

# Credit Courses - Registration Information

**Getting registered for Western courses is a simple process.**

- If you are a **part-time** (11 or fewer credit hours) student, simply come in, mail in, or phone in your registration. Payment is due at the time of registration.
- If you are going to be a **degree seeking or full-time student**, make sure you have been accepted for admission to the college. It requires:
  - completing the on-line application for admission and
  - submitting official transcripts from your high school and all colleges you have attended.

## **Other things to note:**

- Full-time, and degree seeking students, must meet with an academic advisor. Contact the Valley Learning Center Outreach for an appointment.
- Students who have been out of high school longer than 5 years may submit only a copy of their high school diploma along with any college transcripts they may have.
- If you are interested in scholarships or have standardized test scores that might allow you to waive placement test requirements, please submit ACT or SAT scores.
- Forms may be picked up from and returned to the Valley Learning Center Outreach.

We encourage you to register early so that we can make good decisions about the need to cancel courses because of low enrollment!

## **Auditing a Course**

Any student may sign up for a credit course with a no credit option. You may attend the class and choose whether you do assignments, take tests and complete projects. No grade is issued under this option. **The cost is the same per credit hour rate.** Decisions to take courses for audit must be made within the first seven days of the course.

## **Placement Tests**

Western requires students enrolling in English, math, and government to take the COMPASS placement test. This is a national standardized test designed to help students succeed in College-level coursework. COMPASS scores place you at the correct level in Western courses. If you have designated ACT or SAT individual test scores, you may be exempt from the placement tests. Please contact the office for more information.

The COMPASS placement tests will be given at the Valley Learning Center Outreach. Please call the Valley Learning Center Outreach for dates and times.

## **Tuition and Required Fees**

### **In-State Students:**

Part-time (per credit hour)

1 Credit.....	\$84
2 Credits .....	\$168
3 Credits .....	\$252
4 Credits .....	\$336
5 Credits .....	\$420

6 Credits .....	\$504
7 Credits .....	\$588
8 Credits .....	\$672
9 Credits .....	\$756
10 Credits .....	\$840
11 Credits .....	\$924

Full-time (12 or more credits)

12-20 Credits.....	\$997
--------------------	-------

- **If you have not been a Wyoming Resident for at least 1 year, you may be subject to out-of-state tuition rates.** The Western Undergraduate Exchange (WUE) is a reduced cost program available to those who live in surrounding states. Please contact the Valley Learning Center Outreach for details.
- Tuition and fees or proof of financial aid is required at the time of registration.
- The College Board of Trustees reserves the right to alter tuition and fees at any time by the amount necessary to maintain the institution or as required by the Wyoming Community College Commission.

### Other Costs

Lab courses have additional fees (nonrefundable)

Biology Lab .....	\$35
Computer Classes.....	\$25
Chemistry Lab.....	\$35
CPR.....	\$18
English Comp I .....	\$26

Other courses may have course fees.

Compressed Video .....	\$18
Internet Classes .....	\$35
Microscope Rental Fee....	\$110
(\$90 deposit, returnable)	

### Refunds

Refunds are based upon the number of calendar days since the class officially began. The refund goes into effect the first day of the class. A portion of tuition and fees will be refunded based upon these dates. Full-semester class dates (August-December) are listed below. Please check with the office on the refund schedule for shorter block courses.

January 20 - 29 .....	80%
January 30 – February 8 .....	60%
February 9-18 .....	40%

**February 19..... No Refund**

Refund and repayment for Federal Financial aid recipients may be different.

## Student Services and Financial Aid

Western Wyoming Community College provides a number of services to you here at the Valley Learning Center Outreach.

You can:

- register,
- take classes,
- meet with an academic advisor,
- take placement tests,
- fill out various forms,
- apply for financial aid,
- and a number of other things.

You also have access to all services on-campus, so please feel free to contact us whenever you need something.

**Remember students are responsible for adhering to all College regulations.** The best place to find information on various rules is the College catalog. It's our contract with you. Please stop in and pick one up. The class schedule also provides important deadline information each semester.

### **Getting Financial Assistance**

Students enrolled in a **minimum of six credits** at Western Wyoming Community College are encouraged to apply for financial aid. Some students enrolled in less than 6 hours may also be eligible for financial aid. There are generally two types of aid available at WWCC: aid based on assessed financial need and aid awarded based on academic excellence or area of major.

Students interested in Federal Aid or WWC Foundation grants must complete the Free Application for Federal Student Aid (FAFSA). Applications can be accessed from the WWCC Financial Aid webpage. Before financial aid awards are disbursed, students must have applied and been accepted for admission, and be degree seeking at WWCC.

**April 1 is the priority deadline for financial aid at WWCC.** Applications received by this date will receive priority consideration for all available monies. Applications received after this date will be processed as the financial aid file is completed.

Financial Aid Awards usually consist of a combination of the following:

#### **Federal Aid Programs:**

*Federal Pell Grant* – Federal Grant money available to qualifying students attending approved post-secondary institutions.

*Federal Supplemental Educational Opportunity Grant (FSEOG)* – Federal grants available to students with the lowest family contribution.

*Academic Competitiveness Grant (ACG)* – Federal Grant available to Pell eligible students that completed an approved rigorous high school program.

#### **Federal Stafford Loans:**

*Subsidized Loans* – Need-based federally subsidized loans available to college students which are made by participating lending institutions. Current interest rate is fixed at 6.8%, and repayment obligations begin six months after the student completes their education or stops attending on a part time basis. Entrance and exit counseling is required in order to receive these funds.

*Unsubsidized Loans* – Non-need based federal loans available to college students which are made by participating lending institutions. Interest rate is fixed, at 6.8%, and repayment obligations begin six months after the student

completes their education or stops attending on a part time basis. Entrance and exit counseling is required in order to receive these funds.

*Federal PLUS Loans* – Federal loans available to parents whose children attend post-secondary institutions. Interest rate is fixed at 8.5%. Repayment begins immediately after loan disbursement.

### **Scholarship Opportunities:**

Western offers a variety of scholarship awards to High School Seniors based on academic excellence. They include the Superior Scholarship, Honor Scholarship, Performance Scholarship, Career Scholarship (award includes State of Wyoming funds for Hathaway eligible students) and Competition and Special Ability Grants. Divisional Scholarships are available to sophomore students. Scholarships are also available to qualifying transfer, part-time and non-traditional students.

### **WWC Foundation Aid:**

Grants provided through donor participation, ranging in value from \$250-\$2500 per academic year.

### **Veteran's Benefits:**

Information and applications can be obtained from the Veteran's Representative in the Financial Aid Office at 1-800-226-1181 ext. 1653 or 307-382-1653

## General Information

### ***How do I buy my books?***

Course textbooks can be ordered directly from the WWCC campus bookstore. It is convenient, simple, and easy. You can place your order on the Bookstore website at [www.wwccbookstore.com](http://www.wwccbookstore.com). The bookstore website includes author, title, publisher, and copyright date for textbooks or materials.

Ordering on the website

[www.wwccbookstore.com](http://www.wwccbookstore.com)

- Select **"BUY"** from the top menu
- Select **"CAMPUS TERM"** at the bottom of the web page
- Select the appropriate **"DEPARTMENT, COURSE, and SECTION"**
- Course material will appear at the bottom of your screen. Select **"QTY"** and **"NEW or USED"**. **Please note that new books will automatically replace your selection for used books in the event that the bookstore does not have your used choice in stock.**
- Select **"ADD SELECTED BOOKS TO CART"**
- Select **"CONTINUE SHOPPING"** for more book selections or **"CHECK OUT"** to finalize your purchase.

Before you can finalize your purchase, you will be asked to log in with an e-mail address and password. After your transaction is complete, you should receive an e-mail confirming your order number. You will receive your order within 2-5 business days.

### **What you should know about Financial Aid Bookstore Accounts**

All students buying their textbooks with Financial Aid must set up an account EACH SEMESTER before placing their order. WWCC Bookstore accounts must be set up through the Financial Aid office.

### ***What are the rules about attending class?***

Each instructor sets his or her own attendance policy. Instructors may drop students from class for excessive absenteeism. It is in your best interest to attend class regularly. The number one reason students fail classes is lack of attendance and subsequent lack of understanding of expectations and deadlines for assignments. If you must miss a class for some reason, let your instructor know. If you are going to miss class for an extended period, call the Valley Learning Center Outreach.

### ***How do I drop or withdraw from classes?***

Students must sign an add/drop form, or use Mustang WebAdvisor, by the established drop deadline in order to drop or withdraw from a course. The signed add/drop form must be submitted to the Valley Learning Center Outreach. The drop deadline for Spring full semester classes is April 1. Check with the office for drop dates of classes that are shorter. Complete withdrawals (dropping all courses) cannot be done online. Contact the Valley Learning Center Outreach.

### ***What do I do if I have concerns about a class?***

You should contact our Valley Learning Center Outreach and after talking with them, if you still have concerns, contact our Academic Affairs office, (307) 382-1617 on campus.

### ***How do I get a transcript from Western?***

You may pick up a form from the Valley Learning Center Outreach, call (307-382-1637), fax (307-382-1636), or request online ([www.wvcc.wy.edu](http://www.wvcc.wy.edu), Registration & Records). There is no charge for transcripts.

### ***How do I find out what I still need to graduate from Western?***

Contact the Valley Learning Center Outreach. An initial degree check will be completed for you and sent to campus. An official check can then be done. You should apply for graduation the semester prior to the semester you plan to complete. This gives you time to make adjustments the last semester if needed.

*WWCC encourages you to attend the on-campus graduation ceremony (Commencement) held each year in May.*

### ***How do I find out my grades?***

You can access your grades (as well as transcripts and other academic information) on Mustang WebAdvisor. Log onto [www.wvcc.wy.edu](http://www.wvcc.wy.edu) and go to Mustang Cruiser. You will need to have your log in and password to get access to your account. If you need your log in and password contact WWCC at 382-1637. Grades are available shortly after finals week.

Grades will not be mailed to students unless special requests are made to Registration & Records at 382-1637.

### **Services you may want or need to access on campus.**

**Bookstore** .....382-1673.....Monday • 7:50 a.m. – 7:30 p.m.  
[www.wvccbookstore.com](http://www.wvccbookstore.com) .....Tuesday-Friday • 7:50 a.m. – 5 p.m.  
**Career Counseling** .....382-1652.....Monday-Friday • 8 a.m. – 5 p.m.  
**COMPASS Test** .....382-1632.....Monday-Friday • 8 a.m. – 5 p.m.  
**Academic Advising** .....382-1632.....M, T, W, F • 8 a.m. – 5 p.m.



## **Avoid Disappointment!**

Each term we reluctantly have to cancel courses because of low enrollment only to find out the day of the first class that several of you intended to enroll. Please help us by registering before the course start date so you won't be disappointed.

*All Full Semester courses meet from the week of **January 20 through May 13** unless otherwise specified.*

*Check individual courses for start and end dates.*

*Please pay attention to course prerequisites and other comments as you make decisions about courses to take.*

## **NOTIFICATION OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

(See WWCC Catalog for more complete information regarding FERPA)

FERPA (also known as the Buckley Amendment) was originally passed in 1974. It has been amended several times since, but the essence remains unchanged. Primary rights for students under FERPA include:

1. Right to inspect and review educational records within 45 days of the day the request is received. Submit your request in writing to Registration & Records.
2. Right to seek to amend educational records. If you think that something in your file is inaccurate, you may make a written request to have that record changed.
3. Right to have some control over the disclosure of information from educational records except to the extent that FERPA authorizes disclosure without consent.
4. Right to file a complaint with the U.S. Department of Education concerning alleged failures by WWCC to comply with the requirements of FERPA.

### Directory Information

Western has identified the following information as directory information, meaning we will release it if the student has granted permission on the application for admission or registration information sheet.

Name	Address(es)	Major
Full-time or Part-time	Phone Number(s)	E-mail
Dates of Attendance	Degrees/Awards	Photographs
Weight and height of athletes	Class lists used within on-line courses	Participation in officially recognized activities & sports

All releases are based in the privacy code attached to the student. Under no circumstances are social security numbers or other identifying student numbers released. If there are any questions about the law and how we adhere to it, the V.P. for Student Success Services is WWCC's designated FERPA officer.

# Distance Education

## Internet Courses

You can take an online class on your own schedule via the Internet at home, local Outreach site, or anywhere that offers Internet access, such as your local library. Although you will generally never have to show up in a classroom, you will have assignments due on specified dates. Some Internet classes required tests to be proctored at specific locations and during specific times. To find out if the class you are considering has such a requirement, go to [http://www.wvcc.wy.edu/dist\\_ed/nt.htm](http://www.wvcc.wy.edu/dist_ed/nt.htm), scroll down to class, and click on the "Special Requirements" hyperlink. Most courses follow a 15-week semester schedule and are NOT self-paced. The Internet classes start on the first day of the semester, along with classroom classes.

### To succeed in an Internet class you will need:

- **Strong time-management skills,**
- **Reasonable computer skills,**
- **Self-motivation.**

Although convenient, be assured WVCC Internet courses are very rigorous and require an average of 9 or more hours of study per week for each 3 credit class.

### You MUST:

- **Have access to the Internet and MS Word 2003 or higher.**
- **Use the e-mail address provided to you by the college to communicate with your instructors.**
- **Be comfortable with using a computer and a word processor**
- **Be comfortable sending e-mails with and without attachments**

If you are a rookie at any of these skills, please take the "Intro to Online Learning" course (CMAP 0910 NT), an introductory computer course, or take one of the non-credit online courses to strengthen your skills.

### To begin your Internet class on the first day of the semester:

- **Go to <http://bb.wvcc.wy.edu/>.**
- **Click Login.**
- **Login using the username and password provided to you by the college. This will be mailed to your home address.**
- **Click on the desired class link on the right side of your screen.**

## Compressed Video Courses

Compressed Video courses are live courses. An instructor is teaching in a community in SW Wyoming and students can watch and participate in that class on a TV, in a classroom in another community. Classes meet on a regular schedule. To identify compressed video courses in this schedule, look for a "OC" designation in the section area immediately after the course number.

### Compressed Video with Internet Component Course Requirements

Some compressed video classes have a required Internet component or required labs. To determine if your class has any special requirements such as these, go to [http://www.wvcc.wy.edu/dist\\_ed/cv.htm](http://www.wvcc.wy.edu/dist_ed/cv.htm).

## Tuition and Distance Education (DE) course fees:

**\$84/credit tuition**

**\$35/Internet DE course fee**

**\$18/Compressed Video DE fee for OC section**

**\$26/Smarterthinking fee for ENGL 1010 courses**

**\$110/rental fee for BIOL 1010 microscope (\$90 deposit returned when microscope is returned)**