

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 307.532.8230
or 866.327.8996

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

Prospective students must have an appropriate ACT score or take placement exams prior to registration and enrollment to aid in proper class placement and maximize academic success. Placement tests are administered in the Center for Testing and Career Services for a \$20 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 have an appropriate ACT English score or must 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 have an appropriate ACT math score or must 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 ACT or placement scores indicate the necessity for a reading course. If the ACT score or 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:

Admissions

INTERPRETING YOUR PLACEMENT SCORES ACCUPLACER and ACT Course Placement Guide 2016-2017

Locate your ACT or ACCUPLACER score in the chart below. The course or courses you are eligible to enroll in are listed at the far right in the corresponding Placement Level column. Your advisor can help you select the appropriate class.

MATH		
ACT MATH	or ACCUPLACER	Placement Level
0-13	Arithmetic 0-34	<u>MATH Placement 1</u> Referral to Adult Education department to work on mathematical skills. You will be eligible to enroll in MATH O903 Bridge Math once your ACCUPLACER score improves enough to meet the course entrance requirements
14-18	Arithmetic 35-80	<u>MATH Placement 2</u> MATH 0903 Pre-Algebra Arithmetic
19-20	Arithmetic 81-120 or Elementary Algebra 40-54	<u>MATH Placement 3</u> MATH 0920 Elementary Algebra MATH 1515 Applied Technical Mathematics BADM 1005 Business Mathematics
21	Elementary Algebra 55-84	<u>MATH Placement 4</u> MATH 0930 Intermediate Algebra MATH 1000 Problem Solving VTTK 1751 Pharmaceutical Calculations
23	College Level Mathematics 0-62	<u>MATH Placement 5</u> MATH 1100 Math for Elementary Teachers I (ACT 21) MATH 1400 Pre-Calculus Algebra MATH 1450 Algebra & Trigonometry
25	College Level Mathematics 63-102	<u>MATH Placement 6</u> MATH 1405 Pre-Calculus Trigonometry
26	College Level Mathematics 63-102	<u>MATH Placement 7</u> MATH 2350 Business Calculus
27	College Level Mathematics 103-120	<u>MATH Placement 8</u> MATH 2200 Calculus I

Admissions

INTERPRETING YOUR PLACEMENT SCORES ACCUPLACER and ACT Course Placement Guide 2016-2017

Locate your ACT or ACCUPLACER score in the chart below. The course or courses you are eligible to enroll in are listed at the far right in the corresponding Placement Level column. Your advisor can help you select the appropriate class.

ENGLISH		
ACT ENGLISH	or ACCUPLACER Sentence Skills	Placement Level
0-10	0-30	<u>ENGLISH Placement 1</u> ENGL 0620 Foundations of Grammar
11-14	31-55	<u>ENGLISH Placement 2</u> ENGL 0630 Grammar & Writing Improvement
15-17	56-86	<u>ENGLISH Placement 3</u> ENGL 0640 Writing Skills TECH 1005 Applied Technical Writing
18	87-120	<u>ENGLISH Placement 4</u> ENGL 1010 English I: Composition
READING		
ACT Reading	or ACCUPLACER	Placement Level
0-8	0-25	<u>READING Placement 1</u> Referral to Adult Education (AE) department to work on your reading skills. You will be eligible to enroll in HMDV 0500 Bridge Reading once your ACCUPLACER score improves enough to meet the course entrance requirements.
9-20	26-75	<u>READING Placement 2</u> HMDV 0500 Bridge Reading
21	76-120	<u>READING Placement 3</u> No reading improvement required

Admissions

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

ACCUPLACER: Elementary Algebra	55 or above
ACCUPLACER: English	56 or above
ACCUPLACER: Reading	76 or above
HOAE	50 or above

Students with scores falling below 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 Center for Testing and Career Services 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 be awarded.

Admissions

4. A total of three hours of religion may be transferred from an accredited institution to apply towards the social and cultural awareness 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 Academic Services.
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, EWC 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.

Admissions

Activity & Use/Technology Fees (Torrington/Douglas Campuses)

In addition to tuition costs each student will be charged an Activity and Use/Technology Fee of \$28 per credit hour up to and including 16 credit hours for a maximum charge of \$448 per semester.

Student Support

\$5 (Supports scholarship funds)

Student Activities

\$6 (Admission to sporting, fine arts, recreational, and leisure activities for all Torrington and Douglas campus students)

Instructional Support

\$9 (Supports general educational costs)

Technology Fee

\$8 (Support and upgrade technology infrastructure)

\$28 **Total Torrington/Douglas Campus Fees per Credit Hour**

Activity & Use/Technology Fees (Outreach - Chugwater, Glendo, Glenrock, Hulett, Lusk, Moorcroft, Newcastle, Sundance, Wheatland, and Upton)

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 Test Fee (per session) \$20
2. Placement Test Retake Fee (per test if taken within one year of the original test) First retake is free. Subsequent retakes are given with advisor approval only and cost \$7.50 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. HLED 1221 Standard First Aid and Safety Cost of Certification Variable
 - f. HLTK 2005 Prescreen for Health Technology Variable
 - g. ITEC 2360 Teaching with Technology \$15
 - h. Applied Music Courses \$25/credit
 - i. MUSC 1150 Guitar \$25/credit
 - j. MUSC 2150 Guitar II \$25/credit
 - k. PEAC 103_ (Part-Time Students Only) \$35
 - l. WELD 1755 Shielded Metal Arc Welding \$100
 - m. WELD 1760 Advanced Shielded Metal Arc Welding \$100
 - n. WELD 2500 Structural Welding..... \$100
 - o. WELD 2510 Pipe Welding I..... \$100
 - p. WELD 2520 Pipe Welding II..... \$100
 - q. Audit Class Fee (same as for credit students)
 - r. VTTK 2005 Prescreen for Veterinary Technology (Pre-Enrollment). Variable
 - s. VTTK 0005 Rabies Vaccination Variable
 - t. Health Occupations Aptitude Exam (HOAE) \$20
4. CLEP Examinations (per test) \$15 + CLEP Fee
5. DSST Examinations (per test)..... \$15 + DSST 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 \$50
12. Nursing - TEAS-V Exam \$45

Fees, including course fees and lab fees, are subject to change without notice.

Admissions

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 check must be made payable to Eastern Wyoming College. Payment plans may be available from the EWC Business Office for those students that qualify. Failure to pay tuition and fees, or have an approved payment plan in place before the student attends classes may result in a late payment charge. 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.

2016-17 Activity & Use Fees, 2016-2017 Tuition

Credit Hours	On-Campus Activity & Use Fees	Outreach Activity & Use Fees	Technology Fee	In-State Tuition	WUE* Tuition	Out-of-State Tuition
1	\$ 20	\$ 8	\$ 8	\$ 89	\$ 133	\$267
2	40	16	16	178	266	534
3	60	24	24	267	399	801
4	80	32	32	356	532	1,068
5	100	40	40	445	665	1,335
6	120	48	48	534	798	1,602
7	140	56	56	623	931	1,869
8	160	64	64	712	1,064	2,136
9	180	72	72	801	1,197	2,403
10	200	80	80	890	1,330	2,670
11	220	88	88	979	1,463	2,937
12	240	96	96	1,068	1,596	3,204
13	260	104	104	1,068	1,596	3,204
14	280	112	112	1,068	1,596	3,204
15	300	120	120	1,068	1,596	3,204
16+	320	128	128	1,068	1,596	3,204

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.*

2016-17 Cost of Attendance (Budget based on 2016-2017 costs)

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 15 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	\$2,976	\$4,032	\$7,248
Housing and Meals (Standard Room)	\$6,136	\$6,136	\$6,136
Books and Supplies	\$1,300	\$1,300	\$1,300
Transportation and Personal Expenses (Varies)	\$2,680	\$3,080	\$3,080
TOTAL ESTIMATED COST PER YEAR	\$13,092	\$14,548	\$17,764

Admissions

Residence Hall Fees (2016-2017)

Standard Room–Eastern Hall (Option 1)

Fall Semester	Spring Semester	Total
\$3,068	\$3,068	\$6,136

Private Standard–Room Eastern Hall (Option 2)

Fall Semester	Spring Semester	Total
\$3,476	\$3,476	\$6,952

Suite–Eastern Hall (Option 3)

Fall Semester	Spring Semester	Total
\$3,257	\$3,257	\$6,514

Private Suite–Eastern Hall (Option 4)

Fall Semester	Spring Semester	Total
\$3,663	\$3,663	\$7,326

Semi-Private Suite–Lancer Hall (Option 5)

Fall Semester	Spring Semester	Total
\$3,344	\$3,344	\$6,688

Summer 2015: \$108 per week (Room only)

Private Suite–Lancer Hall (Option 6)

Fall Semester	Spring Semester	Total
\$3,776	\$3,776	\$7,552

Summer 2015: \$146 per week (Room only)

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

**Basic Internet service provided may not fully support some media-rich activities such as online gaming or video streaming.*

Meal Plan Options

- 17 Meal Plan: Seventeen meals per week**
- 14 Meal Plan: Any fourteen meals per week plus \$135 Munch Money**
- 10 Meal Plan: Any ten meals per week plus \$315 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 and Activity & Use/Technology Fees are refunded on a course-by-course basis, and are determined by the length of the course and the first meeting day of the course.

*Tuition: For courses which meet the full semester, tuition is refunded in full for 14 calendar days beginning with the first day of the class. Thereafter, there is no refund of tuition. For courses which are offered for less than a full semester, the tuition refund will be prorated.

*Activity & Use/Technology Fees: For courses which meet the full semester, activity and use/technology fees are refunded in full for 8 calendar days beginning with the first day of the class. For courses which are offered for less than a full semester, the activity & use/technology fees refund will be prorated.

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

Admissions

Residency

Requirements for in-state residency for tuition determination for Wyoming Community Colleges are established by the Wyoming Community College Commission. The following regulations govern the classification of students as a resident or non-resident for the purpose of tuition assessment at the seven Wyoming Community Colleges.

a. RESIDENCE CLASSIFICATION POLICY

1. Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification or since their most recent appeal. Reclassification as an in-state student will not be applied retroactively to previous terms.
2. A student assigned a non-resident classification may submit a request for reclassification to the Registrar or his/her designee. **The student must submit the request and accompanying documentation on or before the first day of classes.** A decision will be rendered within 20 days of the first day of classes.
3. A student classified as a resident by one Wyoming Community College or the University of Wyoming will be considered a resident at all Wyoming Community Colleges.
4. **Residing in Wyoming primarily as a student will not support a claim for resident status.**

b. CLASSIFICATION PROCEDURES

1. Residence classification shall be initiated for each student at the time the application for admission is accepted. **Students may request a review whenever they have not been in attendance for at least one semester.**
2. The following students are considered non-residents:
 - Individuals who are not U.S. citizens or permanent residents except as provided by C.2 or C.3 as follows.
 - Individuals holding a valid Nonimmigrant status in the following categories: F-1 and F-2; H-3 and H-4; J-1; K-1; and J-2; M-1 and M-2; Q-1; and R-2 visas except as provided by C.2 or C.3 as follows.

c. RESIDENCY

The following students are considered Wyoming residents (accompanying documents may be required):

1. A financial dependent or under the age of 24 with a parent, guardian, or spouse who lives in the State of Wyoming. (Provide most recent tax return for verification of dependent status. Additional documents may be required to show length of residency in Wyoming.)
2. A graduate of a Wyoming high school.
3. A student who earned a high school equivalency in Wyoming and also qualifies for a Hathaway Scholarship.
4. An active member of the Wyoming National Guard or U.S. Armed Forces member stationed in Wyoming, or the dependent of one.
5. A Wyoming resident who was temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary absence.
6. A student who has been awarded resident tuition status at another Wyoming Community College or the University of Wyoming.
7. The spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to these Guidelines.
8. A legal dependent under age 24 of a Wyoming community college graduate.
9. Has a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, a variety of factors are considered and no one factor determines residence status (see Wyoming Community Colleges Application for Residency Reclassification form for examples).
10. A veteran or eligible individual, as described in 38. U.S.C. 3679 (c) (2), who is enrolling within three (3) years of discharge and is providing a) a certificate or other evidence of the veteran's qualifying service of 90 days or more in the uniformed services of the United States; and b) other documented evidence as outlined on the Wyoming Community Colleges Application for Residency Reclassification.

Admissions

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 7 of Article V of the NJCAA By-Laws defines this responsibility as follows: "All student-athletes participating in any of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations. The Physical must be administered and filed with the athletic department at the college of participation prior to the first practice of each calendar year in which the student-athlete participates." All NJCAA student athletes must have proof of primary health insurance coverage.

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 or beverage 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 www.ewcbkstr.com. 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, 8 am-5 pm. The first week of classes we will be open Monday - Thursday, 8 am to 7 pm and 8 am - 5 pm on Friday.