2010 SPRING SCHEDULE

Register By Internet @ www.wnc.edu

- Registration Information ........... 6-9
- Carson Classes ................... 21-42
- Douglas Classes .................. 43-46
- Fallon Classes .................... 47-56
- Fernley Classes ................... 57-59
- Hawthorne Classes ................. 60
- Lovelock Classes .................. 61
- Smith Valley & Yerington Classes 62-64
- Web Classes ....................... 65-70
- Short-term Classes ................. 71-72

CLASSES DE INGLES EN LA PAGINA 19

Classes start Monday, January 25
CAREER PATHWAYS

Spring Classes Offer Challenges, Open Doors to Opportunities

Spring classes at WNC feature topics that are relevant, leading to degrees and certificates that are valuable in today's world. Two new courses in graphic communications highlight the college's commitment to keep its programs pertinent in a changing world. Western has offered an associate degree and certificate program in graphic communications for several years, and Graphic Communications Professor Jayna Conkey said, “We realize the industry is changing, so we are doing more with web-based design and animation.”

Graphic Communications 181B and 275B will be offered for the first time this semester. Students will work with the animation program Adobe After Effects, and advanced techniques in Dreamweaver and Flash, web authoring and animation software.

“Graphics and words are no longer static,” Conkey said. “To draw attention to your work, it has to move and keep pace with a generation that is accustomed to instant access to information, presented in a compelling way.

“In the past our students created print and web-based portfolios,” Conkey said. “Students on the print side designed brochures, catalogs and posters. The jobs are becoming more web and animation-based and even those who are interested in print will have to work on the web and incorporate animation.

“But it’s not all about the new technology,” Conkey said. “You still need to learn basic software and develop the fundamentals. Students still need to take drawing, design, color theory and other core classes. Before you can build anything you need to learn the rules.”

Laboratory Technician – Venipuncture Class

Many students looking for a new career are finding their way into the college’s Laboratory Technician class, “Techniques of Venipuncture,” (LTE 110). Instructor Jacqui Bruchez said that while it is required for those who want to pursue a career in radiology, and those studying nursing also take the course, most of the students are planning careers as phlebotomists.

Bruchez, who is a board certified medical technologist, said students get a professional working experience by taking the class. “It takes students six to 10 weeks to be signed-off in the student lab,” Bruchez said. “After they’re trained, they go into a 32-hour clinical rotation. They have to do 40 successful venipunctures on patients to pass that portion of the lab.”

Students draw blood at outpatient sites in Dayton and Minden under the direction of a trained phlebotomist. From there they go to Carson-Tahoe Regional Medical Center to draw blood in the main hospital and the emergency department.

“At the hospital the students see what we do with in-patients and interact with the nursing staff,” Bruchez said. “In the emergency room they can see how everyone works together in a fast-paced environment: interacting with doctors, nurses, respiratory therapists and radiologists. They can see how it all comes together to take care of the patient in an emergency situation.

ASSOCIATE OF APPLIED SCIENCE
- Accounting
- Automotive Mechanics
- Business, General Business Emphasis
- Computer Technology - Computer & Office Technology
- Computer Technology - Computer Networking Technology
- Computer Technology - Information Technology
- Construction Technology, Construction Project Management
- Criminal Justice
- Criminal Justice, Law Enforcement/Academy
- Draffing Technology - Architectural
- Draffing Technology - Civil
- Draffing Technology - Mechanical
- Early Childhood Education
- Geographic Information Systems (GIS)
- Graphic Communications
- Machine Tool Technology
- Management
- Nursing
- Real Estate
- Welding Technology

ASSOCIATE OF ARTS
- Associate of Arts - General
- Criminal Justice
- Dead Studies
- Fine Arts
- Musical Theatre

ASSOCIATE OF GENERAL STUDIES

ASSOCIATE OF SCIENCE
- Biological Sciences
- Chemistry
- Computer Science
- Engineering Science
- Geosciences
- Mathematics
- Physics

BACHELOR OF TECHNOLOGY
- Construction Management

CERTIFICATE OF ACHIEVEMENT
- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Business
- Computer Applications
- Computer Technology, Network Support Technician
- Computer Technology, System Administration Technician
- Criminal Justice, Law Enforcement/Academy
- Criminal Justice, 9-1-1 Dispatch Telecommunications
- Customer Service
- Desktop Publishing
- Draffing Technology - Architectural
- Draffing Technology - Mechanical
- Early Childhood Education
- Geographic Information Systems (GIS)
- Graphic Communications
- Machine Tool Technology
- Retail Management
- Surgical Technology
- Welding Technology
Western Nevada College Douglas campus faculty and staff are on a mission – they want local residents to know that they are ready and waiting to serve local students. For those who live or work in the Douglas County area, WNC offers the classes needed for a college degree in the comfortable atmosphere of a smaller community. In addition, the WNC Douglas campus provides academic counseling, new student orientations, college readiness workshops and a personalized approach to college.

The campus at 1680 Bently Parkway South, off Buckeye Road in Minden, is home to some of the college’s most experienced and highly regarded faculty members. Together, they plan class schedules that allow high school graduates and adult students to make steady progress toward a college degree in many subject areas.

As Dean of Student Services John Kinkella said, “Douglas is all about making college convenient. A high school graduate doesn’t have to start college life by commuting to another campus.”

Kinkella is one of the reasons the Douglas campus is so handy for students. In addition to academic counseling available every Monday, Dean Kinkella spends alternate Tuesdays and Thursdays at Douglas to provide student counseling.

Dr. Mike Hardie has taught math at Douglas for a decade. He knows what it is like to teach at a rural campus and what it offers: “It helps students earn their requirements for a degree without having to travel. Especially with travel costs increasing, it seems that a lot of students are taking advantage of our location.”

Fall enrollment bears this out, as nearly 700 students are currently attending in Minden, and they are taking more classes than before. May 2009 WNC Douglas graduates earned degrees in many career areas, including accounting, auto mechanics, computer networking, business, bookkeeping, construction project management, early childhood education, graphic communications, nursing, criminal justice, deaf studies, paralegal studies, mathematics, 9-1-1 dispatching and arts.

It’s possible to earn an Associate of Arts Degree, Associate of General Studies, Associate of Applied Science in Business, and Certificate of Achievement in Business at the Douglas campus, plus credits toward many other degrees as well.

The Douglas campus has its own atmosphere, Dr. Hardie said. “It’s a little more personal out here and definitely more serene with views of the valley and the mountains. Students seem a little more relaxed.”

A former assistant dean, Dr. Hardie is part of the community. He completed a county leadership program in 2000, and he has seen the efforts Western has made to bring local residents to their college.

“We definitely worked from the beginning to build a base of students with individual mailings to post office boxes, and we benefitted from the job done by our former coordinator, Dick Kale. Dick worked hard to promote the campus.”

Western has an easy to use web site where students can apply online and then sign up for classes. Simply go to www.wnc.edu to get started.

COUNSELING APPOINTMENTS
782-2413 or 445-3276
Drop-in sessions are also available.

Many services are provided at the Douglas campus, including:

“Get Ready for College Workshop”
Monday, Dec. 7-5:30 p.m. • Bently Hall
Learn about financial aid, applying for college, degree programs and career counseling.

“New Student Orientation”
Tuesday, Jan. 12-5:30 p.m. • Bently Hall
Learn study skills, how to be a good student, where campus resources are located and more. Snacks, coffee and great prizes will also be provided.

AT YOUR SERVICE- Several of the many Douglas campus faculty and staff who work hard to make students feel welcome and have a positive learning experience. L-R: Ronnie Gibbs, outreach counselor; Michael Sady, community college professor of chemistry; Delia Bottoms, administrative assistant; Darlene Tyrrell, art instructor; and Penny Nicely, geology instructor.
A college campus in a rural area is doing its job when it is woven into the fabric of the community. The college succeeds when it is educating people for viable jobs and working closely with employers and stakeholders. Rural campuses show their relevancy if people look to the college for leadership in solving local problems.

At Western Nevada College Fallon campus, community residents receive all this and more. In addition, nearby communities utilize and attain value from the campus, which serves as a hub for all of Western’s rural programs.

WNC Fallon offers a full array of college courses, from accounting to woodworking, computer applications, math, English and nursing. Classes as diverse as welding, graphic communications and history help students pursue their academic and career goals.

Students earn degrees as varied as an Associate of Arts, Associate Degree in Fine Arts, Associate in Applied Science in Business, Associate of Science in Biological Sciences, and more. Certificates are offered in Bookkeeping, Computer Applications, Desktop Publishing and Business.

In addition, the Fallon campus Workforce Development Center has brought innovative and useful new programs to the area.

Western’s “Specialty Crop Institute” is helping to enhance and expand Nevada’s agricultural industry with classes and farm tours that teach how to bring high-value, low-water crops to an arid state. During the past year, WNC Fallon offered workshops on growing wine grapes, organic farming, cut flowers, lavender farms and hoop houses that extend the growing season. The first year of seminars attracted scores of participants.

Dean Bus Scharmann is the guiding force behind the seminars. He said interest for more seminars was so great the Institute has committed to providing additional viticulture workshops next year.

Fallon campus students also have the opportunity to complete many of the course requirements in Fallon for the associate degree in nursing. Local students also take advantage of a partnership program between WNC and Nevada State College that allows students to complete a bachelor’s degree in elementary teacher education in Fallon. WNC provides the first two years of instruction, and students complete the third and fourth year classes online and via interactive video from WNC campus locations.

One of the reasons WNC Fallon succeeds is because of committed instructors like Sherry Black, college professor of education counseling and human development, who was worked at Western for 20 years.

Her years of teaching education courses have helped build the community: “I have seen many of my WNC students continue and complete their education at the University of Nevada, Reno, Nevada State College, Sierra Nevada College and out-of-state institutions,” she said.

“My students are currently employed as teachers in the Churchill County School District, Lyon County School District, Carson, Pershing, etc. I also have former students who are employed as nurses and in various business positions.”

Though the college is fortunate to have faculty members like Sherry, she is appreciative of the students who enroll in her classes. “They work hard, attend classes without fail, and show a tremendous amount of knowledge and character.”

Sherry Black
CLASSES BEGIN MONDAY, JANUARY 25

Spring Semester

NOVEMBER
30 Spring Registration begins via Web-REG for continuing and returning students

DECEMBER
7 Spring Registration begins via Web-REG for new students
11 Last day to drop full-term fall classes with a "W"; unpaid students may be removed from rosters
14 Final exams begin for fall semester
19 Fall semester ends
24 Limited Services at Carson Campus; Fallon/Douglas/Rural Centers closed
25 Christmas Holiday - college closed
28-31 Limited Services at Carson Campus; Fallon/Douglas/Rural Centers closed

JANUARY
1 New Year's Holiday - college closed
8 Fall semester grades available through Web-REG
15 PAYMENT DUE FOR SPRING FULL-TERM CLASSES; Unpaid students may be removed from class rosters
18 Martin Luther King Holiday - college closed
22 PAYMENT DUE FOR FULL-TERM CLASSES FOR STUDENTS ENROLLED AFTER JANUARY 15; unpaid students may be removed from class rosters; payment for short-term classes is due the day before the class starts
23 LATE REGISTRATION BEGINS WITH LATE FEE FOR FULL-TERM CLASSES; class availability limited
24 LAST DAY FOR 100 PERCENT REFUND FOR FULL-TERM CLASSES
25 Spring classes begin; 90 percent refund period begins for full-term classes; classes dropped receive a "W"; even exchange of credits for drop/add begins
29 Late registration ends; last day to add a full-term class through Web-REG; LAST DAY FOR 90 PERCENT REFUND FOR FULL-TERM CLASSES

FEBRUARY
5 LAST DAY TO PAY FOR FULL-TERM CLASSES WITH A LATE FEE; unpaid students may be removed from rosters; even exchange of credits for add/drops ends
15 Presidents Day Holiday - college closed

MARCH
1 Last day to apply for spring graduation
5 Deferred payments due; unpaid students may be removed from class rosters
19 Last day to change credit to audit or audit to credit for full-term classes
22 Spring Break begins
29 Classes resume after Spring Break

APRIL
1 Fall semester scholarship applications due to Financial Assistance
5 Summer registration begins via Web-REG
19 Fall registration begins via Web-REG for continuing and returning students
26 Fall registration begins via Web-REG for new students

MAY
14 Last day to drop full-term spring classes with a "W"; unpaid students may be removed from rosters
17 Final exams begin
22 Spring semester ends
24 Commencement - Fallon-Barkley Theater at Oats Park
25 Commencement - Carson City Community Center
31 Memorial Day Holiday - college closed

JUNE
4 Spring grades available through Web-REG
14 Summer classes begin
15 Last day to apply for summer graduation

What’s Inside

Calendar

PHOTOGRAPHS
FRONT COVER: (From top to bottom, r-l), Mariane Ortiz, Robin Vernon and Kara Anderson walking from class on Carson campus; Elfriede Short at Douglas campus in art class; Chemistry 121 lab students Christopher Paul (rear), Marilyn Oshima, Kristin Rink & Taylor Clark.

BACK COVER: (l-r) Paige Savage, sidewalk art assignment for Visual Foundation Art 100 & 101 class; Dennis Mahn, Machine Tool Technology teacher assistant.
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

BOARD OF REGENTS
James Dean Leavitt, Chair
Dr. Jason Geddes, Vice Chair
Mark Alden
Dr. Andrea Anderson
Robert Blakely
William G. Cobb
Cedric Crear
Dorothy S. Gallagher
Ron Knecht
Kevin J. Page
Dr. Raymond D. Rawson
Dr. Jack Lund Schofield
Michael Wixom

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 dependency 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.

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. At Western Nevada College, the following categories are defined as “directory” information: student name, city, state, residency status, full-time/part-time status, graduation date, major/degree, academic honors, dates of attendance, and whether currently enrolled, and photographs from college sanctioned events.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, the information may be released or disclosed. Western Nevada College uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

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; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships 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 until you choose to reverse it by submitting a written authorization.

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

Printed Name ____________________________    Student ID __________________

Signature ____________________________    Date __________

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

This request will apply permanently to your record, even following graduation, until you choose to reverse it by submitting a written authorization to Admissions and Records.

Important Information

REGISTRATION TIPS

• New students should 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 and to verify location of classes.
• Be aware of refund deadlines for dropping classes and books.
• Exchange requests to one full-term class for another with the same amount of credits must be submitted by the end of the second week of the semester. Even exchange of classes/credits will remove the dropped class completely from your transcript. Classes dropped after the 100 percent refund period that are not “even exchanged” will remain on your transcript with a grade of “W,” and may affect financial aid for students.
• 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.
Where To Find Help

**WNC Carson City**
2201 W. College Parkway, Carson City, 89703  
[www.wnc.edu](http://www.wnc.edu)

**General Information** .................................................... 445-3000

**Academic and Student Affairs**  
Connie Capurro, Vice President ........................................ 445-4431

**Academic and Student Affairs-Instruction**  
Carol Lange, Dean ...................................................... 445-4416

**Academic Skills Center**  
Joshua Fleming, Coordinator ........................................ 445-4257  
[www.wnc.edu/asc/](http://www.wnc.edu/asc/)

**Admissions & Records**  
Dianne Hilliard, Director .............................................. 445-3277  
[www.wnc.edu/student-services/admissions/](http://www.wnc.edu/student-services/admissions/)

**Adult Basic Education/English as a Second Language/GED**  
Tori Zutter, Director .................................................... 445-4451  
[www.wnc.edu/abe/](http://www.wnc.edu/abe/)

**Allied Health Programs**  
Judith Cordia, Ed.D., Director .......................................... 445-3296  
[www.wnc.edu/academics/division/nalh/](http://www.wnc.edu/academics/division/nalh/)

**Associated Students of Western Nevada**  
................................................................. 445-3323  
[www.wnc.edu/clubs/aswn/](http://www.wnc.edu/clubs/aswn/)

**Bookstore** ................................................................. 445-3233  
[www.wnc.edu/bookstore/](http://www.wnc.edu/bookstore/)

**Business Office**  
Chet Burton, Controller .................................................. 445-4230  
[www.wnc.edu/finance/business/](http://www.wnc.edu/finance/business/)

**Child Development Center**  
Andrea Doran, Director .................................................... 445-4262  
[www.wnc.edu/edc/](http://www.wnc.edu/edc/)

**Community Education/College for Kids/Motorcycle Safety Program**  
Linda Whitehill, Coordinator ........................................... 445-4268  
[www.wnc.edu/continuing_education/](http://www.wnc.edu/continuing_education/)

**Counseling Services**  
Deborah Case, Director .................................................. 445-3267  
[www.wnc.edu/student-services/counseling/](http://www.wnc.edu/student-services/counseling/)

**Disability Support Services (DSS)**  
Susan Trist, Coordinator ................................................ 445-3275  
[www.wnc.edu/dss/](http://www.wnc.edu/dss/)

**Facilities Planning & Management**  
Dave Rollings, Director .................................................. 445-4223  
[www.wnc.edu/finance/facilities/](http://www.wnc.edu/finance/facilities/)

**Finance & Administration**  
Daniel J. Neverett, Vice President .................................... 445-4231  
[www.wnc.edu/finance/](http://www.wnc.edu/finance/)

**Financial Assistance**  
Lori Tiede, Director ....................................................... 445-3264  
[www.wnc.edu/student-services/financial/](http://www.wnc.edu/student-services/financial/)

**High School Tech Prep Program**  
Diane Nungary, Coordinator ........................................... 445-4470  
[www.wnc.edu/academics/techprep/](http://www.wnc.edu/academics/techprep/)

**Human Resources & General Counsel**  
Mark Ghan, Esq., Vice President ..................................... 445-4235  
[www.wnc.edu/personnel/](http://www.wnc.edu/personnel/)

**Library & Instructional Technology**  
Ken Sullivan, Director .................................................... 445-3229  
[http://library.wnc.edu/](http://library.wnc.edu/)

**Public Safety** ............................................................. 445-3308  
Jack Piirainen, Director .................................................. 721-3132  
[www.wnc.edu/ps/](http://www.wnc.edu/ps/)

**Student Life/Student Center/Outreach**  
Katie Leao, Coordinator ................................................ 445-3324  
[www.wnc.edu/student-life/](http://www.wnc.edu/student-life/)

**Student Services**  
John Kinkella, Dean ....................................................... 445-3344  
[www.wnc.edu/student-services/dean/](http://www.wnc.edu/student-services/dean/)

**Veterans Assistance** .................................................. 445-3260  

**Western Nevada State Peace Officer Academy**  
Katie Durbin, Commander ............................................... 445-4408  
[www.wnc.edu/post/](http://www.wnc.edu/post/)

**Workforce Development Center**  
Scott Penzel, Director .................................................... 445-4427  
[www.wnc.edu/wdc/](http://www.wnc.edu/wdc/)

**WNC Douglas**
1680 Bently Parkway South, Minden, 89423  
[www.wnc.edu/](http://www.wnc.edu/)

**General Information** ................................................ 782-2413  
Fax ................................................................. 782-2415  
[www.wnc.edu/location/douglas/](http://www.wnc.edu/location/douglas/)

**WNC Fallon**
160 Campus Way, Fallon, 89406  
[www.wnc.edu/location/fallon/](http://www.wnc.edu/location/fallon/)

**General Information** ................................................ 423-7565  
Fax ................................................................. 423-8029

**Fallon Campus, Rural & Workforce Development**  
Bus Scharmann, Dean .................................................. 423-7565  
Ext. 2224

**Academic Skills Center** ............................................. 423-7565  
Ext. 2278

**Adult Basic Education/English as a Second Language/GED Prep Information** ............................................ 423-7565  
[www.wnc.edu/abe/](http://www.wnc.edu/abe/)

**Associated Students of Western Nevada** .................................................. 423-7565  
Ext. 2264

**Counseling, Financial & Registration Services** ............................................. 423-7565  
Ext. 2239

Ron Marrujo, Coordinator .............................................. 423-7565  
Ext. 2240

[www.wnc.edu/student-services/counseling/](http://www.wnc.edu/student-services/counseling/)

**Library & Instructional Technology** .................................. 423-5330  
[http://library.wnc.edu/home/fallon.htm](http://library.wnc.edu/home/fallon.htm)

**Workforce Development Center/Community Education/College for Kids**  
Ginny Dugan ......................................................... 423-5186  
Cynthia Olivo ......................................................... 423-5847  
[www.wnc.edu/continuing_education/](http://www.wnc.edu/continuing_education/)

**Computers are available at various WNC locations and public libraries.**
Where to Find Help/Registration Information

Rural Programs
Dean of Fallon Campus & Rural Development, Bus Scharmann
Phone........................................423-7565 Ext. 2224
Fax.............................................423-8029
Recognizing that off-campus office hours are limited, WNC provides an answering machine at each location. Those calling outside of office hours are encouraged to leave a message.

WNC FERNLEY
1360 Hwy 95A - P.O. Box 740, Fernley, 89408
www.wnc.edu/location/fernley/
Coordinator, Lorene Addison
Phone........................................575-3348
Fax.............................................575-6889
Hours: Monday-Thursday, 1-6 p.m.

WNC HAWTHORNE
601 A Street - P.O. Box 716, Hawthorne, 89415
www.wnc.edu/location/hawthorne/
Administrative Assistant, DeVona Scott
Phone...........................................945-2405
Fax..............................................945-3621
Hours: Monday-Thursday, 1-6 p.m.

WNC LOVELOCK
Office - 765 Western Ave., P.O. Box 1003, Lovelock, 89419
Classroom - 1295 Elmhurst Ave., P.O. Box 1003, Lovelock, 89419
www.wnc.edu/location/lovelock/
Coordinator, Richard Tree
Assistant Coordinator, Luetta Thomas
Phone........................................273-4994 or 273-2222
Fax.............................................273-4913
Hours: Monday-Thursday, 12:30-5 p.m.
Friday, 8 a.m.-3 p.m. or by appointment.

WNC SMITH
20 Day Lane, Smith, 89430
www.wnc.edu/location/smith_valley/
Information .............................465-2332 Ext. 21
Fax.............................................465-2681 or 465-1367
Hours: Monday-Thursday, 8 a.m.-3 p.m.

WNC YERINGTON
114 Pearl St., P.O. Box 526
Yerington, 89447
www.wnc.edu/location/yerington/
Administrative Assistant, Katherine Wakeman-Nelson
Phone........................................463-2412
Fax.............................................463-4334
Hours: Monday, 12:30-4:30 p.m.
Tuesday-Thursday, 1-6 p.m

Express Classes
WNC offers many late start, shorter college classes to fit busy schedules. See individual department listings or the college web site:
www.wnc.edu/academics/schedule/20101/
express.php

Class & Building Locations
WNC classes take place on site at the college's three campuses and five 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/

Contacting Faculty
WNC faculty will be available to answer questions about classes and academic programs. Contact information and office hours can be obtained by contacting the instructional divisions listed below. Full-time faculty information is also available on the college web site:
www.wnc.edu/directory/browse/

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/naah/

Science, Mathematics & Engineering
Chair, Dr. Brigitte Dillet ..........445-4442
or ...........................................423-7565 Ext. 2254
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/

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

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

• NEW TO WNC? — Students who have never attended WNC, or have not attended since fall 1978 must complete an online application for admission prior to registering.
www.wnc.edu/studentservices/admissions/

• STUDENT I.D. NUMBER — Web-REG will ask for Student I.D. or Social Security number. Anyone who does not have a 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 City .........................445-3267
Fallon ........................................423-4031
Douglas .................................782-2413

Late Registration
Students may register/add classes during late registration beginning Saturday, Jan. 23. 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, Feb. 5. After January 29, students may add full-term courses only by submitting a special enrollment authorization form with instructor signature and approval to Admissions and Records. After February 19, approval of the registrar is also required to add full-term classes.
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**
- Tuesday-Thursday, Jan. 19-21..............8 a.m. - 7 p.m.
- Friday, Jan. 22 ................................8 a.m. - 6 p.m.
- Monday-Thursday, Jan. 25-28..............8 a.m. - 7 p.m.
- Friday, Jan. 29 ................................8 a.m. - 5 p.m.

**WNC DOUGLAS**
- Tuesday-Thursday, Jan. 19-21..............9 a.m. - 6 p.m.
- Friday, Jan. 22 ................................8 a.m. - 5 p.m.
- Monday-Thursday, Jan. 25-28..............9 a.m. - 6 p.m.
- Friday, Jan. 29 ................................8 a.m. - 5 p.m.

**WNC FALLON**
- Tuesday-Thursday, Jan. 19-21..............8 a.m. - 7 p.m.
- Friday, Jan. 22 ................................8 a.m. - 6 p.m.
- Monday-Thursday, Jan. 25-28..............8 a.m. - 7 p.m.
- Friday, Jan. 29 ................................8 a.m. - 5 p.m.

**WNC FERNLEY**
- Tuesday-Thursday, Jan. 19-21..............9 a.m.-2 p.m.
- Monday-Thursday, Jan. 25-28..............9 a.m.-2 p.m.

**WNC HAWTHORNE**
- Monday-Thursday, Jan. 11-14...............1 - 6 p.m.
- Friday, Jan. 15 ................................1 - 5 p.m.
- Tuesday-Thursday, Jan. 19-21...............1 - 6 p.m.
- Friday, Jan. 22 ................................1 - 5 p.m.

**WNC LOVELOCK**
- Monday-Friday, Jan. 11-15..................3 - 6 p.m
- Tuesday-Friday, Jan. 19-22..................3 - 6 p.m

**WNC SMITH**
- Tuesday - Friday, Jan. 19-22 ...............9 a.m. - 3 p.m.
- Monday - Friday, Jan 25-29 ...............9 a.m. - 3 p.m.

**WNC YERINGTON**
- Tuesday-Thursday, Jan. 19-21...............1-6 p.m.
- Monday, Jan. 25................................12:30-4:30 p.m.
- Tuesday-Thursday, Jan. 26-28................1-6 p.m.

---

**Bookstore**

Web orders can be placed for store pickup or shipment (ongoing throughout the semester) for any class. To place web orders for information see the website.

Vouchers are issued by the Financial Aid office and cannot be used for web orders.

**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 ..............9 a.m.-5:30 p.m.
- Saturday .........................9 a.m.-1 p.m.

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

**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.

**HOURS/TEXTBOOK QUESTIONS?**

**www.wnc.edu/bookstore/**
Call Carson City campus bookstore . . . 445-3233
Fallon campus bookstore . . . 423-7556

---

**Jump on JAC**

Carson City's fixed route bus service serves local residents with affordable, regular bus service to the Carson City campus.

**BUY TICKETS/PASSES @**

**WNC CARSON CITY BOOKSTORE**

- \$25 on GAS
- Save Wear & Tear on your Car
- Avoid Parking Hassles
- Find Time to Study Before Class
- Help Keep our Air Clean

**BUS SCHEDULE:** [www.carson-city.nv.us](http://www.carson-city.nv.us)
Admissions Policies

WNC maintains an “open door” admissions policy. Any individual 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 U.S. citizen, resident alien or qualified international student 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.

www.wnc.edu/student/services/admissions/

ADMISSION FOR NEW STUDENTS

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

ADMISSION FOR HIGH SCHOOL STUDENTS

The college permits enrollment for those not yet graduated from high school. High school juniors and seniors may enroll with a completed High School Authorization form available at WNC Admissions and Records or online.

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.

NURSING & ALLIED HEALTH PROGRAMS

WNC offers an Associate of Applied Science Degree in Nursing, and a Certificate of Achievement in Surgical Technology.

Admission to Nursing and Surgical Technology programs are limited and require special application.

Counseling Services ....................... 445-3267

AUDITING A CLASS

Auditing is a process by which the student pays all the regular fees, attends class sessions, receives all the instruction, and generally does the same assignments and work of a regularly enrolled student, but does 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, March 19. After this date an audit may not be changed to a letter grade and a letter grade may not be changed to an audit.

COURSE EXCHANGES

Even exchange of courses is allowed during the first two weeks of the semester (January 25 - February 5). Students who want to drop and add full-term classes for the same number of credits may 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.

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

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 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 for a course and does not withdraw before the 100 percent refund period or has a record of previous enrollment at Western Nevada College. A non-resident 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, including graduation from a Nevada high school.

Admissions & Records ....................... 445-3277

Adds, Drops & Withdrawals

Adds/drops may be completed beginning Monday, Nov. 30, at www.wnc.edu/webreg/. The last day to add full-term classes by Internet is Friday, Jan. 29. Dropping a full-term class must be done by Internet at any time until Friday, May 14. Classes dropped after the 100 percent refund period will remain on a student transcript with a “W.” See fee refund policy.

COURSE LOAD

The number of credit units taken by a student, 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 the benefits he or she receives. Full-time students carry 12 or more credits; 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.
Registration Information

Grade Policy

WNC students obtain their grades via the Internet. The college does not send grade mailers at the end of the semester. Students may request a printed copy on Web-REG. Grades are available approximately two weeks after the end of the semester. Spring grades will be available on Friday, June 4. WNC provides ten complimentary official transcripts; additional copies are $2.

Federal law protects your grades. The Family Educational Rights and Privacy Act of 1974, as amended, requires a photo ID to verify that the requestor is 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 January 19 throughout 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.

Distance Education at WNC

WNC offers a full range of 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.

WebCampus

Online and web enhanced classes are provided through WNC’s Web Campus. Students enrolled in web classes are responsible for having access to the internet and a compatible web browser. See the WebCampus site for information about browser compatibility and to run the “check browser” tool.

Log in to WebCampus:
www.wnc.edu/webcampus/

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 currently using to power WebCampus classes.

IMPORTANT E-Mail Changes

Student e-mail address service is changing!

Beginning with the spring 2010 semester, students will need to provide a personal contact e-mail address. E-mail addresses may be created through Yahoo!, Google, Hotmail, or any internet provider.

Students will be responsible for updating their e-mail contact information on WNC’s Web-REG. The personal e-mail address on file will be used by the college and faculty for contacting students.

Returning Students

Students who have had or currently have a WNC e-mail address will need to log-in to Web-REG and provide a new personal e-mail address. Student e-mail services will be discontinued and e-mails discarded on June 30, 2010.

New Students

New students will be asked to provide a personal contact e-mail address at the time of registration for the spring 2010 semester.

Remember to keep your e-mail address updated on Web-REG!
Important Information About Fees

FEE PAYMENT
Invoices are mailed to students who register by Monday, Jan. 4. Anyone who does not receive an invoice or who has made changes to their schedule must access the WNC web site for the amount owed in Web-REG: www.wnc.edu

FEE DUE DATES
Friday, Jan. 15 • 5 p.m. in person, or 8 p.m. when paying by credit card via the Internet, or enrollment may be canceled.

- Friday, Jan 22 • 6 p.m. in person, or 8 p.m. when paying by credit card via the Internet, for classes added after January 15, or enrollment may be canceled.
  After that date, a $25 late fee is assessed.

- Friday, Feb 5 • 5 p.m. in person or 8 p.m. via the Internet is the last day to pay during late registration.

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

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.

TECHNOLOGY FEE
The NSHE Board of Regents technology fee of $5.50 per credit funds technology needs and enables WNC to stay current.

REGISTRATION FEE
The spring semester registration fee for lower division classes is $63 per credit and for upper division classes is $102.75 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.

PERSONS AGE 62 OR OLDER
Nevada residents 62 years or older may register for credit or audit status in any course without paying registration, application or admission fees, except:
• Only space available courses may be taken.
• Benefits are subject to programs being otherwise self-sustaining, i.e. summer session.
• Lab and technology fees are still applicable.
• All seniors must pay a $5.50 per credit technology fee.
• Community Education course fees are discounted by 20 percent.
• Motorcycle Safety is not discounted.

NON-RESIDENT TUITION
Out-of-state students who enroll for six or less credits in a semester are required to pay an additional $66 per credit for lower division classes and $108 per credit for upper division classes. Those who enroll for more than six credits in a semester must pay an additional $3,094.

NON-RESIDENT DISTANCE EDUCATION TUITION
A reduced non-resident tuition fee of $30 per credit for lower division classes and $49.25 for upper division classes will be added to the regular registration fee of $63 per credit for non-resident students enrolled exclusively in distance education classes, and who reside outside of Nevada during the semester in which enrollment in the distance education course(s) occurs.

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

WNC Business Office
2201 West College Parkway
Carson City, NV 89703-7399

GOOD NEIGHBOR TUITION
A reduced non-resident tuition fee of $36 per credit for lower division classes and $59 for upper division classes will be added to the regular registration fee of $63 per credit for lower division classes and $102.75 per credit for upper division classes for students:
• living within 50 miles of the Nevada border for one year or more, or,
• graduates of specifically designated high schools or community colleges from neighboring states.
Students must apply for Good Neighbor tuition status.

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.

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

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

CARSON CITY
Tuesday-Thursday, Jan. 19-21...............8 a.m.-7 p.m.
Friday, Jan. 22........................................8 a.m.-6 p.m.
Monday-Thursday, Jan. 25-29.................8 a.m.-7 p.m.

FALLON
Tuesday-Thursday, Jan. 19-21...............8 a.m.-7 p.m.
Friday, Jan. 22........................................8 a.m.-6 p.m.
Monday-Thursday, Jan. 25-28.................8 a.m.-7 p.m.
Friday, Jan. 29........................................8 a.m.-7 p.m.

DOUGLAS
Tuesday-Thursday, Jan. 19-21...............9 a.m.-6 p.m.
Friday, Jan. 22........................................8 a.m.-5 p.m.
Note: Douglas Business Office regular hours are Monday through Thursday, 9 a.m. to 6 p.m. and Friday, 8 a.m. to 5 p.m.
**GRADUATION APPLICATION/FEES**
Students seeking degrees or certificates of completion must submit a completed application for graduation and a $20 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 spring 2010 semester is Monday, March 1.**

**FAST TRACK PROGRAM**
High school students who enroll in selected WNC distance education classes through the High School Early Entry Program will pay a discounted fee. See a high school counselor for details.

**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, Jan. 24. Courses dropped after the first 100 percent refund period that are not an "even exchanged" remain on a student transcript with a "W."
- 90 percent if the withdrawal is completed by the end of late registration (five working days into semester). The last day is Friday, Jan. 29.

**Note:** Community Education courses do not have a 90 percent refund period.

**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 the required date of refund. The funds are available within two-five business days after the due date of refund.

**Deferred Payments**
Contracts for deferred payment of registration fees are available to students who register for six or more semester credit hours in a fall or spring semester. Application for admission fees, laboratory fee, and costs of Community Education credits and courses may not be deferred. Special fees, i.e., lab fees, insurance, etc., and approximately half of the registration and tuition fees are payable at registration.

The unpaid balance is due and payable no later than Friday of the sixth week of instruction. If payment for deferred fees has not been made by the required date, the account will be considered delinquent and the student will be placed on financial hold for future registration, grade, transcript, diploma, and certificate privileges.

A penalty fee of $10 or 10 percent, whichever is greater, will be charged on all delinquent accounts. The registrar is authorized, if necessary, to officially withdraw a student from classes for nonpayment of the balance.

A student who qualifies for the deferred contract and sends in the first payment by the published deadline agrees to the contract rules. No written contract is required. To set up a deferment, access the Internet and select the account and billing option.

**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:** The funds are available within two-five business days after the due date of refund.
- **Safety:** Prevent check loss or theft.

**Signing up is easy:** Just complete the online authorization form, attach a voided check, sign, and date. It’s that easy! Incomplete forms will not be processed.

Business Office.................................................445-4221

Direct deposit form can be found online at: www.wnc.edu/studentservices/admissions/forms/
How to Apply for Financial Aid

The college’s Financial Assistance Office administers a broad array of financial aid programs including grants, scholarships, loans and part-time employment to assist students in meeting educational expenses. All students are eligible for some type of financial assistance. To be considered for financial aid complete the Free Application for Federal Student Aid each year. Students should complete the FAFSA online as soon as possible after January 1 for the next school year. Early submission of the FAFSA increases the possibility of receiving aid as some funds are limited. Allow at least 45 days before the semester begins to complete the application process.

The WNC scholarship application must be completed to be considered for scholarships. Deadlines are posted on the application. Application is available online at:

www.wnc.edu/studentservices/financial/funding-scholarships.php

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 educational related expenses. Refunds are released to students 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.

For the 2009-10 FAFSA the student’s and parent’s (for dependent students) 2009 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 incomes statements, unemployment compensation statements, TANF annual income statements, etc.

STEP #3: Complete the electronic FAFSA at www.fafsa.ed.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.

For assistance completing the FAFSA, computers and advisors are available in Financial Assistance 8 a.m. to 5 p.m., Monday through Friday. The office is open until 6 p.m. Wednesdays when classes are in session. Bring financial records and the required Department of Education PIN number.

For assistance completing the FAFSA computers and advisors are available in Financial Assistance 8 a.m. to 5 p.m., Monday through Friday. Bring financial records. Please Note: withdrawing from classes may require a repayment of financial aid.

www.FAFSA.ED.GOV

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: veterans discharged less than ten years ago, 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.

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.
Transfer Center/ 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 as easy and efficient as possible. The Transfer Center is in Counseling Services at the Carson City, Fallon, and Douglas campuses.

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

Counseling Services offers a variety of services as an integral part of each student’s educational experience.

Counselors are available weekdays and some evenings at the Carson City, Douglas, 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, and provide current information about labor markets and educational training requirements.

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

ORIENTATION

• Find out what students wish they had known before starting at WNC.
  Hear their stories...
• Tour the campus
• Find out important information all new students need to know
• Learn about degrees & certificate programs

New degree seeking students - Make sure you

SIGN UP with Counseling Services

Carson .............................. 445-3267
Fallon .............................. 423-7565
Douglas ............................ 782-2413

Testing

Every student planning to register for English or math courses at WNC must either take placement tests, submit ACT/SAT scores (no more than two years old), or provide a transcript showing completion of prerequisite courses. Testing assesses a student’s current skills in reading, writing and math, and helps students select the appropriate courses to take at WNC.

Students who are not sure if they need to test should contact a counselor.

Board of Regents mandated ACT and SAT required scores:

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>21</td>
<td>510</td>
</tr>
<tr>
<td>Math 120</td>
<td>21</td>
<td>510</td>
</tr>
<tr>
<td>Math 126</td>
<td>22</td>
<td>520</td>
</tr>
<tr>
<td>Math 128</td>
<td>25</td>
<td>560</td>
</tr>
<tr>
<td>Math 176</td>
<td>25</td>
<td>560</td>
</tr>
<tr>
<td>Math 181</td>
<td>28</td>
<td>630</td>
</tr>
</tbody>
</table>

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

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
TTY: 445-4489
trist@wnc.edu
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

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

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.

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, and group study space are available.

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?

INFORMATION
Carson & Douglas ASWN ....................... 423-3323
Fallon ASWN ........................................ 423-7565 Ext. 2224
CAMPUS CLUBS & ORGANIZATIONS
www.wnc.edu/clubs/

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.

INFORMATION .................. 445-3254
www.wnc.edu/sedway/

Jive N Java Jr. Cafe, located on the Fallon campus in Virgil Getto Hall, is open select hours Monday through Thursday. Jive N Java Jr. serves a variety of hot and cold coffee drinks, Italian sodas, smoothies, teas, cold sandwiches, wraps and pastries.

INFORMATION .................. 428-5800

Child Care is Available on the WNC Carson City campus at the
- CHILD DEVELOPMENT CENTER -

Full-time Child Care is available for WNC students & non-students

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 six years.

(Needs given to WNC students.) Visit www.wnc.edu/student services/childcare for weekly rates.

Part-time Child Care is available for WNC students & non-students

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 6 weeks-3 years.

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

Evening Child Care is available only for WNC students taking night classes

Monday-Thursday, 5-10:15 p.m. Children must be ages 6 weeks-12 years.

STUDENTS pay a $10 registration fee per semester. Fees are $4 per hour for children 3-12 years; $5 per hour for children 6 weeks-3 years.

Kindergarten-age Child Care is available for WNC students & non-students

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

Billed by the half-day. STUDENTS: $16 per half-day per child, NON-STUDENT: $20 per half-day per child.

1. Registration requirements apply to both evening and day time programs; part-time and full-time.
2. Registration for new and returning WNC students begins December 14.
3. Spaces are limited so register early to ensure a space for the spring semester.
4. 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
Special Programs & Services

Athletics

WNC offers two intercollegiate sports teams for students who wish to continue their athletic competition while they earn a community college degree or prepare to transfer to a university: baseball (men) and softball (women). 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 each semester and must maintain a minimum cumulative grade point average of 2.0.

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

Student Health Care

MedDirect Urgent Care offers WNC students basic health care at a reduced rate. This option covers office visits for treatment of minor illnesses or injuries, and basic immunizations. Additional services, such as x-rays and physical exams, are available at a discounted cost. See the web site for deadline, costs and to sign up.

REQUIREMENTS

- Students enrolled in three or more credits

MEDDIRECT LOCATIONS

CARSON - 1201 S. Carson St ................. 885-4685
(available seven days a week)
DAYTON - 901 Medical Center Drive .......... 246-9001
(at the corner of HWY 50 East and Fortune)

www.wnc.edu/student-services/health-services.php

Academic Skills Centers

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, or check the web site. Tutoring also available at the Douglas campus and Fernley center. Writing tutoring is available online as well. By appointment, or drop-in tutoring available.

- Carson City campus
  - Bristlecone Bldg., Rm 330 • 445-4260
- Fallon campus
  - Virgil Getto Hall, Rm 307 • 423-7565, ext. 2278

www.wnc.edu/asc/

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 representative..................445-4457
or contact your high school counselor

New 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.

CLASS DATES/TIMES/FEES/TO REGISTER

www.wnc.edu/drivereducation/
or call 445-4458

www.wnc.edu/clubs/
Special Programs & Services

You are a Potential Honors Student!

Learn about WNC’s Honors Program

WHAT IS IT?
The WNC Honors Program is designed to challenge students to achieve their highest academic potential. Students enrolled in any major are eligible to participate in the Honors Program. This means YOU!

WHAT ARE SOME PROGRAM BENEFITS?
• a chance to demonstrate your dedication to academic excellence and love of learning
• the opportunity to work closely with your college instructors
• honors recognition on transcripts and upon graduation
• high quality recommendations from college faculty for career, scholarship, or further educational opportunities
• annual year-end recognition for “Outstanding Honors Projects”

HOW DOES IT WORK?
WNC students with a 3.0 or higher cumulative grade point average or recent high school graduates with an exit GPA of 3.0 or higher are eligible to apply. Students in the program earn honors credit for a course by undertaking special course projects in addition to the regular course requirements. Projects are completed on a contractual basis with individual faculty members. To receive honors credit, the student must receive a grade of “B” or better for the course and complete the contracted project to the satisfaction of the course instructor. During the first week of classes, talk to your instructors about participating in the Honors Program.

Honors Program participants who receive honors credit in 18 or more course units in at least six different academic disciplines and who have at least a 3.5 cumulative GPA at graduation are designated as Honors Graduates.

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/jobs/

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 work to enhance student life by representing the voice of the students at Western Nevada College. 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 website to view upcoming student events and contact ASWN members.

Carson & Douglas

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

Fallon.......................................................... 423-7565
............................................................ Ext. 2264
Office: Pifion Hall, Rm. 201

www.wnc.edu/clubs/aswn/

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
Coordinator of Student Life .........................445-3324

STUDENT LIFE

You are a Potential Honors Student!

Learn about WNC’s Honors Program

WHAT IS IT?
The WNC Honors Program is designed to challenge students to achieve their highest academic potential. Students enrolled in any major are eligible to participate in the Honors Program. This means YOU!

WHAT ARE SOME PROGRAM BENEFITS?
• a chance to demonstrate your dedication to academic excellence and love of learning
• the opportunity to work closely with your college instructors
• honors recognition on transcripts and upon graduation
• high quality recommendations from college faculty for career, scholarship, or further educational opportunities
• annual year-end recognition for “Outstanding Honors Projects”

HOW DOES IT WORK?
WNC students with a 3.0 or higher cumulative grade point average or recent high school graduates with an exit GPA of 3.0 or higher are eligible to apply. Students in the program earn honors credit for a course by undertaking special course projects in addition to the regular course requirements. Projects are completed on a contractual basis with individual faculty members. To receive honors credit, the student must receive a grade of “B” or better for the course and complete the contracted project to the satisfaction of the course instructor. During the first week of classes, talk to your instructors about participating in the Honors Program.

Honors Program participants who receive honors credit in 18 or more course units in at least six different academic disciplines and who have at least a 3.5 cumulative GPA at graduation are designated as Honors Graduates.

SIGN UP/INFORMATION
Lori Magnante
Program Coordinator
445-4449 or lmagnant@wnc.edu
Special Academic Programs

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 Secondary 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 by interactive video 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.

A new cohort group began spring 2008. Students may join the group.

Classes are offered at a rate allowing students to finish at the same pace as other four-year institutions.

To date, more than 20 partnership students have finished their degrees and have teaching jobs in the area of their choice—Carson, Fernley and Fallon.

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

Unless otherwise noted, classes offered through Nevada State College begin on Tuesday, January 19.

S P R I N G  2 0 1 0
Nevada State College Teacher Education Courses @ WNC
Transmitted from Carson to Fallon

<table>
<thead>
<tr>
<th>SECTION</th>
<th>CLASS TITLE</th>
<th>INSTRUCTOR</th>
<th>LOCATION</th>
<th>TIME</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDEL 433</td>
<td>Teaching Elementary School Mathematics</td>
<td>Amy Hope</td>
<td>Carson</td>
<td>4:30-7:20 p.m.</td>
<td>Friday</td>
</tr>
<tr>
<td>EDEL 445 and EDEL 443P</td>
<td>Teaching Elementary School Science (Earth Science emphasis) Curriculum Development Elementary School Science (Earth Science emphasis)</td>
<td>Jeffrey Johnston</td>
<td>Carson</td>
<td>9 a.m.-12:50 p.m.</td>
<td>Friday</td>
</tr>
<tr>
<td>EDEL 483</td>
<td>Elementary Supervised Student Teaching</td>
<td>Brenda Downs</td>
<td>Carson</td>
<td>4 -5:50 p.m.</td>
<td>Friday</td>
</tr>
<tr>
<td>EDRL 443</td>
<td>Literacy Instruction II</td>
<td>Bonnie Silsby</td>
<td>Carson</td>
<td>9 a.m.-2:40 p.m. January 23 - March 13</td>
<td>Saturday</td>
</tr>
<tr>
<td>EDRL 461</td>
<td>Diagnostic Assessment and Instruction Literacy</td>
<td>Brenda Downs</td>
<td>Carson</td>
<td>12 - 5:40 p.m. March 20 - May 8</td>
<td>Saturday</td>
</tr>
</tbody>
</table>

NOTE: Students must have completed EDU 201 (previously CI 160) - Introduction to Elementary Education
ADMITTANCE TO THE PROGRAM: Students must have completed the Pre-Professional Standards Test (PPST) to be admitted to the Nevada State College Teacher Preparation Program.
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/

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/

Special Academic Programs

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/

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/

Continuing Education Programs

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 the young child to the senior citizen, 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 meet weekly throughout the semester. Field trips and special events may also be arranged. Since Community Education is self-supporting, credit classes that typically do not receive sufficient enrollment can be successfully delivered through the Community Education Department. Some programs, such as MotorcycleSafety, will grant an endorsement card upon successful completion. Driver's Education and Traffic Safety School are also offered.

Carson campus ....................... 445-4268
Douglas campus .................... 782-2413
Fallon campus ......................... 423-5847
www.wnc.edu/continuing_education/cms/

COLLEGE FOR KIDS
College for Kids is an enrichment program to challenge youth in WNC's service area and offer educational and creative experiences outside of the traditional elementary, junior high or high school 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, to allow them to assume more responsibility as they grow.

Carson campus ....................... 445-4268
Douglas campus .................... 782-2413
Fallon campus ........................ 423-5847
www.wnc.edu/academics/continuing_education/cfk/

SENIOR COLLEGE
Senior College, a WNC program based at the Fallon campus, features non-credit and credit courses to 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/continuing_education/senior_college/

TRUCK SCHOOL - NEW!
WNC now 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-mail ................................... scharman@wnc.edu
Ginny Dugan ........................... 423-5186
E-mail .................................. dugan@wnc.edu
www.wnc.edu/continuing_education/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.

Employers may also advertise job openings on the online Job Board. To post a job opening, click on the “List Your Job Openings” link on the Workforce Development Center web site.

Carson/Douglas campus .......... 445-4427 445-4458
Fallon campus ....................... 423-7565 ext. 2224 423-5186
www.wnc.edu/continuing_education/wdc/

STUDENT JOB BOARD
www.wnc.edu/jobs/student_jobs/off_campus/
English as a Second Language

Morning and evening non-credit ESL classes are offered to non-native English speakers who want to learn English. Multiple levels of instruction, from pre-literacy through advanced, are available. The curriculum focuses on listening, speaking, reading and writing English with an emphasis on conversation, grammar, vocabulary and understanding and navigating American culture. These classes will help prepare non-native English speakers for college level courses. Classes are provided at no charge to students. Instruction is offered three days a week, 2.5 hours per day for 13 weeks.

---

Ingles Como Segundo Idioma

Se ofrecen clases de ESL durante las mañanas y tardes sin créditos para personas no nativas que quieran aprender inglés. Se dan varios niveles de instrucción, desde nivel bajo hasta nivel avanzado. El programa de estudio se enfoca en escuchar, hablar, leer y escribir inglés, poniendo énfasis en comprensión, conversación, gramática, vocabulario y enseñanza de la cultura americana. Las clases preparan a personas no nativas que no hablan inglés a nivel de Colegio. El curso se ofrece gratis a los estudiantes. Las clases son dadas 2.5 horas, tres días a la semana durante un lapso de 13 semanas.

Clases de ESL en Carson Sesión de invierno
Enero 11-Febrero 18, Lunes-Jueves
9-11:30 a.m. y 6-8:30 p.m.

Clases de ESL en Carson Sesión de primavera
Marzo 2-Mayo 20, Martes-Jueves
9-11:30 a.m. y 6-8:30 p.m.

¡Regístreación es requerida! Fechas de registración son en enero 4-7. La registración precisa de un examen evaluativo. Las clases son ofrecidas por medio del WNC y están situadas en diferentes localidades. Favor de llamar a la oficina de ABE para más información al 445-4451.

---

Adult Basic Education & GED Exam Preparation

The GED exam tests academic knowledge learned in four years of high school: reading, writing, social studies, science and mathematics. Multiple GED study options and a variety of resources are available including: an official GED practice test, a GED online option, small classes and structured self-study based on an individual learning plan. Non-credit classes are available for students who need basic reading and math skills. Free GED preparation classes assist students who need to review for the exam. Instructional services are flexible, are designed to meet the needs of a diverse group of learners, and are available at any time of the year.

- GED ‘Boot Camp’
  Offered every other month
  Five-week course
  Monday-Thursday • 3.5 hours per day

- GED ‘Mini Math’ Course
  Offered bimonthly
  Three-week course
  Monday-Thursday • 3 hours per day

REGISTRATION
Second and fourth Monday and Friday of every month.
Monday: 6-8 p.m.
Friday: 9:30-11 a.m.

---

INFORMATION

Adult Basic Education
Bristlecone Building, Room 340
445-4451

Monday - Thursday, 8 a.m. to 8 p.m.
Friday, 8 a.m. to 5 p.m.

---

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.

---

English as a Second Language-Carson Sessions

WINTER
January 11- February 18 • Monday-Thursday
9-11:30 a.m. & 6-8:30 p.m.
Registration: January 4-7

PRE-REGISTRATION IS REQUIRED! Registration includes pre-testing and correct level placement.
Classes are offered throughout the WNC service area at various locations.

SPRING
March 2 - May 20 • Tuesday-Thursday
9-11:30 a.m. & 6-8:30 p.m.
Registration: February 22-25
**Affirmative Action Policy**

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.

**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/.

**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.

**Legal Notice**

This is the 2010 spring 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.

**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.

**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 2008-2009, 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.

**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.
Opening Night on Broadway

February 12-14
An exuberant celebration of Broadway’s recent blockbusters, the show features songs and dances from *Wicked*, *Hairspray*, *Mary Poppins*, *The Producers*, *Mamma Mia*, *Les Miserables* and *Jersey Boys*. Only one weekend of performances for a perfect Valentine date! Buy your tickets early!

The Sound of Music

May 7-9, 14-16
When a postulant proves too high-spirited for the religious life, she is dispatched to serve as governess for the seven children of a widowed naval captain: *Do-Re-Mi*, *Edelweiss*, *16 Going on 17*, *Climb Every Mountain*, *Maria*, *My Favorite Things*

White Christmas

November 6-7, 12-14, 19-21
The sparkling new stage adaptation of the beloved Irving Berlin movie with added Berlin favorites, bursting with spectacular production numbers and warmed with your favorite songs: *Sisters*, *I Love a Piano*, *I've Got My Love to Keep Me Warm*, *Blue Skies*, *Count Your Blessings*, *What Can You Do With A General?*, *Snow* and, of course, *White Christmas*.

Tickets to all shows: $20/$18/$16
All shows play at the Carson City Community Center
Great discounts and priority seating with season tickets, ranging from $39-$52
Call 775-445-4249

The Western Nevada Musical Theatre Company is a regional company operated through the Performing Arts Program at Western Nevada College. Auditions for *The Sound of Music* are Wednesday, Jan. 13, 6 p.m., ASP SWH. Auditions are open to everyone, registration is required and all cast members receive partial scholarships. For information, call 445-4249.
We will help you in every way we can to make your transition to college as easy as possible. Be sure to complete this CHECKLIST TO SUCCESS:

— APPLY FOR ADMISSION
— TAKE PLACEMENT TESTS
— MEET WITH A COUNSELOR
— APPLY FOR FINANCIAL AID
— REGISTER FOR CLASSES
— ATTEND AN ORIENTATION
— PAY BY THE DEADLINE

Student E-mails are Changing!

Beginning with the spring 2010 semester, students will need to provide a personal contact e-mail address. E-mail addresses may be created through Yahoo!, Google, Hotmail, or any internet provider. Students will be responsible for updating their e-mail contact information on WNC’s Web-REG. Student e-mail services will be discontinued and e-mails discarded on June 30, 2010. FOR MORE INFO - - SEE PAGE 9