



Western Nevada College
Carson City & Fallon Campuses

2011 Summer Term

INFORMATION



**VIEW CLASSES & REGISTER ONLINE @
www.wnc.edu**

Course Topics

Stay on track to meet your educational and career goals with summer classes.

Enroll now for the upcoming Western Nevada College summer term. Classes are available to help students work toward a degree, upgrade career skills or enjoy lifelong learning.

Check the list below for class topics that interest you and will help you meet your personal educational goals. Then log on to the college web site for specific classes being offered in those areas.

www.wnc.edu



CLASS PLANNER COURSE TOPICS SUMMER 2011

Check the boxes below for the class areas that interest you.

CARSON CITY CLASSES

- American Sign Language
- Art
- Automotive Autobody
- Biology
- Communication
- Emergency Medical Services
- English
- Geology
- History
- Mathematics
- Music, Applied
- Nurse Assistant
- Psychology
- Recreation & Physical Education
- Spanish
- Theatre

FALLON CLASSES

- Business Administration & Management
- English
- Mathematics
- Music
- Nurse Assistant
- Theatre

FERNLEY CLASSES

- Basic Keyboarding

WEB CLASSES

- Biology
- Business
- Computer Information Technology
- Economics
- Electronics Technology
- English
- Finance
- Health Education
- History

- Human Development
- Humanities
- Music
- Nurse Assistant
- Mathematics
- Psychology
- Sociology

NON-CREDIT COMMUNITY EDUCATION Carson City Classes

Arts & Crafts
Computers
Cooking
CPR - Child/Infant
Pre-Employment Skills
Ballroom Dance
Business Workshops
Driver Education
Health & Fitness
Self Discovery
Truck Driving
Recreation

Fallon Classes

Pre-Employment Skills
Arts & Crafts - Painting
Infant/Child CPR

Yerington Classes

Arts & Crafts - Quilting

Degree Programs

BACHELOR OF TECHNOLOGY

___ Construction Management

ASSOCIATE OF APPLIED SCIENCE

___ Accounting
___ Automotive Mechanics
___ Business, General Business Emphasis
___ Computer and Office Technology
___ Computer Networking Technology
___ Construction Project Management
___ Criminal Justice, Law Enforcement-Academy
___ Early Childhood Education
___ Geographic Information Systems
___ Graphic Communications
___ Information Technology
___ Machine Tool Technology
___ Management
___ Nursing
___ Real Estate
___ Welding Technology

ASSOCIATE OF ARTS

___ Associate of Arts-General
___ Criminal Justice
___ Deaf Studies
___ Fine Arts
___ Musical Theatre

ASSOCIATE OF GENERAL STUDIES

ASSOCIATE OF SCIENCE

___ Biological Sciences
___ Chemistry
___ Computer Science
___ Engineering Science
___ Geosciences
___ Mathematics
___ Physics

CERTIFICATE OF ACHIEVEMENT

___ American Sign Language
___ Automotive Mechanics
___ Bookkeeping
___ Business
___ Computer Network Support Technician
___ Computer System Administration Technician
___ Criminal Justice, Law Enforcement/Academy
___ Criminal Justice, 9-1-1 Dispatch Telecommunications
___ Customer Service
___ Early Childhood Education
___ Geographic Information Systems
___ Graphic Communications
___ Machine Tool Technology
___ Retail Management
___ Welding Technology

NOW YOU'RE READY! List the class topics that you want to search online for summer courses.

Course Information Available Online @ www.wnc.edu/academics/schedule/

Privacy Notice

Privacy Notice & Request for Confidential Status of Directory Information

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974, Western Nevada College vigorously protects the privacy of student educational records. The institution does not release the records of individual students, such as grades and class schedules, without prior written consent of the student. WNC does not release information to parents of students regardless of dependence status without prior written consent of the student. A student is defined as an individual who has applied to WNC and who is or has been in attendance at WNC.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the institution decides not to amend the record as requested, the

institution will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

As permitted under federal law, an exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. The Nevada System of Higher Education has designated

the following information as directory information: student name, address, telephone number, e-mail address, degrees, honors and awards received, major field of study, college, dates of attendance, date of graduation, undergraduate or graduate status, most recent educational agency or institution attended, enrollment status (full-time or part-time), participation in officially recognized activities and sports, and weight and height of members of athletic teams. WNC has further designated photographs from college sanctioned events as directory information.

Students have the right to refuse to let WNC and NSHE designate this information as directory information and have until the end of the first six weeks of the fall or spring semester to submit a request for non-disclosure of the above items. A request for non-disclosure submitted at one NSHE institution will apply to all NSHE institutions.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs, to confirm graduation and dates of attendance to potential employers; or to verify enrollment with organizations such as insurance companies without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of directory information, complete this form and submit it to Admissions and Records. This directive will apply permanently to your record unless you choose to reverse it by submitting a written authorization.

- Do not disclose my information for commercial purposes.
- Do not disclose my information for non-commercial, educational purposes.
- Do not disclose my information for both commercial & non-commercial purposes.

Printed Name _____ Date _____

Student ID _____ Signature _____

The authorization can be mailed, faxed or delivered in person to Admissions & Records.

Important Information

Mission & Goals

MISSION

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

COLLEGE GOALS

1. Improve student success in program completion and graduation rates
2. Ensure institutional excellence in teaching, programs and services
3. Embrace our college's many communities and respond to their diverse needs.

Western Nevada College
is a member institution of the
Nevada System of Higher Education

CHANCELLOR
Daniel Klaich

BOARD OF REGENTS
James Dean Leavitt, Chair
Jason Geddes, Ph.D., Vice Chair

Mark Alden
Dr. Andrea Anderson
Robert Blakely
William G. Cobb
Cedric Crear
Mark Doubrava, M.D.
Ron Knecht
Kevin Melcher
Kevin J. Page
Dr. Jack Lund Schofield
Michael Wixom



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REGISTRATION TIPS

- New Students: Submit application for admission at least 72 hours before your planned class registration time.
- Schedule an appointment with a counselor if you need assistance selecting classes or to take placement tests.
- Register early to get classes at the days and times you want. Check your schedule to make sure your registration is correct.
- Check the catalog to ensure you have met all course prerequisites.
- Audit status is only for those who do not want grades or course credit.
- Pay fees when you complete registration (*no later than published deadlines*).
- Print a copy of your schedule to take to the bookstore to buy your books.
- Be aware of refund deadlines for dropping classes and books.
- Requests to exchange one full-term class for another with the same amount of credits must be submitted by the end the second week of the semester. Even exchange of class/credits will remove the dropped class completely from your transcript. Classes dropped after the 100 percent refund period that are not "even exchanged" may affect financial aid for students. Classes dropped after the 90 percent refund period will remain on transcripts with a grade of "W."
- Periodically check your schedule using Web-REG.
- High school students must have a completed high school authorization form to register for classes.
- Withdraw from classes if you are unable to attend or complete the courses by the published deadline.
- Check grades two weeks after the semester has ended using Web-REG.

Calendar

CLASSES BEGIN MONDAY, JUNE 13

Summer Term

APRIL

- 4 Summer registration begins via Web-REG for continuing students
- 6 Summer registration begins via Web-REG for new students
- 18 Fall registration begins via myWNC for continuing and returning students
- 25 Fall registration begins via myWNC for new students

MAY

- 21 Spring semester ends
- 23 Commencement – Carson City – Pony Express Pavilion • 11 a.m.
- 25 Commencement – Fallon – Barkley Theater at Oats Park • 7 p.m.
- 27 PAYMENT DUE FOR SUMMER FULL-TERM CLASSES; Unpaid students may be removed from class rosters
- 30 Memorial Day holiday – college closed

JUNE

- 10 PAYMENT DUE FOR SUMMER FULL-TERM CLASSES FOR STUDENTS ENROLLED AFTER MAY 27; Unpaid students may be removed from class rosters
- 11 LATE REGISTRATION BEGINS WITH LATE FEE, class availability limited
- 12 LAST DAY FOR 100 PERCENT REFUND FOR FULL-TERM CLASSES (classes that have already begun by this date are no longer eligible for a refund)
- 13 Summer classes begin; 90 percent refund period begins for full-term classes (classes that meet for less than eight weeks and community education classes are not eligible for 90 percent refund); classes dropped receive a "W;" even exchange of credits for add/drop begins with special enrollment form
- 15 Last day to apply for summer graduation
- 17 LAST DAY FOR 90 PERCENT REFUND FOR FULL-TERM CLASSES; Late registration ends, last day to add full-term class through Web-REG.
- 24 LAST DAY TO PAY FOR FULL-TERM CLASSES WITH A LATE FEE; Even exchange of credits for drop/add ends

JULY

- 4 Independence Day holiday – college closed
- 8 Last day to change credit/audit status for full-term classes
- 29 Last day to drop full-term summer classes with a "W"; unpaid students may be removed from class rosters

AUGUST

- 1 Final exams begin
- 6 Summer term ends
- 19 Summer term grades available by Web-REG



Checklist to Success

We will help you in every way we can to make your transition to college as easy as possible.

Please make sure you have completed this checklist:

- APPLY FOR ADMISSION - Have you submitted an application for admission? Apply online at www.wnc.edu.
- TAKE PLACEMENT TESTS - Every student planning to register for English and math courses must take placement tests in reading, writing and math (or submit ACT/SAT scores).
- MEET WITH A COUNSELOR - Counselors review test scores and help students plan their academic schedules, career exploration, job search techniques and educational training requirements.
- APPLY FOR FINANCIAL AID - Many students are eligible for financial assistance. Apply as soon as possible online.
- REGISTER FOR CLASSES - After testing is completed and you have met with a counselor, register for classes.
- ATTEND AN ORIENTATION - See the counseling and orientation section for dates/times.
- PAY BY THE DEADLINE - Pay summer session fees by designated deadlines, to ensure that classes are not dropped.

Academic Divisions/Admissions

Academic Divisions—

Communication & Fine Arts
Chair, Maxine Cirac 445-4281
www.wnc.edu/academics/division/cfa/

Nursing & Allied Health
Chair, Dr. Judith Cordia 445-3295
www.wnc.edu/academics/division/nalh/

Science, Mathematics & Engineering
Chair, Dr. Brigitte Dillet 445-4442
www.wnc.edu/academics/division/sme/

Social Science, Education,
Humanities & Public Service
Chair, Dr. Robert Morin 445-4401
www.wnc.edu/academics/division/sehp/

Technology
Chair, Ed Martin 445-4272
www.wnc.edu/academics/division/tch/

Admissions Policies—

WNC maintains an “open door” admissions policy. Any adult who can benefit from instruction at the college is welcome to enroll. WNC has no pre-admission standards and does not require new students to provide transcripts of previous educational experiences. Thus, any individual who:

- is at least 18 years old, or
- is a high school graduate, or
- has completed the General Education Development (GED) exam and scored a 12th grade equivalency,

may enroll in any general program offered by WNC. Admission only ensures general enrollment at WNC and does not guarantee admittance into specific programs or particular classes. For information regarding academic programs or classes, contact a counselor or the appropriate academic division.

ADMISSION FOR NEW STUDENTS

New students or those who have not attended WNC since 1978 must submit an online admission form prior to summer 2011 registration. Once an application has been received by Admissions and Records, students can generally register within two working days. Students will not receive notification of acceptance.

ADMISSION FOR HIGH SCHOOL STUDENTS

High school juniors and seniors may enroll with a completed High School Authorization form available at WNC Admissions and Records or online. WNC may also request high school transcripts for verification of enrollment.

High school students below junior level, when identified as academically talented by the school district and recommended by a designated school official, will be reviewed by the director of admissions on a case-by-case basis for enrollment status in credit courses. These students must have a minimum 3.0 GPA and meet with a WNC counselor. Otherwise, high school students below the junior level may only enroll in Community Education or College for Kids classes.

ADMISSION FOR INTERNATIONAL STUDENTS

All foreign-born, non-resident students planning to attend WNC must contact Admissions and Records on the Carson City campus at least three months prior to attendance to prepare college and federal account information.

ADVANCED STANDING ADMISSION

Students who have earned credits from accredited post-secondary educational institutions may be eligible for advanced standing at WNC. These students should submit a “Petition for Evaluation” to Admissions and Records and request official transcripts from each previously attended institution.

AUDITING A CLASS

Auditing allows a student to pay the regular fees, attend class sessions, receive all the instruction, and generally do the same assignments and work of a regularly enrolled student, but NOT receive a grade or credits for the class. Auditors are not required to take exams. The last semester date to change credit to audit, or audit to credit, for full-term classes is Friday, July 8. After this date an audit may not be changed to a letter grade and vice versa.

COURSE EXCHANGES

Even exchange of courses is allowed during the first two weeks of the term (June 13-24). To drop and add full-term classes for the same number of credits, submit a special enrollment authorization form to Admissions and Records. Students requesting an even exchange during this period should not add or drop classes through Web-REG. Dropped courses approved for even exchange will be removed from a student transcript. Courses dropped after the 100 percent refund period that are not “even exchanged” will remain on a student transcript with a grade of “W.”

Note: during the second week of instruction, a signature is required from the instructor(s) of course(s) a student wishes to add.

NURSING & ALLIED HEALTH ADMISSIONS

WNC offers an Associate of Applied Science Degree in Nursing. Admission program is limited and requires a special application.

RESIDENCY

Regulations for determining Nevada residency for tuition charges are set by the Board of Regents. One of the following categories must apply in order for a student to be deemed a Nevada resident:

- 1) A dependent person whose spouse, family or legal guardian is a bona fide resident of Nevada for at least 12 consecutive months prior to the student’s date of matriculation.
- 2) A financially independent person who is a bona fide resident of Nevada for at least 12 consecutive months prior to the date of matriculation.

Date of matriculation means the first day of instruction in the semester or term in which enrollment of a student first occurs. A student has matriculated if he/she enrolls in a course and does not withdraw within the 100 percent refund period or has a record of previous enrollment at WNC. A nonresident who matriculates to WNC shall continue to be classified as a nonresident student throughout the student’s enrollment, unless and until the student demonstrates continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of the application for reclassification. There are additional criteria that must be met for reclassification to resident status. There are also exceptions for determining residency.

Admissions and Records445-3277

Registration/Where to Find Help

Class & Building Locations

WNC classes take place on site at the college's three campuses, six rural teaching centers, and at other community locations.

To find a class location, address, map, and class code use the college web site:

www.wnc.edu/location/buildingcodes/

WNC Carson City

2201 W. College Parkway, Carson City, 89703
General Information445-3000

WNC Douglas

1680 Bently Parkway South, Minden, 89423
General Information782-2413

WNC Fallon

160 Campus Way, Fallon, 89406
General Information423-7565



Registration

Registration can be accessed through Web-REG at www.wnc.edu/webreg/ - follow the instructional prompts. Access Web-REG Internet registration any date AFTER your start date, including weekends.

Returning and continuing students register for summer courses beginning Monday, April 4. New students register for summer courses beginning Wednesday, April 6.

Web-REG HOURS

Monday-Saturday: 12:30 a.m. - 8 p.m.

Sunday & Holidays: 8 a.m. - 8 p.m.

Computers are available at various WNC locations and at public libraries.

•**NEW TO WNC?** - Students who have not attended WNC, or have not attended since fall 1978 must complete an online application for admission prior to registering.
www.wnc.edu/studentsservices/admissions/

•**STUDENT I.D. NUMBER** - To identify each student, Web-REG will ask for a Student I.D. or Social Security number. Anyone who does not have Social Security number should contact Admissions & Records for assistance.

•**SHORT-TERM CLASSES** - Students may register and pay for short term courses until the day before the class begins.

COUNSELING SERVICES

Carson City445-3267
Fallon423-4031

Late Registration

Students may register/add classes during late registration beginning Saturday, June 11. However, class availability will be limited and a late fee of \$25 is assessed. All students must make payment for full term classes added during late registration by Friday, June 24.

Registration Information Hours

Office hours are Monday-Friday, 8 a.m.-5 p.m., unless otherwise noted. College staff will be ready to assist with registration on these dates/times:

WNC CARSON CITY

Monday-Friday8 a.m. - 5 p.m.
unless otherwise noted.

WNC DOUGLAS

Monday-Friday, Aug. 1-268 a.m. - 5p.m.
The Douglas campus will be closed Saturday, May 21-Sunday, July 31.

WNC FALLON

Monday-Friday8 a.m. - 5 p.m.

WE'RE HERE TO HELP

Carson Admissions.....445-3277
Fallon Admissions.....423-7565



Have you moved?

Please go online to update your address, phone and e-mail address so we can keep up-to-date records!

Thank you!

Registration Information

Adds, Drops & Withdrawals

Adds/drops may be completed beginning Monday, April 4, via Web-REG at www.wnc.edu/webreg. The last day to add full-term classes by Internet is Friday, June 17. Dropping a full-term class must be done by Internet at any time until Friday, July 29. See fee refund policy.

COURSE LOAD

The number of credit units taken, excluding courses taken for audit, makes up the total course load. The number of credits a military veteran or financial aid student takes generally determines benefits received. Full-time students carry 12 or more credits (six or more for summer); three-quarter-time students carry 9-11 credits; and half-time students carry 6-8 credits. Students may not enroll for more than 18 credits per semester without permission of a WNC counselor. Enrollment in over 21 credits requires permission of the vice president of Academic & Student Affairs.

GRADE POLICY

WNC students obtain their grades via Web-REG. The college does not send grade mailers at the end of the semester. Students may request a printed copy on Web-REG. Summer grades will be available on Friday, Aug. 19. Beginning in August, all official transcripts will cost \$2 per copy.

Federal law protects your grades. The Family Educational Rights and Privacy Act of 1974, as amended, requires a photo ID to verify that you are the person who earned the grades requested when a request is made in person. With requests sent by mail or fax, the written signature of the person who earned the grades is required to release a copy of the grades. A unique PIN is considered the equivalent of a signature if the Internet is used to request a copy of grades.

Class Cancellations/Changes

WNC reserves the right to cancel classes with low or insufficient enrollment.

The list of canceled courses will be updated as courses are canceled including those resulting from instructor illness or inclement weather. Canceled class hotline is updated beginning June 13, through the semester.

Students concerned about possible college closure due to inclement weather should check the WNC web site, the main college phone number and local TV stations.

INFORMATION

Class Cancellation/ Class Change..... 445-3030

Inclement Weather College Closure 445-3000

www.wnc.edu
Local TV stations

Fee Refunds

The college's refund policy applies to students in all programs and to all registration fees for withdrawal or net credit reduction, except for non-credit courses. The application fee is not refundable and cannot be transferred to another person or to another fee. Refund of fees for withdrawal from WNC semester-long classes will be as follows:

- 100 percent if the withdrawal is completed prior to the first day of semester. The last day is Sunday, June 12.
- 90 percent if the withdrawal is completed by the end of late registration (five working days into semester). The last day is Friday, June 17. NOTE: Community education courses do not have a 90 percent refund period.

Courses dropped after the 100 percent refund period that are not "even exchanged" will remain on a student transcript with a grade of "W."

Any full-term or short-term course that begins at a date different from the regular semester and/or after the beginning of the semester, and all short-term courses DO NOT follow full-term refund guidelines.

A short-term class is defined as a class that is not scheduled to meet for the entire semester (16 weeks for fall and spring, eight weeks for summer). Short-term courses and courses that start before the regular semester start date must

be dropped at least one day before the first class session for 100 percent refund; after this day no refund will be given. The 90 percent refund is not available for short-term classes or classes that start before the regular semester date. *Note: Many summer courses are short-term.*

Refund checks for dropped classes (*when applicable*) are prepared and mailed biweekly. Payment is made to the student and any other contributing agencies in proportion to the payment of the original fees made by each at the time of registration. *Drops must be made by Internet before a refund can be issued.*

Refunds after published deadlines will not be considered for reasons which are beyond the control of the student. Failure to attend class, job transfers, changes in work schedule, relocation, etc., will not be considered grounds for refund appeals.

Refund appeals with verifiable evidence may be granted during the first half of the semester for the following reasons: induction or activation into the armed forces; death of the student's spouse, child, parent or legal guardian; death of the student; verifiable error on the part of the college; and verifiable incapacity, illness or injury which prevents the student from returning to school for the remainder of the semester.

In general, no refund is made after the first half of the semester.

Important Information About Fees

FEE PAYMENT

No invoices will be mailed. It is the student's responsibility to access the WNC web site for the amount owed in **Web-REG: www.wnc.edu**

FEE DUE DATES

5 p.m., or 8 p.m. when paying by credit card via the Internet or enrollment may be canceled.

- **Friday, May 27**
- **Friday, June 10** - For classes added after May 27. After June 10, a \$25 late fee is assessed.
- **Friday, June 24** - Last day to pay during late registration. A \$25 late fee is assessed.

Payment for short-term classes is due the day before the class starts.

PER-CREDIT FEES

(additional fees may apply)

Registration Fee (lower division).....	\$72.25/cr
Registration Fee (upper division).....	\$116.25/cr
Technology Fee.....	\$5.50/cr

AGENCY FEE PAYMENT

Students must submit the authorization for third party payment to the Business Office during the week they register.
Fax.....445-3027

APPLICATION FEE

All students who apply for admission are assessed a one-time \$15 fee when they register. This fee is not deferrable or refundable even if the courses are full, dropped or canceled.

GRADUATION APPLICATION/FEES

Students seeking associate degrees or certificates of completion must submit a completed application for graduation and the \$25 fee to Admissions and Records before processing begins. Missing the application deadline or failure to meet degree requirements means students must submit a new application and repay the application fee.

Deadline for filing graduation applications and fees for the summer 2011 semester is Wednesday, June 15.

PAY BY INTERNET

Pay with Visa, MasterCard or Discover by Internet: www.wnc.edu/webreg/. Verify account balance after submitting the request.

PAY BY MAIL/DROP BOX

Make checks payable to Board of Regents. Indicate the student's Social Security number or student I.D. number. A fee payment box for after hours is located on the Carson City campus or mail to:

Western Nevada College
Attn: Business Office
2201 West College Parkway
Carson City, NV 89703-7399

PAY IN PERSON

Business Office hours are Monday through Friday, 8 a.m. to 5 p.m., unless otherwise noted.

PERSONS AGE 62 OR OLDER

No discount is available to Nevada residents 62 years or older as the summer session is self-supporting.

REGISTRATION FEE

The summer semester registration fee is \$72.25 per credit (except for Community Education classes). The fee to audit a class is the same as the fee to register for credit. NOTE: some classes also carry a special use or lab fee.

TECHNOLOGY FEE

The NSHE Board of Regents approved a technology fee of \$5.50 per credit. The fee is used to fund technology needs in computing and information delivery systems, and enables WNC to stay abreast of the latest technological developments.

WESTERN UNDERGRADUATE EXCHANGE (WUE)

Through the Western Undergraduate Exchange, selected students from eligible western states may enroll in any of WNC's programs at a reduced tuition level of 150 percent of the college's regular resident tuition. Students must request WUE status on the application for admission and apply for WUE status by submitting a WUE application to Admissions and Records prior to matriculation. WNC reserves the right to limit the number of WUE students from each state.

Direct Deposit of Student Refund Checks

The Business Office offers DIRECT DEPOSIT as a convenient means of providing refund/overage checks to students. Instead of mailing a check, the funds can be deposited directly into a checking account.

BENEFITS INCLUDE:

Convenience...No waiting on the mail or waiting in line to cash or deposit the check.

Quick access...Funds are available within two-five business days after due date of refund.

Safety...Prevent check loss or theft.

Signing up is easy...Complete the online authorization form, attach a voided check, sign and date. Incomplete forms will not be processed.

Business Office445-4221
Direct deposit form can be found online at:
www.wnc.edu/studentservices/admissions/forms/

DELINQUENT ACCOUNTS

All delinquent accounts will be placed on financial hold. Students on financial hold may not receive a transcript, register for classes or be awarded a certificate/diploma until the account has been cleared and financial hold removed. Delinquent accounts may be sent to collection after 90 days. The student will be assessed collection/legal fees.

WNC does not furnish counter checks and under no circumstances will postdated or altered checks be accepted. A \$25 collection fee will be assessed for any check returned as unpaid from the bank. Returned checks must be made good within ten days of the bank's notification (cash, cashiers check or money order only) or the college will begin collection procedures.

Financial Assistance

Applying for Financial Aid

Many students are eligible for some type of financial assistance. It's not too late to apply for summer semester aid. To be considered for financial aid and many WNC scholarships, complete the Free Application For Federal Student Aid (FAFSA). Students should complete the FAFSA online at: www.fafsa.gov/ for 2011 summer funds by June 30. Apply separately for fall 2011-2012 funds as these are different award years. Students should keep in mind that applying for and receiving financial aid is a lengthy process. The earlier students apply, the earlier they can be notified about eligibility for financial assistance as some funds are limited. Early submission of the FAFSA increases the possibility of receiving aid. Allow at least 45 days before the semester begins to complete the application process.

Receiving Financial Aid & Scholarships

When financial aid and scholarships are approved and the student has enrolled in the correct number of credits, funds will automatically be applied to the student's WNC account. This will occur no earlier than ten days prior to the start of semester. If financial aid is not approved in time for fee deadlines, the student is responsible for making arrangements for payment.

If funds awarded exceed the charges on a student's account, the balance of funds is refunded to the student to pay for other educationally related expenses. Refunds are released to students one week after summer classes start in one of the following ways:

- **CHECK:** The refund check is mailed to the address listed in Web-REG.
- **DIRECT DEPOSIT:** Direct deposit is available if the student completes a Direct Deposit form and submits it to the Business Office along with a voided check. Allow 10-15 business days for the form to be processed.

Financial Aid Checklist

STEP #1: New students must complete the WNC application for admission and declare a degree or certificate program. WNC is unable to process the FAFSA form until the student has been admitted to the college.

STEP #2: Organize financial records that are necessary to complete the FAFSA.

To complete the FAFSA the student's and parent's (for dependent students) tax return information is required. For married students filing separately the spouse's tax information is required. Other income documents may include year-end statements from Social Security, W-2 forms, disability income statements, unemployment compensation statements, TANF annual income statements, etc.

STEP #3: Complete the electronic FAFSA at www.fafsa.gov. List WNC as the college choice. WNC's school code: **013896**. To sign the FAFSA electronically a PIN number is required for students and parents. This is not the same PIN number used for WNC Web-REG. The FAFSA PIN number can be used each year to apply for financial aid and to access federal student aid records online. The PIN should be kept in a safe place and never given to anyone.

STEP #4: Check Web-REG to track the status of financial aid. Information may be required to verify the information on the FAFSA. Submit the requested documents to the Financial Assistance Office. If changes are made on the FAFSA or to the level of enrollment awards may change.

FAFSA ASSISTANCE

Financial Assistance computers & advisors
8 a.m. to 5 p.m. • Monday-Friday

Office is open Wednesdays until 6 p.m.
when classes are in session
Bring financial records.

Please Note: withdrawing from classes may require a repayment of financial aid and impact eligibility for future aid.

www.FAFSA.gov



WELCOME

Millennium Scholars!

Your scholarship pays \$40 per credit for lower division courses (100 & 200 level) and \$60 per credit for upper division courses (300 & 400 level), up to 12 credits each term for courses 100 level and above.

Millennium Scholars

may be reimbursed for summer courses completed with a passing grade. Students must be eligible for the Millennium Scholarship and be enrolled in a minimum of six credits for the fall or have been enrolled in six credits in the prior spring semester. Reimbursement occurs at the end of September after fall processing is complete.

Veterans Services

The college maintains an office of Veterans Services on the Carson City campus. Information concerning veterans services is also available through Counseling Services on the Fallon campus and from the coordinator at any of WNC's outlying centers.

Persons who are eligible for veterans benefits include: honorably discharged veterans, children of 100 percent service-connected disabled veterans, and the widows and children of veterans who died in service or from service-connected disabilities. Veterans and eligible persons are responsible for submitting all necessary paperwork to the Veterans Services Office. Early registration and submission of documents will assist the Veterans Services Office, and allow adequate time for processing applications. Academic counseling is required prior to certification each semester.

VETERANS STANDARD OF SATISFACTORY PROGRESS

Veterans receiving VA educational benefits must maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale. If GPA falls below 2.0, he/she will be placed on academic probation for the following semester. If the cumulative GPA remains below 2.0 for two subsequent semesters, VA benefits will be terminated. To re-establish eligibility, students must take courses at their own expense until they achieve the required minimum 2.0 GPA.

WE'RE HERE TO HELP
Financial Assistance... 445-3264
www.wnc.edu/student-services/financial/

Counseling Services

Counselors are available weekdays and some evenings at the Carson City, and Fallon campuses to help students and community members make important decisions regarding educational goals and career directions.

Counselors help students plan their academic schedules to ensure understanding of major/graduation requirements and current transfer guidelines. Counselors can also assist students with career exploration, interest testing, job search techniques, current information about labor markets and educational training requirements.

Students are encouraged to see a counselor prior to enrollment to receive correct, advance advising.

Disability Support Services (DSS)

WNC is committed to making its programs and services accessible to persons with disabilities. To receive academic accommodations through Disability Services, students must be currently enrolled in classes and provide appropriate documentation of their disability.

Support services for WNC students with disabilities are provided through Counseling Services on the Carson City campus. For effective and timely services, students should submit their requests for assistance at least four weeks in advance.

DISABILITY SERVICES

Carson City campus
Bristlecone Building, Room 103
775-445-3267 or 3266

How WNC Courses Transfer & Meet Degree Requirements

WNC's course numbering system helps students identify the types of courses available at the college and their applicability toward specific degrees:

Courses with numbers below 100 (such as ENG 95) are developmental courses which do not apply toward a WNC degree or honors and normally do not transfer to a university.

Courses with numbers from 100 to 299 (such as HIST 101) are college level courses which may transfer within the Nevada System of Higher Education, and often transfer to other colleges and universities, as either an equivalent or a general elective.

Courses with numbers 300 to 499 (such as MGT 462) are upper division courses that are designed to apply toward a WNC Bachelor of Technology degree. They may also transfer to other colleges and universities. For information about how these courses can transfer and apply to a specific program of study, please contact a counselor.

Courses with numbers 1000 and above (such as CFK 1001) are non-credit, non-college continuing education courses. Please contact a counselor for more information.

Courses with a "B" designator after the number (such as MATH 110B) are college level courses which may apply toward a WNC degree, but which may not transfer to UNR & UNLV. In some cases, these courses may transfer to other Nevada community colleges and Nevada State College or to out-of-state colleges and universities.

Courses with a "C" designator after the number (such as CMSV 245C) are community education courses which generally do not apply toward college degrees.

Courses with an 'L' Designator after the number (such as PHYS 151L) are laboratory courses designed to apply toward a WNC degree and/or transfer to other schools within NSHE, depending on the degree chosen and other courses completed. They may transfer to colleges and universities outside Nevada. Please contact a counselor for more information.

Orientation

- Find out what students wish they had known before starting at WNC.
 - Tour the campus
 - Get important information that all new students need to know
 - Learn about degrees & certificate programs
- SIGN UP with Counseling Services
Carson445-3267
Fallon423-7565

Testing

Every student planning to register for English and math courses at WNC must take placement tests. Testing assesses a student's current skills in reading, writing and mathematics and helps 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.

Board of Regents mandated ACT and SAT required scores:

	ACT	SAT
English 100	18	440
English 101	21	510
Math 095	17	400
Math 096	19	470
Math 120	22	500
Math 126	22	500
Math 127	25	560
Math 128	22	500
Math 176	25	560
Math 181	28	630
Statistics	25	560

The best predictor for college math placement is successful completion of the course prerequisite.

Testing is available by appointment at the Carson City and Fallon campuses. There is a \$15 testing fee. Photo identification is required.

Transfer/Career Center

WNC's Transfer Center assists students who plan to continue their education at another institution. The center provides a variety of services designed to make transfer from WNC to another college or university.

LOCATION

Carson City Counseling Services
Fallon Beck Library

The Career Center provides information regarding career descriptions, job outlook, work settings and preparation necessary to enter specific career fields helping students select college majors and future occupations.

Important Information

Bookstore

Class textbook requirements are available through the online class schedule. To search for classes, visit www.wnc.edu/academics/schedule/. Textbook requirements are located under class information.

Web orders can be placed for store pick-up or shipment (*ongoing throughout semester*) for any class. To place web orders or for information see the bookstore web site.

WNC CARSON CITY

The WNC Bookstore on the Carson campus is open year-round with limited summer hours. College and holiday closures are observed.

Regular Hours:

Monday-Thursday 10 a.m.-2 p.m.

Hours will be extended at the start of school and reduced over holiday breaks. Check the web site or call for the latest information.

WNC FALLON

Textbooks will be available (during posted times) at the WNC Fallon bookstore behind Sage Hall for Fallon classes and web classes.

Hours are extended the week before and the first two weeks of class. Afterward, the Fallon bookstore has limited hours. Check voice mail for specific hours.

RENT-A-TEXT

Students may opt to rent books through Rent-A-Text. Textbook rental is a way to save money on book expenses. Students have the option to return books or keep them at the end of the semester.

INFORMATION

www.rent-a-text.com

or contact the bookstore

RETURN POLICY

Refunds will be made the first week of class with a receipt, with the book in its original condition. After the first week, refunds are possible if a student drops a class in the first two weeks of classes, shows proof of drop and still has the original receipt. All refunds after that date will be at the discretion of the bookstore manager. Books/packages cannot be returned if packaging is opened.

Distance Education

WNC offers classes delivered online through WebCampus and by interactive video. Both are designed to meet the needs of students with busy lifestyles who may not have the opportunity to attend regularly scheduled or on-campus classes.

Interactive video classes offer two-way audio and video from the originating site to branch campuses and centers at regularly scheduled times.

Many web classes have few, if any, scheduled meeting times and can be accessed 24/7 from any computer.

Online Learning

Online and web enhanced classes are provided through WNC's WebCampus. Students taking online classes should have regular access to a reliable computer with a high-speed Internet connection. Basic skills required include: sending and receiving e-mail, word processing, attaching files, and basic web browser configuration. Successful online students are independent learners, self-motivated, and possess good reading skills and study habits. A typical 3-credit class requires a minimum of about 10 hours per week reading course materials and completing assignments.

www.wnc.edu/webcampus/

Log-in instructions are listed under "Tutorials and Help"

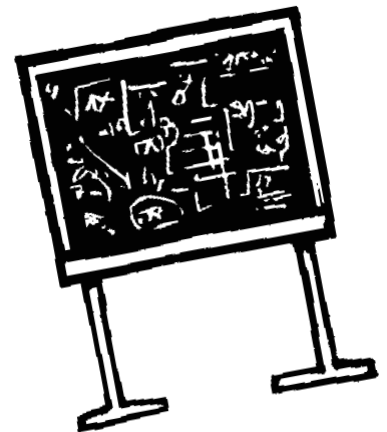
Click "Check Browser" to ensure computer compatibility

Web Classes: Classes delivered over the Internet that may require one or more scheduled meetings, either online or face-to-face.

Web Enhanced Classes: Regular face-to-face classes that use an Internet component to expand the course experience.

Blended Classes: Classes delivered primarily over the Internet with regularly required face-to-face meetings.

Blackboard (WebCT): The software that WNC is using to power WebCampus classes.



The WNC Student Code of Conduct applies to online classes as it does to traditional classes. The online classroom should be considered the same as a traditional classroom with all of the norms of behavior that the statement implies. Students should communicate with their classmates and instructors in a polite, civil manner, using proper English.

HOURS/TEXTBOOK QUESTIONS?

www.wnc.edu/bookstore/

Carson City campus bookstore . 445-3233

Fallon campus bookstore . . . 423-7556

Special Academic Programs

Continuing Education

Learning is a lifelong process. The Continuing Education Department provides lifelong learning opportunities for all ages within the communities that Western Nevada College serves. From children to senior citizens, students in continuing education programs develop skills, enjoy creative or recreational pursuits, and broaden personal knowledge.

COMMUNITY EDUCATION

Non-credit, self-supporting community education classes in diverse areas are offered for adults. Classes may be as short as a few hours or may meet weekly throughout the semester. Field trips and special events may also be arranged. Credit classes that typically do not receive sufficient enrollment can be successfully delivered through the Community Education Department. Some programs, such as Motorcycle Safety, will grant an endorsement card upon successful completion. Driver's Education and Traffic Safety School are also offered.

Carson campus..... 445-4268
Fallon campus 423-5847
www.wnc.edu/ce/cmsv/

COLLEGE FOR KIDS

College for Kids is an enrichment program to challenge youth and offer educational and creative experiences outside of the traditional classroom. Classes such as drawing or painting, cooking, crime scene investigation, dancing, and scrapbooking allow children to explore their creative side. Classes such as babysitting certification and CPR or pet care focus on developing personal skills, enabling them to assume more responsibility as they grow.

Carson campus..... 445-4268
Fallon campus 423-5847
www.wnc.edu/ce/cfk/

SENIOR COLLEGE

Based at the Fallon campus, these non-credit and credit courses meet the specific interests and needs of older active adults in western Nevada. A variety of community education and academic classes are offered. For credit classes, seniors pay only a small technology fee and, if applicable, lab fees; class registration fees are waived. Non-credit classes provide a 20 percent discount to seniors who are Nevada residents.

Ginny Dugan.....423-5186
E-mail.....dugan@wnc.edu
www.wnc.edu/ce/senior_college/

SPECIALTY CROP INSTITUTE

The goal of the Specialty Crop Institute is to foster sustainable small farm agriculture. This innovative program combines classroom and on-farm learning for specialty crop production, outreach to remote and rural farmers, and collaboration with like-minded organizations to provide growers access to resources and increase their chances of success.

Anne Louhela.....775-351-2552
E-mail.....louhela@wnc.edu
www.wnc.edu/sci/

TRUCK SCHOOL

WNC provides individuals the opportunity to obtain a Commercial Driver's License through truck driving school, offered in conjunction with Advanced Truck School LLC. Students meet for two weeks of classroom training, followed by two weeks of driving on a skills course and over the road. This program is based at the Fallon campus and is available at any WNC campus by request.

Bus Scharmann..... 423-7565 Ext.2224
E-mailscharman@wnc.edu
Ginny Dugan.....423-5186
E-maildugan@wnc.edu
www.wnc.edu/ce/ats/

WORKFORCE DEVELOPMENT CENTER

The Workforce Development Center delivers education and training to businesses, government agencies and non-profit organizations so employees can improve job skills and increase productivity.

Instruction can be tailored to an employer's specific needs or provided as a "pre-packaged, off the shelf" solution to a skill development request. Whether it involves supervision, industrial safety, customer service, computer applications, Spanish for employees or supervisors, or another area of skill development, training can be delivered when and where it fits the organization's schedule. Flexibility and affordability are the keys to the operation of the Workforce Development Center and its staff.

Carson/Douglas campus445-4427
445-4458
Fallon campus423-7565 ext. 2224
423-5186

www.wnc.edu/ce/wdc/

Driver Education

WNC offers a 30-hour New Driver Education course required by the Nevada Department of Motor Vehicles for new drivers under the age of 18, whose residential address is within a 30-mile radius of the class. Many insurance companies offer financial discounts when presented with a Certificate of Completion. Students must be at least 15 years old to enroll.

INFORMATION

www.wnc.edu/drivereducation/
445-4458

Student Job Board

Employers may advertise job openings on the online Job Board. To post a job opening, click on the "Student Job Board-Post a Job" link on the Workforce Development Center web site.

www.wnc.edu/jobs/student_jobs/off_campus/

Special Academic Programs & Services

Adult Literacy & Language

Formerly referred to as Adult Basic Education, the Adult Literacy and Language office empowers people who are choosing educational opportunities that will enable them to reach their life, work, civic, family and personal goals.

Literacy instruction, English language learning and GED preparation is available to adults who qualify, through a federally-funded grant dispersed by the Nevada Department of Education. Services are offered year-round and include classes, online instruction, tutoring, transition courses, and a computer-based instruction lab. Students will typically move from one type of instruction to another and will be assisted with the transition into for-credit college classes. All services are available at no charge to students.

ENGLISH LANGUAGE LEARNING

Non-native English speakers can improve their listening, speaking, reading and writing skills in structured, intensive courses offered throughout the school year. Prospective students will be administered a reading comprehension exam upon admission and placed in a class appropriate for their English learning level.

Carson City English Language Summer 2011 Registration

Wednesday-Thursday, June 22-23

Monday, June 27

9 a.m., 10:30 a.m., 5:30 p.m., 7 p.m.

Summer Session begins Tuesday, July 5

APRENDIZAJE DEL IDIOMA INGLÉS

Los no nativo hablantes en el idioma inglés pueden mejorar sus habilidades de escuchar, hablar, leer y escribir el inglés en un curso intensivo que es ofrecido durante todo el año escolar. A los estudiantes interesados se les dará un examen de comprensión en lectura de inglés para colocarlos en la clase apropiada de acuerdo a su nivel en el inglés.

Carson City Aprendizaje del Idioma Inglés Registración

Julio 22-23, 27

9 a.m., 10:30 a.m., 5:30 p.m. 7 p.m.

La sesión de verano comienza el 5 de Julio.

**Locations, class schedules,
descriptions & other information:
www.wnc.edu/student-services/alal/**

GED EXAM PREPARATION

Instructional services are provided in Carson City, Fallon and Douglas to students who have not graduated from high school to prepare for the GED (high school equivalency) exam. Prospective students will be administered a broad-based skills assessment and a GED practice test to determine individual strengths and weaknesses congruent with exam criteria. Students will meet with a staff member to develop a learning plan specific to the educational goals of the student.

Carson City GED Preparation Registration

Second & fourth week of each month

Monday, 6 p.m. & Friday, 9 a.m.

Registration process may take
up to three hours.

LITERACY INSTRUCTION

Instruction may be provided to students who lack skills sufficient for successful college work. Prospective students will be administered a broad-based skills assessment to determine educational needs. Learning plans specific to student needs will be developed based on the assessment.

ADULT LITERACY & LANGUAGE

WNC Carson City

Bristlecone Building, Room 340

445-4451

Monday-Thursday • 8 a.m. - 8 p.m.

Friday • 8 a.m. - 5 p.m.

START COLLEGE EARLY! High School Student Services

WNC offers services which allow qualified high school students to earn high school and college credits simultaneously. They include:

TECH PREP: High school juniors and seniors may earn college credit for occupational coursework completed in high school. Courses are taught by high school teachers who follow a curriculum established by both high school and college faculty. The program is designed to give students hands-on and academic experience. Course credits apply to WNC certificate and degree programs, giving students a head start on higher education programs that relate to chosen career paths.

DUAL CREDIT: Students may earn college and high school credits simultaneously. Each high school in the WNC service area has a list of WNC courses that can also count as high school credit. The program helps students by offering courses not available at the high school and giving them the opportunity to begin college while still in high school. Contact local school districts for an updated list of dual credit classes.

FAST TRACK: Designated college courses are offered via Internet or interactive video at a discounted rate to high school students. Most Fast Track classes cost only \$25, with a \$15 interactive video fee.

INFORMATION

WNC representative445-4457
or contact a high school counselor

Special Academic Programs & Services

Looking for a JOB?

Check out WNC's
Student Employment web site
www.wnc.edu/jobs/student_jobs/

STUDENT EMPLOYMENT

Access student employment information by clicking on the Student Life link of the WNC web site home page. Employers can enter employment opportunities directly into the web site and students can access job descriptions. Categories include:

On-Campus Job Board

On-campus jobs are open to any WNC student currently enrolled in at least 12 credits (or six credits for work-study students). Students who have been awarded work-study as part of their financial aid have priority for on-campus positions.

Tutoring Positions

Tutoring positions at elementary schools within the WNC service area are available to WNC students through the Regents Award Program. Students are not required to apply for financial aid to qualify for these positions, but they must meet the minimum criteria.

Off-Campus Job Board

WNC receives employment announcements for a range of off-campus jobs including part-time, full-time and temporary positions. These positions are not affiliated with WNC. They are posted on the Job Board as a service to WNC students, alumni and the local community. For specific information on any listing, contact the employer directly.

Looking for Great EMPLOYEES?

Post your employment opportunity online through the Employment Training Center web site
www.wnc.edu/ce/wdc/

Public Safety Telecommunicator _____ (9-1-1 Dispatch Training)

WNC offers a 12-credit, semester-long program each spring to prepare individuals to enter the rewarding field of 9-1-1 dispatching. They must be 18 years old, possess a high school diploma or equivalent, and be able to type 40 WPM corrected. Forty hours of internship in a dispatch center is also required. Participants attend classes Monday through Wednesday, 6-10 p.m.

Call 445-4408
www.wnc.edu/academics/non_degree/sap/911/

Western Nevada State Peace Officer Academy _____

WNC offers a 30-week, 30.5-credit program to prepare students for careers in law enforcement. The program, which combines classroom learning and practical application training, begins each January and meets all Nevada & POST certification requirements.

Applicants must be at least 21 years old by graduation. CRJ 103 is a prerequisite. Students must pass this class with a "B" or better to be admitted into the academy. Anyone interested should apply for admission early to be considered for the following January academy.

Graduates will enhance their employability in attaining positions that require Category I and III certification.

Call 445-4408
www.wnc.edu/post/



Jump Start a Teaching Career

WNC offers a set of transfer courses for education majors that makes it possible to complete the first two years, up to 64 credits, of course work for bachelor's degrees from the College of Education at the University of Nevada, Reno or Nevada State College. Students may prepare for a degree in Elementary Education, a Bachelor of Science in Second-

ary Education or Bachelor of Arts in Secondary Education.

Foundation courses available at WNC include instructional technology, required 200 level English courses, introductory courses in secondary and special education, and freshman and sophomore courses requiring supervised field experience in the K-12 schools.

WNC & Nevada State College Partner in Teacher Preparation _____

WNC students who are close to completing their first two years of transfer courses toward a bachelor's degree in education can enroll in Nevada State College junior and senior level courses offered at WNC sites and by Internet. Students are able to earn a bachelor's degree and prepare for certification as an elementary or special education teacher without leaving WNC's service area.

Classes are offered at a rate allowing students to finish at the same pace as other four-year institutions. A Sunday section may be added if enrollment is sufficient.

To date, 50 partnership students have finished their degrees and have teaching jobs in the area.

INFORMATION:
www.nsc.nevada.edu/84.asp

Student Activities & Services

Dini Student Center

The student center is located on the first floor of the Joe Dini Library at WNC Carson City. The center offers students a place to study, relax and have a good time. It includes:

- Fitness Center
- Game room/pool tables
- Internet Cafe
- Television lounge
- Student government offices
- Study areas

Monday-Friday 8 a.m. - 5 p.m.

STUDENT ID CARDS

Students obtain college ID cards at the student center information desk.

Monday-Friday 8 a.m. - 5 p.m.

FITNESS CENTER/ACTIVITY STICKER

Students need a WNC student ID card, must enroll in a minimum of three credits and purchase a \$20 activity sticker each semester to use the Fitness Center. Pay for the activity sticker in the Business Office and take the receipt to the student center information desk to receive a valid sticker. Valid WNC ID with current activity sticker is required for the Fitness Center. No Exceptions.

Monday-Friday 8 a.m. - 5 p.m.

QUESTIONS

Dini Student Center 445-3218

Library Services

WNC offers library and research services to all students, both on campus and online. Thousands of full-text books, magazines and newspapers are available, including 10,000 e-books, 17,000+ online journals and newspapers, 200+ print journal subscriptions, 4,000+ videos and DVDs, and maps. Students can borrow materials from the two campus libraries in Carson City and Fallon, as well as other libraries, using their WNC library card. Current students can obtain a free library card at the library, or online, if they are enrolled in web classes. WNC libraries provide a comfortable place to study. PC & Mac computers, wireless access for laptops, photocopiers, scanners, laptops for in-library use and group study space are available.

Carson 445-3227
Fallon 423-5330
E-mail refdesk@wnc.edu
<http://library.wnc.edu>

Food Services

Lifted @ the Sedway Cafe, located on the Carson City campus in the Aspen Building, is open Monday through Friday. The cafe serves a variety of hot entrees, fresh salads, soups, sandwiches and grilled items for lunch as well as breakfast and snacks.

www.wnc.edu/sedway/

Insurance Coverage

Students enrolled in one or more credits have an option of purchasing accident and health insurance through Sentry Life Insurance Company.

INFORMATION

www.ejsmith.com
and/or

WNC Business and Financial Assistance Offices

Child Care is Available on the WNC Carson City campus at the Child Development Center for WNC students & non-students

Enrollment for Summer is Monday, May 2-Friday, May 13

(Applications will not be accepted after the enrollment period.)

Full-time Child Care

Monday-Friday, 7 a.m. - 5:45 p.m.

Full-time care is available for infants, toddlers, Pre-K and kindergarten-age, six weeks to 6 years.

(Priority given to WNC students.)

Part-time Child Care

Monday-Friday, 7 a.m. - 5:45 p.m.

STUDENTS pay a \$10 registration fee per semester and need to provide proof of class enrollment at the time of registration. Fees are \$4 per hour for children 3-6 years; \$5 per hour for children six weeks-3 years.

NON-STUDENT fees are \$6 per hour for children 3-6 years; \$7 per hour for children six weeks - 3 years.

Kindergarten-age Child Care

Monday-Friday, 7 a.m. - 5:45 p.m.

Billed by the half-day. **STUDENTS:** \$16 per half-day per child; **NON-STUDENTS:** \$20 per half-day per child.

1. Enrollment requirements apply all programs; part-time and full-time.
2. Enrollment for new and returning WNC students is Monday, May 2-Friday, May 13.
3. **Space is limited. Register early.** Please be aware that space is not guaranteed.

NOTE: Registration information/paperwork must be turned in at least 48 hours before a child's first day of enrollment.

PARENT SUPPORT SERVICES

A variety of programs help parents learn about child-rearing and become comfortable with their role as parents.



Call 445-4262 for additional information

Student Activities & Services

Academic Skills Center

During summer session, please contact the ASC as tutoring is offered on a limited basis.

To help students succeed, the Academic Skills Centers provide tutoring assistance in many subject areas. This service is free to WNC students, and the ASC staff is committed to helping students become self-confident and independent learners. Stop by the ASC at the Carson City and Fallon campuses for schedules of subjects and tutors.

Academic Skills Centers

Carson City campus
Bristlecone Bldg., Rm 330 • 445-4260

Fallon campus
Virgil Getto Hall, Rm 307
423-7565, ext. 2278

Associated Students of Western Nevada

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 Western Nevada College. The mission and purpose of the ASWN is to address student needs and concerns through coordination of student activities and organizations, as well as helping to assess student needs. All members of ASWN welcome and encourage other students to voice any college concerns or ideas.

Student government offers a great opportunity for anyone interested in organizing student activities and influencing changes or student policies. Students really do make a difference, so get involved!

Visit the ASWN web site to view upcoming student events, contact ASWN members, rate professors and more!

Carson

Senate.....445-3323
President.....445-4432
Office: Dini Library & Student Center, Rm. 105

Fallon423-7565, ext. 2264
Office: Piñon Hall, Rm. 201

www.wnc.edu/aswn

Athletics

WNC offers two intercollegiate sports, baseball (men) and softball (women), for students who wish to continue their athletic competition while they earn a community college degree or prepare to transfer to a university. Athletes can earn college credits and degrees, use Millennium Scholarships and other types of financial assistance, and compete close to home at WNC.

The WNC baseball and softball teams are Division I members of the National Junior College Athletic Association. Division I schools may offer scholarships.

STUDENT REQUIREMENTS

WNC students participating in the college's athletics program must enroll full-time for a minimum of 12 academic credits and must maintain a minimum cumulative grade point average of 2.0.

Phi Theta Kappa Honor Society

Phi Theta Kappa has recognized academic excellence in two-year colleges since 1918 and is one of the most prestigious honor societies in higher education. WNC has two chapters of Phi Theta Kappa: Alpha Upsilon Beta and Beta Theta Iota. Alpha Upsilon Beta, established in 1991, has inducted more than 500 members. Beta Theta Iota, established at WNC Fallon in 1998, has inducted more than 75 members.

*Phi Theta Kappa has four hallmarks:
Scholarship • Service
Leadership • Fellowship*

INFORMATION

Jeff Downs.....445-7565
Ext. 2243
Monica Fairbanks.....423-7565
Ext. 2270
Joshua Fleming.....445-4257
George McNulty.....445-3269
Holly O'Toole.....423-7565
Ext. 2243

www.wnc.edu/clubs/

Student Ambassadors

The WNC Student Ambassador program features an outstanding group of student leaders. Student ambassadors interact with prospective students and their parents, providing information about the college, the programs and the services offered. Student ambassadors attend events in the community representing WNC and participate in campus activities.

INFORMATION

Outreach Coordinator.....445-3324

Student Clubs & Organizations

Student clubs and activities enhance campus life and put students in touch with others who share common interests. Interested in organizing a new club?

Contact:

Carson ASWN.....445-3323

Fallon ASWN.....423-7565 Ext. 2224

CAMPUS CLUBS AND ORGANIZATIONS

www.wnc.edu/clubs/



Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges to disclose certain timely and annual information about campus crime and security policies.

More detailed information and the crime statistics for the past three years is available at www.wnc.edu/ps/

Drug and Alcohol Prevention Policy

WNC is required to provide information about campus rules and regulations pertaining to alcohol and other drugs. The pamphlet, A Safe Campus, is available at each campus as a resource for students, employees and visitors.

Legal Notice

This is the 2011 summer semester class schedule of Western Nevada College. It lists the classes that the college plans to offer and describes registration and enrollment guidelines. This information is subject to change at any time and should not be considered a contractual agreement.

Non-discrimination Statement

WNC is guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, sex, including a pregnancy-related condition, sexual-orientation, military status, or military obligations, disability, including veterans with service-connected disabilities, or national origin, and that equal opportunity and access to facilities shall be available to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

Notice of Copyright Laws & Infringement Penalties

Students should be aware of federal copyright laws and penalties that may be assessed for violation of these laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

INFORMATION
www.copyright.gov
www.copyright.gov/help/faq

WNC copyright policy
<http://www.wnc.edu/policymanual/3-2-8.php>

Student Right To Know Act

The Student Right to Know and Campus Security Act requires that WNC comply with the provisions and updates in disclosing the graduation rate of certificate or degree-seeking students. This information is available to current and prospective students prior to enrolling or entering into any financial obligation.

As of 2009-2010, the four-year average Student-Right-to-Know graduation rate was 20 percent. WNC graduation completion rates are available from Counseling Services and Admissions and Records on the Carson City campus.

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 acceptance.

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 differences of opinion, we will explore the differences in a courteous and forthright manner, always acknowledging individual rights to the freedom of expression and association.

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

Sexual Harassment Policy

WNC, as a member of the Nevada System of Higher Education, is committed to providing a place of work and learning free from harassment, intimidation or insult. It is the policy of WNC that the sexual harassment of students, employees, and users of WNC facilities is unacceptable and prohibited.

The NSHE Policy Against Sexual Harassment and Complaint Procedure, Title 4, Chapter 8, Section 13, is incorporated into the Board of Regents Handbook. The policy can be reviewed in the WNC online catalog at www.wnc.edu.

CONTACT

Affirmative Action Officer
Human Resources Office, Bristlecone Bldg. Rm. 150

STATEMENT OF INTEGRITY

WNC is committed to the highest ethical standards in its administration, teaching, scholarships, and service, and its treatment of its students, faculty and staff.