

# Support Services



# Support Services

## Instructional Support Services

Instructional Support Services is composed of the Center for Testing and Career Services, the Library, the Center for Tutoring and Learning, the Instructional Technology Center, Adult Learning Skills Lab, and Computer Services. These six areas have retained their autonomy but work cooperatively with each other.

Instructional Support Services provide diverse assistance to the college faculty, students, staff, and community. Learning is both a product and process. Within these areas are a consortium of specialists working toward the improvement of learning on campus.

### Center for Testing and Career Services

Academic Testing - The Center offers proctoring of the following exams: Make-up exams for instructors, as well as online tests for EWC and other colleges; Collegiate Assessment of Academic Proficiency (CAAP) tests; College Level Examination Program (CLEP) and DANTES Subject Standardized Test (DSST) credit by examination testing; High School Equivalency Certificate exams (High School Equivalency Test – HiSET, or General Educational Development – GED); ACT College Entrance exams; ACCUPLACER Placement Exams; ACT WorkKeys; Health Occupational Aptitude Exam (HOAE); Test of Essential Academic Skills (TEAS); and professional certification exams through Castle Worldwide.com and pre-hire and professional certification exams through PAN Assessment Network. The Center also provides American Disabilities Act accommodations for qualifying students.

All testing is by appointment only. For more information or to make appointments, contact the coordinator in the Tebbet Building Room 133 or by phone at 307.532.8288.

Career Services - The Center offers assistance in job searching, writing resumes, developing interview skills, and information on employer expectations and success on the job. The Career Center is a member of the Wyoming College Consortium through the College Central Network, which gives students access to local, regional, and national job boards, and provides resume and e-portfolio building tools. For more information or to make appointments, contact

the coordinator in the Tebbet Building room 133 or by phone at 307.532.8288.

### Library

Located in the Tebbet Classroom Building, the Library is an attractive, central facility for research and study. The Library plays a vital role in the educational mission of Eastern Wyoming College. Resources are selected to support the instructional and recreational needs of the College and community. The Library also has access to online databases, on and off campus, through the Internet, all of which make the EWC Library part of the world-wide library community. It is open during the day, 4 evenings a week and on Sundays. When classes are not in session, library hours will be posted. Library personnel are available to assist patrons with their informational needs and to offer bibliographic instruction. For materials not available at the EWC Library, access is provided through interlibrary loan. For the convenience of library patrons, a coin operated photocopier is available as well as a microform reader/printer and a fax machine. The Library operates under the Library Bill of Rights which guarantees the unbiased provision of materials and protects patron privacy.

### Center for Tutoring and Learning

The Center for Tutoring and Learning is where all Eastern Wyoming College students can get help from a trained student-tutor in most areas of study. Check the schedule posted every spring and fall to find a tutor that's right for you. No appointment necessary – just drop by. The Center is located in Tebbet 140, directly below the Library.

The Center for Tutoring and Learning can:

- provide tutors for most EWC courses
- set up study groups
- host review sessions
- advise students on study skills

Students can also call the Center for Tutoring and Learning toll-free. Just dial 866.392.3478 to talk to a tutor.

All EWC students have **free access 24/7** to the online tutoring service NetTutor. NetTutor can be reached via LancerNet.

All services are free to EWC students.

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## **Instructional Technology**

The purpose of this department is to support faculty as they develop distance learning courses and expand distance learning offerings. This department works closely with the Distance Learning committee and faculty members. With training in instructional design (curriculum planning) and delivery, primary support is for the technology of distance learning. Services include: consultation for course planning and delivery, support for distance delivery via online Internet systems, consultation and support for adding web components to traditional and non-Internet distance education courses, training in distance delivery strategies and technologies, and training to use campus classroom technology. The department also provides faculty access to graphic, audio, and video production and editing.

## **Adult Education**

Adult Education classes are free to the public and are held in Torrington in Tebbet Room 140 on a regular basis. Classes are also available at each outreach site in the Eastern Wyoming College service area. Programs of study begin with a 'Start Smart' course which includes testing, cognitive learning, PowerPath screenings, goal setting, and career pathways explorations. Upon completion of the Start Smart course, students begin a program of study utilizing individual career pathways and curriculums aligned with the College and Career Readiness Standards. Throughout the program, students will employ participatory learning strategies, participate in flipped classrooms, prepare for postsecondary education and/or workforce, learn the social capital skills necessary to become gainfully employed, and be offered opportunities to participate in job shadowing, internships, and/or apprenticeships (when possible).

To facilitate instruction, all Adult Education classrooms provide students with adaptations, strategies, resources, and materials needed to successfully meet individual learning goals. In Torrington, the large study area and computer lab provide learners with the opportunity to access technology to enhance the learning experience.

The program offers managed enrolled classes and individualized study plans for people from the age of 16 and beyond. Distance learning opportunities are also available through the AZTEC and PLATO software technologies.

Enrollment in the program begins by contacting the local Adult Education offices, or Wyoming Workforce Services. The web address is [ewc.wy.edu](http://ewc.wy.edu). Click the link to Academics and then to Adult Learning Center.

## **Computer Services**

The Computer Services Department provides a wide range of services to the students and staff of Eastern Wyoming College. All classrooms are equipped with multimedia systems for enhanced learning opportunities. Classroom labs are provided with current hardware and software to support academic instruction in accounting, business studies, word processing and curriculum-specific training. Student labs are available in the residence halls and classroom buildings, with extended hours of operation evenings and weekends in the Student Center and Library.

High speed internet access is provided to users on the Torrington and Douglas campuses in both wired and wireless formats. Residence halls provide both wired and wireless internet access in the student rooms.

Students have free access to a host of online search engines and over 75 research databases through the Eastern Wyoming College computer network.

Eastern Wyoming College provides similar, but more limited, computer access and internet services to students enrolled at the Guernsey, Glenrock, Hulett, Lusk, Moorcroft, Newcastle, Sundance, Wheatland and Upton outreach sites, in partnership with host agencies.

The guidelines for ethical and proper use of computer resources by students are outlined in the Student Handbook. Improper use of these resources may result in suspension of access privileges, student probation, suspension or dismissal.

## **GEAR UP**

EWC GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) offers a wide variety of services to 7th-12th grade students, their parents, and college freshmen throughout the state. The goal is to increase the number of eligible students who complete high school and are prepared to enter

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and succeed in college.

EWC GEAR UP provides the following services to help students develop and strengthen their skills and connect to resources:

- Academic Tutoring
- Career Exploration and Advising
- College Campus Visits
- Summer Academics
- Peer/Adult Mentoring
- Support in completing college and scholarship applications

## Counseling Services

### Personal Counseling

A student's success in college is to a large degree dependent on his/her ability to adjust to the total college environment – academically, socially, personally, and emotionally. The Counselor at Eastern Wyoming College, through individual counseling and/or group counseling, is available to assist in these areas. The primary goal of Counseling Services is to help EWC students mature toward independence, health, and stability.

Parents, faculty, students, and staff are encouraged to utilize EWC Counseling Services by referring students in need of assistance. In some cases, students will be referred to other agencies or service providers best qualified to assist with the defined issue.

## Disability Services

EWC is committed to providing information, accommodation services, and agency referral to students with any type of documented physical, cognitive, or psychological disability.

### Goal:

To promote the independence and self-sufficiency of students with disabilities, and encourage the provision of equal opportunities and access in education for students with disabilities at Eastern Wyoming College as mandated by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

### Services Available:

- Interpreter, Reader, and Recording Services

- Classroom Technology, and Services Available
- Advocacy with Faculty and Staff
- Test-Taking Accommodations
- Assistance with Study Skills, Note-Taking, and Test Preparation
- Career, Academic, and Personal Counseling
- Tutoring Services
- Academic Technology Equipment Loan Assistance

### Eligible:

Any student enrolled at Eastern Wyoming College who has a documented physical disability or learning disability is eligible for assistance.

### Contact:

Wendy George  
Coordinator of Counseling & Disability Services  
Eastern Wyoming College  
3200 West C Street  
Torrington, WY 82240  
307.532.8238

or

Mr. Edward Meyer  
ADA Coordinator/Director of Human Resources  
Eastern Wyoming College  
3200 West C Street  
Torrington, WY 82240  
307.532.8330

TTY: via WY Relay 1.800.877.9965