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Associated Students of Western Nevada College

### ***A Message from President Carol Lucey***

Welcome to Western Nevada College! At Western Nevada College you will find many outstanding academic programs designed to prepare you for a successful career, transfer to a baccalaureate program, or to offer you lifelong learning opportunities.

We are very proud of our college, which includes three beautiful campuses and many teaching centers across our 18,000-square-mile service area. We work continually to update our equipment and facilities to provide the very best in learning tools and technology.

I encourage you to make use of this handbook. It contains useful information that will make your time at WNC more pleasant and rewarding.

Congratulations on your choice of a quality college experience, and best wishes for a successful and fulfilling academic future.

Carol A. Lucey, Ph.D.  
President

### **Policies and Expectations**

Western Nevada College is committed to providing a high quality educational experience for all students who attend the college. Academic integrity and honesty in all educational classrooms and programs are critical in providing this high level of education attainment. Students at Western Nevada College are expected to be honest and forthright in their academic endeavors because academic dishonesty disrupts the learning process and threatens the educational environment for all students.

#### ***Academic Integrity***

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in ensuring academic integrity:

- Students must complete and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

#### **Academic Dishonesty**

The College places a high expectation on all students to act honestly in all situations. The College does recognize that some students will choose to

commit acts of academic dishonesty, which places an expectation on all faculty and staff to confront these acts of dishonesty.

### **What is “Academic Dishonesty?”**

Academic dishonesty is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Academic dishonesty is a behavioral issue, not an issue of academic performance. As such, it is considered an act of misconduct and is subject to the College disciplinary process as defined in the Nevada System of Higher Education Code.

### **What are Specific Acts of Academic Dishonesty?**

#### Cheating

Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise, which in fact has not been mastered. Examples include:

- Copying from another student’s test or assignment.
- Allowing another student to copy from a test or assignment.
- Collaborating during a test with any other person without instructor permission.
- Using the course textbook or other course materials during a test without instructor permission.
- Using prepared materials during a test (e.g., notes, formula lists, notes written on the student’s clothing, etc.) without instructor permission.
- Stealing, buying, or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of an unadministered test, including answers.
- Bribing any person to obtain an unadministered test or any information about the test.
- Taking a test for someone else or permitting someone to take a test for the student.

#### Plagiarism

Plagiarism is presenting someone else’s words, ideas or data as one’s own. When a student submits work that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks as well. In academically honest writing or speaking, the student will acknowledge the source whenever:

- Another person’s actual words are quoted.
- Another person’s idea, opinion or theory is used, even if it is completely paraphrased in the student’s own words.
- Facts, statistics, or other illustrative materials are borrowed, unless the information is common knowledge.

Some pitfalls that lead to plagiarism:

- Procrastination
- Failure to follow instructions for the assignment
- Inadequate writing skills to accomplish the assignment

How you can avoid these problems:

- Have someone you trust review your work and/or sources.

- Talk with your faculty members, Division Chair, or counselor about your writing skills.
- Complete drafts before due dates.
- Use the Academic Skills Center.

#### Multiple Submission

Submitting, without prior permission, any work submitted to fulfill another academic requirement.

#### Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include:

- Submitting as the student's own work any academic exercise (e.g., written work, lab work, computer work, art work, etc.) prepared totally or in part by another. (The typing of a student paper by another person is permissible, but all corrections and rephrasing must be the student's own.)
- Inventing data or source information for research or other academic exercises.
- Citing of information not taken from the source indicated.
- Listing sources in a bibliography not actually used in the academic exercise.

#### Grade Tampering

Grade tampering involves changing, altering, or being an accessory to the changing and/ or altering of a grade in a grade book, on a test, on an assignment, on a grade change form, or on any other official academic record.

#### Failure to Report a Violation

The conscious failure to report any student who has committed a breach of the Code and may result in action against the student involved. This is not meant to be an exhaustive list of all acts of academic dishonesty, but is a guide to help student and faculty understand what constitutes academic dishonesty.

### **Academic Dishonesty Complaint and Hearing Procedures**

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student with an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Western Nevada College Academic Integrity Statement.
5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a failing grade on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Division Chair may be requested. The faculty member's policy, with regard to dishonesty, should be included in the course syllabus.
6. If the faculty member wishes to initiate further action (e.g., assign a lower grade or a grade of "F" for the course), the student is entitled to a hearing with

the Division Chair. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the Dean of Instruction within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.

7. Within 10 business days of receiving an Academic Dishonesty Report form, the Division Chair notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member, Division Chair, and two student representatives appointed by the USA President, to hear the charges and present information related to the case. The student may bring an advisor, who may advise the student but not present the case. If the student fails to attend the hearing, the faculty member and Division Chair may proceed with the process to completion. The Division Chair will consider any evidence submitted and interview persons as warranted. The Division Chair determines if the action recommended by the faculty member is appropriate.

8. Within 10 business days of the hearing, the Division Chair sends written notification of the results to the student and faculty member.

9. Within 10 business days of the notification, the student may submit a written appeal to the Dean of Instruction.

10. The Division Chair sends a final report to the Dean of Instruction. The Dean of Student Services may also issue disciplinary sanctions in accordance with NSHE Code, Title 2, Chapter 6, Section 3. These may include:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- Suspension from Western Nevada College for a definite period of time (i.e., suspension of the privilege to attend Western Nevada College).
- Expulsion from Western Nevada College (i.e., removal of the privilege to attend).

NOTE: A student may not withdraw from a course in order to avoid possible academic and disciplinary sanctions. If a student is suspected of committing an act of academic dishonesty, then the case must be resolved before the student can initiate a withdrawal. Once a student receives an "F" in any course as an academic sanction, the student cannot withdraw from the course. If a student appeals the determination or sanction, the student may not withdraw from the course until after the appeal is resolved. If the appeal process results in the sanction being upheld, then the grade of "F" for that course will be upheld.

### **Final Level of Appeal**

If the student chooses to appeal the determination of the Dean of Instruction, the student must file a petition for review with the Vice President of Academic and Student Affairs within ten business days of notification of the decision. The Vice President reviews the written records and issues a written decision.

### **Timelines**

Division chairs, the dean of instruction, and the vice president of academic and student affairs may for good cause, extend the scheduling timelines described above.

### **Suspected Academic Dishonesty Outside of the Classroom**

The College requires that standards of academic integrity and academic honesty be upheld outside the classroom as well as inside the classroom. Examples of academic dishonesty outside a classroom could include cheating, photocopying papers and tests, plagiarism, and illegal access to web courses and tests, etc. If a student is suspected of committing an act of academic dishonesty outside of the classroom (in a lab, the library, the learning center, etc.) the student will be subject to the following:

- The person who believes that academic dishonesty took place will gather all available evidence and forward it to the instructor of record for the class in question. The instructor will then confront the student with the evidence and follow the steps as outlined above.

### **Admission Policy**

Western Nevada College maintains an open door admissions policy for any adult who is at least 18 years of age or a high school or GED graduate. High school juniors and seniors may register with submission of an approved high school authorization form. Academically gifted students below the junior level are reviewed on a case-by-case basis by the director of admissions for enrollment into credit classes. WNC does not require entrance exams or transcripts from previous educational experiences to enroll.

New students must submit an application for admission. There is a one time, non-refundable application fee of \$15 due upon completion of registration. Applications can be processed on the WNC web site, mailed, faxed, or hand delivered to Admissions and Records.

### **Campus Safety & Individual Rights: Policies and Procedures**

Campus safety at Western Nevada College is the responsibility of all faculty, staff, and students. Provision of specific safety measures involves the professional and paraprofessional personnel from Public Safety, Student Services, and the Facilities Services staff, according to their assigned duties. All members of the college community are providers and all are recipients of the college services. Thus, all are the providers and the recipients of a safe educational environment.

Enforcement of campus regulations and state laws is the operational responsibility of Public Safety staff. Disciplinary matters are adjudicated by a system under published policies and regulations stated in the approved NSHE Code and the WNC Disciplinary Policies and Procedures. Criminal offenses are referred to the courts and to the college's disciplinary system where the most severe penalty is expulsion from the college.

It is everyone's concern and duty to cooperate fully in the enforcement and to assist in the investigation of violation of campus regulations and state laws.

## **DISCIPLINARY POLICIES AND PROCEDURES**

The NSHE Board of Regents' Code and the WNC Disciplinary Policies and Procedures prescribe standards for the conduct of students on the campus.

Many of these regulations are similar to federal and state statutes; therefore, a violation of these regulations may concurrently represent a violation of a civil statute. The college and civil jurisdictions are independent of each other based on their separate, distinct needs. Thus, both criminal and college proceedings could result from the same violation. Civil or criminal actions before or after college action shall in no way alter the college proceedings or findings, nor provide any right to immunity from college jurisdiction.

College authorities may expedite the disciplinary proceedings, recognizing the advantage of a prompt hearing in the event of alleged infractions, while guaranteeing due process.

This policy recognizes that college disciplinary jurisdiction may not extend to off-campus activities unless the college sponsors such activities (e.g., athletic programs, theater performance). Alleged infractions taking place off the college campus may be left to civil jurisdiction, and no college action shall be initiated except in cases where individuals are representing the college or where the alleged actions give cause for concern that the presence of certain individuals on campus may endanger the college community.

### **Sexual Misconduct**

Members of the college community are advised that coercive and unwelcome sexual contacts are unlawful and will not be tolerated. Sexual offenses will be immediately pursued through both criminal and campus disciplinary procedures. The college will not shield or protect its members from the legal consequences of these actions and will cooperate fully in the investigation and prosecution of these cases. College disciplinary sanctions shall be made independently for the same violation.

### **Sexual Harassment**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. These laws include prohibition of discrimination in employment and educational programs and services on the basis of sex. Consistent with NSHE and WNC policies, the following guidelines apply equally to students and employees.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Submission to the conduct is either an explicit or implicit term or condition of employment or academic status; Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or creating an intimidating, hostile, or offensive environment in which to work or learn.

WNC does not tolerate sexual harassment or sexual misconduct in the college community in the workplace, living environment, or any collegial setting involving faculty, staff, administrators, or students. In support of this policy, the college affirms its right to take appropriate action if it or other duly

constituted authority should determine that violation of federal and state laws pertaining to sexual harassment or sexual misconduct have occurred. Incidents should be reported to the director of Human Resources/Affirmative Action officer, who will implement established college procedures related to conducting an investigation of the alleged incident(s).

### **Cell Phones**

Cell phone and pager usage must be conducted outside Western Nevada College's classrooms, laboratories, testing areas, and Library and Media Services public areas.

### **Class Attendance**

An instructor can ask students who have an excessive number of absences to stop attending class. In general, if a student misses more hours than the number of credits for a course, this can be considered excessive. For example, if a student enrolled in a three-credit course misses more than three hours, an instructor may refuse to issue a grade. If this occurs, it is highly recommended that the student drop the course rather than end up receiving a failing grade.

### **Diversity and Bias-Related Incidents**

WNC is committed to diversity as one of the driving forces in the development of the college community. The campus community embraces diversity and strives to create an atmosphere free of bias and prejudice to prepare students for successful and socially useful lives in a diverse society.

This commitment means bringing people into the community from different racial, ethnic, cultural and religious backgrounds who may have different needs. It also means recognizing that these differences may sometimes result in misunderstandings and misperceptions. Incidents may occur that are bias-related.

If such incidents occur, they will be responded to in a manner consistent with the college's (4-2-1) and NSHE (Title 4, Chapter 8, Sections 1, 3, 4, 5, 6, 7, 9, 12) policies and procedures because of the serious threat posed by bias-related crimes to the well-being of the whole community.

More is required of the college community than adherence to policy and procedures. It is important to keep in mind our mission as an institution of higher education. The college's focus on personal safety on campus must be broadened so that this shared responsibility is a shared value of an enriching campus life.

We are all providers and all recipients of college services. Accordingly, providing for campus safety and individual rights ultimately depends on the best efforts of each of us to:

1. Treat each other with respect, fairness, and honesty;
2. Perform our duties with competence and skill;
3. Listen actively and communicate clearly and courteously;
4. Think critically about our assumptions; and
5. Strive to make WNC a community of excellence, mutual respect, and friendship.

## **Drug and Alcohol Policy**

Western Nevada College's achieves compliance with provisions of the Drug Free Schools and Communities Act Amendments of 1989 applying to students through a comprehensive alcohol and other drug prevention program that includes policy enforcement, education programs, and referral services. Alleged violations of WNC's regulations are adjudicated through the campus disciplinary process. Consequences for violations may include, but are not limited to, some form of disciplinary probation, required attendance at education programs, referral for assessment and treatment, relocation to a new living environment, and suspension/expulsion from the college. In addition, students can be arrested for violations of the state law on campus. WNC supports and sponsors programs aimed at the prevention of substance abuse by students. Information about education and treatment services may be obtained from Counseling Services in the Bristlecone Building (Carson City campus) and Student Services on both the Fallon and Douglas campuses.

## **COLLEGE DISCIPLINARY SANCTIONS**

Any member of the faculty, administration, or staff or any student may file a complaint under the college's disciplinary procedures if he or she knows that someone has violated the college's policies related to substance abuse or alcoholic beverages. If a student allegedly violates either or both of these policies, he/she is referred to the campus disciplinary system as outlined in this handbook. The consequences could include disciplinary probation, referral to a treatment program, civil action, or other appropriate discipline. If violations are severe, the student is referred to a disciplinary hearing committee. The sanctions can include disciplinary probation, suspension or expulsion from the institution, and/or civil action. Sanctions that include suspension or expulsion are entered into permanent academic records including transcripts.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal act pertaining to student records, privacy, inspection, and appeal rights. Full details regarding this act can be found in the WNC catalog. All enrolled students have these rights regardless of age.

At WNC, the following data is designated as directory information: student name, city, state, residency status, full-time/part-time status, dates of attendance, graduation date, major/degree, academic honors, photographs at college sanctioned events, and whether currently enrolled. Information that is not designated as directory information will not be released to a third party, including a parent or spouse, without the written permission of the student. Students have the right to request non-disclosure of directory information in writing. It is important to carefully consider the potential consequences of restricting the release of directory information. If a student's information is restricted, WNC will be unable to place student's name in publications such as for honors and graduation programs, to confirm graduation and dates of attendance to potential employers, or to verify enrollment with organizations such as insurance companies.

### **Enrollment Verifications**

Verification of enrollment for an insurance company, employer, etc. may be obtained by accessing Web-REG. A link to the National Clearinghouse will provide a certificate of enrollment.

### **Transfer Students**

Students who have completed courses at another college and wish to have those credits apply towards a degree must submit an official transcript from that college to WNC Admissions and Records with a completed petition for transfer credit evaluation form.

### **Transcript Copies**

Unofficial copies of transcripts are obtained through Web-REG. Submit a request in writing for an official copy through Admissions and Records. WNC provides ten free official transcripts; additional copies are \$2. Requests may be faxed, mailed, or hand-delivered to Carson City Admissions and Records for processing. Allow three (3) business days for processing. Valid photo ID with signature required to pick-up records in person.

### **Grievance Policy**

A student has the right to initiate a formal grievance in the case of a possible alleged infraction.

#### **Section 1. Initiation of Grievance**

A. Formal grievance procedures are initiated only after informal attempts have been found not satisfactory in reaching a just solution.

B. A grievance must be filed in writing to the appropriate dean within 30 instructional days of the alleged infraction.

#### **Section 2. Committee Membership**

A. Members of a grievance committee will be selected by the appropriate dean.

B. This committee will consist of the appropriate dean, two faculty members, one student, one representative from the United Students Association, and may include a classified employee.

#### **Section 3. Presentation of Case**

A. The student and involved parties will be given the opportunity to present their case in a formal hearing to the selected grievance committee.

#### **Section 4. Recommended Course of Action**

A. The committee will then recommend a course of action to the vice president for Academic and Student Affairs.

#### **Section 5. Final Decision**

A. The student will receive a written notification from the vice president for Academic and Student Affairs of the final decision.

### **Principles of Community**

As members of the WNC community, we choose to be part of an academic community dedicated to those principles that foster personal and professional integrity, civility, and tolerance. We strive toward lives of personal integrity and academic excellence -We will encourage in ourselves, and in one another, those responsible actions which lead to lives of productive work, personal enrichment, and useful citizenship in an increasingly interdependent world. We commit to treat one another with civility – Recognizing that there will be difference of opinion, we will explore these differences in a courteous and

forthright manner, always acknowledging individual rights to freedom of expressing and association.

We support tolerance - We encourage those of all cultures, orientations, and backgrounds to understand and respect one another in a safe and supportive educational environment.

### **Residency**

A number of factors are used to determine residency. Students who are classified as non-residents must pay non-resident fees. Students who reside or graduate from high school in a neighboring county might be eligible for a reduced nonresident tuition rate by submitting a "Good Neighbor" application. Further information on residency and the Good Neighbor policy can be found in the WNC catalog or online at

<http://www.wnc.edu/student-services/admissions/residency.php>

### ***Student Conduct Policies and Procedures***

#### **Rationale**

Human beings grow and mature in communities. Living in a community requires depending upon the knowledge, integrity, and decency of others. In turn, the best communities help individuals form habits and values that enable them to achieve the highest personal satisfaction, including the satisfaction associated with helping to make a better world. Western Nevada College, a community comprised of students, faculty, staff and administrators, recognizes the need to establish policies and procedures to guide student actions and defines the penalties that are imposed when these rules and regulations are violated. The rules enforced by the college are designed to protect individual liberties, and other values stated in the college's Mission and Goals, especially the commitment to "personal growth and development, achieving their educational goals, advancing in their careers, and coping with the technical and social changes in our global society." It is the policy of Western Nevada College to ensure that the rights of an individual guaranteed by state laws and the U.S. Constitution are protected for all members of the community regardless of their gender, race, color, ethnicity, sexual preference, or religion. When such rights are infringed upon by violence, threats, or other harassment, the college will use every necessary resource to rapidly and decisively identify perpetrators for criminal and/or administrative prosecution in accordance with the WNC policies and the Board of Regents' policies.

#### **I. Authority for Student Discipline**

Ultimate authority for student discipline is vested in the NSHE Board of Regents that charges the president of WNC with responsibility of establishing and enforcing rules and regulations outlined in the NSHE policies. At WNC, disciplinary authority is delegated to the dean of Student Services as set forth in these policies and procedures, and in other appropriate policies, rules, or regulations adopted by the board. The president appoints the dean of Student Services to serve as an administrative officer, and delegates other duties by the president as set forth herein. The college reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary action for any act prohibited by local, state or federal law that occurs on system premises or at a

system sponsored on or off such premises. In addition, misconduct, as defined and established in the NSHE Code, title 2, chapter 6 (6.2.2), is as follows:

- Commission of any act interfering with academic freedom
- Use of, or threat to use, force or violence against any member or guest of the system community, except when lawfully permitted
- Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the system
- Intentional disruption or unauthorized interruption of the functions of the system, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the system
- Willful damage, destruction, defacement, theft, or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by the system
- Knowing possession on any premises of the system of any firearms, explosives, dangerous chemicals or other dangerous weapons as defined by the laws of the state of Nevada, without the written authorization of the president of any system institution or the president's authorized agent, unless such possession reasonably relates to duly recognized system functions by appropriate members of the faculty, other employees or students
- Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the system after having been ordered to leave by the president of a System institution or the resident's designee
- Forgery, alteration, falsification or destruction of system documents or furnishing false information in documents submitted to the system
- Making an accusation, which is intentionally false or is made with reckless disregard for the truth against any member of the system community by filing a complaint or charges under this code or under any applicable established grievance procedures in the system
- Repeated use of obscene or abusive language in a classroom or public meeting of the system where such usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the teaching of the subject matter
- Willful incitement of persons to commit any of the acts herein prohibited
- Disorderly, lewd, or indecent conduct occurring on system premises or at a system sponsored function on or off such premises
- Any act prohibited by local, state, or federal law that occurs on system premises or at a system sponsored function on or off such premises
- Use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the system
- Any act of unlawful discrimination based on race, creed, color, sex, age, handicap or national origin. (referred to affirmative action officer)
- Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic grading, or where verbal or physical conduct of sexual nature has the effect of creating an intimidating, offensive or hostile work or classroom environment.(referred to the affirmative action officer)
- Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same

- Willfully destroying, damaging, tampering with, altering stealing, misappropriating or using without permission any system program or file of the Nevada System of Higher Education.
- Acts of hazing, which are defined as any method of initiation into or affiliation with the university or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual
- Any conduct which violates applicable stated prohibitions, policies, procedures, rules, regulations, or bylaws of the Board of Regents or a system institution Students will be informed of the Student Conduct Policies and Procedures through a variety of communication vehicles including the college's web site, student handbook, and/or electronic and written media as appropriate.

## II. Standards Governing the Conduct of Students

The college expects its students to act with integrity. Dishonesty, fraud, and failure to respect the rights of others will not be tolerated in a community that is dedicated to the development of responsible individuals.

The Student Conduct Policies and Procedures prescribe standards for the conduct of students on and off the campus. Many of these regulations are similar to federal and state statutes; therefore, a violation of these student conduct policies may concurrently represent a violation of a civil statute. The College and civil/criminal jurisdictions are considered independent, each based on its separate, distinct needs.

Thus, both civil/criminal and college proceedings could result from the same violation. Civil or criminal actions before or after college action shall in no way alter the college proceedings or findings, nor provide any right to immunity from college jurisdiction. College authorities shall expedite disciplinary proceedings, recognizing the advantage of a prompt hearing in the event of alleged infractions, while guaranteeing due process. The above policy recognizes that college disciplinary jurisdictions may not extend to off-campus activities unless the college sponsors such activities (e.g., athletic event, concerts, etc.) or the off-campus incident or activity has a direct or indirect adverse affect on the college. Alleged infractions taking place off the college campus are left to the courts or other authorities, although college action shall be initiated in cases where individuals are representing the college or where the alleged actions give cause for concern that the presence of certain individuals on campus may endanger the college community. Behavior causing serious personal endangerment, may subject a student to immediately being placed on administrative leave prior to a disciplinary hearing in accordance with Board of Regent's Code, title 2, chapter 6 (6.5.1), and as outlined in the Section III of this Code "Extraordinary Action Pending Judicial Process."

III. Extraordinary Action Pending Disciplinary Process/Administrative Leave: Pending a formal hearing, the president may place a student on administrative leave temporarily from the college if there is a determination that the administrative leave is required to:

1. Protect life, limb or property;
2. Ensure the maintenance of order; or
3. Remove a person from the Nevada System of Higher Education community when an act of sexual harassment has been alleged against such person and the accuser or the accused person cannot be assigned other duties or classes or

placed else in the system institution apart from each other pending the completion of an investigation and/or disciplinary hearing into the allegation. The dean of Student Services, if acting as an administrative officer, will inform the student in writing, by personal delivery or, if this is not possible, by registered mail to the student's identified place of residence. The notice of administrative leave will include charges specifying the violation(s). The matter will be referred in writing to a general hearing officer. The student charged will be provided a copy of the written referral. A student placed on administrative leave shall be given the opportunity to appear personally before the dean of Student Services, or a designee, in order to discuss the following issues only:

- a) The reliability of the information concerning the student's conduct, including the matter of his or her identity;
- b) Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on college premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal college functions. There is no appeal to the president's decision of an interim suspension pending a hearing. Unless the person placed on leave agrees to delay the hearing to a later time, the hearing committee will convene within ten (10) days considering the circumstances of each case including but not limited to:
  - (1) Time of academic year;
  - (2) Availability of witnesses (especially any injured party);
  - (3) Whether criminal charges are pending.

#### IV. Due Process Procedural Protections

As provided for by the NSHE Code, students accused of disciplinary violations are entitled to the following procedural protections, which are general described as the following:

- To be informed of the charge and alleged misconduct upon which the charge is based;
- To request that the dean of Student Services, as administrative officer, to resolve the case in an informal disciplinary conference;
- To be allowed reasonable time to prepare a defense.
- To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response;
- To call and confront relevant witnesses;
- To be assured of confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act.
- To request that any person conducting a disciplinary conference or serving as a hearing board member or hearing officer be disqualified on the ground of personal bias.
- To be considered innocent of the charges until proven responsible by a preponderance of the evidence.
- To be advised by a person of their choice.

#### V. Interpretation of Regulations

The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. These policies and procedures are a summary of the grounds, process and forms of discipline that are governed by the NSHE Code, title 2, chapter 6. Reference is made to this document for specific and

detailed information on the NSHE and Western Nevada College disciplinary process.

#### VI. Disciplinary Action while Criminal Charges Are Pending

Students may be accountable both to civil/criminal authorities and to the college for acts that constitutes violation of law and of these policies.

Disciplinary action at the college will normally proceed during the pendency of criminal or other proceedings, and will not be subject to challenge on the ground that criminal or other charges involving the same incident are dismissed or reduced.

#### VII. Standards of Classroom Behavior

The primary responsibility for managing the classroom environment rests with the academic faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by disciplinary proceedings in accordance with the WNC policies and the Board of Regents' Code.

#### VIII. Prohibited Conduct

Unacceptable misconduct includes, but is not limited to any of the activities or behaviors outlined in Section I of this document and the NSHE Code, title 2, chapter 6 (6.2.2).

#### IX. Sanctions

Consistent with the NSHE Code, title 2, chapter 6 (6.3), possible sanctions associated with violations of these WNC policies may include:

- a. Warning: notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- b. Reprimand: a written warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. Notice of this action may appear on the student's academic transcript for up to one year.
- c. Disciplinary Probation: exclusion from participation in privileged or extra-curricular institutional activities for a specified period of time not to exceed one year. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation during the period of probation, will normally result in suspension or expulsion from the college. Notice of this action may appear on the student's academic transcript for up to two years.
- d. Restitution: repayment to the college or to an affected party for damages resulting from a violation of these Policies.
- e. Suspension: exclusion from college premises, and other privileges or activities for a defined time period as set forth in the suspension notice. Notice of this action may appear on the student's academic transcript as disciplinary suspension effective (date) to (date). Parents or legal guardians of minor students shall be notified of this action. A student who is not currently enrolled in the system and who was not registered during the previous semester, or who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student's suspension. Such a request must be submitted in writing to the president. If the request is not granted, the student at yearly intervals thereafter may submit a request for

removal of the notation. No student suspended shall be refunded or credited any fees paid by and/or for the student.

f. Expulsion: termination of student status for an indefinite period of time, and exclusion from college premises, privileges and activities. Permission of the president shall be required for readmission. This action will be recorded on the student's academic transcript as Disciplinary Expulsion Effective (date). The parents or legal guardians of minor students shall be notified of this action. No expelled student shall be refunded or credited any fees paid by and/or for the student.

g. Other Sanctions: other sanctions, if agreed to in writing by the student, may be imposed instead of, or in addition to, those specified in sections (a) through (f) of this part. Service activities, fines or research projects may also be assigned. Violations may result in expulsion or suspension from the college unless specific and significant mitigating factors. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it. Repeated or aggravated violations of any section of these policies may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate. Attempts to commit acts prohibited by these policies may be punished to the same extent as completed violations.

#### X. Case Referrals

Any person may refer a student or a student group or organization suspected of violating these Policies to the dean of Student Services. This referral must be done in writing using a standard form available from the college's public safety, dean of Student Services, coordinator of Student Activities, or dean of instruction offices. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in hearings or conferences. The complainant may request the assistance of an advocate.[1]

#### XI. Conference and Hearing Committee Referrals

The dean of Student Services or a designee will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the college. Students not subject to suspension or expulsion will be entitled to a disciplinary conference to attempt an informal resolution of the matter, in accordance with Sec. 6.8.2(c) of the Regents' Code, with the dean of Student Services, or a designee, as set forth in section XIII of this Code of Student Conduct. Students who are subject to suspension or expulsion will be entitled a hearing before the Campus Hearing Committee as set forth in section XI. Students referred for a hearing by the dean of Student Services, or a designee, may elect to have their cases resolved in accordance with section XIII of these policies. Such an election must be in writing, affirming that the student is aware a hearing is being waived. The dean of Student Services, or a designee, may defer proceedings for alleged minor violations of these policies for a period not to exceed 90 days.

#### XII. Disciplinary Conferences

As permitted by NSHE Code, title 2, chapter 6 (6.8.2), students accused of non-academic offenses that may result in penalties less than expulsion or suspension may be subject to an informal resolution or recommendation for a disciplinary conference with the dean of Student Services or designee. The following

procedural protections are provided to accused students in disciplinary conferences: Written notice of the information specified in subsection 6.8.1 of the NSHE Code at least three business days prior to the scheduled conference. Reasonable access to the case file prior to and during the conference. The case file consists of materials that would be considered “educational records,” pursuant to the Family Educational Rights and Privacy Act of 1974; personal notes of college staff members or complainants are not included. An opportunity to respond to the evidence and to call relevant and necessary witnesses. A right to be accompanied by an advisor as provided in item XV of these Policies.

#### XIII. Campus Hearing Committee

There shall be a Campus Hearing Committee appointed in accordance with procedures established by the college and approved by the president, and in accordance with Sec. 6.11.2 of the Regents’ Code. Each hearing committee shall consist of at least five participants and not more than three from both the student or faculty/staff constituencies, and a faculty or staff member appointed as chair. The dean of Student Services shall be responsible for training and providing administrative support to the Campus Hearing Committee. Both the findings and the sanctions determined by the Campus Hearing Committee shall be regarded as recommendations to the college president. Members of the Campus Hearing Committee charged with a violation of these policies or with a criminal offense may be suspended from their positions by the dean of Student Services during the tendency of the charges against them. Appointments of members found responsible of any such violation or offense will be terminated immediately upon determination of a case. Hearing committee procedures include the following procedural guidelines and will be implemented in accordance with the procedural requirements of the Board of Regents’ Code, Title 2, Ch. 6: The college president will appoint a committee chair from the faculty or staff members of the committee. The chair shall conduct the hearing, participate in board deliberations and discussions, but shall vote only in cases of a tie vote by the committee. The dean of Student Services, or a designee, shall provide an accused student notice of the hearing date and the specific charges against him/her at least five business days in advance. Notice shall be by personal delivery or by certified mail to the last address provided by the student to the college. An accused student shall be accorded reasonable access to the case file which will be retained in the office of the dean of Student Services. The committee chair may call relevant witnesses in consultation with the dean of Student Services. Notice of the hearing will be personally delivered or sent by certified mail. College students and employees are expected to comply with such requests issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal college activities, as determined by the president of the college. Accused students who fail to appear after proper notice will be deemed to have pled “innocent” to the charges pending against them. A hearing will be conducted in their absence. Unless requested otherwise by the individual charged, hearings will be closed to the public except for accused, an advisor for the accused, and if appropriate, the victim and relevant witnesses. The chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any

person, including the accused student, who disrupts a hearing, may be excluded by the chair. Hearings shall be tape recorded or transcribed. These records are maintained for a seven-year time-period. Any party may challenge a hearing board member or the hearing officer on the grounds of personal bias. Board members may be disqualified by the chair, or upon majority vote of the voting members, conducted by secret ballot. The chair may be disqualified by the dean of Student Services and a pro tem chair appointed by the college president for a specific hearing. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating these policies by intentionally providing false information to the college. Witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during board deliberations, which shall not be recorded or transcribed. The charges against the respondent must be established by a preponderance of the evidence. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to these policies. The chair shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence that reasonable persons would accept as having probative value, materiality and relevancy. Unduly repetitious or irrelevant evidence may be excluded. Complainants and accused students (not their advisors), will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing. Board members may ask questions of the parties and all witnesses. They may also take judicial notice of matters that would be within the general experience of college students and faculty members. The past disciplinary record of the accused student, if any, will be supplied to the board during the proceeding. A determination of responsibility and recommendations on the appropriate sanction(s) to be imposed shall be made to the president. Any determination of responsibility and recommendations will be supported by written findings completed by the chair. This document will be provided to the president.

#### XIV. Advisors

Complainants and accused students may be assisted by an advisor, who may be an attorney. The role of an advisor will be limited to providing confidential advice to the complainant or accused student. Even if accompanied by an advisor, an accused student must respond to inquiries from the chair and the hearing board. In consideration of the limited role of an advisor, and acknowledging the compelling interest of the college to conclude the matter expeditiously, the work of the hearing board will not, as an expeditiously general practice, be delayed due to the unavailability of an advisor. If an attorney accompanies a student, the name, address, and telephone number of the attorney must be provided to the dean of Student Services at least five working days prior to a hearing.

#### XV. Student Groups and Organizations

Student groups and organizations may be charged with violations of these policies. A student group or organization and its officers may be held collectively and individually responsible when violations of these policies by those associated with the group or organization have received the consent or encouragement of the group or organization or of the groups or organization's leaders or officers. The officers, leaders, or any identifiable spokesperson for a

student group or organization may be directed by the dean of Student Services to take appropriate action designed to prevent or end violations of these policies by the group or organization. Failure to make reasonable efforts to comply with the dean's order shall be considered a violation of these policies, both by the officers, leaders or spokesperson for the group or organization and by the group or organization itself. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

#### XVI. Decisions on Appeal

Consistent with the NSHE Code, title 2, chapter 6 (6.14.2), an accused student will be provided with a copy of the president's decision by personal delivery or by certified mail to the last address provided by the student to the college. For a suspension or lesser sanction, the student has ten business days to submit a written request for reconsideration of the decision to the president. In the event of a decision for expulsion, the accused will have ten business days to provide a written appeal to the Board of Regents for action. As outlined in the NSHE Code, title 2, chapter 6 (6.14.1), the basis for such an appeal must establish that:

1. The procedures under which the person was charged are invalid or were not followed;
2. The person charged did not have adequate opportunity to prepare and present a defense to the charges;
3. The evidence presented at the hearing was not substantial enough to justify the decision; or
4. The sanction imposed was not in keeping with the gravity of the violation.

#### XVII. Transcript Encumbrances

In pending cases that could result in suspension or expulsion, a temporary encumbrance will normally be placed on a student's records by the dean of Student Services.

#### XX. Disciplinary Files and Records

Case referrals will result in the development of a disciplinary file in the name of the accused student. Disciplinary files will be retained as a disciplinary record for seven years from the date of the letter providing notice of final disciplinary action.

#### XXI. Revocation of Degrees

The college reserves the right to revoke an awarded degree for fraud in receipt of the degree. The process outlined in the NSHE Code, title 2, chapter 6 (6.2.8) is utilized to determine this as a recommendation to the president.

#### XXII. Definitions

- When used in this document, the term(s): aggravated violation means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities;
- group means a number of persons who are associated with each other, but who have not complied with college requirements for registration as an organization;
- institution and college mean the college and all of its undergraduate divisions and programs;

- organization means a number of persons who have complied with college requirements for registration;
- reckless means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal college or college-sponsored activities;
- student means any person who is taking or auditing classes at the college, or is matriculated in any college program;
- College premises means buildings or grounds owned, leased, operated, controlled or supervised by the college;
- weapon is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury;
- College-sponsored activity means any activity on or off college premises that is directly initiated or supervised by the college;
- will or shall are used in the imperative sense.

[1] An individual, usually an employee of WNC, who could assist the victim during the hearing and advocate for the individual in relation to issues related to the case.

### **Student Right-to-Know & Campus Security Act**

On July 1, 1992, the Student Right-to-Know and Campus Security Act went into effect requiring institutions receiving federal student aid funds to make available to prospective students information regarding graduation, retention, and attrition rates beginning in July 1993.

Successful outcomes of students' academic performance are measured by graduates, transfers, persisters, and those receiving a certificate.

The most recent graduation rate for those students who entered WNC for the first time on a full-time, degree-seeking basis and other relevant data is available at the following Web address:

<http://www.WNC.edu/institutional/docs/RInstitutionalPortfolioEbook.pdf>.

Printed copies of the information are available at the following offices:

Institutional Research and Dean of Student Services offices (Carson City campus) and Student Services offices (Fallon and Douglas campuses).

### **CAMPUS SAFETY REPORT**

The Student Right-to-Know and Campus Security Act (Public Law 101-542) was signed into law in November 1990 and amended several times in subsequent years. Title II of this act was known as the Crime Awareness and Campus Security Act of 1990. The 1998 amendments renamed this subsection of the Higher Education Act, the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. This act requires institutions to disclose information about campus safety policies and procedures and to provide statistics concerning whether certain crimes took place on campus. The 2004 Campus Awareness and Safety Report include Western Nevada College's summaries of the college's personal safety and security procedures in addition to the three-year summary for the Campus Crime Report. The information is available in its entirety for review and/or duplication on the college's web site ([www.WNC.edu/ps/clery.php](http://www.WNC.edu/ps/clery.php)), on reserve in both the Carson City and Fallon campus libraries, and from the following campus offices – Public Safety,

Admissions and Records, Fallon and Douglas campus Student Services office, and the Dean of Student Services (Carson City campus). The report is available as required by the federal “Crime Awareness and Campus Security Act,” (hereafter referred to as the Campus Safety Act). The purpose of this report is to provide faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report a crime.

## **Academics**

### **Academic Skills Centers**

<http://www.wnc.edu/student-services/asc/>

To help students succeed with their coursework, the WNC Academic Skills Centers provide group and individual tutoring assistance in many subject areas. This service is free to WNC students, and the ASC staff at both primary campuses is committed to helping students become self-confident and independent learners. Students should stop by the centers at either the Carson City (Bristlecone Room 330) or the Fallon (Virgil Getto Hall Room 307) campuses for tutoring hours. Minimal tutoring in a few disciplines, such as math and English, is also available at the WNC Douglas campus.

#### **Hours:**

ASC tutorial times are posted during the first two weeks of every semester.

#### **Academic Skills Center Locations:**

Carson City Campus 775-445-4260

Bristlecone, Room 330

Fallon Campus 775-782-2278

Virgil Getto Hall, Room 307

### **Computer Labs**

775-445-4466 or 775-455-4270 Carson Campus

775-782-2413 Douglas Campus, 775-423-2267 Fallon Campus

775-575-3348 Fernley, 775-945-2405 Hawthorne

Student computer labs are available on the Carson City, Douglas, and Fallon campuses. The computer labs are to be used for class related work and are open to any currently enrolled WNC student who has paid the lab access fee.

Locations & Hours Carson City Campus: Cedar 331 is allocated completely for student use. Additional computers, not associated with the computer labs, are available in the Dini Library and Student Center. For hours and information visit the WNC library online.

#### Computer Lab Access Fee

Students must have a “Computer Lab Access” (ID) card to use a campus computer lab. The Computer Lab Access (ID) card is valid only during the semester that it was purchased and issued. The card is required for each visit and is valid at all campus locations. The card is non-refundable OR transferable.

Purchase a Computer Lab Access (ID) card at the following locations: Carson City campus - Business Office, Fallon campus Getto Hall, front reception desk, and Douglas campus, front reception desk.

### **Dropping a Class/Refunds**

Students are responsible for either paying for, or officially dropping each class in which they register, even if they do not attend class. Students, who fail to drop during the full-refund period, are responsible for all tuition and fees.

Check the refund policy each semester in the class schedule for further information and specific deadlines. Full-term classes must be dropped prior to the first day of the semester for a 100% refund, and by the end of the first Friday of the semester for a 90% refund. Classes that do not meet the entire semester do not have a 90% refund policy; they must be dropped prior to the first scheduled day of class to receive a refund. Courses that are dropped after the 100% refund period will show up on transcript as a “W” grade (withdrawal). The last day to drop a full-term class is the Friday before final exam week.

*Even exchange of credits* - During the first two weeks of the semester, students may add and drop courses for the same number of credits and request an even exchange of credits by submitting a special enrollment authorization form to Admissions and Records. When an even exchange is granted, fees are transferred from one course to another without a record of enrollment. For example, if a student drops a three (3) credit course and then adds a different three (3) credit course, the fee paid for the first course will transfer to the other. After the end of the second week of the semester, any course dropped, regardless of whether or not another course is added, will receive no refund and a W grade will appear on the transcript. Check the class schedule for exact deadlines.

### **Grades**

Students can view semester grades through Web-REG; WNC does not mail grades. It is the student’s responsibility to check grades each semester to make sure they are accurate.

*Incomplete grade* - Students who completed at least 75% of the coursework in a class and have earned at least a “C” grade but could not finish due to a verifiable or compelling reason may ask an instructor for an “I” or incomplete grade. The instructor does not have to agree to an “I” grade. If he/she does, the student must complete a request for an incomplete grade form and have the instructor sign and submit the request to Admissions and Records. The instructor and student must develop a plan for the student to complete the course. Work must be completed within the following semester (not including summer semester). If not, the “I” grade will change to a “W” or to whatever grade the instructor submits.

*Grade appeal* - There is a grade appeal process for students who believe a grade they have received is incorrect. Refer to the WNC catalog for information. Appeals must be submitted no later than 30 instructional days following the semester.

### **Academic Probation**

A degree or certificate seeking student whose grade point average falls below a 2.0 at the end of a semester, will be put on academic probation and a hold will be placed on enrollment. The student must then meet with a WNC counselor to discuss academic progress and the upcoming semester schedule before the hold will be removed and Web-REG can be accessed.

### **Graduation**

Graduation requirements are published in the WNC catalog and students are responsible to know and understand them. The catalog year used depends upon

the year in which a student first enrolls at WNC, declares a degree or certificate program, breaks in enrollment, and the amount of time it takes to finish a degree. It is highly recommended that students meet with a counselor to determine their correct catalog year, and to receive assistance with course selection, academic schedule planning and evaluating progress towards graduation.

Students who are within one semester of completing a degree or certificate requirements, should submit an application for graduation and pay a \$20 fee. The deadlines are March 1 for spring, June 1 for summer, and November 1 for fall. Commencement ceremonies are held each May for students graduating the preceding summer, fall and spring.

### **Library & Media Services**

<http://library.wnc.edu>

775-445-3229 Carson City Campus: general information 775-445-3227 (research help)

775-423-5330 Fallon: general information and research help

Library & Media Services offers research materials and services to help students with their research assignments. Students have access to full-text magazine and newspaper articles (as well as electronic books) from any computer on campus via the library website. They can also access online library research materials from home using their college email address and password. (Directions for off-campus database access are available on the library's website.) Besides online materials, the library collection also includes thousands of books, videos, and DVDs (both library locations have public DVD and VHS players available). The WNC librarians are more than willing to help you with your research assignments; just call the numbers above or email [refdesk@wnc.edu](mailto:refdesk@wnc.edu).

Both library facilities provide PC and Mac computer work stations with Microsoft Office and Adobe Creative Suite software along with scanners, printers and photocopiers.

Hours: Check the library website <http://library.wnc.edu> for the most current schedule of hours.

### **Placement Testing**

775-445-3267 Carson Campus

775-782-2413 Douglas Campus

775-423-7565 Fallon Campus

Every student planning to register for English and math courses at WNC must take placement tests. The testing will assess a student's current skills in reading, writing and mathematics and help students select the appropriate courses to take at WNC. In some cases, there are also qualifying test scores required for course enrollment. Those with recent ACT/SAT scores (no more than two years old) or with appropriate courses from other colleges may be exempt. Students who are not sure if they need to test should contact a counselor. Testing is available by appointment at the Carson City, Douglas and Fallon campuses. **There is a \$15 testing fee.** Personal photo identification is also required.

## **Registration for a Course**

All registration is completed through Web-REG on the Internet at <http://www.wnc.edu/webreg/>. Through Web-REG students can add and drop classes, see their current class schedule, view semester charges and account information, pay tuition by credit card, view semester grades, print an unofficial transcript, update their address, view their current degree major, determine residency status, obtain a 1098 tax form, and view status for financial aid. For additional information regarding registration and courses visit <http://www.wnc.edu/student-services/admissions/>.

## **Services for Students**

### **Bookstore**

<https://www.efollett.com/>

775-445-3233 Carson City Campus

775-423-7556 Fallon Campus

WNC Bookstore offers numerous services to students. Aside from carrying the specific texts required for the class, the bookstore carries supplies, clothing and snacks for everyday needs. Business hours are extended for the first week of each term and online ordering service is also provided for ease in acquiring texts.

#### Carson Campus

Call 775-445-3233 for hours

The Carson campus bookstore is located in the Aspen Building next to the Sedway Cafe. The Carson campus store is a full-service bookstore serving the Carson City and Douglas students.

#### Fallon Campus

Call 775-423-7556 for hours

The Fallon Campus bookstore, located behind the college between the Sage and Pinon buildings, offers the student community a convenient location to purchase their class materials.

#### Douglas Campus

Douglas students can pick up their books at the Carson campus or order them online.

#### Other Campus Locations

Students from other campus locations may order texts from the bookstore web site at <https://www.efollett.com/>.

#### Textbook Refunds

The bookstore provides refunds for returned textbooks during the first week of classes with a receipt and the book in original condition. Students with drop slips within the first 14 days can bring their book with their receipt and get a refund if the book is in original condition.

All other refunds will need manager approval.

## **Campus Safety**

775-445-3308

### **Cooperating with WNC Public Safety**

A safe environment can be achieved only the cooperation of all members of the campus community. Students must assume responsibility for personal safety and the security of personal belongings by taking simple precautions. For

example, although the campus is well lit and Public Safety staff is on patrol, students are advised to be aware of their surroundings. When walking to vehicles after dark, students should walk with others from classes that are leaving; not leave possessions unattended; and lock vehicles at all times.

Above all, students should report any suspicious looking/acting individuals, or any unusual incidents in and around the campus to Public Safety. The department also welcomes any suggestions that will provide additional safety for the community.

### **Reporting Crime Incidents and Other Emergencies**

Report criminal actions, suspicious persons or activities, other emergencies on campus by calling Public Safety at 3308 from any campus telephone. Public Safety staff is dispatched to any location on campus upon receipt of a phone call, as will emergency personnel as the need arises. As appropriate, criminal offenses are investigated and referred to law enforcement personnel for possible arrest and prosecution. Further, the campus community is notified of situations that pose a threat to the safety of the WNC community through the following: written bulletins (published on florescent orange paper), e-mail, official college publications, and other media.

### **On-Campus Escort Service**

775-230-1952

The Public Safety office provides escort services between buildings and parking lots. A Public Safety officer can meet and accompany students to their vehicles.

### **Public Safety Services**

Emergency First Aid, Lost and Found, Motorist Assists, Response to Fires/Fire Drill Monitoring, Emergency Notification, safety and Security Inspections Assistance with Class Projects, Crime Prevention And Safety Initiatives.

### **Counseling Services**

Carson Campus - 775-445-3267

Douglas Campus - 775-782-2413

Fallon Campus - 775-423-7565

WNC counselors are available throughout the school year to help students and community members make important decisions regarding educational goals and career directions. **WNC offers a variety of counseling services, including the following:**

Academic counseling, Major/graduation requirements, Transfer guidelines, Planning academic schedules, Career counseling and exploration, Interest and personality testing, Job search techniques and labor market information.

The counselors at WNC are also available for individual consultation to help students with personal problems and concerns. All matters discussed with counselors at WNC are confidential.

WNC counselors are available on the Carson City, Fallon, and Douglas campuses.

### **Disability Support Services (DSS)**

Carson and Douglas Campus-775-445-3275 or 775-445-3266

Fallon Campus - 775-423-7565

DSS provides students with documented disabilities equal access to higher education through academic support services, technology and advocacy to promote their independence, retention and graduation.

### **WNC E-mail Accounts**

All registered students at Western Nevada College are eligible for free e-mail accounts during the time that they enroll. Students may access their e-mail account via Webmail from any campus computer lab during open lab hours or from any Internet connected computer off campus. WNC does not provide home dial-up access to the Internet.

### **E-mail Help**

NSHE System Computing Services provides student email accounts.

Contact the SCS Help Desk with problems or questions relating to email accounts at 775-784-4357 or [support@nevada.edu](mailto:support@nevada.edu). For more information about the SCS Help Desk, go to [www.scs.nevada.edu/support/contact\\_scs.html](http://www.scs.nevada.edu/support/contact_scs.html).

### **Financial Aid and Scholarships**

775-445-3264

The Financial Assistance Office administers a broad array of financial aid programs including grants, scholarships, loans and part-time employment to assist in meeting students' demonstrated financial needs. Submit the "Free Application for Federal Student Aid (FAFSA)" online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) each year to apply for financial aid. For more information about programs, deadlines, eligibility and applications visit the college web site <http://www.wnc.edu/student-services/financial/index.php>

### **New Student Orientation**

775-445-3267

Students new to WNC are encouraged to attend an orientation to find out what current students wish they had known before starting. They will share their stories. This is also an opportunity to meet other new students, as well as faculty and staff, and to learn about degrees and certificate programs. Dates and times are listed in the class schedule.

### **Student Employment**

775-445-3262

Student employment programs help students earn funds to pay for part of their college expenses while attending school. Work study funds are awarded as part of a students' financial aid package, with non-need student employment jobs also available. For more information about the programs, or to view the job board, visit the college web site at [http://www.wnc.edu/jobs/student\\_jobs/](http://www.wnc.edu/jobs/student_jobs/).

### **Student ID Cards**

Carson and Douglas Campuses - 775-445-3218

Student Center Information counter located in the Joe Dini Student Center, Mon-Thursday 8a.m. to 8p.m. Friday 8a.m. to 5p.m. (While classes are in session)

Fallon Campus - 775-423-7565

A WNC student ID card allows access to services as well as discounts at local business. Enrolled students are issued a free WNC Student ID card. To obtain an ID card, students must bring class enrollment confirmation and their driver's license or state ID Card (or other valid picture ID). Student ID cards are valid for the duration of the student's enrollment at WNC.

### **Veterans Services**

775-445-3264

To help eligible veterans access their veterans' educational benefits, the college maintains an office of Veterans Services in the Carson campus Financial Assistance office. For more information regarding veterans' educational benefits, VA forms, VA policies and VA resources visit the Financial Assistance office, or the college web site at

<http://www.wnc.edu/studentservices/financial/funding-veterans.php>

## **Beyond the Classroom**

### **Athletics**

775-445-3271

Western Nevada College is a member of and competes in the National Junior College Athletic Association (NJCAA), Region XVIII of the NJCAA, the Scenic West Athletic Conference (SWAC). The college's athletic programs focus on academic excellence while promoting the personal and athletic success of each student-athlete. All student-athletes are full-time students pursuing various degrees related to their career goals.

Western Nevada College is committed to producing quality programs, both on and off the field for women's softball, and men's baseball.

### **Campus Clubs**

Carson and Douglas ASWN - 775-445-3323

Fallon ASWN - 775-423-7565 ext 2264

The formation of student groups on campus is encouraged, provided the groups serve a positive purpose and function. The Associated Students of Western Nevada College charters all student organizations. Any student may propose to form a student organization by filing a club recognition packet with ASWN.

All organizations must maintain a membership of at least five students and sponsor at least one educational or social activity each semester. Students are urged to take an active part in their student government organization. Contact ASWN for information on student organizations.

<http://www.wnc.edu/studentlife/>

### **Fitness Center**

775-445-3218

The WNC Fitness Center offers students a place to work out on the Carson campus. The Fitness Center has a variety of cardiovascular and weight lifting equipment. A valid WNC college student ID with a current activity sticker and enrolled in a minimum of three credits each semester is required to enter the Fitness Center. No Exceptions. Cost is \$20 per semester.

### **Student Ambassadors**

775-445-3241

Become a WNC Student Leader On and Off Campus!

Promote WNC and personalize the college to prospective students, their families and the community. Increase visibility, awareness and support of WNC. Participate in WNC functions and welcome prospective students and their families who visit the campus. Educate the public about educational opportunities and involvement at WNC. Promote school-to-career success. Network with students, staff and faculty at WNC.

### **Student Center (Carson campus)**

775-445-3218

The student center is located on the first floor of the Dini Building. It offers students a place to study, relax, and have a good time. **The student center includes:** Fitness center, Game room/pool tables/video games, Television lounge with satellite TV, ASWN Student government offices, Computer café and Internet access, Study areas. For student centers hours visit

<http://www.wnc.edu/studentlife/>

### **Associated Students of Western Nevada**

Carson and Douglas ASWN - 775-445-3323

Fallon ASWN - 775-423-7565 ext 2264

The Associated Students of Western Nevada, otherwise known as student government or simply ASWN, is an elected group of students who represent the student body of WNC. The mission and purpose of ASWN is to address student needs and concern through coordination of student activities and recognition of student organizations as well as helping to assess student needs.

<http://www.wnc.edu/clubs/aswn/>

### **Child Care Center**

775-445-4262

Regular hours are Monday through Friday, 7 a.m. to 5:45 p.m. Evening care is available for WNC students Mon. through Thurs. (5-10:15 p.m.)

To register, there is a \$50 annual registration fee that is pro-rated depending on date of enrollment for full-time children, and a \$10 semester registration fee for part-time children. For more information about child care please visit the

website at <http://www.wnc.edu/cdc/>.

### **Campus Directories**

For a list of services and departments available to students please visit

<http://www.wnc.edu/student-services/>.