



**WESTERN
NEVADA
COLLEGE**

2008 FALL SCHEDULE

Classes start Monday, August 25

REGISTER BY INTERNET @ www.wnc.edu



Calendar

CLASSES BEGIN MONDAY, AUGUST 25

Fall Semester

APRIL

- 1 Fall semester scholarship applications due to Financial Assistance
- 7 Summer registration begins via Web-REG begins for continuing and returning students
- 9 Summer registration begins via Web-REG for new students
- 21 Fall registration begins via Web-REG for returning and continuing students
- 28 Fall registration begins via Web-REG for new students

MAY

- 9 Last day to drop full-term spring classes with a "W"; unpaid students may be removed from rosters
- 12 Final exams begin
- 17 Spring semester ends
- 19 Commencement – Fallon – Barkley Theater at Oats Park
- 20 Commencement – Carson City – Carson City Community Center
- 26 Memorial Day Holiday – college closed
- 30 Spring grades available through Web-REG

JUNE

- 7 SUMMER LATE REGISTRATION BEGINS WITH LATE FEE, class availability limited
- 9 Summer classes begin
- 16 Last day to apply for summer graduation

JULY

- 4 Independence Day Holiday – college closed

AUGUST

- 2 Summer semester ends
- 15 PAYMENT DUE FOR FALL FULL-TERM CLASSES; Unpaid students may be removed from class rosters
- 22 PAYMENT DUE FOR FULL-TERM CLASSES FOR STUDENTS ENROLLED AFTER AUGUST 15; Unpaid students may be removed from class rosters; payment for short-term classes is due the day before the class starts
- 23 LATE REGISTRATION BEGINS WITH LATE FEE FOR FULL-TERM CLASSES; Class availability limited
- 24 LAST DAY FOR 100 PERCENT REFUND FOR FULL-TERM CLASSES

- 25 Fall classes begin; 90 percent refund period begins for full-term classes; classes dropped receive a "W"; even exchange of credits for drop/add begins
- 29 Late registration ends; last day to add a full-term class through Web-REG; LAST DAY FOR 90 PERCENT REFUND FOR FULL-TERM CLASSES

SEPTEMBER

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

OCTOBER

- 3 Deferred payments due; unpaid students may be removed from rosters
- 17 Last day to change credit to audit or audit to credit
- 31 Nevada Day Holiday – college closed

NOVEMBER

- 3 Last day to apply for fall graduation
- 11 Veterans Day Holiday – college closed
- 26 Instructional Holiday – no classes
- 27 Thanksgiving Holiday – college closed
- 28 Family Day Holiday – college closed

DECEMBER

- 1 Spring registration begins for continuing and returning students via Web-REG
- 5 Last day to drop full-term fall classes with a "W;" unpaid students may be removed from rosters
- 8 Spring registration begins for new students via Web-REG; fall final exams begin
- 13 Fall semester ends
- 25 Christmas Holiday – college closed
- 26 Fall semester grades available through Web-REG

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COVER PHOTOGRAPHS

Front Cover: From top to bottom, Courtney Steed (front) with Marielena Gomez in human anatomy and physiology lab; Manuel Alvarado in computer applications lab.

Important Information

Mission & Goals

MISSION

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

COLLEGE GOALS

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

Western Nevada College
is a member institution of the

Nevada System of Higher Education

BOARD OF REGENTS

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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, educational 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 to Admissions and Records.

REGISTRATION TIPS

- New students should submit application for admission at least 72 hours before your planned class registration time.
- Schedule an appointment with a counselor if you need assistance selecting classes or to take placement tests.
- Register early to get classes at the days and times you want. Check your schedule to make sure your registration is correct.
- Check the catalog to ensure you have met all course prerequisites.
- Audit status is only for those who do not want grades or course credit.
- Pay fees when you complete registration (*no later than published deadlines*).
- Print a copy of your schedule to take to the bookstore to buy your books and to verify location of classes.
- Be aware of refund deadlines for dropping classes and books.
- Exchange requests to one full-term class for another with the same amount of credits must be submitted by the end 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.
- High school students must have a completed high school authorization form to register for classes.
- Withdraw from classes if you are unable to attend or complete the courses by the published deadline.
- Check grades two weeks after the semester has ended using Web-REG.

Where To Find Help

WNC Carson City _____

2201 W. College Parkway, Carson City, 89703
www.wnc.edu
General Information.....445-3000

Academic and Student Affairs
Connie Capurro, Vice President445-4431

Academic and Student Affairs-Instruction
Carol Lange, Dean445-4416

Academic Skills Center
Joshua Fleming, Coordinator.....445-4257
www.wnc.edu/asc/

Admissions & Records
Dianne Hilliard, Director445-3277
www.wnc.edu/student-services/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., Director445-3296
www.wnc.edu/division/nalh/

Associated Students of
Western Nevada445-3323
www.wnc.edu/clubs/aswn/

Bookstore445-3233
www.wnc.edu/student-services/bookstore.php

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

Child Development Center
Andrea Doran, Director445-4262
www.wnc.edu/cdc/

Community Education/College for Kids/
Motorcycle Safety Program445-4268
www.wnc.edu/academics/continuing_education/

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

Disability Support Services (DSS)
Susan Trist, Coordinator445-3275
www.wnc.edu/dss/

Facilities Management & Planning
Dave Rollings, Director445-4223

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

Financial Assistance
Lori Tiede, Director445-3264
www.wnc.edu/student-services/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, Director445-3229
<http://library.wnc.edu/>

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

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

Public Safety445-3308
Jack Piirainen, Director.....721-3132
www.wnc.edu/ps/

Student Life/Student Center
Katie Leao, Coordinator.....445-3324
www.wnc.edu/student-life/student-center.php

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

Veterans Assistance445-3260
www.wnc.edu/student-services/financial/funding-veterans.php

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

Workforce Development Center
Scott Penzel, Coordinator445-4427
www.wnc.edu/wdc/

WNC Douglas _____

1680 Bently Parkway South, Minden, 89423
Campus/Student Services
Dick Kale, Coordinator..... 782-2413
Fax.....782-2415
www.wnc.edu/location/douglas/

Counseling, Financial &
Registration Services
Dick Kale, Coordinator..... 782-2413

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
www.wnc.edu/asc/ Ext. 2278

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 Services423-7565
Ext. 2239

Ron Marrujo, Counselor423-7565
Ext. 2240
www.wnc.edu/student-services/counseling/

Library & Media Services.....423-5330
<http://library.wnc.edu/home/fallon.htm>

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

Where to Find Help/Registration Information

Rural Programs _____

Dean of Fallon Campus & Rural Development, Bus Scharmann423-7565
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 Peterson575-3348
Fax.....575-6889
Hours: Monday-Thursday, 11 a.m.-7 p.m.

WNC HAWTHORNE

601 A Street - P.O. Box 716, Hawthorne, 89415
www.wnc.edu/location/hawthorne/
Secretary, DeVona Scott945-2405
Fax.....945-3621
Hours: Monday-Thursday, 1-6 p.m.

WNC LOVELOCK

Office - 765 Western Ave., P.O. Box 1003, Lovelock, 89419
Classroom - 1295 Elmhurst Ave., P.O. Box 1003, Lovelock, 89419
www.wnc.edu/location/lovelock/
Coordinator, Richard Tree273-4994
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

114 Pearl St., Yerington, 89447
www.wnc.edu/location/yerington/
Information463-2412
Fax.....463-4334
Hours: Monday-Thursday, 3-7 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/20083/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 web site: www.wnc.edu/location/buildingcodes/

Contacting Faculty _____

WNC full-time faculty members will be available to answer questions about classes and academic programs from August 11 - December 12. 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 web site: www.wnc.edu/directory/browse/

Academic Divisions _____

Business & Computer Technology
Chair, Richard Kloes..... 775-423-7565
ext. 2258
or 775-445-4424

Communication & Fine Arts
Chair, Maxine Cirac..... 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, Dr. Robert Morin..... 775-445-4254

Technology
Chair, Ed Martin 775-445-4272



Web-REG
Register for Classes

Registration _____

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

HOURS

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

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

- **NEW TO WNC?** — Students who have never attended WNC, or have not attended since fall 1978 must complete an online application for admission prior to registering.

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

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

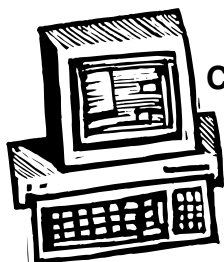
- **SHORT-TERM CLASSES** — Students may register and pay for short term courses until the day before the class begins.

Counseling Services

Carson City445-3267
Fallon423-4031
Douglas782-2413

Late Registration _____

Students may register/add classes during late registration beginning Saturday, Aug. 23. However, class availability will be limited and a late fee of \$25 is assessed. All students must make payment for full term classes added during late registration by Friday, Sept. 5. After August 29, students may add full term courses only by submitting a special enrollment authorization form with instructor signature and approval to Admissions and Records. After September 19, approval of the registrar is also required to add full-term classes.



Computers are available at various WNC locations and public libraries.

Where to Begin - Registration Information

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, Aug. 18-21 8 a.m. - 7 p.m.
Friday, Aug. 22 8 a.m. - 6 p.m.
Monday-Thursday, Aug. 25-28 8 a.m. - 7 p.m.
Friday, Aug. 29 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, Aug. 18-21 8 a.m. - 6 p.m.
Friday, Aug. 22 8 a.m. - 5 p.m.
Monday-Thursday, Aug. 25-28 8 a.m. - 6 p.m.
Friday, Aug. 29 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, Aug. 18-21 8 a.m. - 7 p.m.
Friday, Aug. 22 8 a.m. - 6 p.m.
Monday-Thursday, Aug. 25-28 8 a.m. - 7 p.m.
Friday, Aug. 29 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, Aug. 18-22 11 a.m.-7 p.m.
Monday-Friday, Aug. 25-29 11 a.m.-7 p.m.

WNC HAWTHORNE

Monday-Thursday, Aug. 18-21 and
Monday-Thursday, Aug. 25-28 1 - 6 p.m.
Fridays, Aug. 22 & 29 1 - 5 p.m.

WNC LOVELOCK

Monday-Friday, Aug. 18-29 3:30 - 6 p.m.

WNC SMITH

Monday-Friday, Aug. 18-29 9 a.m. - 3 p.m.

WNC YERINGTON

Monday-Thursday, Aug. 18-21 and
Monday-Thursday, Aug. 25-28 3-7 p.m.

HAVE YOU MOVED?

Please use Web-REG to update your address/phone so we can keep up-to-date records!

Thank you!

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, YERINGTON, SMITH

Orders can be placed online for any regular campus classes. 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

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



Admissions & Registration Information

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, October 17. 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 (August 25 - September 5). Students who want to drop and add full-term classes for the same number of credits may submit a special enrollment authorization form to Admissions and Records. Students requesting an even exchange during this period should not add or drop classes through Web-REG. Dropped courses approved for even exchange will be removed from a student transcript.

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

RESIDENCY

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

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

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

Admissions and Records 775-445-3277

Adds, Drops & Withdrawals

Adds/drops may be completed beginning Monday, April 21, using the Internet at www.wnc.edu/webreg/. The last day to add full-term classes by Internet is Friday, Aug. 29. Dropping a full-term class must be done by Internet at any time until Friday, Dec. 5. Classes dropped after the 100 percent refund period will remain on a student transcript with a "W." See fee refund policy.

COURSE LOAD

The number of credit units taken by a student, excluding courses taken for audit, makes up the total course load. The number of credits a military veteran or financial aid student takes generally determines the benefits he or she receives. Full-time students carry 12 or more credits; three-quarter-time students carry 9-11 credits; and half-time students carry 6-8 credits. Students may not enroll for more than 18 credits per semester without permission of a WNC counselor.

Registration Information

GRADE POLICY

WNC students obtain their grades via the Internet. The college does not send grade mailers at the end of the semester. Students may request a printed copy on Web-REG. Grades are available approximately two weeks after the end of the semester. Fall grades will be available on Friday, Dec. 26. 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. Cancelled class hotline is updated beginning August 25 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/ Class Change Information

Carson/Douglas/Dayton/Reno area
775-445-3030



Other areas toll-free
1-866-532-5118



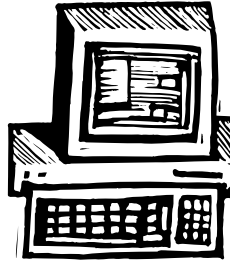
Inclement Weather College Closure Information

www.wnc.edu
Carson . . . 445-3000
Local TV stations



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.



WEB Learning Information

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/

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

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

Blended Classes: Classes delivered primarily over the Internet but with regularly required face-to-face meetings (ie: labs, etc.).

Distance Education: Educational opportunities delivered outside of a traditional classroom setting using a variety of technologies (ie: interactive video, Internet, etc.).

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

**DO IT ONLINE
VIEW
CLASSES
& REGISTER
www.wnc.edu**

Important Information About Fees

FEE PAYMENT

Invoices are mailed to students who register by Wednesday, Aug. 6. Anyone who does not receive an invoice or has made changes to their schedule, must access the WNC web site for the amount owed in Web-REG at www.wnc.edu.

FEE DUE DATES

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

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

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

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

PER-CREDIT FEES

(additional fees may apply)

Registration Fee (lower division) \$60.00/cr

Registration Fee (upper division)..... \$96.25/cr

Technology Fee..... \$4/cr

Distance Education Fee (lower division) \$28.50/cr

Distance Education Fee (upper division)..... \$46.75/cr

Non-resident Fee

(six or fewer credits) (lower division) \$63.00/cr

Non-resident Fee

(six or fewer credits) (upper division)..... \$102.75/cr

Non-resident Fee (seven or more credits)... \$2,854.50

Non-resident Good Neighbor Fee

(lower division)..... \$34.25/cr

Non-resident Good Neighbor Fee

(upper division)..... \$56/cr

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

SURCHARGE

The per credit fee includes a surcharge of \$2.75. This was approved by the Nevada System of Higher Education Board of Regents to address reduced state appropriations. It expires after the 2008-2009 academic year.

APPLICATION FEE

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

TECHNOLOGY FEE

The NSHE Board of Regents technology fee of \$4 per credit funds technology needs and enables WNC to stay current.

REGISTRATION FEE

The fall semester registration fee for lower division classes is \$60 per credit and for upper division classes is \$96.25 per credit (except for Community Education classes). The fee to audit a class is the same as the fee to register for credit. NOTE: some classes also carry a special use or lab fee.

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 \$63 per credit for lower division classes and \$102.75 per credit for upper division classes. Those who enroll for more than six credits in a semester must pay an additional \$2,854.50.

NON-RESIDENT DISTANCE EDUCATION TUITION

A reduced non-resident tuition fee of \$28.50 per credit for lower division classes and \$46.75 for upper division classes will be added to the regular registration fee of \$60 per credit for non-resident students enrolled exclusively in distance education classes, and who reside outside of Nevada during the semester in which enrollment in the distance education course(s) occurs.

PAY BY INTERNET

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

PAY BY MAIL/DROP BOX

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

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

GOOD NEIGHBOR TUITION

A reduced non-resident tuition fee of \$34.25 per credit for lower division classes and \$56 for upper division classes will be added to the regular registration fee of \$60 per credit for lower division classes and \$96.25 per credit for upper division classes for students:

- living within 50 miles of the Nevada border for one year or more or,
- graduates of specifically designated high schools or community colleges from neighboring states.

Students must apply for Good Neighbor tuition status.

WESTERN UNDERGRADUATE EXCHANGE (WUE)

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

AGENCY FEE PAYMENT

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

Fax..... 775-445-3027

PAY IN PERSON

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

CARSON CITY

Monday-Thursday, Aug. 18-21..... 8 a.m.-7 p.m.

Friday, Aug. 22 8 a.m.-6 p.m.

Monday-Thursday, Aug. 25-28..... 8 a.m.-7 p.m.

FALLON

Monday-Thursday, Aug. 18-21..... 8 a.m.-7 p.m.

Friday, Aug. 22 8 a.m.-6 p.m.

Monday-Thursday, Aug. 25-28..... 8 a.m.-7 p.m.

DOUGLAS

Monday-Thursday, Aug. 18-21..... 8 a.m.-6 p.m.

Monday-Thursday, Aug. 25-28..... 8 a.m.-6 p.m.

Important Information About Fees

GRADUATION APPLICATION/FEES

Students seeking degrees or certificates of completion must submit a completed application for graduation and a \$20 fee to Admissions and Records before processing begins. Missing the application deadline or failure to meet degree requirements means students must submit a new application and repay the application fee.

Deadline for filing graduation applications and fees for the fall 2008 semester is Monday, Nov. 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.

DELINQUENT ACCOUNTS

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

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

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 nonpayment of the balance.

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

Fee Refunds

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

- 100 percent if the withdrawal is completed prior to the first day of semester. The last day is Sunday, Aug. 24. Courses dropped after the 100 percent refund period that are not an "even exchange" remain on a student transcript with a "W."
- 90 percent if the withdrawal is completed by the end of late registration (five working days into semester). The last day is Friday, Aug. 29. NOTE: Community education courses do not have a 90 percent refund period.

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

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

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

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

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/student-services/admissions/admissionforms.php
Business Office 445-4221

How to Apply for Financial Aid

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

The WNC scholarship application must be completed to be considered for scholarships. The application is available online at: <http://www.wnc.edu/student-services/financial/funding-scholarships.php>.

Deadlines are posted on the application.

Receiving Financial Aid and Scholarships

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

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

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

WE'RE HERE TO HELP

Financial Assistance 445-3264
www.wnc.edu/student-services/financial/

Financial Aid Checklist

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

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

For the 2008-09 FAFSA the student's and parent's (for dependent students) 2007 tax return information is required. For married students filing separately the spouse's tax information is required. Other income documents may include year-end statements from Social Security, W-2 forms, disability incomes statements, unemployment compensation statements, TANF annual income statements, etc.

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

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

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

For assistance completing the FAFSA computers and advisors are available in Financial Assistance 8 a.m. to 5 p.m., Monday through Friday. Bring financial records.

www.FAFSA.ED.GOV

WELCOME

Millennium Scholars!
Your scholarship pays \$40 per credit, up to 12 credits each term for courses 100 level and above.

To use your scholarship:

- Apply for admission and select a degree or certificate program. Only degree seeking students are eligible to receive the scholarship.
- Register by Internet for at least six credits at WNC per semester.
- Maintain the grade point average as required in your acknowledgement letter.
- If you need additional funds for college, please contact Financial Assistance.

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.

Counseling & Testing

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.

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.

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, July 15 - 5:30 p.m. ASP- Sarah
Winnemucca Hall

Thursday, July 24 - 5:30 p.m. ASP- Sarah
Winnemucca Hall

Thursday, Aug. 7 - 5:30 p.m. ASP- Sarah
Winnemucca Hall

Tuesday, Aug. 19 - 5:30 p.m. ASP- Sarah
Winnemucca Hall

Fallon

Tuesday, Aug. 19 - 5:30 p.m. VRGH 302

Douglas

Thursday, Aug. 14 - 5:30 p.m..... DC 104

Testing

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

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

Board of Regents mandated ACT and SAT required scores:

	ACT	SAT
English 101	21	510
Math 120	21	510
Math 126	22	520
Math 128	25	560
Math 176	25	560
Math 181	28	630

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

775-445-3267 & 445-3266

TTY: 445-3035



Special Programs & Services

Dini Student Center

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

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

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

STUDENT ID CARDS

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

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

FITNESS CENTER/ACTIVITY STICKER

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

Monday-Thursday..... 7:30 a.m. - 8 p.m.
Friday..... 7:30 a.m. - 5 p.m.

QUESTIONS

Dini Student Center..... 775-445-3218

Food Services

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

INFORMATION

775-445-3254

www.wnc.edu/sedway/

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

INFORMATION

775-428-5800

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

Child Care Options

Full-time Child Care is available for WNC students & non-students
Monday-Friday, 7 a.m. - 5:45 p.m.

Full-time care is available for infants, toddlers and Pre-K, kindergarten-age, six weeks to six years. *(Priority given to WNC students.)*

Part-time Child Care is available for WNC students & non-students
Monday-Friday, 7 a.m. - 5:45 p.m.

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

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

Evening Child Care is available only for WNC students taking night classes
Monday-Friday, 5-10:15 p.m. Children must be ages 6 weeks-12 years.

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

Kindergarten-age Child Care is available for WNC students & non-students
Monday-Friday, 7 a.m. - 5:45 p.m.

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

1. Registration requirements apply to both evening and day time programs; part-time and full-time.
2. Registration for new and returning WNC students begins July 21.
3. Spaces are limited so register early to ensure a space for the fall semester.
4. Please be aware that space is not guaranteed.

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

PARENT SUPPORT SERVICES

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



Call 445-4262 for additional information

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

CAMPUS CLUBS & ORGANIZATIONS
www.wnc.edu/clubs/

Special Programs & Services

Athletics

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

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

STUDENT REQUIREMENTS

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

Insurance Coverage

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

INFORMATION

www.ejsmith.com

and/or

WNC Business, Financial Assistance Offices

Student Health Care

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

REQUIREMENTS

- Students enrolled in three or more credits

MEDDIRECT LOCATIONS

CARSON - 1201 S. Carson St.....885-4685
(available seven days a week)

DAYTON - 901 Medical Center Drive.....246-9001
(at the corner of HWY 50 East and Fortune)

INDIAN HILLS - 961-A Mica Drive.....267-6394
www.wnc.edu/studentsservices/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.

Academic Skills Centers

Carson City campus

Bristlecone Bldg., Rm 330 • 445-4260

Fallon campus

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

www.wnc.edu/studentsservices/asc/

Phi Theta Kappa Honor Society

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

Phi Theta Kappa has four hallmarks:

- Scholarship
- Service
- Leadership
- Fellowship

INFORMATION

Ursula Carlson, Ph.D..... 775-445-4269

Michael Tischler, Ph.D..... 775-445-3343

Jeff Downs..... 775-423-7565
Ext. 2251

Monica Fairbanks 775-423-7565
Ext. 2270

Holly O'Toole 775-423-7565
Ext. 2231

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

CLASS DATES/TIMES/FEEES/TO REGISTER

www.wnc.edu/drivereducation/

or call 775-445-4458

Special Programs & Services

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!

Learn about WNC's Honors Program

WHAT IS IT?

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

WHAT ARE SOME PROGRAM BENEFITS?

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

HOW DOES IT WORK?

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

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

SIGN UP/INFORMATION

Lori Magnante

Program Coordinator

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.

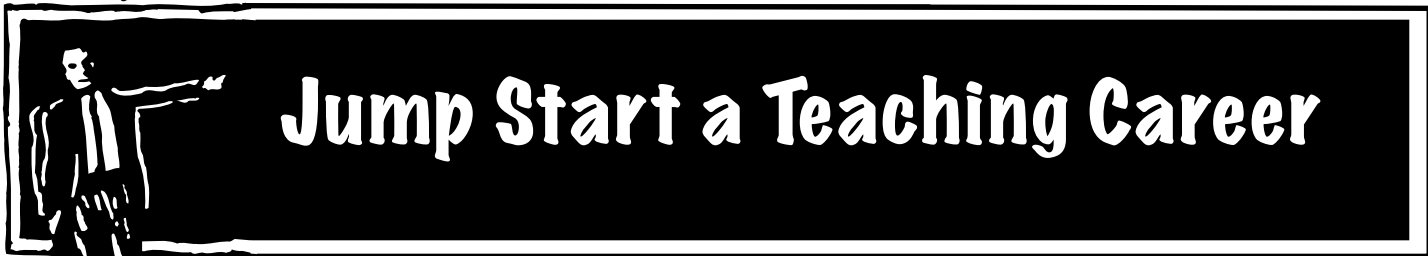
Off-Campus Job Board

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/

Special Academic Programs



WNC offers a set of transfer courses for education majors that makes it possible to complete the first two years, up to 64 credits,

of course work for bachelor's degrees from the College of Education at the University of Nevada, Reno or Nevada State College. Students may prepare for a degree in Elementary Education, a Bachelor of Science in Secondary Education, or Bachelor of Arts in Secondary Education.

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

WNC & Nevada State College Partner in Teacher Preparation

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

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

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

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

INFORMATION:
<http://nsc.nevada.edu/Academics/Programs/Education/Index.asp>

FALL 2008

Nevada State College Teacher Education Courses @ WNC:

SECTION	CLASS TITLE	INSTRUCTOR	LOCATION	TIME	DAY
EDRL 442	Literacy I <i>Transmitted from Carson to Fallon</i>	Brenda Downs	Carson	7-9:50 PM	Friday/Saturdays
EDEL 453	Teaching Elementary Social Studies <i>Transmitted from Carson to Fallon</i>	Mark Midcalf	Carson	7-9:50 PM	Friday
EDRL 427	Writing Across the Curriculum	Clairin DeMartini			
EDRL 471	Language Acquisition, Development and Learning	STAFF			
EDRL 407	Teaching Literature	Clairin DeMartini			
EDRL 474	Methods for English Language Learners	Stansberry			
EDRL 475	Assessment & Evaluation English Language Learners	STAFF			
EDRL 477	Curriculum Development English Language Learners	Clairin DeMartini			
EL 401	Law and Ethics for Educators	Flanders			
EDUC 495-02 <i>(old CBL 400)</i>	Community Based Learning	Clairin DeMartini			
PSY 307-01, 02, 03	Principles of Educational Psychology	STAFF			
PSY 430-01, 02	Developmental Psychology for Infants and Children	STAFF			

NOTE: Students must have completed EDU 201 (previously CI 160) - Introduction to Elementary Education ADMITTANCE TO Teacher Preparation Program.

Special Academic Programs

Continuing Education Programs

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

COMMUNITY EDUCATION

Non-credit, self-supporting community education classes in diverse areas are offered for adults. Classes may be as short as a few hours or 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 the Community Education Department. 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.

INFORMATION

(or to suggest a new offering)

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

SENIOR COLLEGE

Senior College, a WNC program based at the Fallon campus, features non-credit and credit courses to meet the specific interests and needs of older active adults in western Nevada. A variety of community education and academic classes are offered. 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

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

WORKFORCE DEVELOPMENT CENTER

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

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

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

Workforce Development Center

Carson/Douglas campus:
775-445-4427 or 775-445-4458
Fallon campus
775-423-7565 ext. 2224 or 775-423-5847
www.wnc.edu/wdc/

COLLEGE FOR KIDS

College for Kids is an enrichment program to challenge youth in WNC's service area and offer educational and creative experiences outside of the traditional elementary, junior high or high school classroom. Classes such as drawing or painting, dancing, scrapbooking, and inventing allow children to explore their creative side. Classes such as Babysitting Certification and CPR focus on developing their personal skills, to allow them to assume more responsibility as they grow.

INFORMATION

Carson campus 775-445-4268
Douglas campus 775-782-2413
Fallon campus 775-423-5847
[www.wnc.edu/academics/
continuing_education/cfk/](http://www.wnc.edu/academics/continuing_education/cfk/)

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/academics/non_degree/sap/911/

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

Special Academic Programs

Adult Basic Education & GED Exam Preparation

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

Registration and information are provided on the second and fourth Mondays and Fridays of every month at the Carson campus. On Mondays registration is at 6 p.m. and on Fridays registration is at 9:30 a.m. Classes are offered throughout the WNC service area.

English as a Second Language

Morning and evening non-credit ESL classes are offered to non-native English speakers who want to learn English. Multiple levels of instruction, from pre-literacy through advanced, are available. The curriculum focuses on listening, speaking, reading and writing English with emphasis on conversation, grammar, vocabulary and understanding and navigating American culture. These classes will prepare non-native English speakers for college level courses. Classes are provided at no charge to students. Instruction is given 3 days a week, 2 and 1/2 hours per day for 13 weeks.

Ingles Como Segundo Idioma

En las Mañanas y Tardes se ofrecen clases de ESL sin créditos para personas no nativas que quieran aprender Inglés. Se ofrecen diferentes niveles de instrucción: desde un nivel de principiantes hasta un nivel avanzado. El Programa de estudio está enfocado en escuchar, hablar, leer y escribir inglés, con énfasis en comprensión, conversación, gramática, vocabulario y enseñanza de la Cultura Americana. Las clases prepararan a personas no nativas que no hablan inglés para los cursos a un nivel de Colegio. Las clases se ofrecen gratis a los estudiantes. Los cursos son 3 días a la semana por 2 horas y media al día durante 13 semanas.

En Carson Sesión de ESL en Otoño— Septiembre 16 –Diciembre 11 T/W/TH 9:00-11:30 & 6:00-8:30.

Pre-registración es requerida! Fecha de registraciones són en Septiembre 9, 10, 11, 15, y 16, La registraci3n incluye un pre-examen de evaluaci3n.

Las clases se ofrecen por medio del WNC situadas en diferentes locaciones. Favor de llamar a la oficina de ABE para m3s informaci3n .

How WNC Courses Transfer & Meet Degree Requirements

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

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

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

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

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

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

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

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

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.



CARSON English as a Second Language SESSION
September 16- December 11
Tuesday/Wednesday/Thursday
9 – 11:30 a.m. & 6 – 8:30 p.m.

REGISTER
Pre-registration is required!
September 9-11, 15-16

Registration includes pre-testing and correct level placement. Classes are offered throughout the WNC service area at different locations.

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.

CONTACT

Affirmative Action Officer
Human Resources Office
Bristlecone Bldg. Rm. 104

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.

Legal Notice

This is the 2008 fall 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



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.

DO IT ONLINE
VIEW
CLASSES
& REGISTER
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.