



Admissions

Admissions

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

Office of Admissions
Eastern Wyoming College
3200 West C Street
Torrington, Wyoming 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 preference, 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 GED 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 Office of Admissions with an official transcript of their secondary school record, GED 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 previous 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 to 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) 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 the student's 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 to retest. Exam results are valid for only one year, so it is best that a mathematics class be taken within that year to avoid having to retake the test.

Reading Requirement and Placement Examination

Students must also 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.

Admission Procedures

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

1. Secure application materials from the Office of Admissions or the EWC website.
2. Complete all the application materials and return to the Office of Admissions. Applicants are encouraged to apply at least one month prior to the planned date of registering for classes.
3. Request a 6-7 semester high school transcript be sent directly to the Office of Admissions 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. 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 a 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. The high school transcript is not required when the college transcript gives complete information about the applicant's high school record.
3. Transfer students who are on "probation" or whose status is "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.
4. 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 be awarded.
5. 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 collegiate institution 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 personal files 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 Office of Admissions may require completion of a new Application for Admission, if deemed necessary.

IV. a. Concurrent Enrollment - High school students:

1. Students must be of junior or senior standing and at least 16 years old.
2. Students must have at least a "C" (2.0 GPA) average and the high school principal's permission to enroll in college credit courses. Exceptions to the above qualifications may be considered on a case-by-case basis. Requests for exceptions must be submitted to the high school principal.
3. To enroll in courses held on the EWC/Torrington campus, high school students must contact the EWC Recruiting Coordinator (307.532.8237). Students desiring to enroll at an outreach site must contact the appropriate Outreach Coordinator.
4. High school students must meet the same assessment/placement test criteria for math, English, and reading, as required of EWC college students.
5. High school students who desire to continue their studies at Eastern Wyoming College following high school graduation should follow the admission procedures outlined under the freshman applicant section in the current EWC Catalog.
6. High school students who are concurrently enrolled are not eligible for the Title IV Financial Aid.

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b. Concurrent Enrollment - Goshen County School

District #1 High School Students:

GCSD #1 high school students who meet the qualifications may enroll in classes on the EWC/Torrington campus with their tuition being funded by the College. All applicable activity/use and course fees, and book expenses are the responsibility of the student.

1. Initial enrollment, and eligibility for the tuition waiver, will be determined by a "C" (2.00) grade point average from the appropriate GCSD #1 high school and with the permission of the appropriate GCSD #1 high school principal. To continue receiving the high school tuition waiver, the student must successfully complete the EWC course(s) in which he/she enrolled in each semester with a 2.00 grade point average.

v. 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.

vi. International Students:

This school 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 520 or a computer-based TOEFL score of 190 is required for acceptance. Also required is completion of all sections of the Confidential Financial Statement form (available from the Office of Admissions) including Statement of Guarantor and Bank Verification. For additional information regarding the admission of international students, contact the EWC Dean of Student Services at 307.532.8257.

vii. Military Credit:

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

On-Campus Activity & Use Fees

In addition to tuition costs each student will be charged an activity and use fee of \$16.00 per credit hour, up to and including 16 credit hours for a maximum charge of \$256.00 per semester.

Student Support

\$4.00 (Supports scholarship funds)

Student Activities

\$4.00 (Admission to sporting, fine arts, recreational, and leisure activities for all on-campus students)

Instructional Support

\$8.00 (Supports general educational costs)

Total On-Campus Fees per Credit Hour

\$16.00

Outreach Activity & Use Fees

The outreach activity and use fee of \$8.00 is charged on every registered credit, up to and including 16 credit hours for a maximum charge of \$128 per semester.

Total Outreach Use Fees per Credit Hour \$8.00

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

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Semester 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.

2009-10 Activity & Use Fees Tuition

Credit Hours	On-Campus Activity & Use Fees	Outreach Activity & Use Fees	In-State Tuition	W.U.E.* Tuition	Out-of-State Tuition
1	\$ 16.00	\$ 8.00	\$ 68.00	\$ 102.00	\$204.00
2	32.00	16.00	136.00	204.00	408.00
3	48.00	24.00	204.00	306.00	612.00
4	64.00	32.00	272.00	408.00	816.00
5	80.00	40.00	340.00	510.00	1,020.00
6	96.00	48.00	408.00	612.00	1,224.00
7	112.00	56.00	476.00	714.00	1,428.00
8	128.00	64.00	544.00	816.00	1,632.00
9	144.00	72.00	612.00	918.00	1,836.00
10	160.00	80.00	680.00	1,020.00	2,040.00
11	176.00	88.00	748.00	1,122.00	2,244.00
12	192.00	96.00	816.00	1,224.00	2,448.00
13	208.00	104.00	816.00	1,224.00	2,448.00
14	224.00	112.00	816.00	1,224.00	2,448.00
15	240.00	120.00	816.00	1,224.00	2,448.00
16+	256.00	128.00	816.00	1,224.00	2,448.00

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

**The Western Undergraduate Exchange (W.U.E.) tuition rate is calculated at approximately 1 1/2 times the resident tuition rates. To qualify for the W.U.E. rate, a student must be a resident of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, or Washington. Nebraska residents also qualify for W.U.E. tuition rates.*

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II. 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 \$8
 - e. HLTK 2005 Prescreen for Health Technology \$8
 - f. Applied Music Courses..... \$25/credit
 - g. MUSC 1150 Guitar \$25/credit
 - h. MUSC 2150 Guitar II..... \$25/credit
 - i. PEAC 103_ (Part-Time Students Only) \$35
 - j. WELD 1755 Shielded Metal Arc Welding..... \$50
 - k. WELD 1760 Advanced Shielded Metal Arc Welding \$50
 - l. WELD 2500 Structural Welding..... \$50
 - m. WELD 2510 Pipe Welding I \$50
 - n. WELD 2520 Pipe Welding II \$50
 - o. Audit Class Fee (same as for credit students)
4. Graduation Fee (paid by Student Senate) \$10
5. Cap and Gown Fee \$23
6. CLEP Examinations (per test) \$10 + CLEP Fee
7. DANTES Examinations (per test) \$10 + DANTES Fee
8. Institutional Challenge Examination (per test)..... \$10
9. Activity & Use Fees (see page 22)
10. Distance Learning Fee Variable
11. Field Studies Fee Variable
12. Rodeo Fee \$30

III. Residence Hall Fees (2009-2010)

Standard Room Eastern Hall (Option 1)

1 st Semester	2 nd Semester	Total
\$1,833	\$1,833	\$3,666

Private Standard Room Eastern Hall (Option 2)

1 st Semester	2 nd Semester	Total
\$2,063	\$2,063	\$4,126

Suite Eastern Hall (Option 3)

1 st Semester	2 nd Semester	Total
\$1,939	\$1,939	\$3,878

Private Suite Eastern Hall (Option 4)

1 st Semester	2 nd Semester	Total
\$2,169	\$2,169	\$4,338

Semi-Private Suite Lancer Hall (Option 5)

1 st Semester	2 nd Semester	Total
\$1,990	\$1,990	\$3,980

Summer 2010: \$145 per week (Room & Board w/15 meals per week)

Private Suite Lancer Hall (Option 6)

1 st Semester	2 nd Semester	Total
\$2,232	\$2,232	\$4,464

Summer 2010: \$160 per week (Room & Board w/15 meals per week)

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

Meal Plan Options

- 17 Meal Plan:** Seventeen meals per week
- 14 Meal Plan:** Any fourteen meals per week plus \$125 Munch Money
- 10 Meal Plan:** Any ten meals per week plus \$285 Munch Money

The above listed fees are subject to revision each year. In addition, there is a refundable housing security deposit of \$100.00 required with each housing application. The housing security deposit is refundable if there is no room damage and student complies with all check-out procedures. Please contact the Director of Residence Life for more information.

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 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 fees are refunded in full for 8 calendar days beginning with the first day of class. Thereafter, the tuition refund is 25% through 29 calendar days beginning with the first day of class with no refund for activity and use fees. For courses which are offered for less than a full semester, tuition, activity and use fees will be prorated.

**For students with federal financial aid, the federal financial aid refund rules take precedence over the EWC policy.*

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 POLICY AS PUBLISHED IN CATALOGS OF THE WYOMING COMMUNITY COLLEGE DISTRICTS

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 properly registered student who is classified as a resident by one college will be considered a resident at all 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 GED in Wyoming who enrolls in a community college within 12 months of either high school graduation or GED 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 Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their 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.

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 defines this responsibility as follows: "All athletes in any sport must have passed an adequate physical examination given by a physician previous to his/her first practice for each collegiate year in which he or she competes." The student medical examination form must be obtained from Eastern Wyoming College.

Textbook Information

Each student is required to supply textbooks and personal materials necessary for satisfactory progress in course work. For the convenience of the students, the college bookstore stocks textbooks, supplies, and study aids. Used books are stocked when available and are sold at a discounted price. Book buy-back events are held the last week of the spring and fall semesters. Bookstore hours are Monday - Friday, 8:00 a.m. to 5:00 p.m. during the regular school year, and Monday - Friday, 8:00 a.m. to 3:30 p.m. during the summer. The bookstore is open evenings the first week of classes each semester.