone you will have with you ***	**Text message** - Send a code or **Call me** (places an automated voice call to the phone number ~ answer the call and press the # key to authenticate)

Mobile Email Recommendation for NWCCD email account:

We recommend using the Outlook mail app on your mobile device, rather than the native mail app.

The Outlook mail app works better with the Microsoft Authenticator app than the native mail app and will provide a better user experience.

Troubleshooting

Issue	
From within the Microsoft Authenticator app, you have enabled phone sign-in.	This feature is not available, and you will receive an error message when you are trying to authenticate.
You are continually prompted to sign into email on your mobile device, even when you are in the process of logging in	We have observed the native mail app on a mobile device will continually prompt you to sign in, even when you are in the process of logging in. Additionally, there are delays with the Authenticator app during this process. *We recommend downloading the Outlook app and running that on your mobile device. This app works much better with the Authenticator process.*
If you receive a sign-in prompt from the Authenticator app, or a text or phone call, and you are not attempting to log in.	Deny the approval and contact your NWCCD ITS team immediately. https://helpdesk.sheridan.edu/ or 307-675-0555

Student Rights and Responsibilities

NWCCD students are responsible for knowing the information, policies, and procedures outlined in this document.
NWCCD email is NWCCD's primary means of communication with students. Students are responsible for reviewing all official NWCCD communication delivered to their NWCCD email address.
NWCCD Students' Rights and Responsibilities enumerate the essential provisions for students' freedom and NWCCD's expectations for students to participate responsibly in the College community. NWCCD has established expectations designed to maximize the learning environment. Each student enrolling in NWCCD assumes an obligation as a responsible member of the NWCCD community to demonstrate conduct compatible with statements of students' rights and responsibilities as follows:

Students' Rights

1. Freedom of student participation in institutional governance. The student body will have clearly defined means to participate in the formulation and application of institutional policy. (i.e. student government)
2. Freedom of access. The facilities and services of the college will be open to all enrolled students in accordance with policies and procedures established for use of NWCCD facilities.
3. Protection of freedom of inquiry and expression. The College recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of federal or state constitutions. Students are free to engage in peaceful and orderly protest, demonstration, and picketing, which does not disrupt the regular and essential operations of the College.
4. Freedom of association. Students will be free to organize and join associations to promote their common interests in accordance with policies and procedures for the establishment of organized NWCCD teams and clubs.
5. Freedom of student publications. Student editors and managers will be free to develop their own editorial policies and news coverage. The advisor does not review copy unless requested to do so by a staff member. This separation helps protect the institution from legal actions relating to obscenity, criminal or civil libel, or copyright infringement. In addition, the advisor offers ethics training as well as ongoing education to ensure the student newspaper is in compliance with the canons of journalism and journalistic ethics. Specific student publication rights will follow those contained in the current student publication policy and procedures.
6. Notification of Rights under FERPA. Students will be informed annually of their right to privacy under the Family Educational Rights and Privacy Act.
7. Be informed of course requirements through a written syllabus.
8. Be evaluated solely on academic performance as required and outlined by an instructor.
9. Experience competent instruction and academic advisement.
10. Take exception, in a scholarly manner, to the data or views presented, and reserve judgment about matters of opinion.
11. Expect protection against an instructor's improper disclosure of a student's views, beliefs, and political associations, which may surface because of the instructor's teaching or advising.
12. Be informed regarding resources and support services available as well as college policies and procedures.
13. Expect protection, through established procedures, against prejudice or capricious evaluation.
14. Expect protection against any form of prohibited harassment.
15. Be afforded due process, as defined within these procedures, prior to the imposition of serious sanctions including suspension or expulsion.

Students' Responsibilities

16. Inquire about program, course, and College requirements if there is a lack of understanding about them or is in doubt about them.
17. Adhere to the standards of academic performance established for individual courses and for programs of study.
18. Satisfactorily learn the content of any course of study.
19. Make up missed assignments in accordance with the course syllabus.
20. Understand and meet graduation and other program requirements by reading the catalog and making reasonable efforts to obtain academic advising.
21. Fulfill academic responsibilities in an honest and forthright manner.
22. Respect and foster the academic and personal endeavors of others.
23. Respect the integrity of NWCCD academic and administrative records.
24. Know and abide by the behavioral expectations outlined in the Code of Student Conduct.
25. Adhere to federal, state, and local laws, along with college regulations, which govern individual actions and relationships among community members.
26. Protect and support the personal safety of self and others.

27. Demonstrate respect for others in all actions and interactions.
28. Show respect for personal, College, and NWCCD Foundation property.
29. Contribute to a safe environment within College and NWCCD Foundation property.
30. Assist the College in fulfilling its administrative procedures (i.e. registering for classes, checking NWCCD email, obtaining a college ID card, paying bills, etc.).

NWCCD Student Complaint Process

In support of our students and our commitment to providing a high-quality educational experience, Northern Wyoming Community College District (NWCCD) has established a process for registering a complaint. And in compliance with regulatory agencies, NWCCD tracks complaints so we may monitor quality of our service to students.

Students have many avenues in which they may express concerns. Resident Assistant evaluations, student evaluations of instruction, through student government, and often students go directly to faculty, staff or administrators. Students may submit concerns or complaints using *My Voice* on the *MyNWCCD* portal or may write or call the Dean of Students directly. The Dean logs complaints and takes appropriate action, which may include bringing others into the process to properly address the problem. If a response is requested and contact information is provided, the Dean can respond directly to the student. Title IX complaints - e.g., sexual harassment, assault, bullying - are handled using Title IX guidelines, but are entered into the log in abbreviated form.

The President's Team reviews tracked complaints/incidents quarterly to identify patterns of concern. A summary review in January provides input for the annual budget process, trustee risk assessment workshop and departmental work-plan planning for the upcoming fiscal year. During the spring budget planning cycle each work area evaluates complaints and incidents related to its area along with other data points (SSI, CCSSE, etc.); this information inputs to the annual work plan and associated budget requests with an eye to improving quality in that area.

DEFINITIONS

Complaint:

- Descriptive text submitted in writing, or by email, fax or online form
- Not a question
- Not a request for a decision
- Not an appeal to re-examine a decision
- Not a grievance (separate defined process provided in the Student Handbook)
- Student:
- An individual currently enrolled full-time or part-time, or enrolled in the past year
- Not a person suspended/dismissed and required to re-apply for admission
- Not a parent, relative, employer, member of the public, etc. – even if related to a student

Attendance Policies

Each instructor or department shall include a copy of their attendance policies in each course syllabus and distribute it to all students in their classes at the beginning of each course. Adopted attendance policies shall be announced to and clearly understood by the classes affected.

The District recognizes regular class attendance on the part of the student as a major contributor to student success, and expects students to attend class regularly.

Authorized Absence

Although authorized class absences will not affect a student's course grade, a student is entitled and obligated to make up any/all work missed. Authorized absences are defined as:

A. Medical reasons.
B. Personal tragedy, i.e. death, illness, or accident in the family.
C. Jury Duty.

Anticipated Absences

All anticipated absences incurred in representing the District on field trips or other official capacities will be reported by the activity sponsor to the instructor, including any concerns in advance of the class meeting to be missed.

Dual Enrollment and Financial Aid

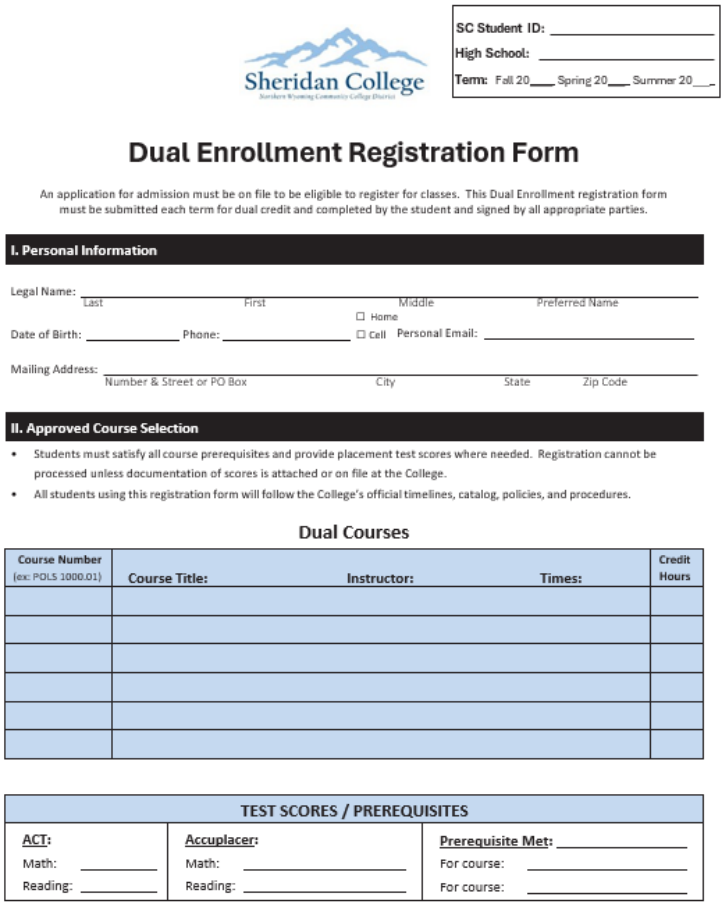
According to federal guidelines, Dual enrolled students are not eligible for financial aid administered by the College. However, poor performance in Dual enrolled classes may impact future financial aid eligibility by not making satisfactory academic progress (SAP). More information on SAP can found at https://www.sheridan.edu/admissions/financialaid/general- eligibility/. Students may apply for financial aid once they have graduated from high school.

Expectations

High School Experience	College Experience
Following the Rules in High School.	**Making Wise Choices in College**
You will usually be told what to do and be corrected if your behavior is out of line.	You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.
High school is mandatory and usually free.	College is voluntary and expensive.
Your time is structured by others.	You manage your own time.
You can count on parents and teachers to remind you of your responsibilities, and to guide you in setting priorities.	You must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced previously.
Going to High School Classes	**Succeeding in College Classes**
You will usually be told in class what you need to learn from assigned readings.	It is up to you to read and understand the assigned material. Lectures and assignments proceed from the assumption that you've already done so.
You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute preparation.	You need to study at least 2 to 3 hours outside class for each hour in class. A three-credit hour class = 6 hours of study time per week!
You are expected to read short assignments that are then discussed, and often re-taught in class.	You are assigned substantial amounts of reading and writing, which may not be directly addressed in class.
You seldom need to read anything more than once, and sometimes listening in class enough.	You need to review class notes and text material regularly.
High School Teachers	**College Professors**
Teachers approach you if they believe you need assistance.	Professors are open and helpful, but most expect you to initiate contact if you need assistance.
Teachers present material to help you understand the material in the textbook.	Professors may not follow the textbook. Instead, to amplify text, they may give illustrations, provide background information, or discuss research about the topic you are studying. They may expect you to relate the classes to the textbook readings.
Teachers often take time to remind you of assignments and due dates.	Professors expect you to read, save, and consult the course syllabus (outline). The syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
Tests in High School	**Tests in College**
Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.	Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.
Testing is frequent and covers small amounts of material.	Testing is usually infrequent and may be cumulative, covering large amounts of material. A particular course may have 2 or 3 tests in a semester.
Teachers frequently conduct review sessions pointing out the most important concepts.	Professors rarely offer review sessions. When they do, they expect you to be an active participant: one who comes prepared with questions.
Grades in High School	**Grades in College**
Effort counts. Courses are usually structured to reward a "good-faith effort."	Results count. Though "good-faith effort" is important in regard to the professor's willingness to help you achieve good results, it will not substitute for results in the grading process.
Grades are given for most assigned work.	Grades may not be provided for all assigned work.
Consistently good homework grades may raise your overall grade when test grades are low.	Grades on tests and major papers usually provide most of the course grade.

Registering for classes:

Before you meet with a representative from Sheridan College, you should meet with your high school counselor to discuss your plans and options. Once you have discussed your options, you will need to complete a Dual Enrollment Registration Form (Shown Below). Once this form is complete, turn it in to your high school counselor, or your Sheridan College Dual Enrollment Representative.



Sheridan College

SC Student ID: _____
High School: _____
Term: Fall 20___ Spring 20___ Summer 20___

Dual Enrollment Registration Form

An application for admission must be on file to be eligible to register for classes. This Dual Enrollment registration form must be submitted each term for dual credit and completed by the student and signed by all appropriate parties.

I. Personal Information

Legal Name: _____ (Last / First / Middle / Preferred Name)
Date of Birth: _____ Phone: _____ ☐ Home ☐ Cell Personal Email: _____
Mailing Address: _____ (Number & Street or PO Box / City / State / Zip Code)

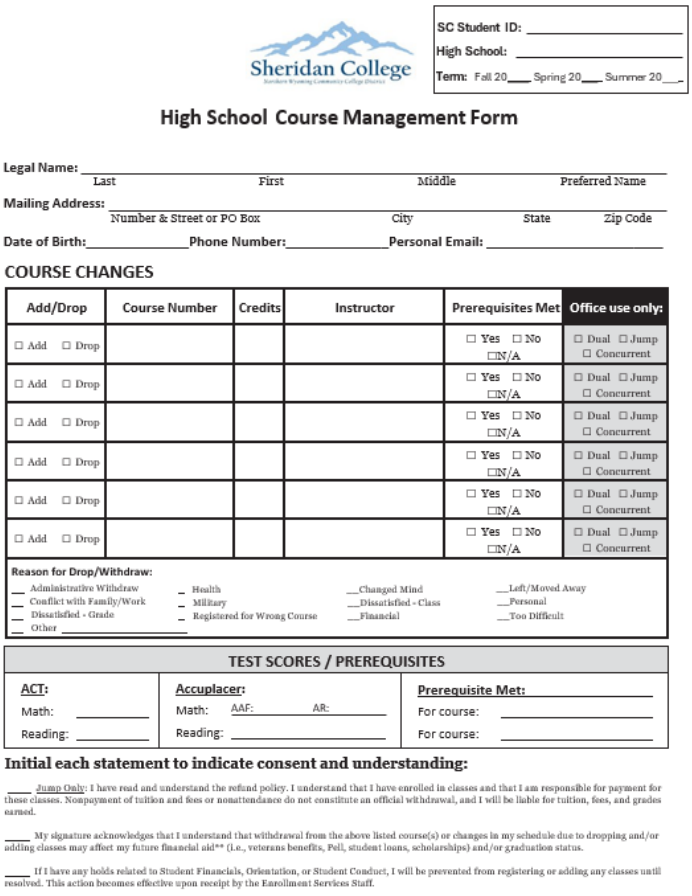
II. Approved Course Selection

- Students must satisfy all course prerequisites and provide placement test scores where needed. Registration cannot be processed unless documentation of scores is attached or on file at the College.
- All students using this registration form will follow the College's official timelines, catalog, policies, and procedures.

Dual Courses

Course Number (ex: POLS 1000.01)	Course Title:	Instructor:	Times:	Credit Hours

TEST SCORES / PREREQUISITES		
ACT:	Accuplacer:	Prerequisite Met: _____
Math: _____	Math: _____	For course: _____
Reading: _____	Reading: _____	For course: _____



Sheridan College

SC Student ID: _____
High School: _____
Term: Fall 20___ Spring 20___ Summer 20___

High School Course Management Form

Legal Name: _____ (Last / First / Middle / Preferred Name)
Mailing Address: _____ (Number & Street or PO Box / City / State / Zip Code)
Date of Birth: _____ Phone Number: _____ Personal Email: _____

COURSE CHANGES

Add/Drop	Course Number	Credits	Instructor	Prerequisites Met	Office use only:
☐ Add ☐ Drop				☐ Yes ☐ No ☐N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐N/A	☐ Dual ☐ Jump ☐ Concurrent
☐ Add ☐ Drop				☐ Yes ☐ No ☐N/A	☐ Dual ☐ Jump ☐ Concurrent

Reason for Drop/Withdraw:

__ Administrative Withdraw __ Health __ Changed Mind __ Left/Moved Away
__ Conflict with Family/Work __ Military __ Dissatisfied - Class __ Personal
__ Dissatisfied - Grade __ Registered for Wrong Course __ Financial __ Too Difficult
__ Other _____

TEST SCORES / PREREQUISITES		
ACT:	Accuplacer:	Prerequisite Met: _____
Math: _____	Math: AAF: AR:	For course: _____
Reading: _____	Reading: _____	For course: _____

Initial each statement to indicate consent and understanding:

____ Jump Only: I have read and understand the refund policy. I understand that I have enrolled in classes and that I am responsible for payment for these classes. Nonpayment of tuition and fees or nonattendance do not constitute an official withdrawal, and I will be liable for tuition, fees, and grades earned.

____ My signature acknowledges that I understand that withdrawal from the above listed course(s) or changes in my schedule due to dropping and/or adding classes may affect my future financial aid** (i.e., veterans benefits, Pell, student loans, scholarships) and/or graduation status.

____ If I have any holds related to Student Financials, Orientation, or Student Conduct, I will be prevented from registering or adding any classes until resolved. This action becomes effective upon receipt by the Enrollment Services Staff.

Course Management

Adding/Dropping

For any course changes made after initial registration, you will need to complete a High School Course Management Form (see above) with your high school counselor and Sheridan College representative.
When dropping classes, be aware of the Add/Drop deadlines. Classes dropped after the first deadline will receive a "W" grade.

Waitlist

While working with a representative from Sheridan College, you may be waitlisted for a class. Your Advisor will inform you and your counselor, via your personal email, when you have been placed on the waitlist, and what your number in line is. If a spot opens, you will be placed in the class at that time. It is your responsibility to withdraw from the class by completing the appropriate paperwork with your counselor, and have it submitted before the established deadlines to avoid penalties.

Cancelled Classes

If you are signed up for a class and it is cancelled before the semester starts, you will receive a message to your sheridan.edu email. A representative from Sheridan College will also reach out to you to explore alternative options.

Repeating Courses

Students may repeat a course to better a previous grade on the recommendation of the Advisor. In such cases, both credit entries and both grades appear on the student's record. The credit form from any given course, or equivalent course on another campus, is applicable to degree requirements only once. The credit and the grades earned in the last attempt are used in calculating the grade point average. Grades of S, U, AU, and W do not apply.

Concurrent Registration

Concurrent classes are taught at the student's high school by a credentialed high school teacher.

- Both high school and college credit is earned.
- Participation is open to students grades 9-12.
- Courses available are dependent on high school offerings.

Registering for Concurrent Courses:

1. Enroll in your high school class through your high school counselor.
2. Submit an application to Sheridan College.
3. Complete and submit the Concurrent Enrollment Registration Form to your Sheridan College Advisor.
4. All forms must be signed by student, counselor, and parent (if student is under 18 years of age).

Sheridan College

SC Student ID: _____

High School: _____

Term: Fall 20____ Spring 20____

Concurrent Enrollment Registration Form

An application for admission must be on file to be eligible to register for classes. This Concurrent Enrollment registration form must be submitted each term for credit and completed by the student and signed by all appropriate parties.

I. Personal Information

Legal Name: _____
Last First Middle Preferred Nickname:

Date of Birth: _____ Cell Phone: _____ Personal Email: _____

Mailing Address: _____
Number & Street or PO Box City State Zip Code

II. Approved Course Selection

- Students must satisfy all course prerequisites and provide placement test scores where needed. Registration cannot be processed unless documentation of scores is attached or on file at the college.
- All students using this registration form will follow the College's official timelines, catalog, policies and procedures.

Concurrent Courses

Course Number (ex: ENGL 1010)	Course Title	Instructor	HS Class Period	Credit Hours	Test Scores
					ACT Math:_____ Reading:_____
					Accuplacer Math AAF:____ Math AR:____ Reading: _____

IV. Approval (Must Be Complete)

A. Release of Student Information to Parents

A student's higher education is protected by the Family Educational Rights and Privacy Act of 1974. The release of student information to a student's parents, by either the high school or the college, will be governed by the federal law. The college will not release academic information to a student's parents without the student's express written consent. FERPA release forms must be signed by the student in the Registrar's office every semester.

B. Adding or Dropping Courses

Once you have registered for any course (s) and then find you must adjust your schedule by dropping a course, you need to complete the High School Course Management Form (drop & refund deadlines will apply). The form is available through your high school counselor or Sheridan College Advisor. Course Management Forms must be signed by student, parent and High School Counselor.

By signing below, I, the student, authorize NWCCD to release information to my high school. I understand that information may be released orally, electronically, or in the form of copies of written records. I understand that any misrepresentation of the facts may result in the immediate cancellation of my student application or registration. I understand that my grades for this class(s) will become part of my permanent college record/transcript, and may impact my future eligibility for financial aid.

_____
Student Signature **Date**

Parent/Guardian approval for students under 18 years of age indicates acceptance of the course (s) taken.

_____
Parent/Guardian Signature – (if student is under 18 years of age) **Date**

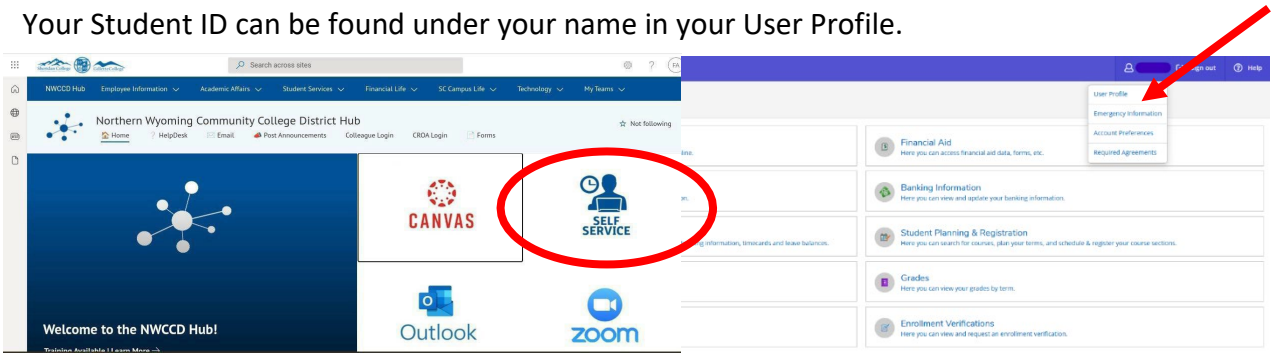
The undersigned high school official hereby approves of this student enrolling in the course (s) listed above and certifies that the student meets the requirements for enrollment. Course(s)" shall be counted towards the graduation requirements of the district" and "shall be made a part of the participating student's records maintained by the district." (Wyoming statute 21-20-201)

_____
High School Counselor/Administrator Signature **Date**

Now that you have created and logged into your NWCCD Hub student account, you will have access to all the resources available for your classes at Sheridan College.

How to Find Your Student ID

1. Login to your Hub account, and select **"Self Service"**.
2. Select User Profile.
3. Your Student ID can be found under your name in your User Profile.



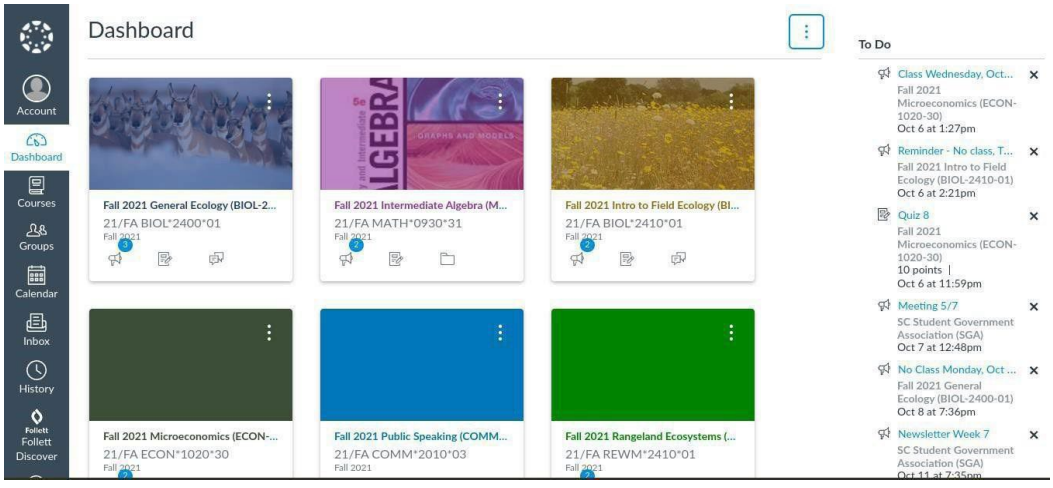
Canvas

One resource from the Hub you're going to be using a lot is Canvas. This is where you access your different college classes, interact with your professor and fellow students, and review/complete any coursework.

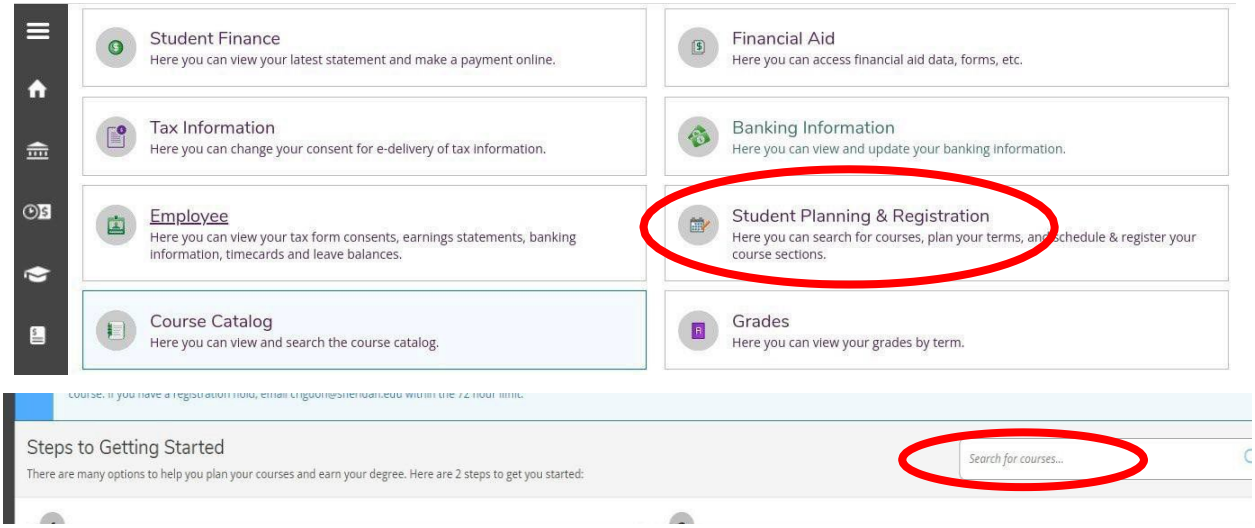
When you log into your NWCCD Hub, you will see the following options:



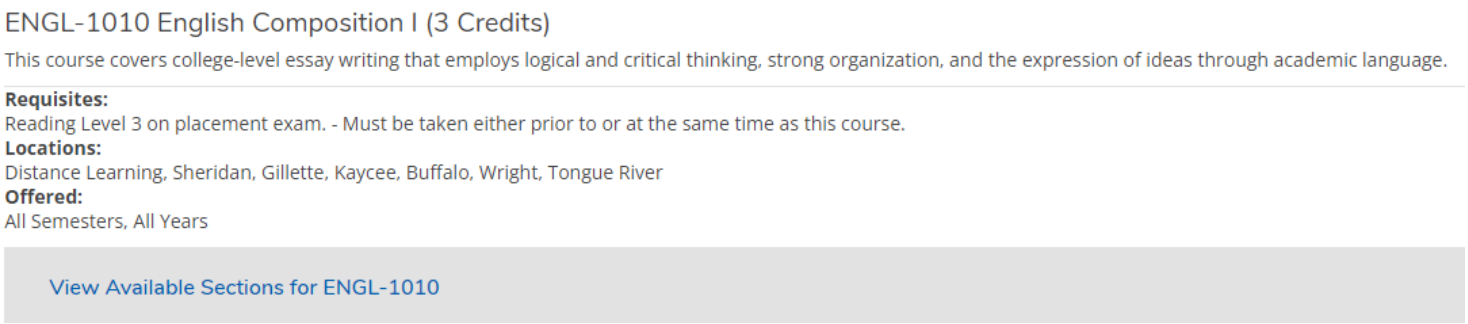
When in Canvas, across the left side of the screen, you will be able to access the dashboard, where all your college classes will be:



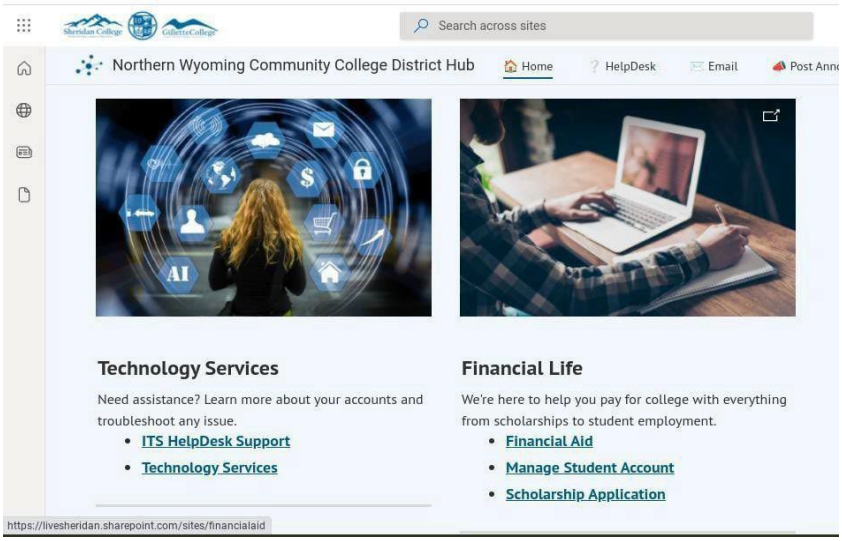
Self Service, shown below, is where students have access to a variety of other college student- related inquiries. For the Dual student, you can view your grades here and check out class offerings in the Student Planning & Registration section:



When you click on Student Planning & Registration and enter your course, you will be given an explainer on the term, course prerequisites, and other important information.
Select "View Available Sections" to see what sections/locations are available this semester.



There are other helpful links to explore via the NWCCD HUB:



Finally, we would recommend downloading the Canvas App for ease of use with your coursework:

CANVAS

College Services

Being a dual enrolled student grants you access to all standard support resources. These include:

- ADA Services
- Library
- Tutoring Services
- Math Center
- Technical Assistance
- Advising
- Counseling Services
- Dining Hall
  Commuter Meal plan is available

Accessibility Services

Americans with Disabilities Act (ADA) NWCCD is committed to maintaining an inclusive and accessible environment across all of its campuses. Ensuring that all members of the college community have access to facilities, information, and information technology associated with administration and services, coursework and instruction, programs, and college-sponsored activities is critical to NWCCD's educational mission and is among its highest priorities. The Americans with Disabilities Act (ADA), the Wyoming Civil Rights, and NWCCD policy prohibit discrimination against qualified individuals with disabilities in employment and educational programs. College websites must be accessible so that students, prospective students, employees, guests, and visitors with disabilities have equivalent access to the information and functionality provided to individuals without disabilities.

NWCCD provides reasonable accommodations in the form of modifications to practices or procedures to make its services, programs, and activities accessible to qualified individuals with disabilities, unless the modification would fundamentally alter the nature of a college service, program, or activity.

Individual students, staff, and faculty members are responsible for identifying themselves as an individual with a disability when seeking accommodation or, specifically in the case of students, a modification to an academic program. Individual students, staff, and faculty members are also responsible for documenting their disability (from an appropriately licensed professional) and demonstrating how the disability limits their ability to complete the essential functions of their job or limits the student's participation in services, programs, or activities of the College.

FERPA

According to the student right to privacy act (Family Educational Rights and Privacy Act (FERPA) of 1974), all rights of access to students' educational records transfer from parent to student when the student is enrolled in a postsecondary institution. To comply with FERPA requirements, Northern Wyoming Community College District shall obtain written consent from each student *every semester* before disclosing personally identifiable information from their educational record.
To obtain information regarding FERPA policies or to request a permission form, contact the records office at 307-675-0110.

Books and Supplies

As part of the dual enrollment grant, you will never be required to purchase textbooks or materials. Depending on your school, your counselor may pick up your books and supplies. Talk with your counselor to see what their process is. (This does not apply to Homeschool students.)

If you are required to pick up your materials, please work with our bookstore. Angela Oliver and her team will assist you in getting the right material. You will need your Sheridan College ID number and a physical ID (to verify your identity). Angela can be reached at 307- 675-0241 or email: a.oliver@follett.com. You can also view their website: www.sheridancshop.com.

Graduation

If you are finishing a degree while still in high school, you will need to fill out the Graduation Application here: https://nwccd.formstack.com/forms/gradapp

Transcripts

The classes that you take through our Dual/Enrollment program are for college credit. When you graduate from high school, it is your responsibility to request transcripts for those college course. Below is an overview on official transcripts, what they can do for you, and how to request them.

When are official transcripts required?

- International students – high school and all colleges to be accepted.
- Athletes – high school and all colleges for eligibility to play.
- WY Hathaway Scholarship – high school or high school equivalency certificate (HiSEC) to receive scholarship.
- Nursing and Dental Hygiene programs – high school to be accepted.

When official transcripts are highly recommended?

- For course placement into English and math – high school transcripts that have ACT/SAT scores on them. Scores are valid three years from high school graduation.
- For transfer credit – college transcripts (including dual/concurrent courses). * ○ To meet pre-requisites for next level courses. ○ To meet course requirements in your major.
  * *Students may register using unofficial college transcripts but will be dropped from courses 2 weeks prior to semester if official transcripts have not been received.*

How do I request my transcripts?

- High School, Guidance counselor, school office, district office
- State Department of Education
- www.needmytranscript.com
- High School Equivalency Certificate (HiSEC) – www.diplomasender.com
- College – most colleges now use online systems that email direct to the receiving school. Check the Registrar's web page at that school. Select Northern Wyoming Community College District as the receiving school and use Admissions@sheridan.edu as the email address.
- National Student Clearinghouse: www.nationalstudentclearinghouse.org
- Parchment: www.parchment.com

When all else fails, contact the Registrar's Office at the issuing school.

Prerequisites

Certain courses require prerequisites in order to take the course.

A prerequisite course is a required course that must be completed prior to enrolling in a more advanced course. Successfully completed prerequisite courses demonstrate that a student is competent enough to advance to the next level of coursework. Many courses require ACT or Accuplacer test scores to qualify for registration.

As a high school student, it is especially important to demonstrate the ability to complete these courses, to confirm that you can handle the more rigorous workload that comes with taking college level courses.

The following chart provides examples of course prerequisites. This list is *not* all-inclusive.

To find the requisites for courses you would like to take, log into your Hub account, click on "Self Service," then on "Student planning and registration." Scroll down and enter the course you are interested in into the "search for courses" search bar. Each class will list prerequisites and/or test score requirements.

If you have not yet enrolled at the college, you may refer to the course catalog found at https://catalog.sheridan.edu.

COURSE REQUIREMENTS				
COURSE	**CRED**	**PREREQUISITES:**	**ACT**	**Accuplacer**
BIOL 1010: General Biology I	**4**	Completion of or concurrent enrollment in MATH 1000 Problem Solving, MATH 0930 Intermediate Algebra or higher level math, or Math Placement Level IV. - Must be taken either prior to or at the same time as this course.	**23**	**Math Level 4 AAF - 240**
CHEM 1OO0 Intro to Chemistry	**4**	Enrollment in MATH 0930 Intermediate Algebra, or placement into a higher level mathematics course. - Must be taken either prior to or at the same time as this	**23**	**Math Level 4 AAF - 240**
CHEM 1020: General Chemistry I	**4**	Completion of or concurrent enrollment in MATH 1400 College Algebra, or placement into a higher level math course. CHEM 1000 Intro to Chemistry, or one year of high school chemistry is recommended but not required before enrolling in this course. - Must be taken either prior to or at the same time as this course.	**25**	**Math Level 5 AAF - 260**
MATH 1000 Problem Solving	**3**	MATH 0900 Pre-Algebra Arithmetic with a grade of "C" or better or Math placement level 3 - Must be completed prior to taking this course.	**21**	**Math Level 3 AAF 200/AR 260**
MATH 1400 College Algebra	**4**	MATH 0930 Intermediate Algebra with a "C" or better; or Math Placement Level IV - Must be completed prior to taking this course.	**23**	**Math Level 4 AAF - 240**
MATH 1405 Trigonometry	**3**	MATH 1400 College Algebra with C or better; or Math Placement Level V - Must be completed prior to taking this course.	**25**	**Math Level 5 AAF - 260**
MATH 1450 Algebra & Trig	**6**	MATH 0930 with C or better; or Math Placement Level IV - Must be completed prior to taking this course.	**23**	**Math Level 4 AAF - 240**
MATH 2200: Calculus I	**4**	MATH 1405 Trigonometry or MATH 1450 Algebra and Trigonometry with C or better, or Math Placement Level VI - Must be completed prior to taking this course.	**27**	**Level 6 No Accuplacer**
PHYS 1050: Concepts of Physics	**4**	MATH 0930 Intermediate Algebra or MATH 1000 Problem Solving or MATH 1500 Applied Technical Math with a grade of "C" or better, or placement into a higher level mathematics course. - Must be completed prior to taking this course.	**23**	**Math Level 4 AAF - 240**
PHYS-1110 General Physics I	**4**	MATH 1405 Trigonometry with a grade of "C" or better OR MATH 1450 Algebra and Trigonometry with a grade of "C" or better OR Math Placement Level VI or instructor consent. - Must be completed prior to taking this course.	**27**	**Level 6 No Accuplacer**
PHYS-1120 General Physics II	**4**	MATH 1405 Trigonometry with a grade of "C" or better OR MATH 1450 Algebra and Trigonometry with a grade of "C" or better OR Math Placement Level VI or instructor consent - Must be completed prior to taking this course.	**27**	**Level 6 No Accuplacer**
ENGL 1010: English Composition I	**3**	Reading Level 3 on placement exam. - Must be taken either prior to or at the same time as this course.	**18**	**Reading Level 3 Next Gen 255**

If a course you are taking has a pre-requisite based on test scores, you will need to provide proof of completion. ACT/SAT scores or an Accuplacer exam are used for placement as illustrated below. If you do not have the required ACT/SAT scores, contact your school counselor to take an Accuplacer test, or come to the Testing Center at Sheridan College, to take the test on campus.

NWCCD Placement Guide

English Transition & Placement Scores					
Reading Level	**ACT Reading ***	**Accuplacer NEXT GEN Reading ******	**SAT ERW ***	**Course**	**Course Title**
1	14 - 17	224 - 254	440 - 500	ENGL 0725	English Plus (with co-req ENGL 1010)
2	18 - 36	255 - 300	510 - 800	ENGL 1010	English I

Math Transition & Placement Scores[1]					
Math Level	**ACT Math ***	**Accuplacer NEXT GEN Math ******	**SAT Math ***	**Course**	**Course Title**
1	0 - 16 ***	AR 200 - 259	0 - 460	MATH 0900	Pre-Algebra
2	17 - 21	AR 240 - 300	470 - 530	BADM 1005	Business Mathematics
3	21 - 22	AR 260 - 300 OR AAF 200 - 239	540 - 550	MATH 0930	Intermediate Algebra
				MATH 1000	Problem Solving
				MATH 1500	Applied Math
4	23 - 24	AAF 240 - 259	560 - 590	MATH 1100	Data, Probability, and Algebra for Elementary School Teachers
				MATH 1400	College Algebra
				MATH 1450	Algebra & Trigonometry
5	25 - 26	AAF 260 - 300	600 - 630	MATH 1405	Trigonometry
				MATH 2350	Business Calculus I
				MATH 2355	Mathematical Applications for Business
				STAT 2050	Fundamentals of Statistics
				STAT 2070	Intro to Stat for Social Science
6	27 - 36	No Placement Score ****	640 - 800	MATH 2200	Calculus I

1. Basic Math may be waived if placement score is into Math Level 5 (Math Reasoning course level) or higher. Students will still be required to complete the overall hours to graduate.
2. Accuplacer Math: AR = arithmetic, AAF = advanced algebraic functions.

* ACT & SAT scores are valid for 3 years from high school graduation date.
** Accuplacer scores are valid for 3 years from the exam date.
** All exams taken after HS grad are also valid for 3 years. Check with FA for scholarship eligibility rules.
*** Adult basic education classes strongly encouraged for scores below 12.
**** Contact the Math Department to take an individualized exam.

When placing students, always use the highest placement scores within the valid time period.

Services Located in the Kooi Library:

Writing Center

- **FREE** 30-60 minute sessions for any writer at any stage of the writing process
- In-person, ZOOM, and delayed response (email) appointments available. Appointments can be made at **SC Just ASC**, a tab on the top of the library homepage.
- Writing consultants are there to help with:
    - the research process
    - using databases
    - APA or MLA formatting
    - expanding ideas or making writing more concise

Tutoring

- **FREE** 30-60 minute individual or group sessions are available for many classes. Sessions can be made on a one-time or recurring basis.
- In-person and ZOOM appointments are available. Appointments can be made at **SC Just ASC**, a tab on the top of the library homepage.
- Need a tutor for a class that isn't listed on the schedule? Complete a tutor request form in the library, or send an email to sclibrary@sheridan.edu.

Testing Services

- Kooi Library offers testing services for students that miss class on a test day, online students that prefer to test in person, or to those with accommodations. Please communicate with your instructor prior to booking a test.
- Testing forms can be found on the HUB under Student Services, or through your course Canvas shell.
- To schedule a test, complete the Testing Seat Request form.

Contact Information:

Joe Mueller
Director of Dual/Concurrent &
Data Management, PDSO
Sheridan and Gillette College
jbmueller@sheridan.edu
Office: 307-675-0501

Chelsea Jones
Dual & Concurrent
Enrollment Counselor
Sheridan College
cjones@sheridan.edu
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