2008 SPRING SCHEDULE

REGISTER BY INTERNET
@ www.wnc.edu

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Classes start Tuesday, January 22
Students who are looking for an edge as they begin college may find Western’s new “Student Success Learning Community” the right choice for helping to ensure academic success.

This spring semester, three designated sections of Math 095 - Elementary Algebra, English 098 - Basic Writing, and CAPS 122 - Succeed in College, will be offered as a group of courses in a Student Success Learning Community at the Carson City campus. The classes will meet consecutively on Monday, Wednesday and Friday, from 9 a.m. to noon, in 50-minute blocks.

Students will sign up for all three classes through the WNC Counseling Office. Each course will be linked to the other two courses through the topics that are covered from week to week, in class discussions, and through an integration of ideas. A joint project for each student will be reviewed and graded by all three instructors. Students will also work with a WNC counselor and submit an application for the BTech program that must be approved by the college.

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The need for more highly prepared employees in the construction industry has been identified by businesses in northern Nevada. With the Bachelor of Technology degree in Construction Management, students can climb a career ladder from learning basic construction skills all the way to becoming a manager or supervisor in the construction field.

Graduates with the Bachelor of Technology degree in Construction Management are expected to fill the shortage of construction managers in the area.

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Privacy Notice & Request for Confidential Status of Directory Information

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

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

Jump on JAC to get to class at WNC!

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

BUY TICKETS/PASSES @ WNC CARSON CITY BOOKSTORE
• Save $$$ 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

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
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Legal Notice

This is the 2008 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>FEBRUARY 1: LAST DAY TO PAY FOR FULL-TERM CLASSES WITH A LATE FEE; unpaid students may be removed</td>
</tr>
<tr>
<td></td>
<td>from class rosters.</td>
</tr>
<tr>
<td>4</td>
<td>4: Even exchange of credits for add/drops ends.</td>
</tr>
<tr>
<td>18</td>
<td>18: President’s Day Holiday – college closed.</td>
</tr>
<tr>
<td>29</td>
<td>29: Deferred payments due; unpaid students may be removed from class rosters.</td>
</tr>
<tr>
<td>March</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3: Last day to apply for spring graduation.</td>
</tr>
<tr>
<td>14</td>
<td>14: Last day to change credit to audit or audit to credit for full term classes</td>
</tr>
<tr>
<td>17</td>
<td>17: Spring Break begins.</td>
</tr>
<tr>
<td>24</td>
<td>24: Classes resume after spring break.</td>
</tr>
<tr>
<td>April</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1: Fall semester scholarship applications due to Financial Assistance</td>
</tr>
<tr>
<td>7</td>
<td>7: Summer registration begins via Web-REG.</td>
</tr>
<tr>
<td>21</td>
<td>21: Fall registration begins via Web-REG for continuing and returning students</td>
</tr>
<tr>
<td>28</td>
<td>28: Fall registration begins via Web-REG for new students.</td>
</tr>
<tr>
<td>May</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9: Last day to drop full-term spring classes with a ”W”; unpaid students may be removed from</td>
</tr>
<tr>
<td></td>
<td>rosters.</td>
</tr>
<tr>
<td>12</td>
<td>12: Final exams begin.</td>
</tr>
<tr>
<td>17</td>
<td>17: Spring semester ends.</td>
</tr>
<tr>
<td>19</td>
<td>19: Commencement – Fallon - Barkley Theater at Oats Park.</td>
</tr>
<tr>
<td>20</td>
<td>20: Commencement – Carson City - Carson City Community Center</td>
</tr>
<tr>
<td>26</td>
<td>26: Memorial Day Holiday – college closed.</td>
</tr>
<tr>
<td>30</td>
<td>30: Spring grades available through Web-REG.</td>
</tr>
<tr>
<td>June</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9: Summer classes begin.</td>
</tr>
<tr>
<td>15</td>
<td>15: Last day to apply for summer graduation.</td>
</tr>
</tbody>
</table>

**Photographs**

**Front Cover:** From top to bottom, Aaron James and Kaylani Puain-Cruz in front of Carson City campus and Ashley Petry in a machine tool technology class.

**Back Cover:** Jean Richardson.
Where To Find Help

WNC Carson City
2201 W. College Parkway, Carson City, 89703
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/

Admissions & Records
Dianne Hillard, Director ............ 445-3277
www.wnc.edu/studentsservices/admissions/

Adult Basic Education/ English as a Second Language/ GED
Teri Zutter, Director ................ 445-4451
www.wnc.edu/abe/

Allied Health Programs
Judith Cordia, Ed.D., Director ...... 445-3296
www.wnc.edu/division/nalh/

Associated Students of Western Nevada
........................................ 445-3323
www.wnc.edu/clubs/aswn/

Bookstore .................................. 445-3233
www.wnc.edu/studentsservices/bookstore.php

Business Office
Paul Richey, Controller ............. 445-4221
www.wnc.edu/finance/business.php

Child Development Center
Andrea Doran, Director ............. 445-4262
www.wnc.edu/cdc/

Community Education/ College for Kids/ Motorcycle Safety Program
445-4268
www.wnc.edu/academics/continuing_education/

Counseling Services
Deborah Case, Director .............. 445-3267
www.wnc.edu/studentsservices/counseling/

Disability Support Services (DSS)
Susan Trist, Coordinator ............. 445-3275
www.wnc.edu/dss/

Facilities Management & Planning
Dave Rollings, Director ............. 445-4223

Finance & Administration
Daniel J. Neverett
Vice President ....................... 445-4231
www.wnc.edu/finance/

Financial Assistance
Lori Tiede, Director ................. 445-3264
www.wnc.edu/studentsservices/financial/

High School Tech Prep Program
Diane Nungary, Coordinator ...... 445-4470
www.wnc.edu/academics/highschool/tech_prep/

Human Resources & General Counsel
Mark Ghan, Esq., Vice President .... 445-4235
www.wnc.edu/personnel/

Library & Media Services
Ken Sullivan, Director ............. 445-3229
http://library.wnc.edu/

Outreach
John Lazzari, Coordinator ........ 445-3241
www.wnc.edu

Prison Education
Rick VanAusdal, Coordinator .... 445-4282
www.wnc.edu

Public Safety ......................... 445-3308
Jack Pirainen, Director .......... 721-3132
www.wnc.edu/ps/

Student Life/ Student Center
Katie Leao ....................... 445-3324
www.wnc.edu/studentlife/studentcenter.php

Student Services
John Kinkella, Dean ............. 445-3344
www.wnc.edu/studentsservices/dean.php

Veterans Assistance ............... 445-3260
www.wnc.edu/studentsservices/financial/ funding-veterans.php

Western Nevada State Peace
Officer Academy
Katie Durbin, Commander .... 445-4408
www.wnc.edu/post/

Workforce Development Center
Scott Penzel, Coordinator ........ 445-4427
www.wnc.edu/wdc/

WNC Douglas
1680 Bently Parkway South, Minden, 89423

Counseling, Financial & Registration Services
Dick Kale, Coordinator ............ 782-2413
Fax ........................................ 782-2415
www.wnc.edu/location/douglas/

Community Education/ College for Kids ............ 782-2413
www.wnc.edu/academics/continuing_education/

WNC Fallon
160 Campus Way, Fallon, 89406
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

Vivienne McClendon, Coordinator
........................................ 423-7565
www.wnc.edu/asc/
Ext. 2233

Adult Basic Education/ English as a Second Language/ GED Prep Information ............ 423-7565
www.wnc.edu/abe/

Associated Students of Western Nevada ..................... 423-7565
www.wnc.edu/clubs/aswn/
Ext. 2264

Counseling, Financial & Registration Services
Paul Nelson, Assistant Director of Counseling Services ............ 423-7565
Ext. 2239

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

www.wnc.edu/studentsservices/counseling/

Library & Media Services
Vivienne McClendon, Coordinator ..................... 423-5330
http://library.wnc.edu/home/fallon.htm

Workforce Development Center/
Community Education
Ginny Dugan .................. 423-5847
www.wnc.edu/wdc/
Academic Program Information

Rural Programs
Dean of Fallon Campus & Rural Development, Bus Scharmann ...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, Marlene Peterson..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/
Coordinator, Robert J. Schleef ..........945-2405
Secretary, DeVona Scott
Fax ..................................................945-3295
Hours: Monday-Thursday, 1-6 p.m.

WNC LOVELOCK
Office - 765 Western Ave., P.O. Box 1003, Lovelock, 89419
www.wnc.edu/location/lovelock/
Coordinator, Richard Tree ..........273-4994
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/
Coordinator, Robbin Moore ..........465-2332
Ext. 21
Fax ..............................................465-2681 or 465-1367
Hours: Monday-Thursday, 8 a.m.-3 p.m.

WNC YERINGTON
140 N. Main St., Yerington, 89447
www.wnc.edu/location/yerington/
Coordinator, Roberta Burkart .........463-2412
Secretary, Shannon Berumen
Fax ..............................................463-4334
Hours: Monday-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/20081/express.php

Class & Building Locations
WNC classes take place on site at the college’s three campuses and six rural teaching centers, and at other community locations.

To find a class location, address, map, and class code use the college website:
www.wnc.edu/location/buildingcodes/

Contacting Faculty
WNC full-time faculty members will be available to answer questions about classes and academic programs from January 10 - May 20. WNC also utilizes part-time faculty members to teach courses. Contact them through the instructional divisions listed below. Faculty contact information is also available on the college website:
www.wnc.edu/directory/browse/

Academic Divisions
Business & Computer Technology
Chair, Richard Kloes ..........775-423-7565
or ..............................................775-445-4424

Communication & Fine Arts
Chair, Maxine Cirea .....775-445-4447

Nursing & Allied Health
Chair, Dr. Judith Cordia .....775-445-3295

Science, Mathematics & Engineering
Chair, Dr. Brigitte Dillet .......775-445-4442
or ..............................................775-423-7565
Ext. 2254

Social Science, Education, Humanities & Public Service
Chair, Don Carlson ..........775-445-4401

Technology
Chair, Ed Martin ..........775-445-4272

Degree Programs
ASSOCIATE OF APPLIED SCIENCE
- Accounting
- Applied Accounting
- Automotive Mechanics
- Construction Project Management
- Convergence Technology
- Criminal Justice
- Drafting Technology - Architectural
- Drafting Technology - Civil
- Drafting Technology - Mechanical
- Early Childhood Education
- General Business
- Geographic Information Systems
- Graphic Communications
- Health Information Technology
- Law Enforcement-Academy
- Machine Tool Technology
- Management
- Networking Technology
- Nursing
- Office Technology
- Paralegal Studies
- Real Estate
- Web Technology
- Welding Technology

ASSOCIATE OF ARTS
- Associate of Arts
- 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
- 9-1-1 Dispatch Telecommunications
- Accounting Technician
- American Sign Language
- Automotive Mechanics
- Business
- CISCO Systems
- Computer Programming
- Customer Service
- Drafting Technology - Architectural
- Drafting Technology - Mechanical
- Early Childhood Education
- Geographic Information Systems
- Graphic Communications
- Law Enforcement-Academy
- Machine Tool Technology
- Medical Coding
- Medical Transcription
- Medical Unit Clerk
- Microcomputer/Network Technician
- Network Administration
- Practical Nursing
- Retail Management
- Surgical Technology
- Welding Technology
Registration

Registration at WNC can be accessed online through Web-REG at [www.wnc.edu/webreg/](http://www.wnc.edu/webreg/) - follow the instructional prompts. Access Web-REG Internet registration any date after your start date, including weekends.

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

Computers are available at various WNC locations and public libraries.

- **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/](http://www.wnc.edu/studentservices/admissions/)

- **STUDENT ID. NUMBER** — Web-REG will ask for Student ID. 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

Late Registration

Students may register/add classes during late registration beginning Saturday, Jan. 19. 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. 1. After January 28, students may add full term courses only by submitting a special enrollment authorization form with instructor signature and approval to Admissions and Records. After March 7, division chair signature and approval is also required and possibly the approval of the registrar.

Registration Information Hours

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

**WNC CARSON CITY**
Monday-Thursday, Jan. 14-17 ........... 8 a.m. - 7 p.m.
Friday, Jan. 18.............................. 8 a.m. - 6 p.m.
Tuesday-Thursday, Jan. 22-24 ........... 8 a.m. - 6 p.m.
Friday, Jan. 25 .............................. 8 a.m. - 5 p.m.

Note: Student Services offices in the Bristlecone Building will remain open until 6 p.m. on Wednesdays when classes are in session.

**WNC DOUGLAS**
Monday-Thursday, Jan. 14-17 ........... 8 a.m. - 6 p.m.
Friday, Jan. 18 .............................. 8 a.m. - 5 p.m.
Tuesday-Thursday, Jan. 22-24 ........... 8 a.m. - 6 p.m.
Friday, Jan. 25 .............................. 8 a.m. - 5 p.m.

Note: Student Services office will remain open until 6 p.m. on Wednesdays when classes are in session.

**WNC FALLON**
Monday-Thursday, Jan. 14-17 ........... 8 a.m. - 7 p.m.
Friday, Jan. 18 .............................. 8 a.m. - 6 p.m.
Tuesday-Thursday, Jan. 22-24 ........... 8 a.m. - 7 p.m.
Friday, Jan. 25 .............................. 8 a.m. - 5 p.m.

Note: Student Services office in Virgil Getto Hall will remain open until 6 p.m. on Tuesdays and Wednesdays when classes are in session.

**WNC FERNLEY**
Monday-Friday, Jan. 7-11 ............... 11 a.m.-7 p.m.
Saturday, Jan. 12 .......................... 10 a.m.-4 p.m.
Monday-Thursday, Jan. 14-18 ........... 11 a.m.-7 p.m.

**WNC HAWTHORNE**
Monday-Thursday, Jan. 7-10 and Monday-Thursday, Jan. 14-17 ........... 1 - 6 p.m.
Fridays, Jan. 11 & 18 ...................... 1 - 5 p.m.

**WNC LOVELOCK**
Monday-Friday, Jan. 14-18 and Tuesday-Friday, Jan. 22-25 ............. 3:30 - 6 p.m.

**WNC SMITH**
Monday-Friday, Jan. 14-18 and Tuesday-Friday, Jan. 22-25 ............. 9 a.m. - 3 p.m.

**WNC YERINGTON**
Monday-Thursday, Jan. 7-10 and Monday-Thursday, Jan. 14-17 ........... 1 - 6 p.m.
Fridays, Jan. 11 & 18 ...................... 1 - 5 p.m.

HAVE YOU MOVED?
Please use Web-REG to update your address/phone so we can keep up-to-date records!
Thank you!

WE'RE HERE TO HELP
Carson Admissions 775-445-3277
Douglas Admissions 775-782-2413
Fallon Admissions 775-423-7565

**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 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 class/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 to see if class meeting location or faculty changed.
- 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.
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.

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. See admission form in front of schedule.

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. WNC may also request high school transcripts for verification of enrollment.

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

ADMISSION FOR INTERNATIONAL STUDENTS

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

ADVANCED STANDING ADMISSION

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

NURSING & ALLIED HEALTH PROGRAMS

WNC offers an Associate of Applied Science Degree in Nursing, a Certificate of Achievement in Surgical Technology, Associate of Applied Science degree in Health Information Technology, and Certificates of Achievement in Medical Transcription, Medical Unit Clerk and Medical Coding.

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

Counseling Services .................. 775-445-3267

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 14. After this date an audit may not be changed to a letter grade.

COURSE EXCHANGES

Even exchange of courses is allowed during the first two weeks of the semester (January 22 - February 4). 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 and Records ............. 775-445-3277

Adds, Drops & Withdrawals

Adds/drops may be completed beginning Monday, November 26, using the Internet at www.wnc.edu/webreg. The last day to add full-term classes by Internet is Monday, Jan. 28. Dropping a full-term class must be done by Internet at any time until Friday, May 9. 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, May 30. 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 cancelled courses will be updated as courses are canceled including those resulting from instructor illness or inclement weather. The semester cancelled class hotline will be updated January 15 - 29; the daily cancelled class hotline is updated beginning January 22 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.

Class Cancellation/ Change Information
Carson/Dayton/Reno area...........775-445-3030
Other areas toll-free .................1-866-532-5118

Inclement Weather
College Closure Information
www.wnc.edu
Carson........445-3000
Local TV stations

Principles of Community
As members of the WNC community, we choose to be part of an academic community dedicated to those principles that foster personal and professional integrity, civility, and tolerance.

We strive toward lives of personal integrity and academic excellence. We will encourage in ourselves, and in one another, those responsible actions which lead to lives of productive work, personal enrichment, and useful citizenship in an increasingly interdependent world.

We commit to treat one another with civility. Recognizing that there will be differences of opinion, we will explore the differences in a courteous and forthright manner, always acknowledging individual rights to the freedom of expression and association.

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

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

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, 9:30 a.m.-6 p.m.
Friday, 9 a.m.-1 p.m.
Hours will be extended at the start of school and reduced over holiday breaks. Check the web site or call for the latest information.

WNC DOUGLAS
Books may be purchased at the Carson campus bookstore or via the web site.

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

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

WNC FERNLEY, HAWTHORNE, LOVELOCK, YERINGON, SMITH
Orders can be placed for any regular campus classes via the web. Those without access to a computer may call the Carson campus store.

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.bkstr.com
Call Carson City campus bookstore 775-445-3233
Fallon campus bookstore 775-423-7556
Important Information About Fees

**FEE PAYMENT**
Invoices are mailed to students who register by Wednesday, Jan. 2. Anyone who does not receive an invoice, must access the WNC web site for the amount owed in Web-REG at www.wnc.edu.

**FEE DUE DATES**
Friday, Jan. 11 • 5 p.m., or 8 p.m.
when paying by credit card via the Internet,
or
Friday, Jan. 18 • 6 p.m., or 8 p.m.
when paying by credit card via the Internet,
or enrollment may be canceled.
After that date, a $25 late fee is assessed.
- Last day to pay during late registration
Friday, Feb. 1 • 5 p.m. or 8 p.m. via the Internet.
- Payment for short-term classes is due the day before the class starts.

**TECHNOLOGY FEE**
The NSHE Board of Regents approved a technology fee of $4 per credit.
The fee funds technology needs in computing, information delivery systems and enables WNC to stay abreast of the latest technological developments.

**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 $4 per credit technology fee.
- Community Education course fees are discounted by 20 percent.

**NON-RESIDENT TUITION**
Out-of-state students who enroll for six or less credits in a semester are required to pay an additional $60.25 per credit for lower division classes and $94.25 per credit for upper division classes. Those who enroll for more than six credits in a semester must pay an additional $2,692.50.

**NON-RESIDENT DISTANCE EDUCATION TUITION**
A reduced non-resident tuition fee of $27.50 per credit for lower division classes and $43.00 per credit for upper division classes will be added to the regular registration fee of $54.75 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.

**GOOD NEIGHBOR TUITION**
A reduced non-resident tuition fee of $32.75 per credit for lower division classes and $51.80 per upper division classes will be added to the regular registration fee of $54.75 per credit for lower division classes and $85.75 per credit for upper division classes for students:
- living within 50 miles of the Nevada border for one year or more,
- 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. Student 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: 775-445-3027

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

**CARBON CITY**
Monday-Thursday, Jan. 14-17........... 8 a.m.-7 p.m.
Friday, Jan. 18............................ 8 a.m.-6 p.m.
Tuesday-Thursday, Jan. 22-24......... 8 a.m.-7 p.m.

**FALLON**
Monday-Thursday, Jan. 14-17........... 8 a.m.-7 p.m.
Friday, Jan. 18............................ 8 a.m.-6 p.m.
Tuesday-Thursday, Jan. 22-24......... 8 a.m.-7 p.m.
Friday, Jan. 25............................ 8 a.m.-5 p.m.

**DOUGLAS**
Monday-Thursday, Jan. 14-17........... 8 a.m.-6 p.m.
Friday, Jan. 18............................ 8 a.m.-6 p.m.
Tuesday-Thursday, Jan. 22-24......... 8 a.m.-6 p.m.

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**APPLICATION FEE**
All students who apply for admission are assessed a one-time $15 fee when they register. This fee is non-refundable or refundable even if the courses are full, dropped, or canceled.

**REGISTRATION FEE**
The spring semester registration fee for lower division classes is $54.75 per credit and for upper division classes is $85.75 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.

**PER-CREDIT FEES**
* (additional fees may apply)
Registration Fee (lower division) ........ $54.75/cr
Registration Fee (upper division) ........ $85.75/cr
Technology Fee ............................................ $4/cr
Distance Education Fee (lower division) .... $27.50/cr
Distance Education Fee (upper division) .... $43.00/cr
Non-resident (six or fewer credits) (lower division) Fee ....................... $60.25/cr
Non-resident (six or fewer credits) (upper division) Fee ....................... $94.25/cr
Non-resident (seven or more credits) Fee .... $2,692.50
Non-resident Good Neighbor (lower division) Fee ....................... $32.75/cr
Non-resident Good Neighbor (upper division) Fee ....................... $51.50/cr

Note: Non-resident fees do not apply to summer term

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**PAY BY INTERNET**
Pay fees with Visa, MasterCard, or Discover through the Internet: www.wnc.edu/webreg. Verify the 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

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

**CARNON CITY**
Monday-Thursday, Jan. 14-17........... 8 a.m.-7 p.m.
Friday, Jan. 18............................ 8 a.m.-6 p.m.
Tuesday-Thursday, Jan. 22-24......... 8 a.m.-7 p.m.

**FALLON**
Monday-Thursday, Jan. 14-17........... 8 a.m.-7 p.m.
Friday, Jan. 18............................ 8 a.m.-6 p.m.
Tuesday-Thursday, Jan. 22-24......... 8 a.m.-7 p.m.
Friday, Jan. 25............................ 8 a.m.-5 p.m.

**DOUGLAS**
Monday-Thursday, Jan. 14-17........... 8 a.m.-6 p.m.
Friday, Jan. 18............................ 8 a.m.-6 p.m.
Tuesday-Thursday, Jan. 22-24......... 8 a.m.-6 p.m.
GRADUATION APPLICATION/FEES
Students seeking associate 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 2008 semester is Monday, March 3.

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.

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

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

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 fees, 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 non-payment 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 deferralment, access the Internet and select the account and billing option.

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 the semester. The last day is Monday, Jan. 21.
- 90 percent if the withdrawal is completed by the end of late registration (five working days into semester). The last day is Monday, Jan. 28. 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 begin before the regular semester start date must be dropped at least one day before the first class session for 100 percent refund; after this day no refund will be given. The 90 percent refund is not available for short-term classes or classes that start before the regular semester date. Note: Many summer courses are short-term.

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

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

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

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

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 fees, 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 non-payment 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 deferralment, 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. Online direct deposit form: www.wnc.edu/studentservices/admissions/admissionforms.php

Business Office . . . . . . . . . . . . . . . . . . 445-4221
Financial Assistance

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.

How to Apply for Financial Aid

All students are eligible for some type of financial assistance. To be considered for financial aid and many WNC scholarships, complete the Free Application for Federal Student Aid. 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.

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.

Financial Aid Checklist

STEP #1: New students should complete the WNC Admission Application and scholarship forms. WNC is unable to process the FAFSA form until a student has been admitted to the college.

STEP #2: Students need a PIN to apply for the FAFSA online. This is not the same PIN number used to register for classes. A U.S. Department of Education PIN allows students to electronically "sign" the Free Application for Federal Student Aid application which reduces processing time. Students under age 24 may also need parents to sign the FAFSA form. In this case, the parents should also request a PIN since they must sign for any information they enter electronically. Request a PIN at: http://pin.ed.gov/

STEP #3: Organize financial records that are necessary to complete the electronic FAFSA. Include a copy of the latest federal income tax form, a parent’s tax return for a dependent student (refer to FAFSA instructions to determine this status), and a spouse’s return (for married students filing separately). Other income documents may include year-end statements from Social Security, W-2 forms, disability income statements, unemployment compensation statements, TANF annual income statements, etc.

STEP #4: Complete the electronic FAFSA at www.fafsa.ed.gov. List Western Nevada College as the college choice. WNC uses school code: 013896.

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.

WE'RE HERE TO HELP
Financial Assistance . . . . . . . . . . . . . . . . . . . . . 445-3264
www.wnc.edu/studentservices/financial/
Special Programs & Services

Child Care is Available
on the WNC Carson City campus at the Child Development Center

Child Care Options

Full-time Child Care is available weekdays for WNC students and community members. Full-time care is available for infants, toddlers and Pre-K, six weeks to six years. (Priority given to WNC students.)

Evening Child Care is available for WNC students
Monday - Friday from 5-10:15 p.m. Children must be ages 6 wks - 12. Fees for students are $3 per hour for children 3 - 12 plus a $8 registration fee per semester. $4 per hour for children 6 wks - 3 plus a $8 registration fee per semester.

Part-time Child Care is available Monday-Friday from 7 a.m. to 5:45 p.m. Students pay a $8 processing fee and need to provide class registration verification at the time of registration. Fees for students are $3 per hour for children 3 - 12 plus a $8 registration fee per semester. $4 per hour for children 6 wks - 3 plus a $8 registration fee per semester.

1. Registration requirements apply to both evening and day part-time programs.
2. Registration for new and returning WNC students begins January 8.
3. Spaces are limited so register early to ensure a space for the spring semester.
4. Please be aware that a 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.

Library Cards
All students need a library card to borrow materials. Current WNC students obtain a card by coming to the library and filling out a registration form. Some form of personal identification, such as a WNC student I.D. or a driver’s license, must be shown.

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

Carson & Douglas ASWN....... 775-445-3323
Fallon ASWN......................... 775-423-7565
Ext. 2224

For a list of current campus clubs and organizations visit: www.wnc.edu/clubs/
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 soccer (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 soccer teams are Division I members of the National Junior College Athletic Association Division I schools may offer scholarships.

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

Insurance Coverage

WNC students who desire supplemental health insurance coverage may purchase it from one of several vendors. Students must be enrolled in six or more credits.

INFORMATION
Business Office - Carson City campus or visit www.unr.edu/shc/writing/insurance.html

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 to sign up.

REQUIREMENTS/COSTS
• Students enrolled in three or more credits
• Flat fee per semester ($79); a co-pay per visit ($10)
• Pay fees in person at WNC campus business offices or call 445-4221 and add to your account.

COVERAGE PERIODS
Spring Semester. January 22 - May 17

MEDI DIRECT LOCATIONS
CARSON - 1201 S. Carson St. (available seven days a week)
DAYTON - 2450 Highway 50 East
INDIAN HILLS - 961-A Mica Drive
www.wnc.edu/studentservices/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 and Fernley campuses. Writing tutoring is available online as well. By appointment or drop-in tutoring available.

Barbara Chapman
Academic Skills Center Carson City campus
Bristlecone Bldg., Rm 330 • 445-4260
Fallon campus
Virgil Getto Hall, Rm 307 • 423-7565, ext. 2278
www.wnc.edu/studentservices/asc/

Phi Theta Kappa

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

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

INFORMATION
Ursula Carlson, Ph.D. ..........775-445-4269
Michael Tischler, Ph.D........775-445-3343
Vivienne McClendon............775-423-7565 ext. 2243
www.ptk.org

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. Fast Track classes cost only $25, with a $15 interactive video fee.

INFORMATION
WNC representative ...............775-445-4457
or contact your high school counselor

New Driver Education

WNC offers a 30-hour New Driver Education course. The class meets the Nevada Department of Motor Vehicles requirement for 30 hours of classroom training for new drivers under age 18. 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 775-445-4458
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 and Fallon campuses, and in the Beck Library at the Fallon campus.

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
• Meet students, staff, and faculty
• Learn about degrees & certificate programs

New degree seeking students make sure you

SIGN UP with Counseling Services
Enter Drawing for Prizes

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

UPCOMING CAMPUS ORIENTATIONS

Carson
Tuesday, Jan. 8 - 5:30 p.m. .... ASP- Sarah Winnemucca Hall
Wednesday, Jan. 16 - 5:30 p.m. ASP- Sarah Winnemucca Hall

Fallon
Wednesday, Jan. 16 - 5:30 p.m. VRGH 304

Douglas
Monday, Jan. 14 - 6 p.m. .......... DC 104

Testing

Every student planning to register for English and math courses at WNC must take placement tests. Testing assesses a student’s current skills in reading, writing, and mathematics and helps students select the appropriate courses to take at WNC. In some cases, there are also qualifying test scores required for course enrollment.

Those with recent ACT/ SAT scores (no more than two years old) or with appropriate courses from other colleges may be exempt. Students who are not sure if they need to test should contact a counselor.

Board of Regents mandated ACT and SAT required scores:

<table>
<thead>
<tr>
<th></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 $10 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: 445-3035
Associated Students of Western Nevada

The Associated Students of Western Nevada, otherwise known as student government or simply ASWN, is an elected group of students who represent the student body of Western Nevada College. The mission and purpose of the ASWN is to address student needs and concerns through coordination of student activities and organizations as well as helping to assess student needs. All members of ASWN welcome and encourage other students to voice any college concerns or ideas.

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

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

Carson & Douglas
Senate ........................................... 775-445-3323
President ....................................... 775-445-4432
Office: Dini Library & Student Center, Rm. 105
Fallon ........................................... 775-423-7565
Ext. 2264

Office: Piñon 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
Outreach Coordinator ....................... 445-3241

You are a Potential Honors Student!

Find out 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 competition for “Best Honors Project”

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
775-445-4449 or lmagnant@wnc.edu

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/wdc/
### WNC & Nevada State College Partner in Teacher Preparation

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

A new cohort group begins 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. A Sunday section may be added if enrollment is sufficient.

### S P R I N G  2 0 0 8

#### Nevada State College Teacher Education Courses @ WNC:

<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 - W01</td>
<td>Teaching Elementary School Mathematics</td>
<td>Amy Hope</td>
<td>MC Bently Hall</td>
<td>9-11:50A</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>Transmitted from Douglas to Fallon, Fernley</td>
<td></td>
<td></td>
<td>Jan. 26-May 10</td>
<td></td>
</tr>
<tr>
<td>EDEL 443 - W01</td>
<td>Teaching Elementary School Science</td>
<td>Sue Reed</td>
<td>CED 308</td>
<td>4-6:45P</td>
<td>Friday</td>
</tr>
<tr>
<td></td>
<td>Transmitted from Carson to Fallon, Fernley and TBA</td>
<td></td>
<td></td>
<td>Jan. 25-May 9</td>
<td></td>
</tr>
<tr>
<td>EDEL 483 - W01</td>
<td>Elementary Supervised Student Teaching</td>
<td>Clairin DeMartini</td>
<td>CED 307</td>
<td>3:30-5:30P</td>
<td>Friday</td>
</tr>
<tr>
<td></td>
<td>Transmitted from Carson to Fallon and TBA</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>EDRL 443 - W01</td>
<td>Literacy Instruction II</td>
<td>Mark Midcalf</td>
<td>CED 308</td>
<td>7-9:45P</td>
<td>Friday</td>
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<tr>
<td></td>
<td>Transmitted from Carson to Fallon, Fernley and TBA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDRL 461 - W01</td>
<td>Diagnostic Assessment &amp; Instruction Literacy</td>
<td>TBA</td>
<td>REYN 102</td>
<td>9-11:50A</td>
<td>Sunday</td>
</tr>
<tr>
<td></td>
<td>Transmitted from Carson to Fallon and TBA</td>
<td></td>
<td></td>
<td>Jan. 27-May 11</td>
<td></td>
</tr>
<tr>
<td>PSY 307 • PSY 430 • CBL 400</td>
<td>through Liberal Arts &amp; Sciences</td>
<td>Online</td>
<td></td>
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<td></td>
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</table>

NOTE: Students must have completed EDU 201 (previously CI 160) - Introduction to Elementary Education

ADMITTANCE TO Teacher Preparation Program.
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 may 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 this program. New programs may also originate in Community Education. Some programs, such as Motorcycle Safety, will grant an endorsement card upon successful completion. Driver’s Education and Traffic Safety School are also offered.

**WORKFORCE DEVELOPMENT CENTER**

The purpose of the Workforce Development Center is delivery of 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.

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.

**SENIOR COLLEGE**

Senior College, a new 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. Topics may include learning to operate a digital camera; improving health and wellness; understanding the Global Positioning System; using the Bob Ross method of painting; learning basic computer skills such as Internet and e-mail; and taking one-day field trips to historic sites or entertaining events. 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.

**INFORMATION**

(or to suggest a new offering)

Carson campus .................. 775-445-4268
Douglas campus .............. 775-782-2413
Fallon campus .................. 775-423-5847

**INFORMATION**

Ginny Dugan . . . 775-423-5847
dugan@wnc.edu

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**Western Nevada State Peace Officer Academy**

WNC offers a 30-week, 33.5-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 and POST certification requirements. Applicants must be at least 21 by graduation.

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 ............................... 775-445-4408

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 ............................... 775-445-4408

www.wnc.edu/post/dispatch911.php

**Correctional Education**

WNC offers classes to individuals housed in Nevada correctional facilities leading to the Associate of General Studies degree, the Associate of Arts degree, and various occupational certificates and degrees. Classes are conducted at the Nevada State Prison, Warm Springs Correctional Center, Northern Nevada Correctional Center, Lovelock Correctional Center and Silver Springs Correctional Center.

Call ............................... 775-445-4282
Adult Basic Education & GED Exam Preparation

Adult Basic Education non-credit classes assist students who need basic reading and math skills. Free GED (General Education Development) preparation classes assist students who know the basics of reading, writing and math but need to review for the exam. The program is flexible and designed to meet current student needs.

NEW! Online GED Preparation is available for students with internet access. A 'cyber' instructor will answer students' questions and provide instructional support. Students may study any time of the day or night with this instructional software. There is no fee to students enrolled in the ABE Program.

The program offers computer-assisted instruction at the Carson City campus. Students may study at their own pace using a comprehensive curriculum covering basic reading, writing and math, providing hours of multimedia instruction, accommodating a broad range of learning styles and skill levels.

English as a Second Language

Several levels of non-credit ESL classes are offered for speakers of other languages who want to learn English. The classes are provided at no charge to students.

BEGINNING ESL is for students who speak some English but want more skills in listening, speaking, reading and writing.

INTERMEDIATE ESL is for students who speak some English but want more skills in conversation, reading and writing.

ADVANCED ESL is for those who can function well in English, but do not yet have skills to begin college credit classes.

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.

Policies

Affirmative Action Policy

WNC is committed to a policy of affirmative action/equal opportunity and values diversity in its student population and work force. The college does not discriminate on the basis of race, color, age, religion, gender, sexual orientation, national origin, disabilities or veterans status in the programs that are offered, in the activities sponsored, and in the employment of all professional, classified and student employees. The college has procedures to resolve complaints of alleged discrimination.

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.

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 2006-2007, 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.
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.

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**WEB Learning Information**

**Distance Education at WNC**

WNC offers a full range of classes delivered both online and by interactive video. Interactive video classes offer two-way audio and video from the originating site to branch campuses and centers at regularly scheduled times. Most web classes have few, if any, scheduled meeting times and can be accessed 24/7 from any computer. 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.

Log in to
WNC’s Online Learning
www.wnc.edu/elearning/
- WNC Online Tutorial
www.wnc.edu/online/webtut/
- INFORMATION
lmackey@wnc.edu.

**WEBCT:** A software delivery package (aka: shell) for web, web enhanced, and blended classes delivered over the Internet.

**NOTE:** Minimum browser required for web classes: Windows 98/Me/2000/NT4/XP or Mac System 7 or higher. Other operating systems may work based on browser used, but no support will be available. First-time students should refer to web for specific information:
www.wnc.edu/online/webtut/
<table>
<thead>
<tr>
<th>Call Number</th>
<th>Section</th>
<th>Class Title</th>
<th>Credit</th>
<th>Instructor</th>
<th>Cost</th>
<th>Location</th>
<th>Time</th>
<th>Day</th>
</tr>
</thead>
</table>

Asterisk (*) before the call number indicates that the course has a prerequisite.

LATEST INFORMATION AVAILABLE ONLINE @ WWW.WNC.EDU

CHECK WEBSITE FOR CLASSES
Western Nevada Musical Theatre Company 2008
A SEASON OF BLOCKBUSTERS
GET YOUR TICKETS NOW!!

ANNIE GET YOUR GUN

There’s no business like show business, and no one writes shows like Irving Berlin! This beloved classic tells the love story of sharpshooters Annie Oakley and Frank Butler, animated with sure-fire hits: Anything You Can Do I Can Do Better, Sun In The Mornin’ And The Moon At Night, Moonshine Lullaby, I Got Lost In His Arms, and, of course, There’s No Business Like Show Business.

Please notice that our first show is in February this year and is at the Community Center!

Carson City Community Center
February 8-17

DAMN YANKEES

Middle-aged baseball fanatic Joe Boyd bargains with the devil for a chance to lead the Washington Senators to victory over the New York Yankees, but decides to hold on to what is most important in his life. Featured songs include: Six Months Out Of Every Year, Whatever Lola Wants, Gotta Have Heart, Those Were The Good Old Days, Two Lost Souls, Shoeless Joe From Hannibal MO

Carson City Community Center
May 9-18

South Pacific

Considered to be one of the greatest musicals of all time, this love story set in the South Pacific islands during World War II won nine Tony awards, as well as an Oscar for an unforgettable score, including: There is Nothin’ Like a Dame, Some Enchanted Evening, Bali Ha’i, I’m Gonna Wash That Man Right Outta My Hair, Wonderful Guy, Younger Than Springtime

Carson City Community Center
November 8-23

$18 - General, $16 - Students/Seniors, $14 - Youth
For discounts and priority seating, ask us about season tickets! - 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
Have you submitted an application for admission? Apply online at www.wnc.edu.

— TAKE PLACEMENT TESTS
Every student planning to register for English and math courses must take placement tests in reading, writing, and math (or submit ACT/SAT scores).

— MEET WITH A COUNSELOR
Counselors review test scores and help students with their academic schedules and career exploration.

— APPLY FOR FINANCIAL AID
Many students are eligible for some type of financial assistance. Apply online as soon as possible.

— REGISTER FOR CLASSES
After testing is completed and you have met with a counselor, register online for classes.

— ATTEND AN ORIENTATION
See the counseling and orientation section for dates/times.

— PAY BY THE DEADLINE
Pay fees for spring semester by Friday, Jan. 11, to ensure that your classes are not dropped.

STUDENTS ACTIVATE YOUR FREE E-mail Accounts
Any student enrolled at WNC is eligible. For information: www.wnc.edu/email/

WNC - the right choice