

Admissions



Admissions

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All correspondence regarding admissions and other information should be addressed to:

Admissions Office
Eastern Wyoming College
3200 West C Street
Torrington, WY 82240
or call 307.532.8237

Admissions Policies

Eastern Wyoming College is open to all students who meet the admission policies without regard to race, color, national origin, marital status, sexual orientation, sex, religion, political belief, veteran status, age, or disability.

Eastern Wyoming College will admit any high school graduate or anyone who, in the judgment of the College, can benefit from one of its programs. Enrollment in academic areas for degree purposes is normally limited to those with a high school diploma or the equivalent. Individuals without a high school diploma or equivalent who are mature enough to benefit will be accepted on a provisional basis and assisted in selecting an appropriate program. For Financial Aid eligibility requirements, please see the Financial Aid section.

It is strongly recommended that applicants provide the Admissions Office with an official transcript of their secondary school record, high school equivalency certificate, and/or transcripts from colleges previously attended. These credentials are important for purposes of applying for scholarships, academic advisement, and efficient transfer of credit hours from previously attended institutions.

Entrance Placement Testing

All associate degree-seeking students must take placement exams in English, math, and reading prior to registration to aid in proper class placement and maximize academic success. All certificate and non degree-seeking students must take the placement exams prior to enrolling in certain English or math courses. Placement tests are administered in the Testing Center for a \$15 initial fee. Students with appropriate ACT scores (MATH - 21 or above; English - 18 or above; Reading - 21 or above) may not need to take the placement exam.

English Placement Exam

Students wishing to enroll in English 0620, 0630, 0640, 1010 must first take a placement test which will determine the appropriate course for their indicated level of proficiency. The placement system is designed to work in the student's best interest so he/she does not enroll in a course that is too advanced or too basic.

Mathematics Placement Exam

Students who wish to enroll in any mathematics course or in certain chemistry, computer science, business, or physics courses must either show prior college credit in mathematics or take a placement examination to meet a prerequisite. Those wishing to take their first mathematics course at Eastern Wyoming College must also take the placement exam to determine the appropriate course for her/his indicated level of proficiency. The exam is designed to place students in a course that is neither above nor below their abilities. Students who question their placement score will be allowed one retest. Exam results are valid for one year, so it is best that a mathematics class be taken within that year to avoid having to retake the test.

Reading Placement Exam

Students must take a reading test to determine vocabulary and reading comprehension levels. It is important for all college students to possess or acquire the reading skills relevant to their program of study. The reading requirement applies to students seeking degrees or certificates, or students enrolled in 12 or more hours whose placement scores indicate the necessity for a reading course. If the placement exam indicates a reading course is necessary, the student must successfully complete a reading course with a grade of "C" or better to satisfy the reading requirement. The course must be taken within the first two semesters of enrollment at EWC.

Please refer to the following course placement guide for additional information:

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COMPASS and ACT Course Placement Guide

Pre-Algebra

COMPASS Score: 0-23

You are referred to:

The Adult Basic Education (ABE) department to work on your mathematical skills. You will be eligible to enroll in MATH 0900 Pre-Algebra Arithmetic once your COMPASS score improves enough to meet the course entrance requirements.

COMPASS Score: 24-44

You are eligible for:

MATH 0900 Pre-Algebra Arithmetic

COMPASS Score: 45-100

You are eligible for:

MATH 0920 Elementary Algebra
MATH 1515 Applied Technical Mathematics
BADM 1005 Business Mathematics
VTTK 1751 Pharmaceutical Calculations (or ACT Score: 21)

Algebra

COMPASS Score: 0-39

You are eligible for:

MATH 0920 Elementary Algebra
MATH 1515 Applied Technical Mathematics
BADM 1005 Business Mathematics
VTTK 1751 Pharmaceutical Calculations (or ACT Score: 21)

COMPASS Score: 40-65 or ACT Score: 21

You are eligible for:

MATH 1515 Applied Technical Mathematics
MATH 0930 Intermediate Algebra
MATH 1000 Problem Solving
MATH 1100 Numbers & Operations for Elementary School Teachers

COMPASS Score: 66-100 or ACT Score: 21

You are eligible for:

MATH 1000 Problem Solving

COMPASS Score: 66-100 or ACT Score: 23

You are eligible for:

MATH 1400 Pre-Calculus Algebra
MATH 1450 Algebra & Trigonometry

College Algebra

COMPASS Score: 0-64 or ACT Score: 21

You are eligible for:

MATH 1000 Problem Solving
MATH 1100 Numbers & Operations for Elementary School Teachers
VTTK 1751 Pharmaceutical Calculations

COMPASS Score: 0-64 or ACT Score: 23

You are eligible for:

MATH 1400 Pre-Calculus Algebra
MATH 1450 Algebra & Trigonometry

COMPASS Score: 65-100 or ACT Score: 25

You are eligible for:

MATH 1405 Pre-Calculus Trigonometry

COMPASS Score: 65-100 or ACT Score: 26

You are eligible for:

MATH 2350 Business Calculus

Trigonometry

COMPASS Score: 0-60 or ACT Score: 25

You are eligible for:

MATH 1405 Pre-Calculus Trigonometry

COMPASS Score: 0-60 or ACT Score: 26

You are eligible for:

MATH 2350 Business Calculus

COMPASS Score: 61-100 or ACT Score: 27

You are eligible for:

MATH 2200 Calculus I

Reading *

COMPASS Score: 0-30

You are referred to:

The Adult Basic Education (ABE) department to work on your reading skills. You will be eligible to enroll in HMDV 0510 Fundamentals of Reading I once your reading score improves enough to meet the course requirements.

COMPASS Score: 31-50

You are required to enroll in:

HMDV 0510 Fundamentals of Reading I

COMPASS Score: 51-73

You are required to enroll in:

HMDV 0520 Fundamentals of Reading II

COMPASS Score: 74 or higher or ACT Reading Score of 21 or higher

No reading improvement required.

* Degree or certificate seeking students, or students enrolled in 12 or more hours who read below the equivalency of the 10th grade level are **required** to take the appropriate reading course. Ideally, this course will be taken within the first two semesters of enrollment. Students must complete the course(s) to fulfill the reading requirement.

*Students whose ACT reading score is 20 or lower are placed in appropriate courses after COMPASS reading testing. When students, faculty or advisors suspect that reading course enrollment based on COMPASS reading scores will misplace or unreasonably extend time to college course completion, further reading skill assessment will inform developmental reading course placement.

Writing for English Placement

COMPASS Score: 0-19

You are required to enroll in:

ENGL 0620 Foundations of Grammar

COMPASS Score: 20-30

You are required to enroll in:

ENGL 0630 Grammar & Writing Improvement

COMPASS Score: 31-74

You are eligible for:

ENGL 0640 Writing Skills
TECH 1005 Applied Technical Writing

COMPASS Score: 75-100 or ACT Score: 18 or higher

You are eligible for:

ENGL 1010 English I: Composition

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Veterinary Technology Placement Guide

Automatic Placement in Vet Tech Program

ACT: Math	21 or above
ACT: Writing	18 or above
HOAE	50 or above

Or

COMPASS: Pre-Algebra	45 or above
COMPASS: Writing	75 or above
COMPASS: Reading	74 or above
HOAE	50 or above

Students with the following scores will be advised to consider taking other classes until placement criteria is achieved.

COMPASS: Pre-Algebra	0-23
COMPASS: Writing	0-30
COMPASS: Reading	0-73
HOAE	0-49

Students with scores falling between the above categories will be considered on an individual basis by the veterinary technology staff, which may include an interview.

It is preferred that students take the HOAE exam at Eastern Wyoming College. However, arrangements may be made for off-site testing on an individual basis. For more information about the HOAE, contact the Veterinary Technology Animal Caretaker at (307) 532.8333 or the Testing Center at (307) 532.8288.

(HOAE -- Health Occupations Aptitude Exam)

Admission Procedures

I. New Applicants Who Have Not Attended Eastern Wyoming College:

1. Secure application materials from the Admissions Office or the EWC website.
2. Complete all the application materials and return to the Admissions Office. Applicants are encouraged to apply at least one month prior to the planned date of registering for classes. New applications are not accepted after the Friday before the start of the semester.
3. Request a 6-7 semester high school transcript or High School Equivalency transcript be sent directly to the Admissions Office or send a final transcript following high school graduation.
4. All applicants to Eastern Wyoming College are strongly encouraged, but not required, to submit results of the American College Test (ACT). Results are used only for academic advisement, career planning, and scholarship eligibility and are not used as admissions criteria.
5. Applicants who are accepted will be notified as soon as their credentials are processed.

II. Transfer Applicants Who Have Not Previously Attended Eastern Wyoming College:

1. Transfer students will follow the procedures outlined above and include an official transcript from each college previously attended. EWC accepts courses and credits from other colleges that have been approved by one of the six United States Regional Accrediting Associations. Credit hours with grades of "C" or better from an accredited institution will be transferred.
2. Transfer students who are on Academic Probation or whose status is Academic Dismissal at the institution of their last attendance, will be placed on Academic Probation for the semester in which they are admitted. Admission for the succeeding term requires a grade point average of 2.00 or above on all work taken during the probationary period.
3. Students wishing credit for courses taken at an institution not accredited by one of the six United States Regional Accrediting Associations must take and successfully pass a departmental examination before credit can

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be awarded.

4. A total of three hours of religion may be transferred from an accredited institution to apply towards the humanities requirement for graduation. Additional hours in religion from an accredited institution will be evaluated for use as elective credit.

III. Readmission of Former Students:

1. Former students of the College who are in good standing and who have not attended another college/university are eligible to return without special application. It is recommended that such students notify EWC at least two weeks before the opening of the term in which they expect to return so that their file may be activated for registration purposes.
2. Former EWC students who have attended another college/university since their last attendance (at EWC) are considered transfer students for admission purposes. The Admissions Office may require completion of a new Application for Admission, if deemed necessary.

IV. Special Admissions:

1. Eastern Wyoming College will provisionally admit individuals who, in the judgment of the College, can benefit from one of the College programs or courses.
2. The individual must have written approval from the Vice President for Learning.
3. Special Admissions students must meet the same assessment/placement test criteria for math, English, and reading as required of EWC college students.

V. International Students:

Eastern Wyoming College is authorized under federal law to enroll non-immigrant students.

1. Applicants must meet English proficiency and financial support requirements. International students whose native language is other than English must furnish scores on the Test of English as a Foreign Language (TOEFL). A paper-based TOEFL score of 500 or a computer-based TOEFL score of 173 or an Internet-based TOEFL score of 61 is required for acceptance. Also required is completion of all sections of the Confidential Financial Statement form (available from the Admissions Office) including Statement of Guarantor and Bank Verification. For

additional information regarding the admission of international students, contact the EWC Vice President for Student Services at 307.532.8257.

VI. Military Credit:

1. Eastern Wyoming College evaluates military services schools and occupational credit using the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

Eastern Wyoming College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium. SOC, established in 1972, consists of national higher education associations and approximately 1,900 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students including those on active duty, Coast Guard personnel, reservists, members of the National Guard, family members, civilian employees of the Department of Defense, and veterans of all Services. As a SOC Consortium member, this institution ensures servicemembers and their family members share in appropriately accredited postsecondary educational opportunities available to other citizens. Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of military students and their family members to higher education programs.

VII. Senior Citizens:

1. The College will admit all persons who are residents of the State of Wyoming, and 60 years of age or older, to enroll without tuition charges in any **credit** courses offered by Eastern Wyoming College. Seniors are expected to pay for fees, books, and materials for each class in which they enroll.

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Activity & Use/Technology Fees (Torrington Campus)

In addition to tuition costs each student will be charged an Activity and Use/Technology Fee of \$24 per credit hour up to and including 16 credit hours for a maximum charge of \$384 per semester.

Student Support

\$4 (Supports scholarship funds)

Student Activities

\$4 (Admission to sporting, fine arts, recreational, and leisure activities for all Torrington campus students)

Instructional Support

\$8 (Supports general educational costs)

Technology Fee

\$8 (Support and upgrade technology infrastructure)

\$24 Total Torrington Campus Fees per Credit Hour

Activity & Use/Technology Fees (Outreach)

The Outreach Activity and Use/Technology Fee of \$16 is charged on every registered credit up to and including 16 credit hours for a maximum charge of \$256 per semester.

Outreach Use Fees per Credit Hour

\$8 (Supports general educational costs, scholarships, and activities at the Outreach Centers that generate the fees)

Technology Fee

\$8 (Support and upgrade technology infrastructure)

\$16 Total Outreach Fees per Credit Hour

Special Charges

1. Placement Fee (per session) \$15
2. Placement Test Retake Fee (per session)
First retake is free. Subsequent retakes are given with advisor approval only and cost \$5 per test.
3. Course Fees
 - a. ANSC 1100 Management of Reproduction \$150
 - b. CRMJ 2781 Use of Force I..... \$50
 - c. CRMJ 2791 Use of Force II..... \$50
 - d. EDUC 2005 Prescreen for Practicum in Teaching Variable
 - e. HLTK 2005 Prescreen for Health Technology Variable
 - f. ITEC 2360 Teaching with Technology \$15
 - g. Applied Music Courses \$25/credit
 - h. MUSC 1150 Guitar \$25/credit
 - i. MUSC 2150 Guitar II \$25/credit
 - j. PEAC 103_ (Part-Time Students Only) \$35
 - k. WELD 1755 Shielded Metal Arc Welding \$100
 - l. WELD 1760 Advanced Shielded Metal Arc Welding \$100
 - m. WELD 2500 Structural Welding \$100
 - n. WELD 2510 Pipe Welding I \$100
 - o. WELD 2520 Pipe Welding II..... \$100
 - p. Audit Class Fee (same as for credit students)
 - q. VTTK 2005 Prescreen for Veterinary Technology (Pre-Enrollment). Variable
 - r. VTTK Rabies Vaccination Variable
 - s. Health Occupations Aptitude Exam (HOAE) \$20
4. CLEP Examinations (per test) \$15 + CLEP Fee
5. DANTES Examinations (per test) \$15 + DANTES Fee
6. Institutional Challenge Examination (per test) \$10
7. Field Studies Fee..... Variable
8. Rodeo Fee \$30
9. Workforce Development Fee Variable
10. Test Proctoring fee for Out-of-State Colleges (per test)..... \$15
11. Graduation Fee Variable

Fees are subject to change without notice.

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Semester Tuition and Fee Schedule

All tuition and fees must be paid in full at the beginning of each semester and before the student attends classes. All checks must be made payable to Eastern Wyoming College. Tuition rates are subject to change without notice upon approval of the Wyoming Community College Commission. The EWC Board of Trustees reserves the right to change fees at any time.

2014-15 Activity & Use Fees Tuition

Credit Hours	On-Campus Activity & Use Fees	Outreach Activity & Use Fees	Technology Fee	In-State Tuition	WUE* Tuition	Out-of-State Tuition
1	\$ 16	\$ 8	\$ 8	\$ 83	\$ 124	\$249
2	32	16	16	166	248	498
3	48	24	24	249	372	747
4	64	32	32	332	496	996
5	80	40	40	415	620	1,245
6	96	48	48	498	744	1,494
7	112	56	56	581	868	1,743
8	128	64	64	664	992	1,992
9	144	72	72	747	1,116	2,241
10	160	80	80	830	1,240	2,490
11	176	88	88	913	1,364	2,739
12	192	96	96	996	1,488	2,988
13	208	104	104	996	1,488	2,988
14	224	112	112	996	1,488	2,988
15	240	120	120	996	1,488	2,988
16+	256	128	128	996	1,488	2,988

NOTE: Students pay either on-campus or Outreach use fees depending upon their primary home location, but not both.

**The Western Undergraduate Exchange (WUE) tuition rate is calculated at approximately 1 1/2 times the resident tuition rates. To qualify for the WUE rate, a student must be a resident of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Pacific Island U.S. territories (American Samoa, Northern Marianas, and Guam), and free-standing states (Marshall Islands, Federated States of Micronesia, and Palau). Nebraska residents also qualify for WUE tuition rates.*

2014-15 Cost of Attendance (Budget)

The table below is an *estimate* of the average annual cost of attendance for a full-time student living on campus. The tuition and fees are based on a 16 credit hour semester. Estimated Cost of Attendance figures for financial aid budgets and awarding may differ from these figures.

	In-State	WUE	Out-of-State
Tuition and Fees	\$2,760	\$3,744	\$6,744
Housing and Meals (Standard Room)	\$5,900	\$5,900	\$5,900
Books and Supplies	\$1,300	\$1,300	\$1,300
Transportation and Personal Expenses (Varies)	\$3,000	\$3,400	\$3,400
TOTAL ESTIMATED COST PER YEAR	\$12,960	\$14,344	\$17,344

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Residence Hall Fees (2014-2015)

Standard Room–Eastern Hall (Option 1)

Fall Semester	Spring Semester	Total
\$2,950	\$2,950	\$5,900

Private Standard–Room Eastern Hall (Option 2)

Fall Semester	Spring Semester	Total
\$3,342	\$3,342	\$6,684

Suite–Eastern Hall (Option 3)

Fall Semester	Spring Semester	Total
\$3,131	\$3,131	\$6,262

Private Suite–Eastern Hall (Option 4)

Fall Semester	Spring Semester	Total
\$3,522	\$3,522	\$7,044

Semi-Private Suite–Lancer Hall (Option 5)

Fall Semester	Spring Semester	Total
\$3,215	\$3,215	\$6,430

Summer 2014: \$104 per week (Room only)

Private Suite–Lancer Hall (Option 6)

Fall Semester	Spring Semester	Total
\$3,630	\$3,630	\$7,260

Summer 2014: \$140 per week (Room only)

Fees include: Room, Board, Local Telephone Service, Basic TV Service, and Internet Service

Meal Plan Options

17 Meal Plan: Seventeen meals per week

14 Meal Plan: Any fourteen meals per week plus \$130 Munch Money

10 Meal Plan: Any ten meals per week plus \$300 Munch Money

The above listed fees are subject to revision each year. In addition, there is a refundable housing security deposit of \$150 required with each housing application. The housing security deposit is refundable if there is no room damage and the student complies with all check-out procedures. Please contact the Director of Residence Life for more information at 307.532.8336.

Residence Hall Refunds

If an on-campus resident withdraws from college or moves out of college housing before the start of the semester or within the first 8 calendar days of the start of the semester, he/she shall forfeit 25% of the semester room and board charges assessed and 100% of the housing security deposit. Students moving out of college housing after 8 calendar days from the beginning of the semester shall forfeit 100% of the room and board charge assessment and 100% of the housing security deposit paid (i.e., NO REFUNDS after 8 days). If, before midterm, there are circumstances clearly beyond the student's control, an appeal regarding a refund may be made by submitting a written statement to the Director of Residence Life explaining why an exception should be made. No refunds will be made to students who do not officially withdraw or whose misconduct results in suspension/dismissal from on-campus housing and/or suspension/dismissal from the College.

Tuition/Fee Refunds

*Tuition is refunded on a course-by-course basis and is determined by the length of the course and the first meeting day of the course. For courses which meet the full semester, Tuition, and Activity and Use/Technology Fees are refunded in full for 8 calendar days beginning with the first day of the class. Thereafter, the tuition refund is 25% through 29 calendar days beginning with the first day of the class with no refund for Activity and Use/Technology Fees. For courses which are offered for less than a full semester, Tuition, Activity and Use/Technology Fees will be refunded according to a proration of the full semester refund schedule.

**For students with federal financial aid please refer to Withdrawals and Return of Title IV Aid in the Financial Aid section.*

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Residency

The following regulations govern the classification of students as resident or non-resident for the purpose of tuition assessment at the seven Wyoming Community Colleges.

a. RESIDENCE CLASSIFICATION POLICY

1. A student previously classified as a nonresident may be reclassified any time **prior** to the end of the published refund period of any term if he/she qualifies.
2. A student classified as a resident by one Wyoming community college will be considered a resident at all Wyoming community colleges.

b. CLASSIFICATION PROCEDURES

1. **Residence classification shall be initiated for each student at the time the application for admission is accepted and whenever a student has not been in attendance for more than one semester.**
2. Individuals or their legal dependents, who are U.S. citizens or are in an immigrant status and certain nonimmigrants, may qualify for residency.
3. Nonimmigrants and their dependents, who possess a valid visa from the U.S Citizenship and Immigration Services with a classification of Temporary Workers or Intracompany Transferee and eligible for education, may qualify for residency. Eligibility for consideration will be based on the privileges and limitations of the visa held by the applicant.
4. Community college districts may require applicants to supply information to document residency status.

c. RESIDENCY

Any of the following may be used by a student and would result in an individual being classified or reclassified as a Wyoming resident for tuition purposes:

1. A graduate of a Wyoming high school or recipient of a High School Equivalency Certificate (HiSET, GED or TASC) in Wyoming who enrolls in a community college within 12 months of either high school graduation or High School Equivalency Certificate completion.

2. An individual who can provide written verification that he/she has lived in Wyoming continuously for one year prior to enrolling.
3. A legal dependent under the age of 24, or a spouse of a resident of the State of Wyoming who qualifies as a resident based upon this policy.
4. A legal dependent under the age of 24 of a Wyoming Community College graduate.
5. A student who marries a Wyoming resident shall be granted resident classification at the beginning of the next term following the marriage.
6. Active duty Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their legal dependents.
7. Members of the U.S. Armed Forces who moved to Wyoming within twelve (12) months from the date of honorable discharge from the service.
8. An individual who can provide written verification from an employer that he/she will be employed in Wyoming for an anticipated period of not less than seven (7) months and such employment is the principal means of support. The employer's signature shall be certified by a Notary Public.
9. Persons temporarily absent from the state due to military service, attendance at educational institutions, or other types of documented temporary absences will not have their resident status voided by such absence.

d. EXCEPTIONS

In accordance with W.S. 21-17-105, an individual who does not reside in Wyoming may be considered a resident for tuition purposes if he/she meets all of the following criteria:

1. Has been employed in Wyoming for at least seven months, and such employment is the applicant's principal means of support;
2. Pays Wyoming taxes as required by law;
3. Resides in a state with a similar law; and
4. Is willing to submit an affidavit to the above.

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Medical Requirement

All students must complete the Student Health Statement. Although not required by EWC, it is strongly recommended that all students born after 1956 provide an immunization record showing 2 measles immunizations.

All male and female students who compete in intercollegiate athletics at Eastern Wyoming College are responsible for having a health physical given by a physician of their choice. Eastern Wyoming College is a member of the National Junior College Athletic Association and the eligibility rules of this organization govern the eligibility of all student athletes competing in intercollegiate athletics. Section 9 of Article V of the NJCAA By-Laws defines this responsibility as follows: "All student-athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete." The Student Medical Examination form must be obtained from Eastern Wyoming College.

Bookstore Information

The EWC bookstore has supplies for all the students' daily needs, whether it be books, pens, calculators, health and beauty supplies, dorm supplies, or even if they need a snack between classes. The store has a great selection of EWC apparel and gift items.

Students will need to bring in their schedule to shop for their books in the store. All books will be in alphabetical order by class and section. We encourage the students to go online and order their books and school supplies at ewc.wy.edu and clicking on the bookstore link. Simply click on the textbook icon and type in your class and section and the website will take the student to the books that they will need for the class. This page offers ISBN information as well as prices and purchase or rental options. The student may have their books and school supplies shipped to their home or have them shipped to the store for pick up. Shopping online is a stress free way for the student to get the right book and all their school supplies without having to stand in line during the busy first week of classes. If we are out of the

book that the student needs for their class at the store, no problem, our Ordering Management System will search every Follett store in the country to find their book. Book returns are allowed until the last day a student may drop or add a class for full refund. Store hours are Monday-Friday, 8am-5pm. We will be open until 7pm the first week of classes.