THE SYLLABUS

COUNSELORS
Carson: Deborah Case, JW Lazzari, Lauren Stevens
Fallon: Ron Marrujo

Disability Services Coordinator
Susan Trist .......... 775-445-3266

OFFICES
Carson  Bristlecone 103 ....................775-445-3267  Fax:775-445-3149
Douglas Main Office ......................... 775-782-2413  Fax: 775-782-2415
Fallon Virgil Getto Hall ..................... 775-423-7565  Fax: 775-423-8029

COUNSELING HOURS
Monday – Friday ...................................• 8 a.m. – 5 p.m.

COUNSELOR & STUDENT RESPONSIBILITIES
Counselors and students each play important roles in the advising process.

We will…. ........
• Assist in the development of your educational plan
• Help you choose the classes you’ll need to meet degree requirements
• Explain college policies and procedures
• Assist with personal counseling and resources
• Provide information about transferring to other colleges
• Encourage and support you in reaching your goals

We expect you to…
• Actively engage in the decision-making process
• Ask questions and express concerns
• Talk with faculty about majors and careers
• Utilize resources (such as tutoring) if applicable
• Track your progress toward a degree
• Know and adhere to academic deadlines
• Take responsibility for your actions and decisions

Remember…you have the POWER to create the kind of COLLEGE EXPERIENCE you desire. Embrace the opportunity and responsibility.
SCHEDULING

FORMULA TO MANAGE YOUR TIME
A 3-credit/unit class requires three hours of in-class time per week (a 4-credit/unit class requires four hours in class per week). For every one hour you spend in class, you should set aside a minimum of two extra hours of study time outside of class (to do the reading, study for tests, etc).

If I take ____ credits/units, then I should expect to spend ____ x 3 = _____ hours per week in class and studying.

Add this number of hours to the number of hours you are working, eating, sleeping, exercising, and socializing…do you have enough hours in the week?

WEB-BASED CLASSES
Online and hybrid classes are delivered using the internet. These courses are not faster or easier than in-person classes, nor are they self-paced. Are you ready for an online class? Answer these questions truthfully…
- Are you self-motivated?
- Is your reading comprehension good?
- Do you have strong computer skills?
- Do you feel OK about missing the social elements in the classroom?
- Do you own a computer?
- Do you have high speed internet service?

TIME MANAGEMENT
is the biggest pitfall for new students. Class time, study time, work time, family time, social time all have to fit within the number of hours available in one week. More new students fail classes due to over-committing their time than due to any other factor.

If you answered, “Yes” to all of these, you may be a good candidate for web learning. The WNC Online (E-LEARNING) tutorial on the website is highly recommended to learn more.
RESOURCES

Admissions & Records......................... 445-3277
Bookstore ................................................(Carson) 445-3233
(Fallon) 423-7565
Business Office ......................................445-4221
Child Care ..............................................445-4262
Counseling ..............................................445-3267
Disability Support ................................ 445-3268
Financial Aid...........................................445-3264
Carson Campus Library ...................... 445-3229
Fallon Campus Library ........................ 423-7565, ext. 2241
Student Center ......................................445-3218
Tutoring ...................................................445-4260
Veterans Services.................................445-3263

ADMISSIONS & RECORDS
• Make sure you pay for all classes by the deadline or you might be dropped from all
• Avoid the “F” by dropping a class in myWNC before the last day to drop
• Watch the deadlines for adding, dropping and getting a refund on tuition
• Know semester dates and deadlines to avoid costly mistakes

FINANCIAL AID
• For summer, students must complete the FAFSA for prior academic year
• For fall/spring, students must complete the FAFSA for future academic year
• Priority deadline is April 1 for fall. Funds are awarded on a first come/first served basis
• Students must meet Satisfactory Academic Progress
  - cumulative GPA of at least 2.0
  - cumulative completion rate of at least 67%
  - semester completion rate of at least 67%

LIBRARY
• Lots of help with research – 18,000 journals, 45,000 books and ebooks
• PC and Mac computers with MS Office and Adobe Creative Suite (includes Photoshop)
• Wireless network and laptops for checkout
• Group study rooms – one has a computer and DVD projection
• Workshops on research, and with taking web classes, Google…check the campus TV screens for dates!
THE BIG PICTURE

GETTING STARTED

- Develop an educational/career plan
- Apply for financial aid
- Enroll early
- Pay for tuition by the drop deadlines
- Start classes
  - Know the add/drop class deadlines

FIRST SEMESTER

- Manage your time
  - Use a planner
- Read & refer to every course syllabus
  - Attend every class
  - Ask questions
- Talk with faculty & students in every class
- Use the Tutoring Center
- Meet with counselors to plan next semester classes
THE BIG PICTURE

SECOND & THIRD SEMESTERS

- Explore careers
- Talk with faculty
- Take the career assessments
  \( (MBTI/Strong) \)
- Change degree?
- Track your progress toward degree
- Meet with counselor
- Plan out remaining classes
- Get more money
- Apply for scholarships available on WNC website
- Investigate internships, paid & volunteer

FOURTH SEMESTER GRADUATING

- Verify that all degree requirements are completed
- Apply for graduation by the deadline
- Apply early to transfer to four-year colleges \( (Oct/Nov) \) \( if \) applicable
- Send official transcript to your transfer college
- Earn your degree and walk at Commencement!
CHECKLIST…
Choose the items below that pertain to you. You may not need all of these!

_____ See a counselor
_____ Develop an educational plan
_____ Visit the Student Center at WNC Carson. Get a free planner & an ID card.
_____ Sign up for a Fitness Center membership in the Student Center
_____ Apply early for financial aid
   www.wnc.edu/studentservices/financial
_____ Apply for scholarships by March 1 each year
   www.wnc.edu/studentservices/financial
_____ Arrange for child care, if needed
_____ Join a student organization
_____ Check out Veterans Services located in the Financial Aid office
_____ Use the library
_____ Visit the Academic Skills Center for **FREE** tutoring

**CARSON ACADEMIC SKILLS CENTER**
Bristlecone Bldg., rm. 330
445-4260
8 am – 9 pm, Monday – Thursday
8 am – 8 pm, Friday
8 am – 5 pm, Saturday

**FALLON ACADEMIC SKILLS CENTER**
Virgil Getto Hall
(inside Library) rm. 307
423-7565, ext. 2278
9 am – 7 pm, Monday – Thursday
9 am – 1 pm, Friday - Saturday

FIND **WNC** AT …

[Facebook](#)  [Twitter](#)  [Yelp](#)

**www.wnc.edu**
KEEP YOUR EYES ON THE DATES

DROP #1
Two fridays before the first day of the semester

DROP #2
Friday before the first day of the semester

LAST DAY FOR A REFUND
Fifth day of the semester (Full-term classes only)

LAST DAY TO DROP WITH A “W” (withdrawal)
End of the Ninth Week (Full-term classes only)

ONLINE CLASS SCHEDULE AVAILABLE
March 15 - Summer/Fall
October 15 - Spring

REGISTRATION OPENS
Early April - Summer
Mid April - Fall
Early December - Spring

www.wnc.edu/calendar/academics/