

Guidebook to Sheridan College

2021-2022

Table of Contents

WELCOME & CONGRATULATIONS!	3
Important Phone Numbers.....	4
Academic Calendar	5
Sheridan College Building Abbreviations.....	6
Section 1: How To.....	7
How to Activate Your MyNWCCD Account.....	8
How to Access Your College E-mail	10
Multi-Factor Authentication.....	11
How to Apply for Financial Aid	13
MyNWCCD Self Service Overview	16
How to Navigate Financial Aid in Student Self-Service.....	25
How to Access Online Orientation	36
How to Price Textbooks at the Bookstore.....	38
Student Account – Online Payments/Add Authorized Party.....	40
Student Account – Refund Direct Deposit.....	42
How to Get Connected/Involved on Campus.....	43
How to Request Your Official NWCCD Transcript	45
How to Request Your Enrollment Verification.....	48
Apply for Student Employment Positions.....	50
How to Respond in an Emergency	54
Section 2: Campus Resources	56
Testing Services	58
College Success Program	59
Math Center.....	61
Sheridan College Writing Center	62
Sheridan College Tutoring Center	63
Counseling Services	64
Disability Services.....	65
Veterans Services.....	67
Credit for Prior Learning	73
Section 3: Appendix	74

NWCCD Academic Code of Conduct	75
Code of Student Conduct	88
Glossary of Terms Used in Higher Education and at NWCCD	90

Equal Opportunity: Non-Discrimination Clause

Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, gender identity, or any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Assistant Vice President for Human Resources, Jennifer McArthur, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Griffith Memorial Building, Room 141D, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.

Guidebook Updated: April 2021

WELCOME & CONGRATULATIONS!

We are so pleased you chose to join the Sheridan College community. This handbook is a resource to help you along the journey of college life. We want you to engage with the campus community through your academic work and through cultural, recreational and social activities. Students who are engaged in their learning and their social and physical well-being earn better grades and are more likely to complete. Our responsibility is to assist you on this journey and prepare you for your first destination after Sheridan College through an inclusive environment that supports our core values of respect, excellence, integrity and learning. We encourage you to use the handbook as a resource through your journey. It provides information on academic resources, office contact information, students' rights and responsibilities, policies and procedures, suggestions for engagement outside the classroom, and so much more.

During your time at Sheridan College, we encourage you to not only ask questions for information and clarity but ask questions that challenge our community to have high standards and treat each person with the highest level of success. We hope to challenge and support you in a way that helps you to learn effectively and develop into a positive contributor to our society at the local, regional, national, and international levels. We encourage you to be open to new people and new experiences...Sheridan College provides a world of opportunities.

Again, welcome to Sheridan College and best wishes as you begin your journey as a General!

Kind regards,

Jen Crouse, MBA
Vice President of Student Affairs



Important Phone Numbers

Sheridan College Main Number	307-675-0505
Admissions	307-675-0500
Advising and Testing Services	307-675-0100
Bookstore	307-675-0240
Business Office	307-675-0336
Campus Life and Housing	307-675-0510
Counseling and ADA Services	307-675-0122
Financial Aid	307-675-0200
Information Technologies	307-675-0555
Library	307-675-0220
TRiO	307-675-0141
Veteran Services	307-675-0777
Vice President of Student Affairs	307-675-0123

Academic Calendar
2021-2022 Academic Calendar

	<u>Fall</u>	<u>Spring</u>
Block A - full semester	8/30-12/17	1/24-5/13
Block B -- 1 st 8-wk session	8/30-10/22	1/24-3/15
Block C -- 2 nd 8-wk session	10/25-12/17	3/16-5/13
<u>Fall Semester 2021</u>		
Classes begin (Blocks A & B)	Monday, August 30	
Labor Day	Monday, September 6	
Fall Break	Monday, October 18 – Tuesday, October 19	
Last class day for Block B	Friday, October 22	
First class day for Block C	Monday, October 25	
Midterm grades due for Block A	Monday, October 27	
Thanksgiving break	Wednesday - Friday, November 24 - 26	
Last class day for Blocks A & C	Friday, December 17	
Final grades due for Blocks A & C	Tuesday, December 22	
<u>Spring Semester 2022</u>		
Classes begin for Blocks A & B	Monday, January 24	
Last class day for Block B	Tuesday, March 15	
Classes begin for Block C	Wednesday, March 16	
Midterm grades due for Block A classes	Monday, March 21	
Spring Break	Monday-Friday, March 21-25	
Good Friday – College Closed	Friday, April 15	
Last class day for Blocks A & C	Friday, May 13	
Commencement, Gillette College	Friday, May 13, 7:00pm	
Commencement, Sheridan College	Saturday, May 14, 1:30pm	
Final grades due for Blocks A & C	Wednesday, May 18	
<u>Summer Session 2022</u>		
Classes begin	Monday, May 16	
Independence Day Break	Monday, July 4	
Last class day	Friday, August 5	
Final grades due	Monday, August 10	

Sheridan College Building Abbreviations

BC – Broadway Center

Dome – Bruce Hoffman Golden Dome

GMB – Griffith Memorial Building

MAC – Mars Agriculture Center

Mohns – Mohns Center

SC – Science Center

TC – Technical Education Center

TRCC – Thorne-Rider Campus Center

W – Whitney Building

WAC – Whitney Academic Center WCA – Whitney Center for the Arts

WCI – Wyoming Culinary Institute

WPC – Whitney Performing Arts and Education Center (Downtown at the
WYO Theater)

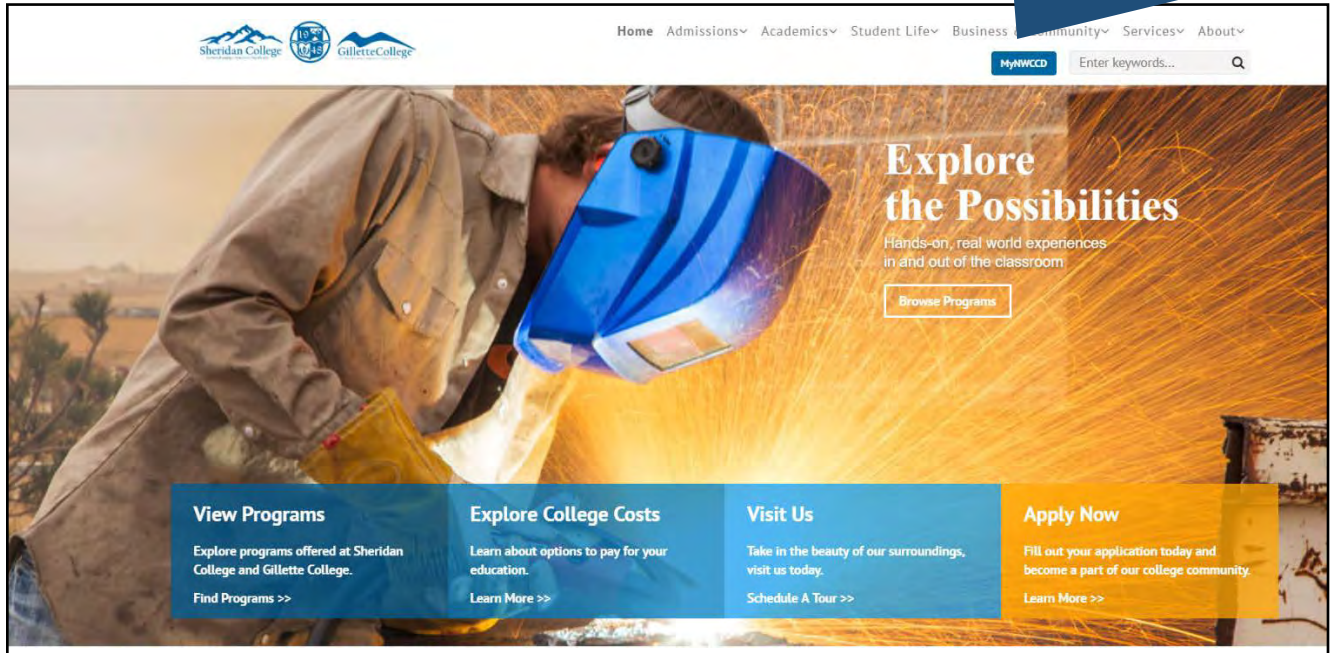
Section 1: How To...

- ☐ Activate Your MyNWCCD Account
- ☐ Access Your College Email
- ☐ Set up Multi-factor Authentication
- ☐ Apply for Financial Aid
- ☐ Utilize Student Planning
- ☐ Navigate Financial Aid in Self-Service
- ☐ Apply for Housing
- ☐ Access Online Orientation
- ☐ Research Your Textbooks
- ☐ Access Your Student Account Center (SAC) and Manage Your Student Finance Information (Paying Your Bill)
- ☐ Get Connected/Involved on Campus
- ☐ Request Your Official NWCCD Transcript
- ☐ Make an Appointment Using Calendly
- ☐ How to Request Your Enrollment Verification
- ☐ Apply for Jobs on Campus
- ☐ Sign up for NWCCD Alert
- ☐ Respond in an Emergency

How to Activate Your MyNWCCD Account


1. Go to www.sheridan.edu

Click on MyNWCCD in the upper right hand corner



Follow the instructions on the page. The email referenced is the one from Admissions once you were admitted. If you cannot locate this email, contact Admissions at 307-675-0500.

Account Services



New Account

[Activate my Account](#)

Existing Account

[Change Password](#)

[I Forgot my Password](#)

[Change my Name](#)

To activate your MyNWCCD Account you must supply your USERNAME and ACTIVATION PIN as shown in the email you received

Username:

Activation Pin:

Type exactly as shown in the email you received

New Password:

Confirm new password:

At least 8 characters long and it is case sensitive. It must contain 3 out of 4 of the following requirements: One UPPER CASE letter, one lower case letter, one number, one special character (\$,%,#,etc). Your password cannot match the previous two passwords that you have used, and cannot contain your first name, last name or username.

Security question:

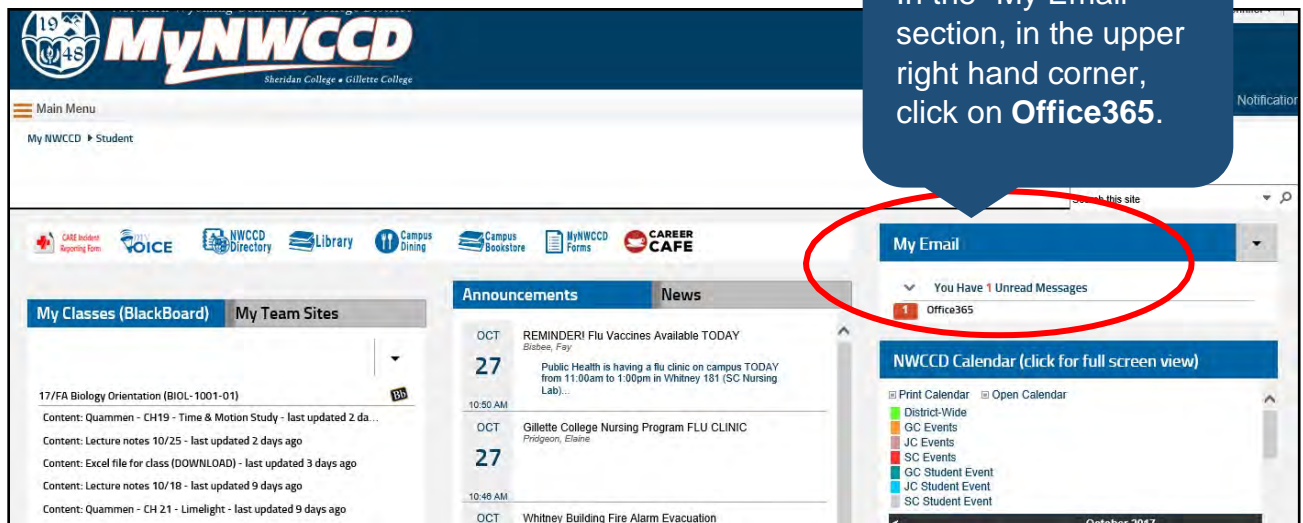
Security question answer:

Required to reset forgotten password

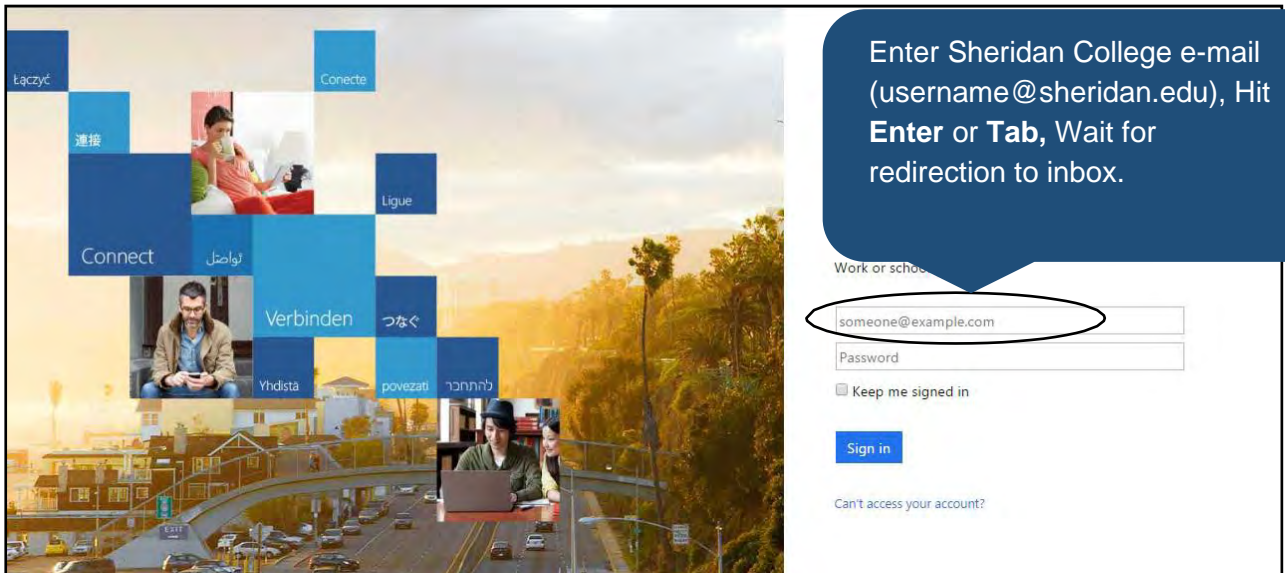
If you did not receive an email with your USERNAME and ACTIVATION PIN or you lost it, please contact Student Services for Sheridan at (307) 675-0100 or for Gillette at (307) 681-6000.

How to Access Your College E-mail

1. Log into MyNWCCD from www.sheridan.edu



In the "My Email" section, in the upper right hand corner, click on **Office365**.



Enter Sheridan College e-mail (username@sheridan.edu), Hit **Enter** or **Tab**, Wait for redirection to inbox.

Multi-Factor Authentication

NWCCD Information Technology Services

1 Whitney Way, Sheridan, Wyoming 82801



300 W. Sinclair Street, Gillette, WY 82718

Help Desk (307) 675-0555

ITS has implemented Two-Factor Authentication. To provide an additional layer of security, you will be **required** to set up once your account has been activated. **After the 30 minutes from activation**, try signing into your account.

Please review the methods available before proceeding.

Determine which security verification methods will be enabled and which is your default based on your preferences.

Authentication Method	Usage
Alternate phone <i>** this should be a mobile phone you will have with you **</i>	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)
Microsoft Authenticator app <ul style="list-style-type: none"> This app is free to download This app is recommended by the NWCCD ITS department, and will provide the best user experience  <i>** other authenticator apps may also work **</i>	Receive notifications for verification  Use verification code (app generates a verification code every 30 seconds ~ enter the most current code in the sign-in screen)
Office phone	Utilizing the office phone should only be used as a secondary option. <i>Because you will not be required to authenticate while you are on campus, we do not recommend using your office phone as your primary authentication method.</i>

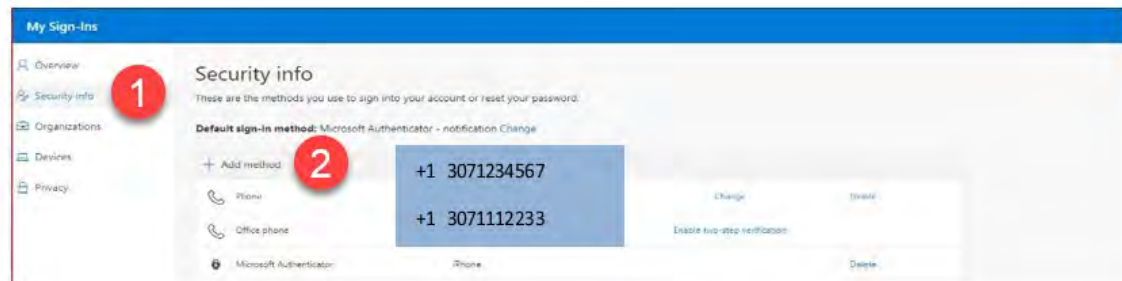
Mobile Email Recommendation for NWCCD email account



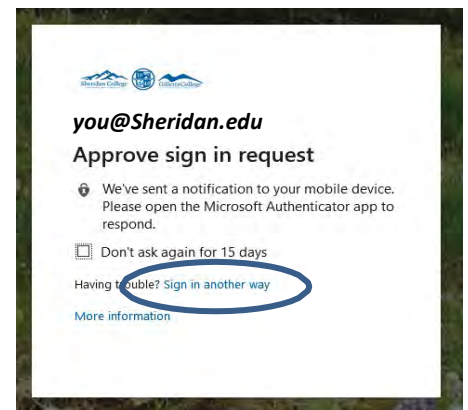
We recommend using the Outlook mail app on your mobile device, rather than the native mail app. The Outlook mail app works better with the Microsoft Authenticator app than the native mail app and will provide a better user experience.

Changing your Security Verification settings

You can change your Security Verification settings by logging into <https://mysignins.microsoft.com>. You can change or add methods.



The authentication methods you have defined will be available if you choose **Using different Authentication Methods**. When you are required to authenticate, you can select the “**Sign in another way**” to select from your other authentication methods.

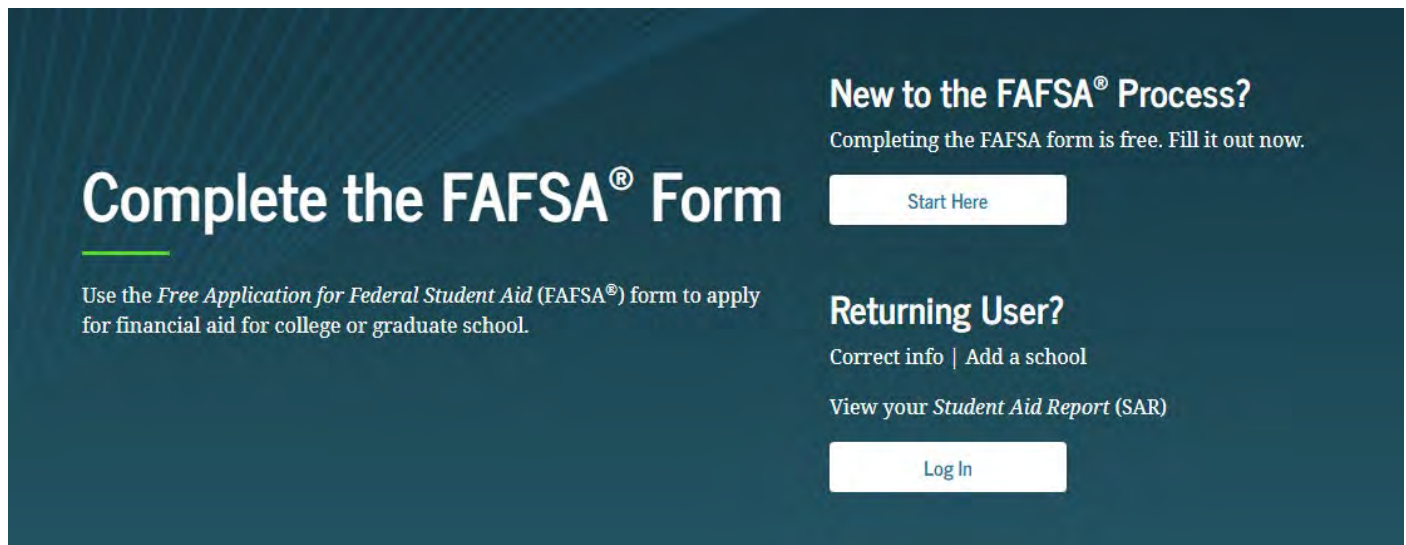


Troubleshooting

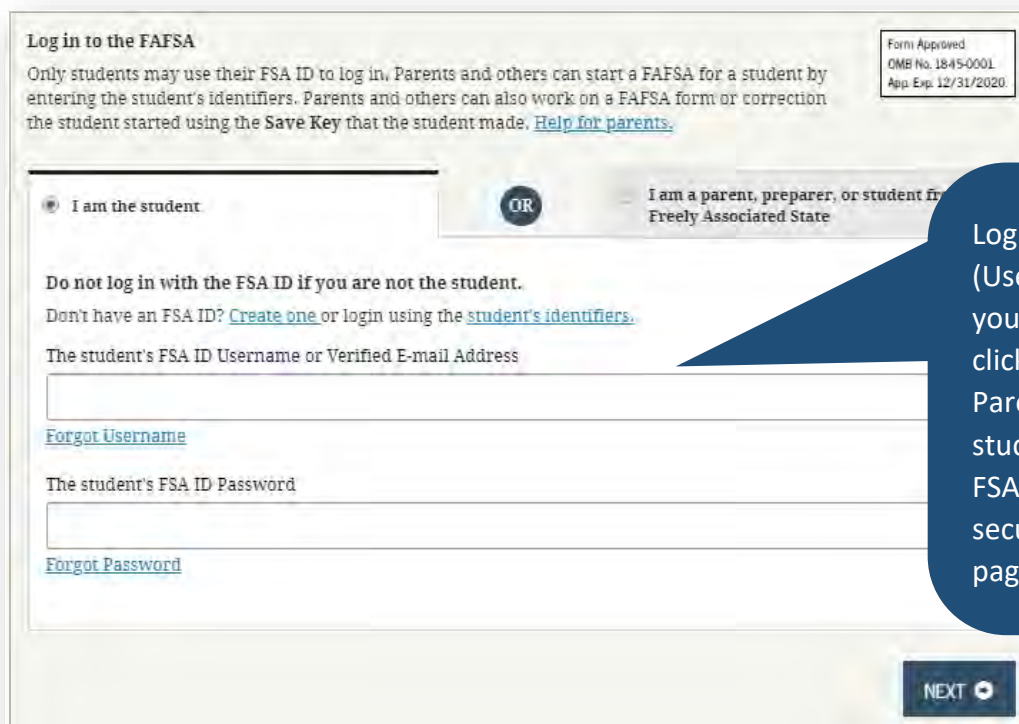
Issue	Resolution
From within the Microsoft Authenticator app, you have enabled phone sign-in.	This feature is not available, and you will receive an error message when you are trying to authenticate.
You are continually prompted to sign into email on your mobile device, even when you are in the process of logging in	<p>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.</p> <p><i>We recommend downloading the Outlook app and running that on your mobile device. This app works much better with the Authenticator process.</i></p>
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.	<p>Deny the approval and contact your NWCCD ITS team immediately https://helpdesk.sheridan.edu/ or 307-675-0555</p>

How to Apply for Financial Aid

1. Go to <https://studentaid.gov>
2. Click on 'Start Here' or 'Log In'



The image shows the FAFSA home page with a dark blue background. On the left, the text 'Complete the FAFSA® Form' is prominently displayed in white. Below it, a smaller line of text states: 'Use the Free Application for Federal Student Aid (FAFSA®) form to apply for financial aid for college or graduate school.' On the right side, there are two main sections. The top section is titled 'New to the FAFSA® Process?' and includes the text 'Completing the FAFSA form is free. Fill it out now.' with a white button labeled 'Start Here'. The bottom section is titled 'Returning User?' and includes links for 'Correct info | Add a school' and 'View your Student Aid Report (SAR)', with a white button labeled 'Log In'.



The image shows the FAFSA login page. At the top, it says 'Log in to the FAFSA'. Below this, a paragraph explains that only students can use their FSA ID to log in, while parents and others can start a FAFSA for a student. A 'Form Approved' stamp is visible in the top right corner. The login options are presented with radio buttons: 'I am the student' (selected) and 'I am a parent, preparer, or student from a Freely Associated State'. An 'OR' separator is between the two options. Below the 'I am the student' option, there is a warning: 'Do not log in with the FSA ID if you are not the student.' followed by a link to 'Create one' and a link to 'student's identifiers'. The login fields are labeled 'The student's FSA ID Username or Verified E-mail Address' and 'The student's FSA ID Password'. Both fields have 'Forgot' links. A 'NEXT' button is at the bottom right.

Log in using your FSA ID (Username and Password). If you do not have an FSA ID, click on 'Create one'. NOTE: Parent of a dependent student must also create an FSA ID using their social security number. See next page.

Create an FSA ID: If you and/or a parent need to create an FSA ID, follow these steps. When creating your FSA ID, it is important you use a personal email address (please do not use a high school email address as most high schools cut off access after graduation).

Create a New FSA ID

New to FSA? **Create an FSA ID** account below. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member.

You are not allowed to have an employee or agent of a commercial entity, or other third party, create an FSA ID for you for any purposes including but not limited to: payment reductions, debt consolidation or applying for aid. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

[Need help creating an FSA ID?](#)

Important: When you are done click the CANCEL button to clear your data, even if you did not finish creating your FSA ID. Just closing your browser window or going to another website may not be enough to prevent other people using this computer from seeing your information until the session expires.

Create an FSA ID Manage My FSA ID

Please enter your:

After you have created your FSA ID, you can log-in and follow the steps to filling out your FAFSA application. **Be sure to write everything down!** This is attached to your social security number and is not always easy to recover if you forget it. Students use this a few times a year, but parents will only use it to sign their student's FAFSA once a year (or when corrections are made).

FAFSA Tips:

- Add Northern Wyoming Community College District (Sheridan College) as a school; school code is **003930**
- Utilize the IRS Data Retrieval Tool to transfer the correct tax year onto your FAFSA application

Download the FAFSA app!

Download the myStudentAid app in the Apple App Store (iOS) or Google Play (Android).



Financial Aid Checklist

1. Apply for federal financial aid by completing the **Free Application for Federal Student Aid (FAFSA)** at <https://studentaid.gov>
 - a. Create your FSA ID (username and password), parent of dependent student must create a parent FSA ID
 - b. Add Sheridan College as a school; school code **003930**
 - c. Utilize the IRS Data Retrieval Tool to transfer the correct tax year on to the FAFSA application (uses taxes from 2 years ago)
2. Check out Sheridan College's **Cost of Attendance** page <https://www.sheridan.edu/admissions/tuition-fees/>
3. Utilize **Net Price Calculator** <https://sheridan.studentaidcalculator.com/survey.aspx> to get an estimate of what you might be paying out of pocket.
4. Activate your **@sheridan.edu email** on MyNWCCD to ensure you receive email communication from the Financial Aid Office.
5. Visit NWCCD's scholarship page <https://www.sheridan.edu/scholarships> to complete the scholarship application and view other scholarship opportunities.
6. Log onto your **Financial Aid Self-Service** to view if you will be required to submit any additional financial aid documents. See instructions beginning on pg. 23.
7. View **Student Employment** jobs on your MyNWCCD portal. See instructions beginning on pg. 57.
8. Get comfortable with <https://studentaid.gov> This is **your federal** financial aid dashboard throughout your full college experience!
9. The Sheridan College Financial Aid Office is open for walk ins Monday – Friday 8am – 5pm. You can also schedule an appointment using one of the following links:

Aaron Odom (Financial Aid Counselor, Senior): [Calendly.com/aodom-1](https://calendly.com/aodom-1) 307-675-0202

Chanda Richards (Financial Aid Counselor): [Calendly.com/crichards-8](https://calendly.com/crichards-8) 307-675-0204

Brenda Haseman (Scholarship Coordinator): [Calendly.com/bhaseman](https://calendly.com/bhaseman) 307-675-0203

Heidi Balster (Director of Financial Aid): calendly.com/hbalster 307-675-0201

MyNWCCD Self Service Overview

Your one stop access to your account

The screenshot shows the top of the MyNWCCD website. The header is dark blue with the MyNWCCD logo on the left and user information (Rigby, Thadus) and a search bar on the right. Below the header, there's a main menu and a notification bell. The main content area is divided into several sections: COVID-19 Resources, Email and All Office 365 Apps, My Bookmarks, and a grid of service icons. A blue callout bubble points to the 'Self-Service' icon in the grid.

COVID-19 Resources

FACE MASK REQUIRED
Please practice social distancing - stay at least six feet away from others.

COVID-19 Updates for NWCCD Employees
UPDATES and information for all employees can be found on the [President's Page](#). This will be updated as information becomes available. Please communicate with your supervisor if you have additional questions.

REMINDER: Please [register your cell phone](#) for text alerts.

Student Support Services

Self-Service

Email and All Office 365 Apps
Please use the following links:
• Email: <https://www.office.com>
• Calendar: <https://outlook.office.com/calendar/view/day>

My Bookmarks

CAMPUS LINKS
Appointment Assistant
Colleague UI 5 (Newest version in Production)

Click "Self-Service"

Login with your student email

Sign in

someone@sheridan.edu

[Can't access your account?](#)

Back

Next

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Tax Information

Here you can change your consent for e-delivery of tax information.



Student Planning

Here you can search for courses, plan your classes, and schedule & register your course sections.



Graduation Overview

Here you can view and submit a graduation application.



Academic Attendance

Here you can view your attendances by term.



Banking Information

Here you can view and update your banking information.



Grades

Here you can view your grades by term.

Click "Student Planning and Registration"



MyNWCCD Self Service Overview

our one stop access to your account



Student Finance

Here you can view your latest statement and make a payment online.

- View & print your statement, statements are not mailed
- See all your individual charges
- See all your applied financial aid
- Make an online payment(s)
- Set up a short-term payment plan prior to each semester



Financial Aid

Here you can access financial aid data, forms, etc.

- Submit your Free Application for Federal Student Aid (FAFSA)
- Submit required documents
- Order IRS tax transcript
- Review & accept your awards
- Complete loan counseling
- Review your Satisfactory Academic Progress standing (SAP)



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.

- Review your degree requirements
- Search for courses and sections
- Plan your schedule & adjust your course sequence
- Register for classes
- Check your placement scores
- Print an unofficial transcript



Enrollment Verifications

Here you can view and request an enrollment verification.

- Have proof of enrollment sent to:
 - Scholarship donor
 - Employer
 - Insurance company
 - Others as needed



Tax Information

Here you can change your consent for e-delivery of tax information.

- Sign up to electronically receive:
 - W-2 if student employee
 - 1098-T Tuition Statement for income tax purposes



Banking Information

Here you can view and update your banking information.

- Sign up for direct deposit to receive any excess financial aid or other refunds



Graduation Overview

Here you can view and submit a graduation application.

- Submit required grad application:
 - Receive confirmation your program is complete or not
 - Gathers information for commencement
- Needed to officially graduate



Grades

Here you can view your grades by term.

- View your mid-term and final grades
 - Instructors maintain test, quiz, etc. grades either in Canvas or some other system

Student Planning Reference Guide

Log in to MyNWCCD – Your one log in for all your student needs.

The image shows a screenshot of the MyNWCCD website. At the top, there is a navigation bar with the MyNWCCD logo and a user profile dropdown showing 'Rigby, Thadius'. Below the navigation bar, there is a search bar and a 'Main Menu' button. The main content area is divided into several sections. On the left, there is a 'COVID-19 Resources' section with a red banner that says 'Please practice social distancing - stay at least six feet away from others.' Below this, there is a 'COVID-19 Updates for NWCCD Employees' section. In the center, there is a 'Click "Self-Service"' callout pointing to the 'Self-Service' icon in the 'Student Support Services' section. On the right, there is an 'Email and All Office 365 Apps' section with links to the office email and calendar. Below this, there is a 'My Bookmarks' section with links to 'Appointment Assistant', 'Colleague UI 5 (Newest version in Production)', 'Colleague UI 5 TEST', and 'Consumer Information'. At the bottom, there is a 'Hello, Welcome to Colleague Self-Service!' section with a list of categories: 'Student Finance', 'Tax Information', 'Student Planning', 'Graduation Overview', and 'Academic Attendance'. A 'Click "Student Planning and Registration"' callout points to the 'Student Planning' category. On the right side of the bottom section, there is a 'Sign in' form with a text input field containing 'someone@sheridan.edu' and a 'Next' button. A 'Login with your student email' callout points to the email input field. There is also a 'Can't access your account?' link and a 'Back' button.

COVID-19 Resources

Please practice social distancing - stay at least six feet away from others.

COVID-19 Updates for NWCCD Employees

UPDATES and information for all employees can be found on the President's Page. This will be updated as information becomes available. Please communicate with your supervisor if you have additional questions.

REMINDER: Please register your cell phone for the MyNWCCD mobile app.

Student Support Services

Click "Self-Service"

Email and All Office 365 Apps

Please use the following links:

- Email: <https://www.office.com>
- Calendar: <https://outlook.office.com/calendar/view/day>

My Bookmarks

CAMPUS LINKS

- Appointment Assistant
- Colleague UI 5 (Newest version in Production)
- Colleague UI 5 TEST
- Consumer Information

Sign in

someone@sheridan.edu

Can't access your account?

Back Next

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

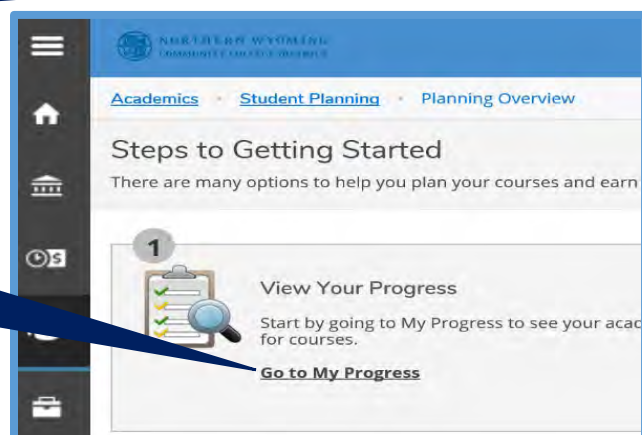
- Student Finance**
Here you can view your latest statement and make a payment online.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your schedule, and schedule & register your course sections.
- Graduation Overview**
Here you can view and submit a graduation application.
- Academic Attendance**
Here you can view your attendances by term.

Click "Student Planning and Registration"

Switch between pages with the options on this drop-down menu.

Student Planning – Home Page

Click on “My Progress” to check your degree requirements.



My Progress – Degree Requirements

The My Progress page will show your current degree program. If you are pursuing more than one degree or certificate, you can arrow between them.

You can also explore other programs by clicking “View a New Program.”

To make an official degree change, please see the Advising Office.

Check your degree requirements and your progress toward completing them.

General Education Requirements

Complete all of the following items. 0 of 7 Completed. [Hide Details](#)

A. Writing

Requirement: English I plus an approved advanced writing course

Complete all of the following items. 0 of 2 Completed. [Hide Details](#)

1. Basic Writing [Hide Details](#) 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term
Not Started	ENGL 1010			17PA

2. Select Advanced Writing from approved list 0 of 2 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started					

B. Communication

Requirement: Public Speaking

Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started	COMM 1010				

C. Cultural Studies

Scroll down to review your degree requirements. You will see yellow markers indicating that the required course is planned, green for completed, and red for not started. **Beware of the term referenced** – if you plan and/or register for a course that you do not complete, it will still show here as planned, even if the term is in the past.

Go to Plan & Schedule from the “Student Planning” dropdown menu.

Plan & Schedule – Schedule & Register for Classes

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< Spring 2019 - +

Filter to ICal Print

Four Sections:

Schedule – This view allows you to see one semester, to choose active sections during registration period, and to build a class schedule on a weekly calendar grid. When you have an acceptable schedule, you can register for all classes with the button in the upper, right corner.

Timeline – Your education plan by semester, with the recommended courses in a semester-by-semester sequence.

Advising – a place for you to read messages to and from your advisor, or leave notes about changes or choices on your degree plan.

Petitions & Waivers – a place for you to review any course substitutions or waivers on your account.

Review any advising notes on the Advising link.

Check your education plan sequence on the Timeline link.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Add a Term Remove Planned Courses

Fall 2018

- BIOL-1001-01: Biology Orientation
Credits: 1 Credits
- BIOL-1010-01: General Biology I**
Credits: 4 Credits
- CST-0000: Science and Technology Placeholder
Credits: No Credits or CEUs
- ENGL-1010-05: English I
Credits: 3 Credits
- HIST-1120-31: Western Civilization II
Credits: 3 Credits

Spring 2019

- AW-0000: Advanced Writing Placeholder
Credits: 3 Credits
- BIOL-2020: General Biology II
Credits: 4 Credits
- BIOL-2023: Plant and Fungal Biology
Credits: 4 Credits
- ENGL-2030: Critical Reading & Writing
Credits: 3 Credits
- ENGL-2030-21: Critical Reading & Writing
Credits: 3 Credits

Timeline View allows you to see the courses you need to complete your chosen degree or certificate in the recommended sequence. This is also known as your **education plan**.

The course blocks can be reorganized in this view due to scheduling conflicts, personal preference or to update your education plan. Pay special attention to any pre-requisites and consult with your faculty or academic advisor about the availability of courses in particular semesters.

To move a course to a different semester, use the drag and drop feature.

Click the “Schedule” link to build a schedule and register for classes.

Course Details

BIOL-1010: General Biology I
This course is a comprehensive, introductory college biology course emphasizing concepts related to the chemical basis of life and its molecular and cellular organization. Metabolic processes, genetics, evolution, and the scientific method are integrated into these concepts, and are explored using laboratory and lecture activities. Duplicate credit will not be given for BIOL 1020 Life Science.

Credits 4
Locations Offered Sheridan, Gillette, Buffalo, Wright, Kaycee, Distance Learning

Requisites

Completion of, or concurrent enrollment in, MATH*1000 or MATH 0930, or Math Placement Level IV, - Must be taken either prior to or at the same time as this course.

Schedule View - Building a Class Schedule

View available sections for each course in the left side course menu by clicking "View Other Sections". The class options show in light yellow on the weekly grid.

Hover over each section to see it darken on the calendar grid. Be careful to check the location to be sure you are looking at a course on your local campus.

To place one of the classes on your calendar, click the yellow box and a window will open. At the bottom of the window, click "Add section to schedule" (even on a waitlisted class).

ENGL-1010-01: English I

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Jensen, M
5/10/2021 to 7/2/2021
Seats Available: 17

Meeting Information

Register

The buttons here will be Register or Waitlist. **DO NOT** register until your entire schedule is built. If you need to get on the Waitlist, go ahead and click the button. When courses change from yellow Planned to a green Registered, But Not Started, then you are actually enrolled in the class, **even when there is still a yellow Waitlist Warning**.

Yellow, planned classes can easily be removed by clicking the "X".

NOTE: If you want to move a course to a different semester, you must first remove any planned (yellow) sections selected here, then go to Timeline to move the course. Remember a yellow selection is only tentative and you are not enrolled in the class until you register and the box turns green.

Course Catalog – add courses or sections to fulfill the requirements for placeholders in the education plan.

Search by course department and number, PSYC 1000 for example, here.

Course description and prerequisites are found here. Be careful about the “terms offered” as they are not always correct.

View Available Sections to look for courses currently active on the schedule, and to check if there is still room in the Course.

To try the course in your schedule, you need to add it to the plan. Do one of the following:

- 1. Add Course to Plan** (you have to choose the term in the pop-up box)

-OR-

- 2. Add Section to Schedule.**

Register or Waitlist for Classes

NOTE: Waitlist warnings may appear in yellow, even when your class box is green. To verify **your** status in the class, check the bar below the class title.

Register – when you are happy with the class schedule, click “Register Now” in the upper right corner to register for all classes.

In the course blocks, “Register” changes to “Drop.”

If a class is full but you want to be added to the waitlist, click “Waitlist.” You know you are on the list when the button changes to “Drop Waitlist.”

Payment Responsibility and Waitlists – READ this to understand your responsibilities

A payment option must be established by the first day of the term!

PAYMENT RESPONSIBILITY: Payment for your registration is due the first day of the semester. Please be sure you have 1) completed and verified Financial Aid that covers the balance, 2) signed up for a convenient, low cost payment plan at <https://nwccd.afford.com>, OR 3) paid in full.

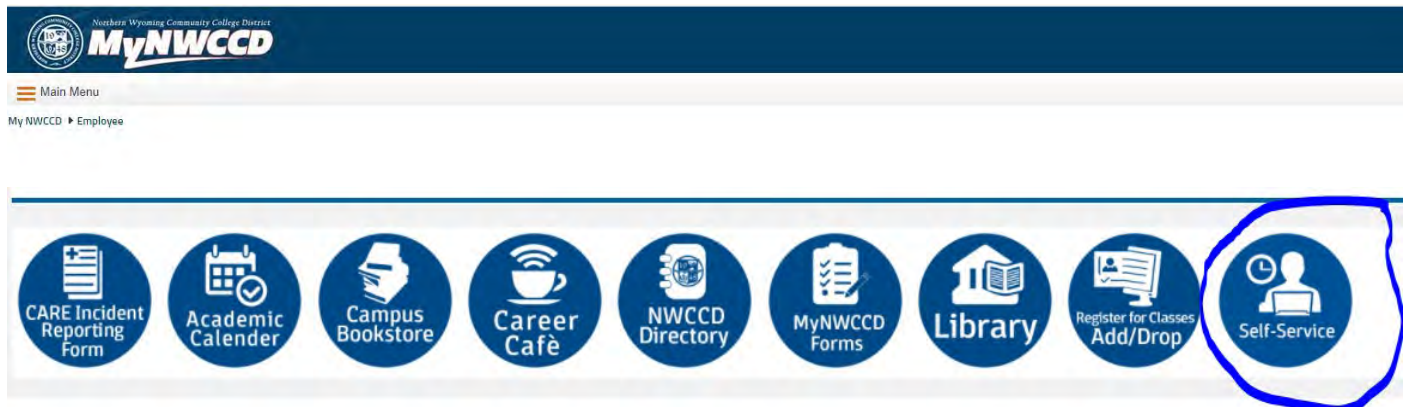
* Withdrawing from a class or classes? You are able to drop/withdraw from all but one course. You will need to complete the [Withdraw Form](#) or with Enrollment Services. If you have issues, contact Enrollment Services at 307-675-0110 in Sheridan or 307-681-6005 in Gillette or email at crigdon@sheridan.edu. If you are receiving financial aid, please work with the Financial Aid Office regarding your account. Please contact 307-675-0200 in Sheridan or 307-681-6040 in Gillette.

If you want to be added to a waitlist for a section, make sure you click the Waitlist button on the course to actually add yourself to the waitlist. Once class begins, the instructor monitors the waitlist.

NEW: Waitlisted students will be sent an email at your @sheridan.edu email account when a seat becomes available in your waitlisted section up until classes begin. You have 72 hours to log into your Student Planning (Plan & Schedule) from your MyNWCCD Self Service account and click Register. It is YOUR RESPONSIBILITY to register in your waitlisted course(s). If you do not register within 72 hours, your seat will be offered to the next student in line, and you will be dropped from the waitlisted section. If you have a registration hold, contact Enrollment Services within the 72 hour time limit.

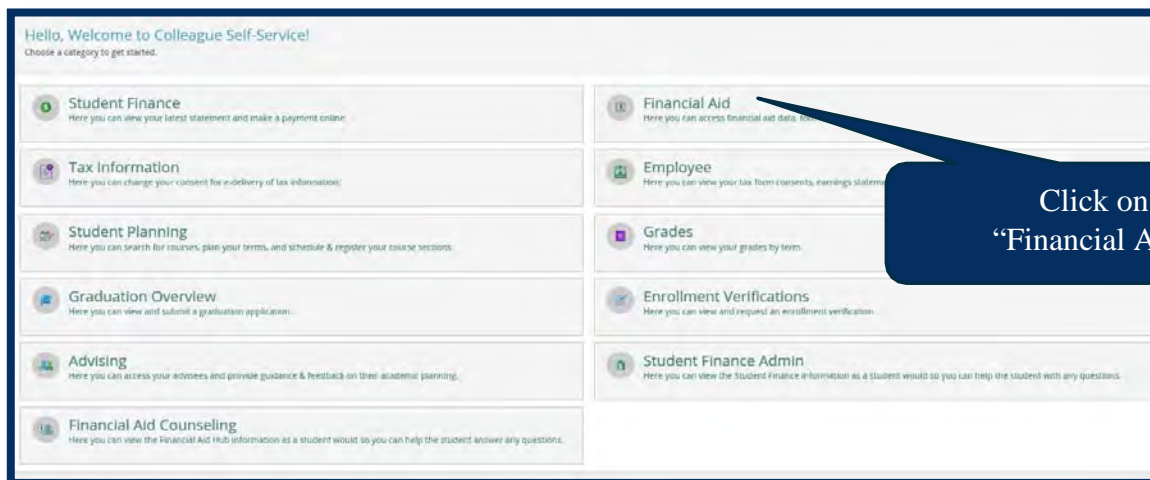
You have 72 hours to register after email notification of an open seat.

How to Navigate Financial Aid in Student Self-Service



Click the "Self-Service" bubble

Student Self-Service Home Page



Click on
"Financial Aid"

Self-Service Financial Aid Home Page

Welcome to Financial Aid!

Use College Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid ☒

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation is on file. [View your Financial Aid Summary and Award Package.](#)

You have missing documents!
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.
[Complete required documents](#)

Student Finance/
Amount Due 2/14/20
Amount Overdue:
Total Amount Due
[Go to Account Summary](#)

Checklist

Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Action Needed	Complete required documents
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	Review and accept your Financial Aid Award Package
Not Available	Review and sign your Financial Aid Award Letter

Hint: Be sure to select the correct award year

The checklist shows any actions required by the student. Check to see if additional documentation is needed for your FAFSA. This is also where students are notified if they receive a scholarship offer.

Checklist

Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Action Needed	Complete required documents
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	Review and accept your Financial Aid Award Package
Not Available	Review and sign your Financial Aid Award Letter

Self-Service Financial Aid Home Page

Welcome to Financial Aid!
Use College Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid ☒

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation was a Satisfactory status.

You have missing documents!

Checklist

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	Complete required documents
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	Review and accept your Financial Aid Award Package
Not Available	Review and sign your Financial Aid Award Letter

Review current financial aid award package, with the option of accepting Federal Direct loans from FASFA

Welcome to Financial Aid!
Use College Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2017-2018 Financial Aid ☒

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation was a Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.

You have missing documents!
In order to complete your financial aid application some additional documents must be submitted before the Financial Aid office can evaluate your information.
[Complete required documents](#)

Checklist

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓ Completed	Complete required documents
✓ Completed	Your application is being reviewed by the Financial Aid Office
✓ Completed	Review and accept your Financial Aid Award Package
✓ Completed	Complete Direct Loan Entrance Counseling
✓ Completed	Sign a Direct Loan Master Promissory Note Your MPN Expires on 3/28/2030
⚠ Action Needed	Annual Student Loan Acknowledgment
✓ Available	Review your Financial Aid Offer Letter

New for 21/22: Students must sign the Annual Student Loan Acknowledgment before borrowing student loans. This will need to be done every year.

Self-Service Financial Aid Home Page

Important Student Loan Information

- Loan Entrance Counseling and a Master Promissory Note must be completed prior to the Financial Aid Office processing the loan request. These are completed on <https://studentaid.gov>
- Master Promissory Notes are valid for 10 years.
- Students will see what amount of student loans they qualify for on their Self-Service page. The amount is split fall/spring/summer. If a student does not plan to attend for the summer semester, the loan amount can be split evenly between fall and spring.
- Students must be enrolled in 6 credits towards their program/degree in order to be eligible to request student loans.

The screenshot shows the 'Welcome to Financial Aid!' page. A callout box titled 'Student Finance Account Summary' is overlaid on the page. The summary shows:

Student Finance Account Summary	
Amount Due 2/15/2018	\$0.00
Amount Overdue	\$1,250
Total Amount Due	\$1,250
Go to Account Summary	

The background page includes a 'Checklist' at the bottom with 'Completed' and 'Action Needed' sections.

Click on “Go to Account Summary” to view charges in detail, awarded financial aid, and any remaining balance. If the remaining balance is a credit, this is your refund amount.

Self-Service Home Page



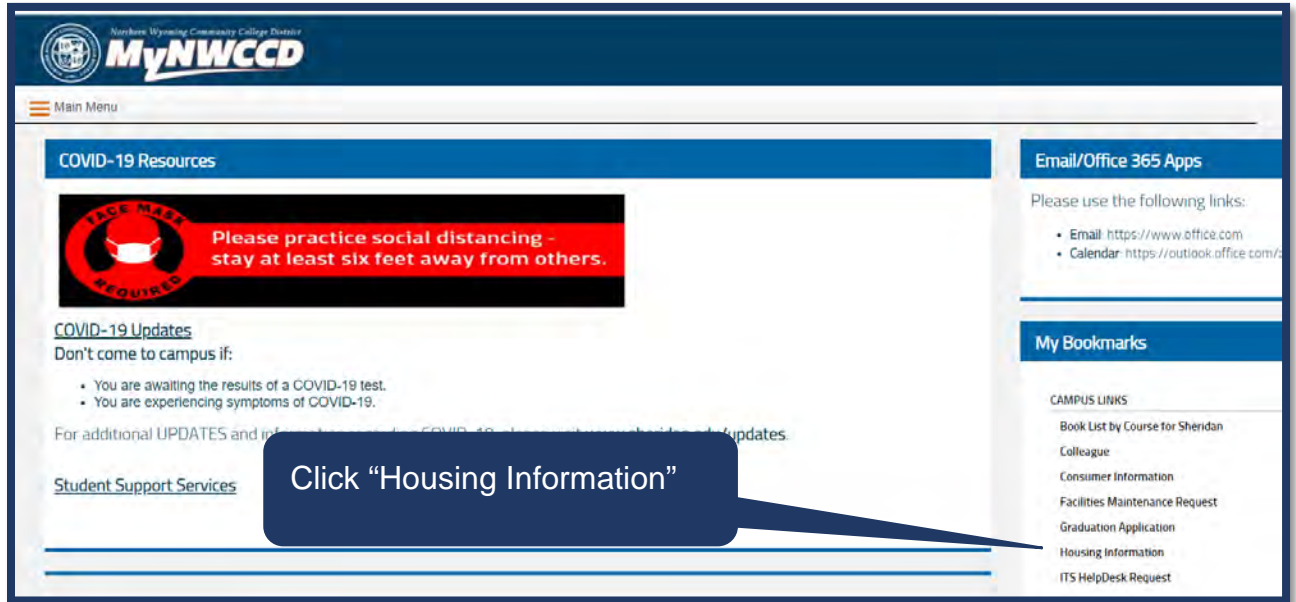
Student Finance shows your semester charges, your schedule, and what financial aid is applied to each semester's balance. This is also where you can pay your balance or set up a payment plan.

Student Finance is updated in real-time whenever the Financial Aid module is updated. Use Student Finance as a checklist to monitor scholarships received and if your federal financial aid is applied.

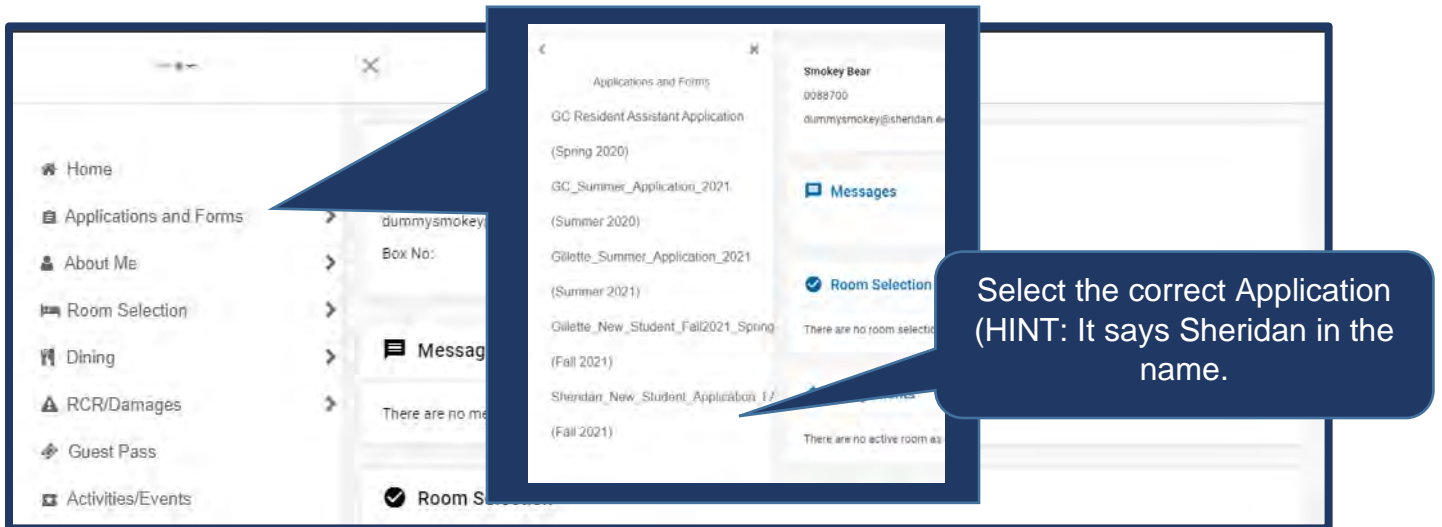
Check out how the Student Finance and the Financial Aid modules relate to each other, beginning on pg. 46.

How to Apply for Housing

Log in to MyNWCCD (<http://www.sheridan.edu/mynwccd/>)– Your one log in for all your student needs.



Click on Applications and Forms



Consent - Sheridan_New_Student_Application_FA2021_SP2022

**Northern Wyoming
Community College District**
CAMPUS LIFE & HOUSING

On-Campus Housing and Dining Contract

Contract

A. Room assignments are made on the assumption that the space is to be occupied for the entire period stated on the contract. This contract is a binding agreement which may be canceled only under certain conditions.

B. Assignments are made electronically. Room requests can be made after the application/contract has been completed, the deposit has been paid, and the student is registered for 12 credit hours or more for the term to be occupied. Reservations will be held only until noon of the first day of classes, unless arrangements are made in advance.

C. Students residing in District residence halls are required to purchase a dining meal plan.

D. The housing deposit reserves a room and also serves as a damage deposit which may be refundable if the contract is fulfilled. The District will deduct from the deposit any necessary cleaning or other charges for damage to, or loss of District property for which the student is responsible. The student is also responsible for costs of damages that exceeds the amount of the deposit. Deposits for rooms reserved but unoccupied will be forfeited.

E. Room and board charges are on a semester basis.

F. Housing reservations are recognized only after students have been accepted for admission to the District. Students living in residence...

If you do not agree, exit the application here.

If you agree, sign your name in the box below:

☒ Enter your full name to give consent. (Hand drawn signature will be auto generated)

☐ Use the signature pad to draw your signature

Enter your full name

clear signature

Read through the terms and conditions of the Housing Contract.

Sign here by either typing your name or using your mouse or touch screen.

My Information - Sheridan_New_Student_Application_FA2021_SP2022

01. Please provide the name you prefer to be called. (11 of 30 characters)

02. Please select a dining plan. NOTE: Dining plans are only for 1 semester. You will be able to select a different dining plan for the spring semester. *

03. Please provide your cell phone number. * (10 of 30 characters)

04. Please provide your cell phone carrier (i.e. Verizon, AT&T, etc.). *

05. Have you been, or are you in the process of being convicted of a crime? * ☐ Yes ☒ No

06. Do you smoke? * ☐ Yes ☒ No

07. Are you ok with a roommate who smokes? * ☐ Yes ☒ No

08. Are you ok with overnight guests of the same gender? * ☐ Yes ☒ No

09. Are you ok with overnight guests of the opposite gender? * ☐ Yes ☒ No

10. Are you ok with living in a gender inclusive (co-ed) suite? * ☐ Yes ☒ No

11. Do you need any special housing accommodations? ☐ Yes ☒ No

12. Do you need any special dining accommodations? ☐ Yes ☒ No

13. Which of the following best describes your personal hours?

14. The following describe some common in-room study habits. Please

Complete the application by answering the questions honestly. This is how people will search for roommates so it is best to be as honest as possible.

20. If you had to drive a friend to the airport, what drink should you have?

21. You are hanging out with a younger cousin, what board game should you play?

22. What candy are you swiping from someone else's Halloween bag?

23. It is Re-Run Family Night, what old school movie would you watch?

24. Please provide a short story about your favorite animal.

When you have answered all of the questions. You have the option to upload your Immunization Records by clicking on the Upload up to 5 Files button. You can also submit them by emailing screslife@sheridan.edu.

Continue **Upload up to 5 Files**

Once you are finished, click the continue button.

Addresses/Contacts - Sheridan_New_Student_Application_FA2021_SP2022

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Addresses

There are no Addresses to list

Contacts

Required	Completed	Type	First Name	Last Name	Relationship	Email	Phone	Address	Zip Code	Work	Edit
✓	✓	Emergency Contact	Buster Brown	Aunt		lbonnet@sheridan.edu	3077527879			N/A	
✓	✓	Missing Person Contact	Rocky	Significant Other		lbonnet@sheridan.edu	3071511651	6059398295		N/A	
✓	✓	Missing Person Contact	Rocky	Significant Other		lbonnet@sheridan.edu	3071511651	6059398295		N/A	

Continue

You must submit an emergency contact and a missing person contact. They can be the same person or someone different.

Click on the pencil icon to edit the information. Be sure to save after each one then hit continue.

*Northern Wyoming
Community College District*
CAMPUS LIFE & HOUSING

The housing deposit at NWCCD is \$200. \$150 is a refundable deposit if all terms and conditions of the contract are met. \$50 is a non-refundable administration fee.

The housing deposit reserves a room and serves as a damage deposit which may be refundable if the contract is fulfilled. The District will deduct from the deposit any necessary cleaning or other charges for damage to, or loss of District property for which the student is responsible. The student is also responsible for costs of damages that exceeds the amount of the deposit. Deposits for

Failure to complete all



When you click Continue, you will be redirected to Self Service to continue with your application.

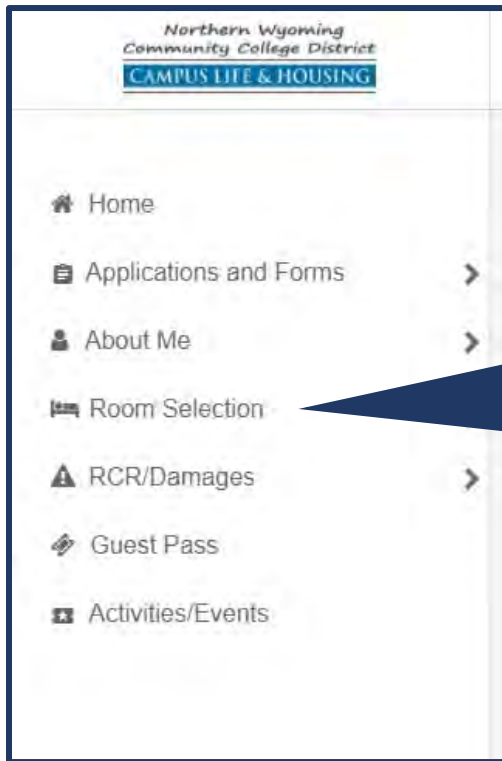
You are required to pay a \$200 housing deposit (\$150 is refundable and \$50 is a non-refundable administration fee) before you can select or be assigned a room.

deposit. A fee will

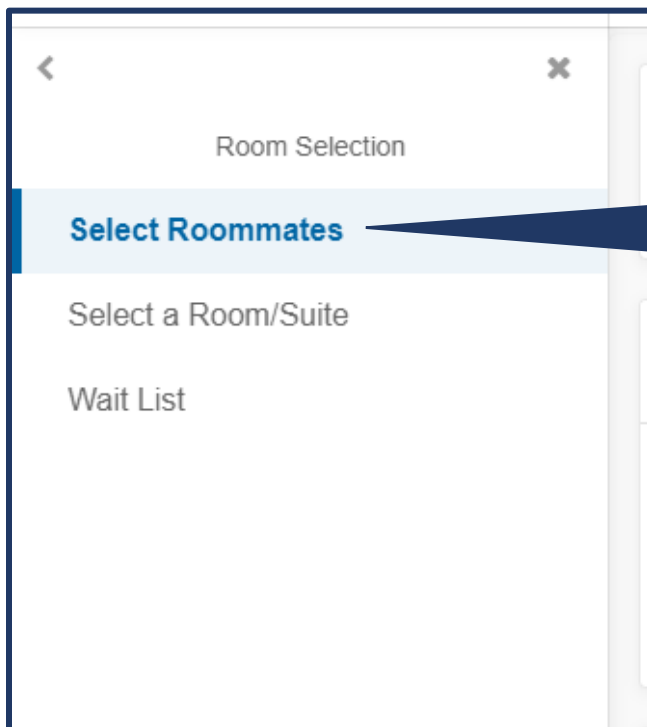
When you click Continue, you will be redirected back to

Continue

How to Select your Roommate



From your Housing Information home screen, click on Room Selection on the left-hand side of the page.



Next click on Select Roommates.

The screenshot shows the top part of a roommate search application. At the top, there is a dropdown menu labeled "For the Term:" with "Fall 2021" selected. Below this is a section titled "Roommate Requests (0)" which contains a table with a header "Name" and a message "You have no roommate requests." Below that is a section titled "Pending Roommate Requests (0)". At the bottom of this section is a link "Search for Roommate". Below the link are three dropdown menus: "Bedtime", "Game", and "Cleanliness".

For the Term: Fall 2021

Roommate Requests (0)

Name

You have no roommate requests.

Pending Roommate Requests (0)

Search for Roommate

Bedtime

Game

Cleanliness

Be sure you are in the Fall 2021 Term!

Then click Search for Roommate

You can search by a number of items, all of which come from the application. Try not to be too specific as it will be harder to match you with a roommate. Consider what attributes are most important to you and start there. Once you have selected what you want to search for, click the Begin Search button.

The screenshot shows the "Search Results (2)" section. It displays a profile card for a student. The card includes sections for "Socialization", "Study Habits", and "Profile". At the bottom of the card is a blue button labeled "Request Roommate".

Search Results (2)

Socialization : Room Use varies: I invite friends over but also need specific quiet time when studying.

Study Habits : Ambient noise: I do NOT mind some background noise in my room but need to have fewer distractions to study effectively.

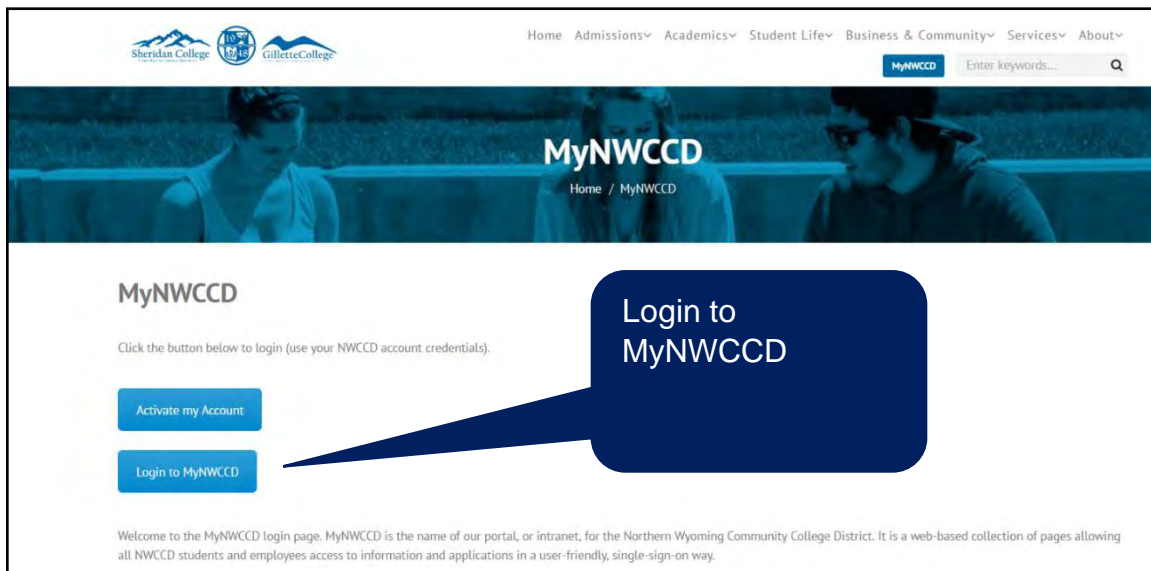
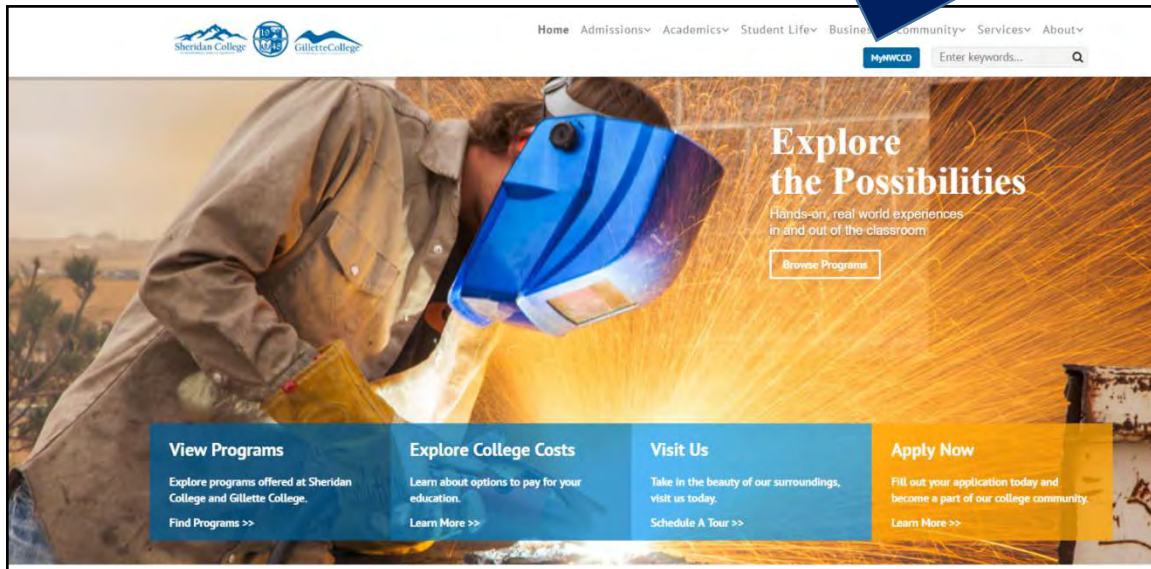
Profile: This student has not filled out a profile

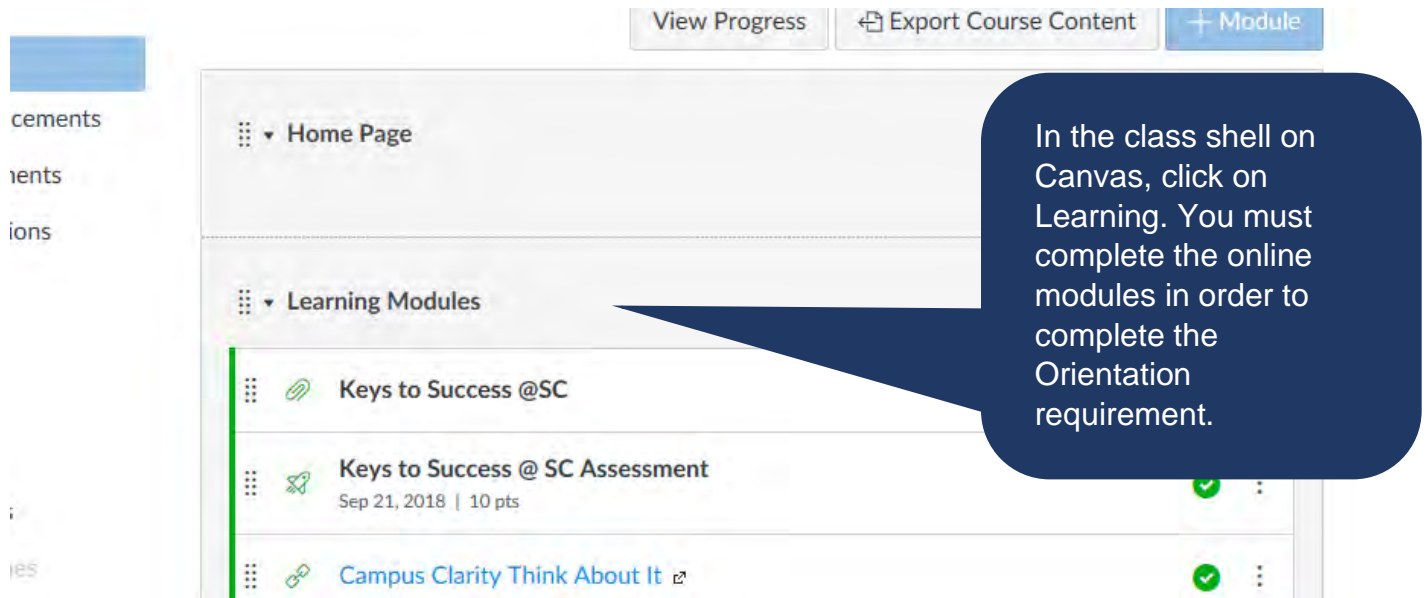
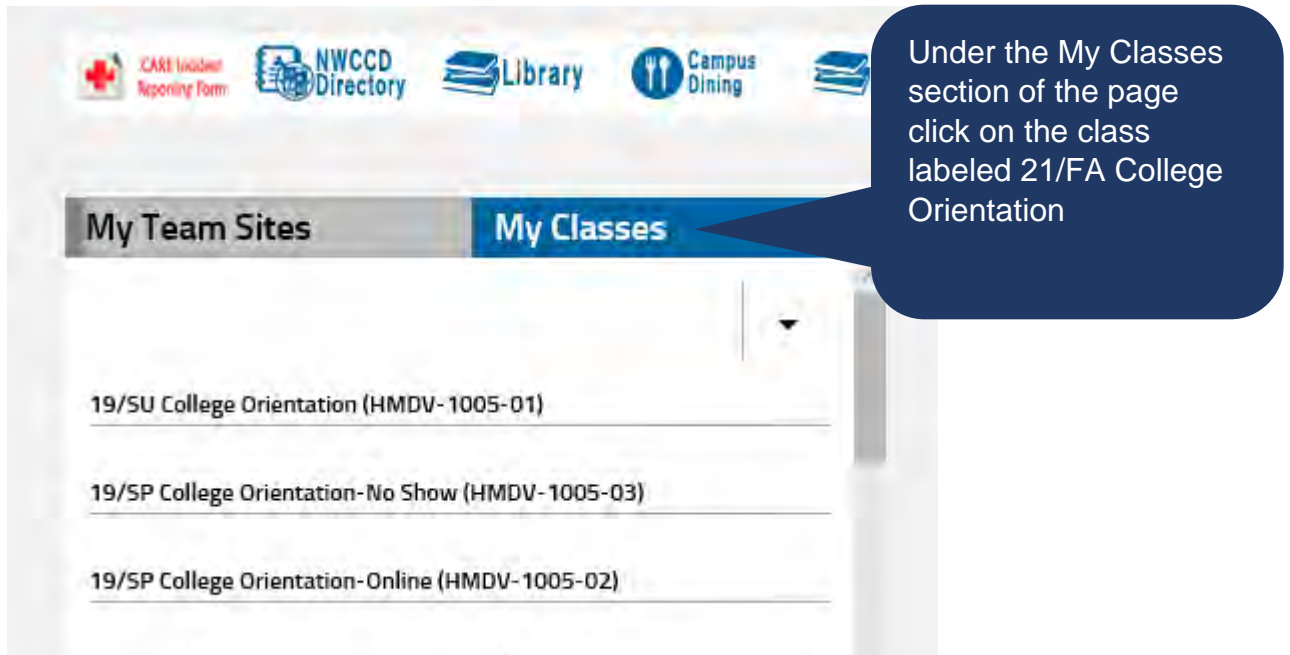
Request Roommate

Your search results will show at the bottom of the page. All the information from the application that is in the roommate selection search will show here. If this looks like a good match, click on the Request Roommate button at the bottom of the profile.

How to Access Online Orientation

Go to www.sheridan.edu and click on the MyNWCCD button located in the upper right hand





Click on each individual learning module to complete the task. Be sure to read the instructions before starting.

***If you have any issues with the Learning Modules contact Campus Life & Housing at 307-675-0510.

How to Price Textbooks at the Bookstore

1. What info do I need?


- a. Please have your student ID and/or student ID number
- b. Course prefix, number and section (e.g. ENGL 1010-05) for each class.

2. Where do I find it?

At the bookstore website - <https://www.bkstr.com/sheridanstore/home/en>

- Enter your 7 digit student ID for a complete listing OR
- Click on the 'Books' link to enter the information about your courses.
 - Remember that Distance Learning = online.

3. Make your selection.



Author: Kottak
Edition: 16th
ISBN: 9780077861537

Type	Buy/Rent	Option	Rental Period	Provider	In Stock ?	Your Price
<input type="checkbox"/> PAPERBACK	BUY	NEW			✓	\$271.25
<input type="checkbox"/> PAPERBACK	BUY	USED			✓	\$203.50
<input type="checkbox"/> PAPERBACK	RENT	NEW	Due: 5/11/18		✓	\$217.00
<input checked="" type="checkbox"/> PAPERBACK	RENT	USED	Due: 5/11/18		✓	\$108.50
<input type="checkbox"/> Digital	RENT		180 Days	McGraw-Hill	✓	\$82.19

Search on ISBN if comparison shopping

Your Sheridan College Bookstore

Convenient
Book buyback
School supplies
Charge against your
excess financial aid
awards



Buy at the bookstore or
order online at
<https://www.bkstr.com/sheridanstore/home/en>.

Have them shipped to
your door or saved to
pick up in the store.

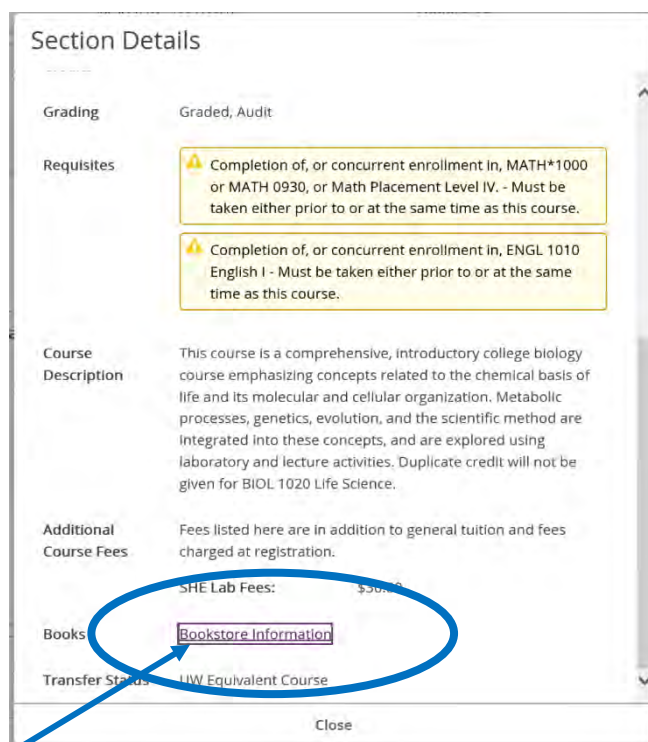
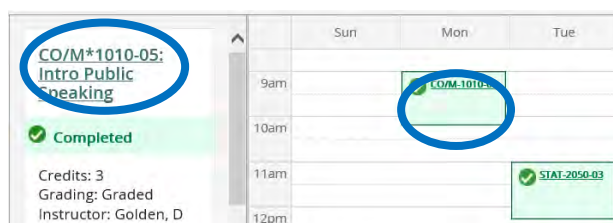
Books are expensive – Shop smart!

Using Student Planning to Find Your Required Textbooks

Find your book requirements in any location in Student Planning that provides Section Details.

- Course availability in Catalog
- On Timeline if a section is picked
- On Schedule if a course is planned or registered

Click on a link for a course that includes a section number, e.g. CO/M 1010-05, to open Section Details.

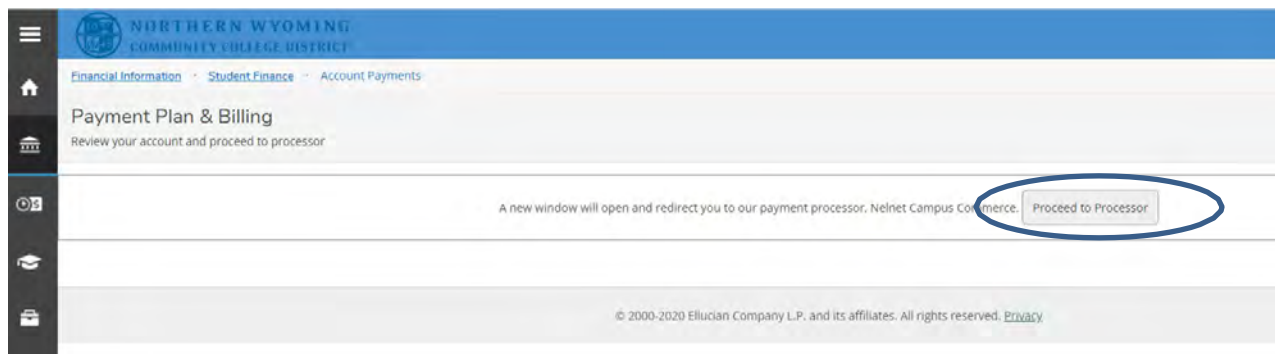


This link takes you directly to the requirements for the specific section as provided to the bookstore by the instructor.

Student Account – Online Payments/Add Authorized Party

www.sheridan.edu/payments

Login with MyNWCCD username/password. Click 'Proceed to Processor'.



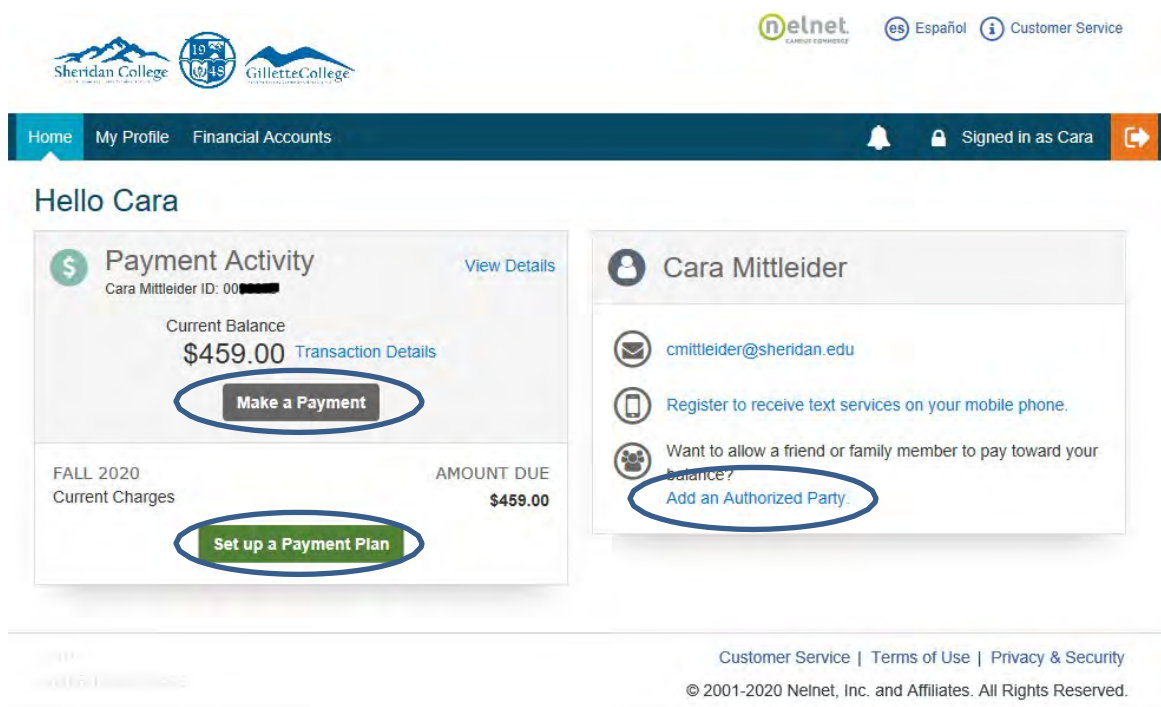
If prompted, verify your information, enter a phone number and click 'Submit'.

If prompted, create a 4-digit PIN and click 'OK' to continue.

'Make a Payment' > Click here for a one-time payment on your account.

'Set up a Payment Plan' > Click here to enroll in a payment plan.

'Add an Authorized Party' > Click here to give an Authorized Party access to your NWCCD account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.



Student Account – How Much Do I Owe?


www.sheridan.edu/accountactivity

Login with MyNWCCD username/password.


For a PDF copy of your statement, click 'View Statement'. Your statement will load as a PDF and you can print, email, save, etc.

Click 'Expand All' to see your semester charges, financial aid, refunds and balance due.


Term Spring 2021 - Balance: \$0.00 [View Statement](#)


Charges
\$3,086.46


-


Financial Aid
\$5,747.00

+


Refunds
\$2,660.54

=


Balance
\$0.00

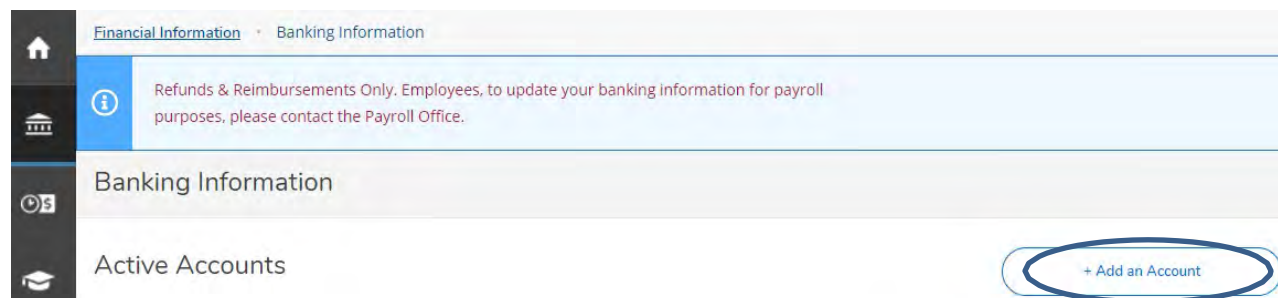
[Expand All](#)

Charges	\$3,086.46	▼
Financial Aid	\$5,747.00	▼
Refunds	\$2,660.54	▼
Balance	\$0.00	

Student Account – Refund Direct Deposit

www.sheridan.edu/account

Login with MyNWCCD username/password. Click '+Add an Account'



How to Get Connected/Involved on Campus

You have many options when it comes to getting involved with your campus community. We encourage you try something new or expand on a current interest.

Attend an on-campus event:

With nearly 400 activities throughout the year you are sure to find something that catches your interest.



Magicians, laser tag, comedians, dances and more! We offer something fun for everyone.



Open Gym up to five nights every week, tournaments and off campus events. Everyone is welcome no matter what skill level.



We offer day trips, educational activities and gear rental.



The voice of our resident students, this group is all about making our campus feel a bit more like home. Hosting events such as Trick or Treating on campus and the annual Super Bowl Party.

Leadership Opportunities:

Student Government Association (SGA): Your voice to the administration. A great leadership opportunity. All students are welcome.

Student Employment: Learn new skills and meet new people. Working on campus is a great way to not only earn some extra cash but to make connections all over the school.

National Society of Leadership and Success (NSLS): Become part of the nation's largest leadership honor society. NSLS is an organization that helps people discover and achieve their goals.

Phi Theta Kappa (PTK): Specifically, for students at two-year colleges PTK provides opportunities for students to grow as scholars and leaders.

Join a Club:

Student Clubs and Organizations: There are a variety of clubs on campus based on shared interests whether it be academic or just for fun. We also accept new club applications if you want to start your own.

ADD US ON SNAPCHAT!

THROUGH SNAPCODE



OR @ sccampuslife

FIND OUR EVENTS AT



SC Campus Life



sheridancollegewy

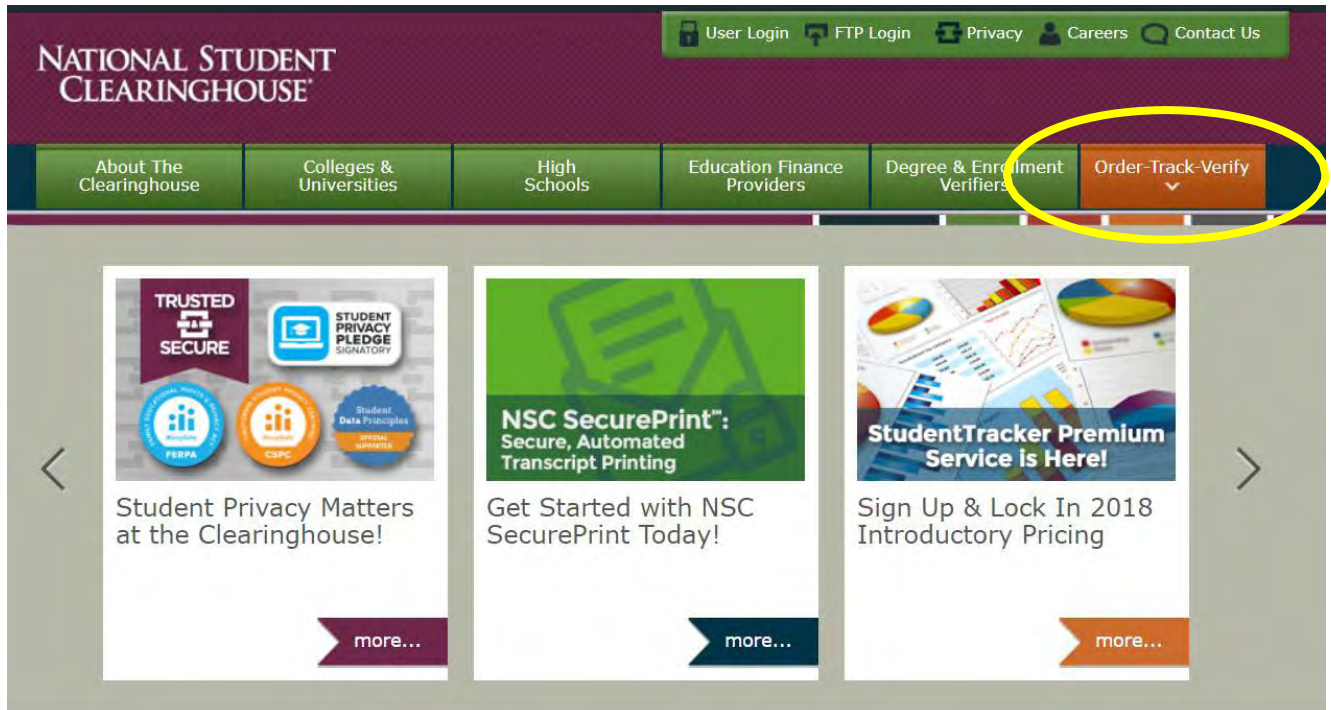


sccampuslife



How to Request Your Official NWCCD Transcript

1. Access <http://studentclearinghouse.org>
2. Click the orange Order-Track-Verify button on the toolbar.






3. Select Order or Track a transcript from the drop down menu.
4. Select Northern Wyoming Community College District from the drop down menu.

The image shows the 'Transcript Ordering Center' page. At the top, there is a dark purple header with the logo on the left and a green navigation bar on the right containing links for Accessibility, Help, Contact, and Home. Below this is a dark blue banner with the text 'Transcript Ordering Center'. Underneath the banner is a 'System Messages' section with a message: 'Important Information : Due to high volume of transactions in January your transcript order may take additional time to process.' Below the system messages is a section titled 'Order or Track a Transcript'. It contains the text: 'Ordering and tracking a transcript has never been so quick and easy. On the list below, select the college or university from which you want to order a transcript or track an existing transcript order, then select Submit.' At the bottom of this section, there is a form with a label '* I want to order a transcript from:' followed by a dropdown menu showing 'Northern Wyoming Community College District' and a green 'Submit' button.

5. Follow the instructions on the screen to complete your order. The cost is \$5 for electronic and \$10 for mail effective June 1, 2017. Mail will be limited to 3 copies. A debit or credit card may be used.

Transcript Ordering Center



[Accessibility](#) [Help](#) [Log Out](#)

System Messages

Important Information : Due to high volume of transactions in January your transcript order may take additional time to process.

Welcome to Transcript Ordering

Northern Wyoming Community College District – Sheridan College and Gillette College – is pleased to offer transcript ordering services through National Student Clearinghouse.

Sending your transcript to another college? Send it electronically. A list of receiving colleges will be provided to you. Electronic delivery is faster and preferred.

Sending your transcript to an employer or other individual? Send it electronically. Provide a receiving email address and the recipient can download your transcript the same day.

Effective June 1: Paper transcripts \$10, Electronic transcripts \$5.

Track Your Order

Your Transcript Order #:
 [Help](#)

Your Email Address:
 [▶](#)

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

You can pay for your transcript order, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank. Order updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.


The following may be required to order a transcript online:


- ✓ A major credit or debit card
- ✓ An email account
- ✓ Your signed consent

Start

Questions? Check [FAQs and Transcript Ordering Help \(select here\)](#).


Transcript Ordering Center

Sheridan College
Workforce Learning Community College District

1948
Gillette College
Workforce Learning Community College District

[Accessibility](#) [Help](#) [Log Out](#)

System Messages

 **Important Information** : Due to high volume of transactions in January your transcript order may take additional time to process.

Enter Personal Info

Select Recipient

Enter Recipient Details

Review Order

Enter Payment Info

Sign Consent

Enter Your Personal Information

Items marked with * are required.

Enter Your Information

Current Name:

* First Name:

Middle Name:

* Last Name:

* Date of Birth:

mm/dd/yyyy (with or without slashes)

Name While Attending School:

(If different from current name)

First Name:

Middle Name:

Last Name:

Your school requires one or the other of the following personal identifiers.

Student ID (7 digits) :

Social Security Number:

You can enter the SSN either with or without dashes.
Example: 123-45-6789 or 123456789

Confirm Social Security Number:

The Records Office is no longer printing transcripts.

47

How to Request Your Enrollment Verification

When do you need an enrollment verification? Anytime you need to provide proof of enrollment. This includes health insurance coverage, car insurance, scholarship, etc.

The screenshot shows the MyNWCCD website interface. At the top, there's a navigation bar with the MyNWCCD logo and a user profile dropdown. Below the navigation bar, there's a search bar and a main content area. The main content area is divided into several sections: COVID-19 Resources, Email and All Office 365 Apps, My Bookmarks, and a grid of service icons. A blue callout bubble points to the 'Self-Service' icon in the grid, with the text 'Click "Self-Service"'. To the right, there's a sign-in section for Sheridan College. A blue callout bubble points to the email input field, with the text 'Sign in with your student email'. Below the sign-in section, there's a 'Can't access your account?' link. At the bottom, there's a 'Hello, Welcome to Colleague Self-Service!' section with a grid of service categories. A blue callout bubble points to the 'Enrollment Verifications' category, with the text 'Click "Enrollment Verification"'. The 'Enrollment Verifications' category description says: 'Here you can view and request an enrollment verification.'

Click "Self-Service"

Sign in with your student email

Click "Enrollment Verification"

Enrollment Verification Requests

Enrollment Verification Requests

Add New Request

No enrollment verification requests on file

Click "Add New Request"

Please complete the form below to request an enrollment verification. For more information please contact the Registrar.

Recipient *

Address *

☐ Outside US/Canada

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

City *

City

State/Province *

Please choose a state/province

ZIP/Postal Code *

ZIP/Postal Code

Copies *

1

Comments

Cancel

Submit

Fill out the form and click "Submit"

*Enrollment Verifications are processed the next business day of submission of the request.

Apply for Student Employment Positions

NWCCD Job website: <https://jobs.sheridan.edu/>

In order to apply to a job, you must create an account:



Home
Search Jobs
+ Create Account
Log In
Help

Click create an account

Log in to your account

*Required fields are indicated with an asterisk **

* Username

* Password

[Forgot your username or password?](#)

Log In

Apply with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae.

Or [Create an Account](#)



Home
Search Jobs
+ Create Account
Log In
Help

Click create an account

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Create account

Apply with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae.

[Log in to your account](#)



Home

Search Jobs

+ Create Account

Log In

Help

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Save time and upload your resume to prefill sections of your application.

Upload Your Resume

Login Information

Required fields are indicated with an asterisk *

* Username

* Password

* Password Confirmation

First Name

Last Name

* Email

* Email Confirmation

Create account

Apply with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae.

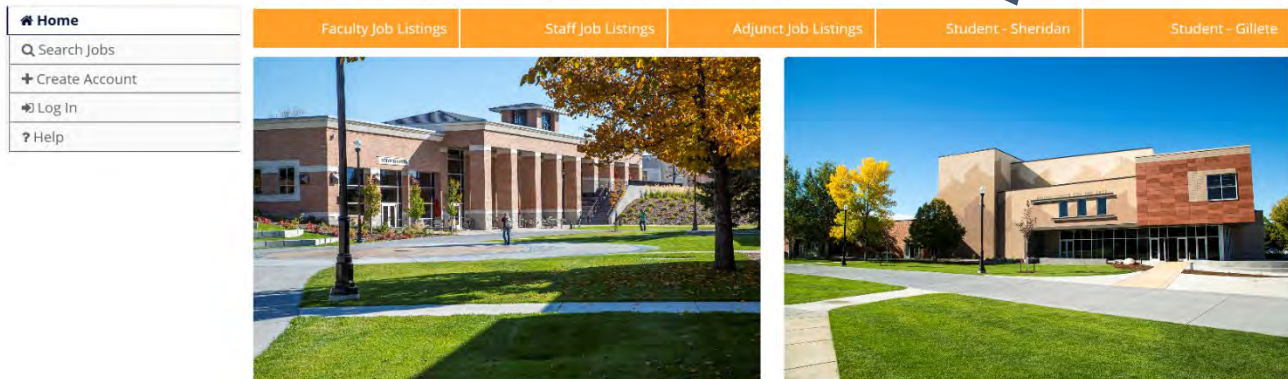
Or Log In to your account

Complete the required fields
(Indicated by the red asterisk*)

Click Create account

Once your account has been created, your application information is available to apply for additional student employment positions. Please see the following pages as reference to searching for student employment positions.

Click tab for your campus employment postings: Student – Sheridan or Student – Gillette



Search Postings (2)

View all open Postings below, or enter search criteria to narrow your search.

Keywords:

Posted Within:

Location:

Job Category:

Click the Search button to show available positions

Be sure to enter the location you are looking for (Sheridan or Gillette)

Select Student – Sheridan or Student – Gillette depending on which location you want.

To review the job description click the title or View Details. To apply for a job you must be in the job description.

View Results (2)

Posting Number	Department	Position Type	Location
20150314P	Student Services	Staff/Faculty/Student	Sheridan
<p>Campus Life Office Assistant (Student Position)</p> <p>To assist in the daily operation of the Campus Life & Housing Office, individuals should be able to work independently.</p> <p>View Details Bookmark</p>			
20150312P	Advising & Testing Services	Staff/Faculty/Student	Sheridan
<p>Peer Advisor (Student Position)</p> <p>Help the Advising Office with undecided majors, at-risk students, and outreach programming.</p> <p>View Details Bookmark</p>			

Once inside the job description, you can apply for this job:

Sheridan College **1948** **Gillerte College**

Home
Search Jobs
Create Account
Log In
Help

Campus Life Office Assistant (Student Position)

Bookmark this Posting Print Preview Apply for this job

Position Details
POSITION REQUIREMENTS

Job Title	Campus Life Office Assistant (Student Position)
Department	Student Services
Location	Sheridan
Posting Category	Student - Sheridan
Desired Start Date	02/15/2019
Hiring Range	
Full Salary Range	
Benefits Summary	NA
Months Worked Annually	NA
Typical Work Schedule	Based on Class Schedule

Position Information

Posting Number	20150314P
Job Posting Date	02/15/2019
Initial Review Date	
Open Until Filled	Yes
Job Summary	To assist in the daily operation of the Campus Life & Housing Office. Individuals should be able to work independently.
Reports To	Larissa Bonnet
Education/Qualifications	<ul style="list-style-type: none">• Good Conduct and Academic Standing with the college• Sheridan College Student currently enrolled• Cumulative GPA is 2.0 or greater
Knowledge, Skills & Abilities	<ul style="list-style-type: none">• Ability to work well with others as part of a collaborative team.• Excellent communication skills, both verbal and written.• Creative and the ability to propose and initiate new ideas.• Ability to accept critical feedback and integrate suggestions into ideas.• The ability to prioritize activities and manage multiple tasks efficiently.• Basic computer skills and a familiarity with Microsoft Word, Microsoft Publisher, and Microsoft Excel.• The ability to understand the importance of confidentiality and to serve as an ethical role model for others.• Strong interest in helping students connect with the college.

To apply for the position, click Apply for this Job

If you want to exit the job description to review additional jobs, click the back arrow in browser.

How to Respond in an Emergency

Sheridan College 'At A Glance'

EMERGENCY INFORMATION

EMERGENCY, CALL

9-1-1

NON-EMERGENCY, CALL

CAMPUS SAFETY LINE
307-675-0250

CITY OF SHERIDAN POLICE
307-672-2413

AED LOCATIONS

- AgriPark: Left of Main Entrance
- Broadway Center: Main Entrance, West Side
- Dome: Left of NW Entrance
- Farrier Barn: South Wall (by restrooms)
- Griffith Mem. Bldg.: SW Entrance (on right)
- Mars Ag. Center: South Entrance (across from restrooms)
- Science Center: SE Entrance (across from restrooms)
- Tech Center: Left of Classroom TC 125
- TRCC Downstairs: Right of Information Desk
- TRCC Upstairs: By room. 110
- Whitney Bldg., Dental Wing: Dental Clinic (left of ramp)
- Whitney Bldg., Main Entrance: Across from Info. Desk
- Whitney Center for the Arts: N. Entrance (right of restrooms)

IF YOU
SEE
SOMETHING
SAY
SOMETHING

Emergency Reminders

- Employees who are First Aid/CPR certified should provide appropriate emergency care such as CPR or First Aid.
- Do not transport injured students or employees, call an ambulance!



Sheridan College
Northern Wyoming Community College District

MEDICAL EMERGENCY

1. Call 911.
2. Provide FIRST AID if you feel comfortable doing so.

BIAS-RELATED INCIDENT

1. Call 911 or Campus Safety 307-675-0250.
2. Preserve all evidence (where applicable).

SEXUAL ASSAULT

1. Call 911 or Campus Safety 307-675-0250.
2. To report anonymously, call 307-672-3222.
3. The Advocacy and Resource Center: 307-672-3222
4. Preserve all evidence (where applicable).

BOMB OR SUSPICIOUS DEVICE

1. Evacuate the area and relocate.
2. Follow the evacuation plan posted in each room.

VIOLENT THREAT

1. Evacuate if possible.
2. Hide if necessary.
3. Fight if must.

CHEMICAL SPILL and/or GAS LEAK

1. Call 911.
2. Evacuate the area and relocate.
3. Follow the evacuation plan posted in each room.

FIRE ALARM / FIRE or EXPLOSION

1. Stop all activity.
2. Evacuate the room and relocate.
3. Follow the evacuation plan posted in each room.

NWCCD Alert Me Texting Notification System (by ReGroup):

All College-issued email addresses will receive emergency notifications through our Alert Me system automatically.

To receive notifications on phones or other mobile devices, please go to: <https://nwccd.reggroup.com>



Section 2: Campus Resources

- ☐ Advising Services
- ☐ Testing Services
- ☐ TRiO/College Success Program
- ☐ Math Center
- ☐ Writing Center
- ☐ Tutoring Center
- ☐ Counseling Services
- ☐ Disabilities Services
- ☐ Veteran's Center
- ☐ Community Resource Center
- ☐ NWCCD Policies and Procedures



WELCOME TO SHERIDAN COLLEGE ADVISING SERVICES

Visit with your
Faculty
Advisor once
per semester.

307-675-0100

Who are We?

Sheridan College Advising Services is a central hub for students starting out at Sheridan College as well as continued academic guidance.

How We Help:

We offer a variety of resources through advising appointments and walk-in service.

- Review your education plan
- Schedule and register for classes
- Career exploration/change major
- Career Planning/Career Fair/Career Opportunities
- Transfer information and planning

Walk-in Hours: Monday-Friday, 8 am to 5pm

To schedule an appointment:

- www.calendly.com/sheridan-advising
- Call 307-675-0100

Before Your Advising Meeting:

- Make sure you activate your MyNWCCD account.
- Consider your academic goals and interests.
- Prepare your questions.
- Plan to share any changed interests with your advisor as well as any areas you would like to improve upon.



Testing Services

We provide a quiet and convenient testing environment for students.

Our Services:

- Placement exams
- Faculty exams. Students who require accommodations for testing, or for those who need to make up an exam
- CLEP Exams. Interested in getting credit for your prior knowledge? Come in and take one of over fifty exams to test out of a class. **Save time and money!**

We are open Monday-Friday, 8 am-5 pm

Closed Wednesdays for industry testing.

Schedule an appointment by stopping in and seeing us in the Whitney Building, calling us at 307-675-0100, or emailing us at sctestingcenter@sheridan.edu.



College Success Program

Engaging students in their success



Our Mission

TRIO is a federally funded program of the U.S. Department of Education that is designed to be a comprehensive support system for students. TRIO as part of the College Success Program (CSP) at NWCCD, assists participants with enhancing academic skills, increasing retention and graduation rates, and transferring to four-year institutions from community colleges by fostering a climate supportive of student success.

TRIO Eligibility

A student may be eligible for the TRIO program if he or she is a U.S. citizen who is working towards completing a degree, who demonstrates an academic need, and if one or more of the following applies:

- **First generation college student** neither parent has completed a bachelor's degree
- ☐ **Limited income** based on current federal guidelines for eligibility
- ☐ Documented disability

CSP Eligibility

Any NWCCD student may be eligible for the College Success Program if he or she demonstrates:

- ☐ Academic or Personal Need
- ☐ Under-Resourced

Program Services	
Academic	Financial
Individual tutoring & academic plans	Financial aid/FAFSA assistance
Supplemental academic advising	Financial literacy training
Study skills development	Recommendation for scholarships
Priority registration	
Academic intervention & advocacy	Career
Academic success workshops	Four-year college visits
	Transfer planning
Personal & Professional	Employment preparation
One-on-one mentoring	Networking opportunities
Community service opportunities	
Access to on/off – campus resources	
Student enrichment opportunities	

How to apply for TRIO

1. Complete the TRIO CSP application online at www.sheridan.edu/trio or on your MyNWCCD portal page under Bookmarks.
2. The CSP staff will verify your eligibility and contact you to schedule an interview.
3. We will notify you of your acceptance status based on the information provided in your application and interview.



What students say about TRIO:

“My mentor explained and answered my questions thoroughly. She kept in contact with me and made me feel like she cared.”

“Thank you so much. If it wasn’t for this program I would have literally probably lost funding and self-confidence. I’m so very thankful for the people and employees here. Thank You.”

The TRIO, Student Support Services Program is offered through a federal grant of \$242,136 for the fiscal year 2018-19 from the U.S. Department of Education, with facilities and administrative support provided by The Northern Wyoming Community College District.

Northern Wyoming Community College District
 Sheridan College
 Griffith Memorial Building 110
 (307) 675-0141

Math Center



MATH CENTER

W201

*Monday – Thursday 8am – 6pm
Friday 9am – 3pm*

Stop by the Math Center upstairs in the Whitney Building for help successfully completing your math course. Staffed with friendly faculty and student tutors to help you with math from MATH 0900 through Calculus and Statistics.

No appointment necessary.

There are computers available for your use to work on your homework with tutors available to answer any questions you have.

Math Help

No Appointment
Needed

Computers
Available

Tutors for All
Math Courses

**MATH CENTER
COORDINATOR**

Jennifer Nichols

307-675-0724

jnichols@sheridan.edu

Office: W204J

Sheridan College Writing Center

Writing Center Consultants are here to help you during every step of the writing process!

The screenshot shows a web page titled 'Sheridan College Appointment Assistant'. On the left is a login form with fields for 'EMAIL ADDRESS:' and 'PASSWORD:', a 'CHOOSE A SCHEDULE:' dropdown menu with 'Writing Center' selected, and a 'Check box to stay logged in:' with an unchecked checkbox and an eye icon. A 'LOG IN' button is at the bottom of the form. On the right is a welcome message: 'Welcome to the Sheridan College Appointment Assistant!' followed by the instruction: 'To get started, register for an account by "Register for an account" link to the left.'

Writing Center Consultants can help with: thesis development, brainstorming, MLA and APA citations, essays, lab reports, proposals, scholarships, and more!

**Schedule an appointment with us at
sheridan.edu/appointment**

or

**Stop by the Kooi Library in the Griffith Memorial
Building (GMB)**

Sheridan College Tutoring Center



Need extra help in your classes? Don't hesitate!

**Contact the Tutoring Center now! We have free,
subject-area tutors ready to help you succeed!**

**Fill out an application for a tutor in
Kooi Library in the Griffith Memorial Building!**

Counseling Services



Shelby Garstad
Counselor/Coordinator of ADA Services
Whitney 156
307-675-0122
sgarstad@sheridan.edu

Sheridan College offers free counseling and referral services to all students. Counseling assists you to manage personal and situational crises, and counseling can help you learn strategies to manage challenges and meet your goals.

We seek to provide and connect students to holistic mental health services by educating, empowering, and supporting students in meeting their goals.

Counseling with a trained professional can help you manage:

- Stress
- Test Anxiety
- Depression
- Social Phobias
- Obsessive Thinking
- Loneliness
- Self-Injury and Cutting
- Experiencing/Witnessing a Traumatic Event
- Alcohol/Drug Abuse
- Relationship Problems
- Suicidal Thinking
- Gender Identity
- Sexual Assault
- Anger Management
- Parent/Family Issues
- Excessive Worrying
- Perfectionist Thinking
- Grief/Loss
- Panic Attacks

How to make an appointment

1. **Call** 307-675-0122
2. **Email** sgarstad@sheridan.edu
3. **Visit** Whitney 156

Disability Services



Shelby Garstad
Counselor/Coordinator of ADA Services
Whitney 156
307-675-0122
sgarstad@sheridan.edu

The Sheridan Disability Services facilitates inclusion and equal access for all students and provides accommodations to students with disabilities.

The Sheridan College Disability Services 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 at NWCCD are based on appropriate documentation, initial paperwork, the initial meeting, the student's needs, and recommendations from a qualified health care provider. The process is unique to each student; one student's accommodations may be different from those of another student.

Allow plenty of time for the accommodation process. Although some accommodations can take less than a week to set up, others can take as long as three to six weeks.

Steps to Request Accommodations

Step 1: Self Identifications

Contact Disability Services if you have a disability and want to request accommodations and/or classroom modifications. If you want, you can complete the Disability Services Intake Form and bring it to your appointment with the Disability Services office.

Step 2: Appropriate Documentation

Disability Services must receive appropriate documentation from a qualified health care provider. This documentation should include a formal diagnosis that identifies specific functional limitations created by the diagnosed disability. It should also include recommendations for academic accommodations. Documentation should be current within three years; however, there are a few exceptions. **Please note: Individual Education Plans (IEP) and 504 Plans are not considered appropriate documentation at the collegiate level.**

Step 3 and 4: Eligibility and Accommodations

Documentation will be reviewed (along with information received in the initial appointment) to help determine eligibility. Once eligibility is determined, a meeting will be scheduled with the student to explore academic challenges and reasonable accommodations that can help equalize learning opportunities. To best help with accommodations, students should bring

their documentation and upcoming course schedule with them to their initial Disability Services appointment.

Step 5: Notification/Accommodation Letter

Accommodation letters are written by Disability Services and given to students to give to their instructors. These letters clearly state which accommodations are to be implemented in the classroom. Students are advised to meet with their instructors as soon as possible to discuss their accommodations. Instructors will be asked to contact the Disability Services office to let us know the accommodation letter was received.

Students need to come to the Disability Services office each semester for new accommodations letters.

Sample Accommodations (not a complete list)

- ☐ Extended Testing Time
- ☐ Distraction-Reduced Testing Environment
- ☐ Digital Books
- ☐ Priority Seating
- ☐ Digital Recorders or Smart Pens
- ☐ Copy of Instructor Notes
- ☐ Sign Language Interpreter

How to make an appointment

1. **Call** 307-675-0122
2. **Email** sgarstad@sheridan.edu
3. **Visit** Whitney 156



Veterans Services

The Marna M. Kuehne Veterans Center is open to all Veterans, current military, and their dependents.

- ☐ Computer Lab
- ☐ Free Printing
- ☐ TV/XBOX
- ☐ Kitchenette
- ☐ Study Tables
- ☐ Conference Room



Veterans Services offers academic, social, personal, and job readiness workshops each semester for current students. We also offer technology equipment loans for students to use during the semester.

Our Veterans Advisor, dedicated to working with veterans, current military, and their dependents. They can assist students with academic advising, as well as processing benefits.

Contact the Veteran's Advisor at (307) 675-0777 to learn more!

Community Resource Center

Location: GMB 101

The Community Resource Center acts as the campus hub for our Sheridan community partners. Currently, we have three agencies/organizations utilizing the space each week:

Advocacy and Resource Center

- Wednesday: 8:30am - 11:30am
- Friday: 12:00pm - 3:00pm

Reproductive Health Care of the Bighorns

- Wednesday: 2:00pm - 5:00pm

Spiritual Care Program

- Tuesday: 12:00pm – 2:00pm
- Wednesday: 12:00pm – 2:00pm
- Thursday: 12:00pm – 2:00pm



NWCCD CAREER CAFE

Two locations to obtain career focused information:

- 1) Digitally open, 24 hours a day, by logging into MyNWCCD.
- 2) Physical location, across from the Admission Offices in the Whitney Academic Center, open when the building is open.

START	<i>The mission of NWCCD's Career Services is to provide tools to assist students in making career decisions and pursuing skill development necessary to complete in a rapidly changing global workplace. What you'll find with NWCCD's Career Café are some of the best resources available for career success.</i>
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Student employment at NWCCD • Volunteer opportunities • Leadership and Community Engagement • Why leadership is important to employers • Ways to gain leadership experience • NWCCD club spotlight • Ways conferences and associations help you learn about job opportunities, internships and best practices in your field • Associations recommended for your program of study.
JOB SEARCH	<ul style="list-style-type: none"> • Links to top job search engines and job boards • Community Job Postings • Create an online job portfolio (LinkedIn)
EXPLORE	<ul style="list-style-type: none"> • SMART goals • Career interests and options (Career Transitions, My Next Move and Career Cruising) • Descriptions, statistics and trends for specific jobs (O'Net)
PREPARE	<ul style="list-style-type: none"> • Three Steps to Resume Success including links to help you create your next resume • Top 5 Resume Tips and Best Way to Write a Resume Video • Links to NWCCD's Writing Center for proofreading help • Three Steps to Writing a Cover Letter • Examples of cover letters from over 100 different fields • Interviewing tips and tricks in a series of short videos from the Interview Guys • Professionalism in the job search • Personal branding for career success
RESOURCE LIBRARY	<ul style="list-style-type: none"> • Career and workplace trends • Campus resources • Glossary of job search terms
FOCUS 2 Career Assessment	FOCUS 2 an online, interactive, self-guided career and education planning system designed to help you make decisions about your future career goals and education plans. You have the opportunity to take five different assessments – work interest, leisure interest, personality, values, and skills. Based on your results, career options and degree majors are identified for you to explore in more depth.

Additional Career Services Available through Advising Services/Faculty Support at Sheridan College

- Career Exploration/Counseling
 - Workbook with assessments
 - Resume Reviews
 - Job Shadow Program with area employers in interested occupation fields
- Career Development Workshops, including
 - Resume Writing
 - Mock Interview Skills
 - Navigate the Career Fair
 - Networking
 - Choose a Major/Career
 - Job Search
- Career Fair – Annual, in spring
 - On Campus Recruiting
 - Employer Interviews

To get more information or ask questions, contact Advising Services, Karen St Clair, at 307-675-0105

How to Access Focus2 Career Assessment

Set up your FOCUS 2 CAREER Account

New Users: To get to FOCUS 2 CAREER, log into MYNWCCD, and go to Career Café.

<https://mynwccd.sheridan.edu/adhoc/Career/SitePages/Home.aspx>

Scroll to the bottom of the home page of Career Café and click on the FOCUS 2 button.



Focus-2 Career Assessment access code:
nwccd

This button will take you to the self-registration page for FOCUS 2 CAREER.

NWCCD's Access Code: **NWCCD**





Returning Users: You can log back into your FOCUS 2 CAREER account with your username and password at any time. If you forget your user name and/or password, go to the FOCUS 2 CAREER login page and click on the link that says, *"If you have forgotten your username or password, click here"*.

THINGS TO KEEP IN MIND

- Use FOCUS 2 CAREER on any device, including all computers, phones, tablets, etc. (No apps to load).
- FOCUS 2 CAREER always saves your assessment results
- Use FOCUS 2 CAREER as often as you wish
- You can change your mind about earlier choices, repeat a section and explore new options
- Your results are stored online and are always available to you and your advisor
- Use the various features of FOCUS 2 in any order
- Save the occupations and majors that most appeal to you
- Seek the expert advice of your advisor to enhance your career planning

A snapshot of the Main Menu of FOCUS 2 CAREER appears on the next page. The layout of the FOCUS 2 CAREER dashboard mirrors the steps of the career planning process. Most students start at the top of the dashboard and then work down through the FOCUS 2 CAREER tools.

FocusTM 2 CAREER

Student Dashboard	Description
<p>Welcome! Let's get started developing your personalized career and education plans!</p> <div> <div>  <p>My Career Planning Readiness</p> <p>START</p> </div> <div>  <p>My Academic Strengths</p> <p>START GOAL REVIEW WEALTHY</p> </div> </div>	<p>A Great Starting Point</p> <p>An orientation to the career planning process.</p>
<p>Self Assessment Discover classes and occupations that match your personal attributes!</p> <div> <div>  <p>Work Interest Assessment</p> <p>100%</p> </div> <div>  <p>Values Assessment</p> <p>0%</p> </div> <div>  <p>Personality Assessment</p> <p>0%</p> </div> <div>  <p>Skills Assessment</p> <p>100%</p> </div> <div>  <p>Leisure Assessment</p> <p>0%</p> </div> <div> <p>Combine Assessments</p> <p>2/5 Completed</p> </div> </div>	<p>Valid & Reliable Self Assessments</p> <p>Assessment results identify occupations and majors at your college matching your personal attributes. Explore your options!</p>
<p>Explore the Possibilities Use these tools for ongoing career and education exploration:</p> <div> <p>What can I do with a major in ... at University of Vermont?</p> <p>Explore Any Area of Study</p> <p>Explore any Occupation</p> <p>Explore Occupations by Job Family</p> <p>Compare 2 Occupations Side by Side</p> </div>	<p>Additional Major & Career Exploration</p> <p>Explore suggested majors and navigate career options to make informed decisions.</p>
<p>Take Action Create a road map of your academic and career development activities:</p> <div> <p>My Education</p> <p>My Professional Development</p> </div>	<p>Academic & Career Plan</p> <p>Develop a road map to plan for your future.</p>
<p>Diane McCrudden's Career and Education Planning Results A summary of your assessment results and saved preferences</p> <div> <div>  <p>My Saved Occupations</p> </div> <div>  <p>My Saved Majors</p> </div> <div>  <p>Review and Print My Portfolio</p> </div> </div>	<p>FOCUS 2 Career Portfolio</p> <p>Summary of your results with your individual comments & top choices.</p>
<p>Recommended Tools & Websites</p> <div> <p>Upcoming Events at University of Vermont</p> <p>Job Boards and Internship Opportunities</p> <p>Links to Resources</p> </div> <p><small>FocusTM 2 Copyright 2016 Career Dimensions®, Inc. All Rights Reserved</small></p>	<p>Resources & Links</p> <p>Visit these websites.</p>

Credit for Prior Learning

What is Prior Learning?

Prior learning is learning gained through life or work outside structured higher educational courses. Many people learn through their experiences in life, such as those in professional endeavors (through business, the military, or other work/training experiences) or through other education experiences (through community, travel, or personal study).

What is Credit for Prior Learning?

Credit for Prior Learning is a process through which students identify and demonstrate areas of relevant learning through appropriate documentation. These artifacts and evidence are submitted to the district for assessment and the potential reward of academic credit relative to specific course outcomes. Students must support claims of specific relevant knowledge, skills, and abilities (KSAs), competencies, training, experience, and certification aligned with course outcomes. Collegiate learning acquired through non-traditional experience (e.g., work, training, research, civil or military service, and life experience) must be accompanied by a critical self-assessment of prior learning.

Assessing Prior Learning

NWCCD uses several different testing formats to assess prior knowledge:

- College-Level Examination Program (CLEP) - the award of credit for CLEP subject examinations.
- DANTES Subject Standardized Tests (DSST) - Formerly known as Defense Activity for Non-traditional Educational Support testing, DSST is a credit by examination process available nationally and recognized by the American Council on Education.
- American Council on Education (ACE) - An organization providing program evaluation and transcripts for training acquired through specific employers, such as training received during a military career.
- Advanced Placement (AP) Equivalencies - Qualified beginning students applying to NWCCD may be eligible for credit in certain courses based on their College Entrance Examination Board Advanced Placement Test scores as approved by instructional departments.
- Departmental Credit by Examination - Students currently enrolled who present satisfactory evidence that they are qualified in a particular subject are eligible to receive credit upon passing an examination developed and administered by the appropriate academic department.
- Portfolio Assessment - For courses that do not have prior learning assessments available, but for which a student believes he or she is qualified for credit based on prior training or work experience, the portfolio assessment option is an alternative form of CPL.

Credit for prior learning will not be awarded until after the student has been admitted into a specific program and all official documentation previous work or competencies demonstrated has been received. NWCCD also reserves the right to accept credit in a way best calculated to preserve the integrity of its own degree. CPL credit may be granted only in programs where NWCCD offers coursework in disciplines related to its certificate or degree programs.

No more than 24 credits maximum may be applied toward a degree program. CPL credit will be posted to the transcript as credit earned, without a grade, and does not affect a student's grade point average.

For more information about Credit for Prior Learning, visit with your Academic Advisors. You can call Advising Services at 307-675-0100.

Section 3: Appendix

- ☐ Academic Code of Conduct
- ☐ Student Code of Conduct
- ☐ Sexual Misconduct Procedure
- ☐ Glossary of Terms Used in Higher Education & at NWCCD

NWCCD Academic Code of Conduct

Academic Integrity at NWCCD

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at NWCCD, and all members of the NWCCD community are expected to act in accordance with this principle. Consistent with this expectation, the college's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the college community not to engage in or tolerate acts of falsification, misrepresentation or deception, or to disrupt the learning environment. Such acts of dishonesty violate the fundamental ethical principles of the college community and compromise the worth of work completed by others.

The Academic Code of Conduct serves to provide accountability to principles of academic integrity. Administration of the Academic Code of Conduct is the responsibility of the District Chief Academic Officer, the Vice President of Academic Affairs (VPAA). Administration also involves Associate Vice Presidents of Academic Affairs (AVPAA), Deans, Chairs, Directors and Faculty members. The purpose of the Academic Code of Conduct is to provide a clear and fair process for addressing incidents of academic dishonesty and student-initiated instructional complaints. At any point within Academic Code of Conduct procedures where a conflict of interest exists, the VPAA will appoint a suitable party to perform relevant duties within the procedure.

All matters concerning the Academic Code of Conduct, including academic dishonesty proceedings and instructional complaints, will be kept on record within the Administrative Coordinator's office on each campus.

Student Academic Rights & 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 all 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 the College 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

- 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).

- Freedom of access. The facilities and services of the college will be open to all of its enrolled students in accordance with policies and procedures established for use of NWCCD facilities.
- 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.
- 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.
- 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.
- Notification of Rights under FERPA. Students will be informed annually of their right to privacy under the Family Educational Rights and Privacy Act.
- Be informed of course requirements through a written syllabus.
- Be evaluated solely on academic performance as required and outlined by an instructor.
- Experience competent instruction and academic advisement.
- Take exception, in a scholarly manner, to the data or views presented and reserve judgment about matters of opinion.
- 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.
- Be informed with regard to resources and support services available as well as college policies and procedures.
- Expect protection, through established procedures, against prejudiced or capricious evaluation.
- Expect protection against any form of prohibited harassment.
- Be afforded due process, as defined within these procedures, prior to the imposition of serious sanctions including suspension or expulsion.

Students' Responsibilities

- Inquire about program, course, and College requirements if there is a lack of understanding about them or is in doubt about them.

- Adhere to the standards of academic performance established for individual courses and for programs of study.
- Satisfactorily learn the content of any course of study.
- Make up missed assignments in accordance with the course syllabus.
- Understand and meet graduation and other program requirements by reading the catalog and making reasonable efforts to obtain academic advising.
- Fulfill academic responsibilities in an honest and forthright manner.
- Respect and foster the academic and personal endeavors of others.
- Respect the integrity of NWCCD academic and administrative records.
- Know and abide by the behavioral expectations outlined in the Code of Student Conduct.
- Adhere to federal, state, and local laws, along with College regulations, which govern individual actions and relationships among community members.
- Protect and support the personal safety of self and others.
- Demonstrate respect for others in all actions and interactions.
- Show respect for personal, College, and NWCCD Foundation property.
- Contribute to a safe environment within College and NWCCD Foundation property.
- Assist the College in fulfilling its administrative procedures (i.e. registering for classes, checking NWCCD email, obtaining a College ID card, paying bills, etc.).

General Misconduct and Academic Dishonesty

In the event that the conduct of a student violates both the General Code of Conduct as well as the Academic Code of Conduct, the Vice President of Student Affairs (VPSA) and the VPAA shall jointly agree as to which disciplinary process will be used.

Examples of Misconduct

The following list contains examples of academic misconduct, and is not intended to be complete. Note that, although the examples refer to written assignments and exams, the same rules apply to assignments and exams that are administered or presented orally or by some other non-written means.

- Copying from another student's exam or assignment
- Allowing another student to copy from your exam or assignment
- Allowing another student to see your exam or to see part or all of your assignment before you hand it in, unless authorized by an Instructor
- Collaborating on assignments or take-home exams when instruction (or the syllabus) calls for independent work
- Providing or receiving answers to an exam using a system of signals or other means of communication with another student
- Bringing unauthorized materials to an exam without placing them where they cannot be used during an exam
- Altering the answers to, or otherwise tampering with, exams or assignments after they have been handed in, without consent of the Instructor
- Taking an exam or completing part or all of an assignment for another student
- Having another person take an exam for you or complete part or all of one or more of your assignments

- Hiring a ghostwriter to write part or all of an assignment
- Submitting all or part of a purchased term paper as your own
- Using course materials, including lecture notes and excerpts from textbooks, in written assignments without proper citation
- Downloading text, drawings, images, and other materials from the Internet and using these in written assignments without proper citation of the sources
- Copying material without proper citation
- Feigning illness to avoid taking an exam or handing in an assignment on time
- Submitting the same term paper for credit to more than one course without permission
- Reviewing a copy of the regularly scheduled exam prior to taking a make-up exam
- Reviewing a stolen copy of an exam prior to taking the exam
- Providing questions from a test given in one section of a course to students in another
- Receiving questions from a test given in one section of a course from another student in another section before you have taken the test
- Altering or forging an official document
- Disrupting the learning environment in any way
- Refusing to sit in assigned seats for roll or tests
- Plagiarizing
- Cheating or misrepresenting one's self in the online class environment
 - Hiring another person to take an online class in which you are the enrolled student
 - Using banned materials while taking a quiz or test (class notes, textbooks, cellular phone, another browser window, etc.)
- Trafficking in academic material; both distributing and accepting these materials

Sanctions for Academic Dishonesty

The college district may act upon any violation of academic dishonesty within the Academic Code of Conduct. Breaches of academic dishonesty may result in the administration of Lesser or Greater Sanctions. At the point of a student's second Lesser Sanction, the procedure for Greater Sanctions shall be followed:

Lesser Sanctions

If a faculty member suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the faculty member may elect to require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a 'D' or higher, and if the faculty feels no further punitive action is necessary, the incident will be considered a "teachable moment." The faculty member should then document the resolution using the Academic Code of Conduct Violation & Resolution Form that will be kept on file in accordance with the records retention policy.

If, after discussing the matter with the student and the academic supervisor, a faculty member decides to give the student a *failing grade for the assignment*.

- A notice of failure is sent to the student in writing.
- The faculty member will then report the student using the Academic Code of Conduct Violation & Resolution Form.

If, after discussing the matter with the student, department lead, Chair/Director, and others who are deemed appropriate because of academic misconduct, a faculty member decides to give the student a *failing grade for the course*:

- A notice of failure is sent to the student in writing.
- The faculty member will then report the student using the Academic Code of Conduct Violation & Resolution Form.
- A notice of failure is given verbally to the student in person in a meeting with the faculty member and the academic supervisor. The notice should outline the findings of the faculty member issuing the notice of failure and the given grade of "F".
- This notice is copied to the Registrar's office (if a grade of F for the class). The notice of failure makes the student aware of academic standards as well as puts them on notice that further violations of academic misconduct could lead to permanent separation from the college. The Registrar will enter a grade of F for the course regardless of whether a W has already been submitted.

Greater Sanctions

Greater sanctions concern academic dishonesty that is of greater significance than plagiarizing or cheating on a single assignment. Such sanctions may include, but are not limited to, academic trafficking, the accumulation of multiple lesser sanctions, and disruption of the learning environment. Greater sanctions include the following:

- Dismissal from a course
- Dismissal from a program in which a student was seeking a degree
- College suspension
- College expulsion

If a student receives Lesser or Greater Sanctions and is not satisfied with the written decision of the Instructor, s/he may proceed to Step Two of the Academic Dishonesty Procedure, an Informal Hearing with the Academic Supervisor.

If determined to be a student discipline issue, see Student Code of Conduct.

Academic Dishonesty Procedure (Student, Staff or Faculty Initiated)

If academic misconduct is suspected, the faculty member should proceed to Step One: Informal Hearing with Instructor. Student conduct files will be reviewed in every instance of academic dishonesty. The following parties have access to student conduct files: VPAA, AVPAA, Deans, Chairs, Directors, and Administrative Coordinators for Academic Affairs. Students, faculty and staff are also able to bring misconduct complaints regarding students to faculty members with direct instructional responsibility and their Chairs/Directors. Any student, staff or faculty who does not have direct instructional responsibility for a student may submit a written complaint to the affected Instructor if academic dishonesty is suspected. A written description of the violation

must be submitted to the Instructor within five working days of the incident. The affected Instructor will review the complaint. Any previous violations of the Academic Code of Conduct will be taken into consideration. The affected Instructor must make a determination to pursue academic dishonesty proceedings within two working days. If the Instructor decides to proceed, the Instructor will begin with Step One: Informal Hearing with Instructor and have 10 working days to meet with the student after consultation with the Chair/Director.

Step One: Informal Hearing with Instructor

The Instructor must first speak with the student prior to any action taken to help determine whether the suspicion is warranted within 10 working days of the incident. Before the meeting, the faculty should then confer with their academic supervisor for advisement or clarification of Lesser or Greater Sanctions. The academic supervisor should research prior violations of conduct to determine whether the student has a record of similar misconduct on file to seek further guidance. After review of the incident and consultation with the academic supervisor, the Instructor and academic supervisor will meet with the student to issue Lesser or Greater Sanctions (described above).

If at any point a student has admitted guilt, the student cannot appeal the sanction. If the student is dissatisfied with the decision of the Instructor, s/he may request a formal hearing with the academic supervisor within two working days.

Step Two: Informal Hearing with Academic Supervisor

If the student is not satisfied with the decision of the Instructor at Step One, s/he may file an appeal within five working days to the Instructor's academic supervisor. The student must submit a written response to the Instructor's decision from Step One, detailing why the student is appealing. The student may also give the academic supervisor any supporting material. The affected Instructor will provide a concise written statement of the offense including any supporting material.

In reviewing the appeal, the academic supervisor may request additional information from the Instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The academic supervisor also may conduct face-to-face interviews with the student, the Instructor, and anyone else involved. The academic supervisor will provide a written decision within five working days following receipt of all pertinent information (including the interviews, if conducted). The academic supervisor will send a copy of his/her written decision to the student and the Instructor.

If the student or the Instructor is not satisfied with the written decision of the academic supervisor, then s/he proceeds to Step Three within two working days of the decision.

Step Three—Formal Hearing with Vice President of Academic Affairs (VPAA)

The VPAA initiates formal hearing procedures in response to an appeal from Step Two. When the VPAA acts on a case, the intent is to handle it in a hearing using discussion,

persuasion, and mediation.

If a student or Instructor initiates the hearing as an appeal from Step Two, then s/he will file the appeal with VPAA within five working days of the academic supervisor's decision in Step Two. The appeal must include a written statement explaining why the decision from Step Two dissatisfies him/her, copies of supporting material from Steps One and Two, the Instructor's written decision from Step One, the academic supervisor's written decision from Step Two, and any new supporting material.

If an Instructor is initiating the hearing in order to impose a greater sanction, then s/he will send the case in writing to the VPAA within five working days of the alleged violation. The written referral from the Instructor will contain a concise statement of the offense (including dates, places, witnesses, and others involved) and a justification for the proposed sanction. Within the same time frame, the respective academic supervisor will supply the VPAA with a written document that indicates his/her degree of support for the proposed sanction. The VPAA will request a written statement from the student(s) charged with the violation or anyone else involved. These individuals have five working days after receiving the VPAA's request to submit any written statements they wish to be considered. The VPAA has the right to request additional information.

The VPAA must conduct the hearing within 10 working days of receiving a request. At the hearing, the student receives in writing the charges and evidence against him/her. The student has the opportunity to offer verbal and additional written information on his/her behalf. The VPAA may impose all sanctions including expulsion and/or recommend changes in the instructional area relating to grading, testing, or other instructional procedures. The VPAA may uphold, rescind, or decrease sanctions given by the Instructor and/or academic supervisor. The VPAA sends a written decision to the student, the Instructor, and the academic supervisor within five working days of the hearing.

For the Instructor and the student, the matter ends with the written decision of the VPAA.

Instructional Complaint Procedure (Student-initiated)

Disagreements between students and faculty may occur over instructional incidents. Such concerns may be related to a contested final grade, violation of the Academic Code of Conduct, instructional design or delivery or matters of free speech. The district's instructional complaint procedure encourages informal solutions to rectify human error, bias, and misunderstandings of intellectual viewpoints. The instructional complaint process is an internal process, so neither Instructor nor student will be accompanied by an attorney. If the complaint involves sexual harassment, then the student must consult the Office of Human Resources.

Step One: Informal Hearing with Instructor and/or Academic Supervisor

The informal complaint procedure is a verbal process that the student must start within 10 working days of the alleged incident or disagreement. The student should meet

initially with the concerned faculty member. During this initial meeting, the student is responsible for explaining why he/she believes an incident has occurred, detailing the problem, and presenting supporting materials, if appropriate. The student is welcome to bring an advocate to the meeting (e.g., a person associated with the college). The Instructor is responsible for considering the complaint presented by the student and for striving to resolve the difficulty. The student has the obligation of listening to and considering the Instructor's viewpoint.

In the event a student is uncomfortable interacting with an Instructor, s/he may pursue the informal complaint with the appropriate Chair/Director. The Chair/Director may meet privately with the student and subsequently with the Instructor, or the Chair/Director may schedule and attend a joint meeting with both. The aim of the Chair/Director's involvement is to facilitate informal resolution of the problem. If the student has a complaint specifically about the conduct of a Chair/Director, the student is encouraged to discuss the point with the Chair/Director during office hours or other agreed upon time. In the event a student is uncomfortable interacting with the Chair/Director, the AVPAA will refer the student to another Chair/Director.

At the beginning of the information hearing, the concerned Instructor or academic supervisor must initiate the Instructional Complaint Tracking Form and submit it to the AVPAA. The informal process ends with either the Instructor or the Chair/Director notifying the student of the problem's resolution within 10 days of the initial informal meeting. The AVPAA will not hear an informal complaint about an instructional disagreement or incident unless the complaint is against the Chair/Director. The informal process can resolve most misunderstandings and problems. If the outcome of Step One dissatisfies the student, then s/he proceeds to Step Two.

Step Two: Written Complaint to Instructor

If the student cannot resolve a complaint or problem concerning an instructional incident using the informal complaint process described in Step One, the student may file a formal complaint. The formal complaint begins with the student filing a written statement with the Instructor within five working days after the failure to resolve the complaint informally (the day the Instructor or academic supervisor notified the student of his/her resolution). The written statement must contain the following:

- A concise statement of the complaint
- An explanation of why an instructional incident or disagreement has occurred
- Evidence that supports the argument, including copies of corrected papers, examinations, projects, etc.
- The outcome sought by the student

The Instructor will have five working days to respond to the formal complaint in writing. If the student is satisfied with the result, then the process is done. If not, s/he proceeds to Step Three.

Step Three: Written Appeal to Academic Supervisor

If the student is not satisfied with the written decision of the Instructor at Step Two,

he/she may file an appeal within five working days to the Instructor's Chair/Director. The student submits the following in Step Three:

- The written statement of the complaint and copies of the supporting materials at Step Two
- The written response from the Instructor at Step Two
- A written statement explaining why the decision at Step Two dissatisfies the student, with copies of any new supporting material

In reviewing the complaint, the Chair/Director may request a written statement from the Instructor or anyone else involved. These individuals will have five working days to submit this and any other written information they wish to be considered. The Chair/Director will provide a written decision within five working days following receipt of all pertinent information (including face-to-face interviews if necessary) but no longer than 15 working days following the receipt of the complaint. The Chair/Director will send copies of his/her written decision to the student and the Instructor.

If the student and Instructor are satisfied with the result, then the process is done. If not, then either party may proceed to Step Four.

Step Four: Written Appeal to Vice President of Academic Affairs

If the written decision at Step Three dissatisfies the student or the Instructor, then either party may file an appeal to the VPAA within five working days. The complainant must submit the following in Step Four:

- The written statement of the complaint and copies of the supporting materials at Step Two and Step Three
- The written response from the Instructor at Step Two
- The written response from the Chair/Director at Step Three
- A written statement explaining why the decision at Step Three dissatisfies the student or the Instructor, with copies of any new supporting material

In reviewing the complaint, the VPAA may request all materials gathered by the Chair/Director and may conduct face-to-face interviews with any or all parties involved with the complaint. The VPAA must receive any requested statements within five working days. The VPAA may use additional time if necessary to gather and review pertinent information; unless otherwise notified of the reason in writing, the student or the Instructor may expect to receive a written decision from the VPAA within 10 working days following the receipt of all pertinent information. The VPAA sends copies of his/her written decision to the student, the Instructor, and the Chair/Director.

For the all involved parties, the matter ends with the written decision of the VPAA.

Annual Review of Dishonesty Proceedings and Instructional Complaints

Within two weeks of final commencement ceremonies at the end of the academic year, the VPAA, AVPAAs, Deans and Academic Chairs/Directors will review the year's dishonesty proceedings and instructional complaints. Maxient reports will be made available to the review team. All complaints and proceedings will be reviewed for the

purpose of making further improvements to processes and policies. Process and policy proposals will be submitted at the beginning of the following academic year.

Attachments Below: *Academic Code of Conduct Violation & Resolution Form*
Instructional Complaint Tracking Form Academic Year
Tracking Spreadsheet

Academic Code of Conduct Violation & Resolution Form

To be Filled Out by Administrative Coordinator for Academic Affairs:

Date of Incident: _____ Is Incident within Appropriate Timeframe? ☐ Yes ☐ No

(Academic Dishonesty Procedure must be initiated within five working days of the incident)

Does student have previous violations? ☐ Yes ☐ No

Description of Current Violation:

To be Filled out by Faculty

☐ Lesser Sanction

Action ☐ Submit CARE Report

Sanction ☐ Teachable Moment ☐ Failing Grade: Assignment ☐ Failing Grade: Course

Follow-up ☐ Written Notice sent to Student

☐ Written Notice sent to Registrar (only if student failed course)

☐ Complete Conduct Violation Form and submit all materials to AVP for review

☐ Greater Sanction

Action ☐ Submit CARE Report

Sanction ☐ Course Dismissal ☐ Program Dismissal ☐ Suspension or Expulsion

Process ☐ Completed Step One: Informal Hearing with Instructor (student has 48 hours to proceed)

☐ Completed Step Two: Informal Hearing w/Academic Supervisor (student has 48 hours to proceed)

☐ Completed Step Three: Formal Hearing w/VPAA (student has 48 hours to proceed)

Follow-up ☐ Written Notice sent to Student

☐ Written Notice sent to Registrar (only if student failed course)

☐ Complete Conduct Violation Form and submit all materials to AVP for review

To be Filled Out by VPAA:

Hearing Date

Follow-up ☐ Written Notice sent to Student

☐ Complete Conduct Violation Form and submit all materials to AVP for review

To be Reviewed by AVP:

Action ☐ Submit in Academic Affairs Student File on each campus.

☐ Log violation and outcome summary in Academic Year Tracking Spreadsheet

X

Associate Vice President, Academic Affairs

Instructional Complaint Tracking Form

To be Filled Out by Chair/Director:

Date of Incident: 3/27/2018 Is Incident within Appropriate Timeframe? ☐ Yes ☐ No

(Instructional Complaints must be initiated within 10 working days of the incident)

Does student have previous academic code of conduct violations? ☐ Yes ☐ No

Description of Current Complaint: Click or tap here to enter text.

Action ☐ Completed Step One: Informal Hearing with Instructor and/or Chair/Director

(student has 5 working days to proceed)

☐ Completed Step Two: Formal Written Appeal to Instructor

(student has 5 working days to proceed)

☐ Completed Step Three: Formal Written Appeal to Academic Supervisor

(student has 5 working days to proceed)

☐ Completed Step Four: Formal Written Appeal to VPAA

Resolution of Complaint: Click or tap here to enter text.

☐ Complete Instructional Complaint Form and submit all materials to AVP for review

To be Reviewed by AVP:

X

Associate Vice President, Academic Affairs

To be Reviewed by Administrative Coordinator for Academic Affairs

Action ☐ File in Instructional Complaint File for Academic Year

☐ Log violation and outcome summary in Academic Year Tracking Spreadsheet

X

Administrative Coordinator, Academic Affairs

Academic Year Tracking Spreadsheet

Dishonesty Proceeding	Instructional Complaint	Date of Incident	Process Start Date	Brief Description of Incident	Date of Resolution	Resolution Summary	AVP Review Date	AVP Initials

Policy Series 5000

Policy 5075

Procedure 5075.2

Code of Student Conduct

Visit <https://www.sheridan.edu/wp-content/uploads/2020/08/Procedure-5075.2-Student-Code-of-Conduct.pdf> to view the most current version of the Student Code of Conduct.

Sexual Misconduct Policy Governing Students and Employees

(Procedure 3003)

Visit <https://www.sheridan.edu/wp-content/uploads/2020/08/Policy-3003-Sexual-Misconduct-Policy-Governing-Students-and-Employees.pdf> for the most current version of the Sexual Misconduct Policy.

Glossary of Terms Used in Higher Education and at NWCCD

- **ABD (All But Dissertation)** – a title used to describe a doctoral candidate that has completed all their coursework and exam requirements, but still needs to write their dissertation.
- **Academic Advisor** – a member of the college community who provides advice and guidance on academic matters such as course selection. This person could be a professional advisor or a faculty member.
- **Academic Honesty** – is the expectation that student's work is their own and based on their own knowledge, ideas, and thoughts. It is the absence of cheating and plagiarism.
- **Academic Code of Conduct** – Procedure that serves to provide accountability to principles of academic integrity. The responsibility for this falls under the Vice President of Academic Affairs.
- **Academic Integrity** – Basic guiding principle for all academic activity at NWCCD.
- **Academic Year** – the academic year is broken into fall, spring, and summer semesters and runs August to July.
- **Accredited/Accreditation** – the official recognition that a college or university meets the standards of regional or national organization.
- **ACT – American College Test** – a standardized test administered to students who want to be admitted into a college or university. It is designed to assess a student's readiness for college-level academic work.
- **Accuplacer Placement Test** – Integrated system of assessments designed to evaluate students' skills in reading, writing, and mathematics.
- **Add/Drop** – a process that allows students to change their course schedules by adding or dropping courses.
- **Adjunct Faculty** – part time-instructors at colleges and universities that are hired as needed (usually semester by semester) with no guarantees of continued employment.
- **AP (Advanced Placement)** – a national program of standardized classes offered to high school students. AP courses are college-level courses that allow students to earn college credits with a qualifying score on the end of course AP exam.
- **Assistant Professor** – untenured faculty on a tenure track. This is usually an entry-level position with a probationary period of approximately 5-6 years following the completion of a doctorate program.
- **Associate Professor** – tenured faculty at the intermediate level. Many faculty stay at this rank throughout their careers once it's achieved. However, some strive for the rank of full professor.
- **Associate's Degree** – a degree that requires 60-80 specified credit hours which breaks down to approximately two years of study. It is awarded as Associate in

Arts (AA) or Associate in Science (AS). Typically, associate degrees are awarded by community colleges.

- **Asynchronous Learning** – a type of distance learning offered through online courses with no requirements for students and instructors to interact face-to-face.
- **Audit** – taking a class to gain knowledge about a subject, without receiving a grade or credit toward a degree.
- **Bachelor's Degree** – a degree that requires 120+ specified credit which breaks down to approximately four years of study. It is awarded as Bachelor of Arts (BA), Bachelor of Science (BS), or Bachelor of Social Work (BSW).
- **College** – the generic term that is used to refer to any post-secondary institution. Typically a college only provides an undergraduate education. College can also refer to an academic division of a university like College of Education.
- **Commencement** – a graduation ceremony that takes place in May at NWCCD.
- **Community College** – a public two-year postsecondary institution that offers two programs: a transfer program which consists of the first two years of a bachelor's degree and a terminal program which consists of vocational training resulting in an associate's degree.
- **Commuter Student** – student who does not live on campus.
- **Comps** – short for a comprehensive exam that is usually taken at the end of a Master's degree program or at the end of coursework for doctoral students. The content, length, and time are determined by each department.
- **Core Requirements/Core Curriculum** – Mandatory general education, usually interdisciplinary, course requirements needed for the completion of a degree.
- **Course** – regularly scheduled class on a particular subject.
- **Course Load** – the number of courses/credit hours a student takes during a specific semester.
- **Course Number** – every course has an identification number that distinguishes it from other courses in a particular subject. Course numbers increase as the difficulty of the course increases. For example, at NWCCD, ENGL 1010 is an introductory English course and ENGL 2050 is a higher level English course.
- **Course Offerings** – a schedule of courses offered during a specific semester.
- **Course Prefix** – series of four letters indicating the department or program offering the course. i.e. ENGL is the prefix for English
- **Credits/Credit Hours** – units used by institutions to record the completion of courses (with a passing grade) in a degree program.
- **Curriculum** – a program of study made up of a set of courses offered by a degree program.
- **CV (Curriculum Vitae)** – a document that details your accomplishments similar to a resume, but longer. It is usually requested at academic institutions when applying for an academic position.
- **Dean** – the director or head of a division of a certain professional school or college.

- **Degree** – a diploma or title awarded by a college or university to students after they have successfully completed a program of study.
- **Department** – the formal division of a school consisting of faculty and support staff responsible for instruction in a subject area.
- **Discipline** – an area of academic study.
- **Dissertation** – an in-depth thesis on an original topic of research that is typically submitted and presented in the final stage of earning a doctorate.
- **Doctorate** – the highest degree awarded by a university after the successful completion of an advanced graduate program of study. It usually requires three or more years of study beyond the master's degree. Also referred to as a PhD.
- **Drop** – refers to the withdrawal of a student from a course that must be completed in a specified period of time depending on the college or university. Click here to read the guidelines specific to student drops at NWCCD.
- **Dual Degree** – a program of study that allows a student to concurrently earn two degrees from the same college or university.
- **Electives** – are courses students can take for credit toward their degree, but are not part of the required program listed classes.
- **Enroll** – to register for course.
- **Exempt** – not required to do something that other students may be required to do.
- **Faculty** – the instructional staff of an educational institution.
- **FAFSA (Free Application for Federal Student Aid)** – the application used by the US government to determine the amount of financial aid a student will receive in a given year. Students must reapply every year they attend a college or university. International students are not eligible.
- **Fees** – an amount of money charged by schools, in addition to tuition, to cover institutional costs. At NWCCD we administer institutional, course, and student fees.
- **Fellowship** – a study grant or financial assistance awarded by varying institutions such as educational institutions, the government, research centers, and hospitals. They are usually awarded to graduate and doctoral students and are based on academic achievement.
- **Final Exam** – a course based assessment taken at the end of a semester or term during finals week. See NWCCD's academic calendar for specific dates.
- **Financial Aid** – a general term that includes all types of money offered to students to help them pay tuition, fees, and other educational expenses.
- **Freshman** – a student in their first year of attendance at a high school or college/university.
- **Full Professor** – refers to the rank of a tenured faculty member that has advanced beyond the associate professor level.
- **Full-time Student** – a student taking 12 or more credit hours at the undergraduate level and 9 or more hours at the graduate level.
- **GA (Graduate Assistant)** – a graduate student employed part-time to assist faculty in teaching, grading, and meeting with students.

- **GMAT (Graduate Management Admissions Test)** – a standardized test required for admission into graduate programs in business.
- **GPA (Grade Point Average)** – a system of recording a student's overall academic performance as a numerical average. A GPA is on a 4.0 scale and calculated at the end of each term/semester with an overall GPA calculated upon graduation.
- **Grades** – a score or mark (ie. A,B,C,D,F) indicating a student's academic performance on an assessment, paper, or in a course.
- **Graduate Course** – a credit course that is applied toward a graduate degree like a master's or doctorate.
- **Graduate School** – the division of a college or university which offers graduate programs that result in a master's degree, doctorate, or graduate certificate. Click [here](#) for more information on graduate programs at NWCCD.
- **Graduate Student** – a student that already has an undergraduate degree and is enrolled in an advanced studies program leading to a master's or doctorate degree.
- **Grant** – a type of financial aid that does not require repayment and is given to students by the federal or state government, company, school, or charity.
- **GRE (Graduate Record Examination)** – a standardized test that is required for admission into a graduate degree program. The exam measures verbal, quantitative, and analytical writing skills.
- **Independent Study** – a course that allows students to earn credit toward their degree for work with a faculty member outside the traditional classroom setting.
- **Interlibrary Loan** – a system offered through the NWCCD library that can get access to materials that the campus library does not have.
- **Internship** – supervised professional training designed to provide students with experience in the work place.
- **Junior** – a student in their third year of high school or college/university.
- **Letter of Recommendation** – a letter written on behalf of a student that assesses their qualifications and skills. They are usually required for admission to a program of study or as part of the application process for a fellowship, internship, scholarship, etc.
- **LSAT (Law School Admission Test)** – a standardized test required for admission into law school. The exam measures reading comprehension, analytic reasoning, and logical reasoning skills.
- **Major** – an area of specialization, consisting of a number of courses in a discipline of study, chosen by undergraduate students. Students are usually required to choose their major before the end of their sophomore year.
- **Major Professor** – a professor that serves as an advisor and mentor for students at the graduate level. The student is typically responsible for choosing their major professor, but the preferred professor must agree to the arrangement.

- **Master's Degree** – a degree awarded after the completion of an advanced program of study at a college or university. A master's degree program typically requires one to two years of study past the bachelor's degree. It is awarded as a Master of Arts (M.A.), Master of Science (M.S.), and Master of Business Administration (M.B.A.).
- **Matriculated** – enrolled in a program of study leading to a degree at a college or university.
- **MCAT (Medical College Admission Test)** – a standardized test required for admission into medical school. The exam measures verbal reasoning, writing skills, and physical and biological sciences knowledge.
- **Midterm Exam** – an exam given in the middle of an academic term that covers all the material studied in a particular course to that point.
- **Minor** – a secondary area of specialization chosen by undergraduate students at four (4) year schools.
- **Noncredit** – a course taken that does not apply to a degree program. Noncredit courses are taken by students who need developmental work in order to be accepted into a program of study. Noncredit courses can also be taken for one's own professional development or interest.
- **Nonresident** – a student that does not meet a state's requirements for residency. Colleges and universities usually have higher tuition rates for nonresident students. A nonresident student can also refer to a student that does not live on campus or in campus housing.
- **Non-traditional Student** – a student that enters a college or university a year or more after high school graduation, pursues their college education while working full time, returns after a number of years away from formal education, and/or attends college while raising a family.
- **Open Admissions** – a college or university's non-selective policy to accept all students who have completed high school regardless of their grades and/or standardized test scores.
- **Orientation** – a college or university's official process of welcoming new students to campus and providing them with relevant information on campus policies, financial aid, housing, dining, courses, etc.
- **Part-time Student** – a student who is enrolled in less than 12 credit hours per semester.
- **Pass/Fail** – a grading system that results in a pass or a fail and not a traditional letter grade. At NWCCD, this system results in an S (satisfactory) or U (unsatisfactory).
- **PhD Candidate** – a student who has completed all their coursework, passed their qualifying or comprehensive exam, and is in the dissertation writing process.
- **Plagiarism** – the illegal use of another person's words or ideas as your own without acknowledging that person through an academically accepted citation

process. Many colleges and universities have strict policies and punishments for plagiarism.

- **Postdoc (Postdoctoral scholar)** – a recent PhD recipient engaged in a temporary period of mentored research, scholarly training, or teaching in order to acquire professional skills.
- **Prerequisite** – a required course that must be completed before a student is permitted to enroll in a more advanced course.
- **Probation** – a status given to students with a low GPA and unsatisfactory academic work as defined by their college or university. The probationary period requires students to improve their performance or be dismissed from school.
- **Promotion** – the process of gaining tenure and moving from assistant professor to associate professor to full professor.
- **Provost** – the chief academic officer at a college or university responsible for overseeing academic policies and curriculum-related matters.
- **Qualifying Exams** – similar to the comprehensive exam taken by students at the conclusion of a master's program or following the completion of doctoral coursework.
- **Research Assistant** – a graduate student employed part-time to assist faculty with research.
- **Resident Assistant (RA)** – upper class student hired to provide guidance to students who live in the residence halls on campus.
- **Residential Student** – Student who lives in on campus housing (residence halls).
- **Registration** – the process in which students choose and enroll in courses for an academic term.
- **Reserves** – refers to course items like textbooks and additional research material placed on reserve by a professor at the library for student use throughout the academic term.
- **SAT (Scholastic Assessment Test)** – a standardized test required for admission into a college or university and is usually taken in the junior or senior year of high school. The exam measure reading, writing, and math skills.
- **Scholarship** – a type of financial aid that consists of free money given to a student by a school, individual, organization, company, charity, or federal/state government to help pay for college tuition and expenses.
- **Section Number** – a number that is used to distinguish between multiple classes of the same course.
- **Semester** – an academic term that is 15 to 18 weeks.
- **Seminar** – a small class focused on specialized topics discussed in depth with a professor.
- **Senior** – a student in their fourth year of study at a high school or college/university.

- **Social Security Number** – a unique nine digit number issued to people eligible to work and collect benefits in the US such as US citizens, permanent residents, and temporary (working) residents by the US government.
- **Sophomore** – a student in their second year of study at a high school or college/university.
- **Student Employee** – student who is enrolled at the college on a full or part time basis and employed by the college working no more than 18 hours per week.
- **Syllabus** – a document distributed to students enrolled in a course that outlines the material a course will cover, instructor expectations, assignments, due dates, instructor contact information, and relevant NWCCD policies. Keep your syllabus until you have completed your highest degree.
- **TA (Teaching Assistant)** – a graduate student employed part-time to assist faculty with teaching an undergraduate course.
- **Tenure** – a status earned by faculty members at a college or university after demonstrating a strong record of research, publishing, and teaching.
- **Term** – a period of study such as a semester.
- **Thesis** – a formal piece of writing on a specific topic required for a degree.
- **TOEFL (Test of English as Foreign Language)** – a standardized exam that determines English proficiency in reading, listening, speaking, and writing. The exam is required for international student admission to a US college or university.
- **Transcript** – an official record of a student's performance at an academic institution.
- **Transfer Credit** – credit awarded toward a degree on the basis of studies completed at another college or university.
- **Tuition** – the amount of money an academic institution charges its students for attendance.
- **Undecided/Undeclared** – a student that has not chosen or declared their major field of study.
- **Undergraduate** – a post-secondary program leading to a bachelor's degree. The term also refers to a student attending such a program.
- **Visa** – an official mark or stamp in a passport that allows someone to enter a country for a specified amount of time. The US government issues the following types of visas for students and scholars: F-1 (student visa) and J-1 (exchange visitor visa).
- **Work-study** – a financial aid program funded by the US government that allows students to work part-time on campus.

Glossary of Terms References

Assefa, M. (n.d.). Glossary of United States Educational Terminology. Retrieved from <http://www15.uta.fi/FAST/US5/REF/glossary.html>.

Castleton State College. (n.d.). Glossary of higher education terms [PDF document]. Retrieved from http://www.castleton.edu/parents/parents_info/glossary10.pdf.

Kuther, T. (n.d.). What is an associate professor? Retrieved from <http://gradschool.about.com/od/gettingajob/g/Associate-Professor.htm>.

Middle States Commission on Higher Education. (2009). Definitions of higher education and accreditation terms [Word document]. Retrieved from <http://www.msche.org/documents/glossary.doc>.

Narayan, A. (2011, August 15). U.S. higher education glossary. U.S. News & World Report. Retrieved from <http://www.usnews.com/education/best-colleges/articles/2011/08/15/us-highereducation-glossary>.

Texas Higher Education Coordinating Board. (2012, March 19). Glossary of Terms. Retrieved from <http://www.templejc.edu/Tclive/media/AboutTC/IERP/pdf/Glossary-of-Terms.pdf>.

Equal Opportunity: Non-Discrimination Clause

Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, or gender identity, and any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Assistant Vice President for Human Resources, Jennifer McArthur, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Griffith Memorial Building, Room 141D, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.