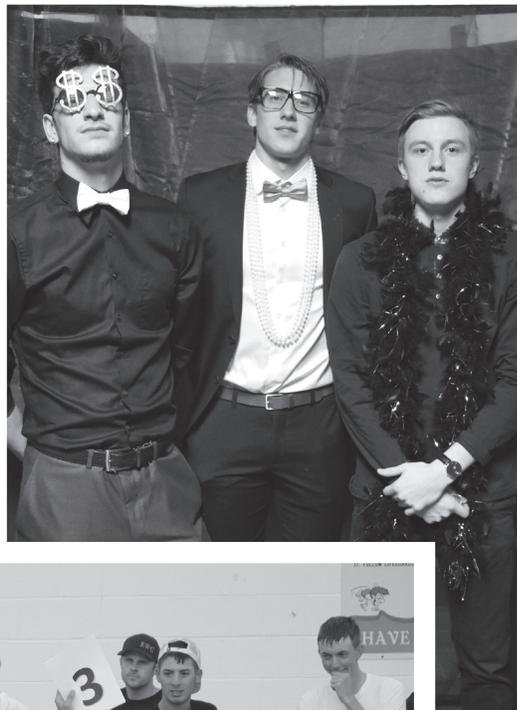


Support Services



Support Services

Instructional Support Services

Instructional Support Services is composed of the Center for Testing and Career Services, the Library, the Student Success Center, the Instructional Technology Center, Adult Learning Skills Lab, and Computer Services.

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

The Testing Center offers proctoring of the following exams: Make-up exams for instructors, as well as online tests for EWC and other colleges; ETS Proficiency Profile; College Level Examination Program (CLEP) and DAN TES Subject Standardized Test (DSST) credit by examination testing; High School Equivalency Certificate exams (High School Equivalency Test – HiSET); 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 and Pearson View, and pre-hire exams through the PSI/PAN Assessment Network. The Center also provides American Disabilities Act accommodations for qualifying students. The Center is a member of the National College Testing Association (NCTA) and adheres to the NCTA's Professional Standards Guidelines.

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.

Student Success Center

The Student Success Center 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 Student Success Center can:

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

Students can also call the Student Success Center 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 Canvas.

All services are free to EWC students.

Support Services

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.

College and Career Readiness Center

The Center has locations throughout the EWC service area and all classes are free to the public. Programs of study begin with a 'Student Success' course which includes testing, cognitive learning, PowerPath screenings, career explorations, and employability/work readiness skills. Upon completion of this course, participants begin a program of study utilizing individual career pathways and curriculums aligned to the College and Career Readiness standards. Throughout the program, participants 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 are offered the opportunity to participate in job shadowing, internships, and/or apprenticeships whenever possible.

Curriculums utilize evidence based research methodologies and individualized study plans for people from the age of 16 and beyond. Distance learning opportunities are also available through State approved platforms.

The Center offers tailor made Bridge programs, on demand, Professional Development courses for local employers, Transitions to College, Concurrent enrollments in postsecondary education, instruction in career pathways tracks, workforce literacy, English Language Acquisition, and high school equivalency preparation.

Enrollment in the program begins by contacting the local instructor as indicated below. The web address is ewc.wy.edu. Click on the link to Academics and then to the College and Career Readiness Center.

Torrington Hours:

Monday & Wednesday: 7 am to 7:30 pm

Tuesday & Thursday: 7 am to 5:00 pm

Fridays: 7 am to 4:00 pm

Outreach

Outreach hours vary from site to site. Contact information is available from each EWC outreach coordinator or on the EWC website.

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.

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.

Support Services

GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) was first proposed by President Clinton in his 1998 State of the Union address and was enacted with broad bipartisan support in October 1998. This discretionary, education grant program is designed to increase the number of income-eligible students who are prepared to enter and succeed in postsecondary education.

Wyoming received its first GEAR UP grant in 2005 and received its current 7-year grant in 2011. It is a statewide grant that serves a minimum of 2,000 students in grades 7th-12th as well as first-year college students. Students are eligible if their families qualify for the federal free or reduced lunch program. The grant is administered by the office of Student Educational Opportunity (SEO) in the Division of Student Affairs at the University of Wyoming and partners with Wyoming's community colleges and the Wyoming Department of Education.

- Services provided include:
- Academic tutoring
- Career exploration and advising
- College campus visits
- Summer academies
- Peer mentoring
- Support in completing college and scholarship applications

GEAR UP Wyoming also provides professional development, through a partnership with the Wyoming Department of Education, to 7th-12th grade teachers aimed at increasing student academic performance and supporting a college-going culture in Wyoming. Please visit the Professional Development page for more information on the professional development provided by GEAR UP Wyoming.

GEAR UP Wyoming is funded through a grant from the U.S. Department of Education.

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

Eligible:

Any student enrolled at Eastern Wyoming College who has a documented physical, cognitive, and/or emotional disability is eligible for assistance.

Support Services

Contact:

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

or

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

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 (Students using their financial aid to purchase books will need to use their EWC student ID). 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 August

26th - 30th and January 14th - 31st, Monday - Friday, 8 am - 5 pm. Rest of the school year store hours are Monday - Thursday, 8 am - 5 pm, Friday, 8 am - 1 pm.

Outreach Program

The college works cooperatively with all public schools in the six-county service area in Eastern Wyoming to provide a wide variety of classes, programs, activities, and services. Many of the high schools offer concurrent enrollment classes. Concurrent enrollment is an option whereby high school students may earn college credit while taking classes in their high schools from instructors who have been approved by EWC. Students may also take dual enrollment classes whereby they enroll in distance learning classes that are taught by EWC faculty. To be dually enrolled, the high school must approve the credit for the high school curriculum. In addition, the college has outreach coordinators in most communities in the six-county service area. These coordinators plan and coordinate credit and non-credit classes in their communities. The college has a branch campus in Douglas which offers day and evening courses emphasizing general education, business, health technology, nursing, education, social sciences and computer applications, and workforce development classes. For more information check out our web site at ewc.wy.edu.

Eastern Wyoming College offers quality education to every part of our service area and through online education, everyone can have an opportunity to take college credits classes and earn a degree. We offer courses in many core areas, including general education, health technology, business, computer applications, nursing, criminal justice, education, social sciences and human development.

The Associate of Arts Degree, the Associate of Science Degree, the Associate of Applied Science Degree, or certificates may be earned entirely off campus providing the student earns a minimum of twelve hours from Eastern Wyoming College and completes the curriculum requirements of a selected major.

For questions about outreach please contact:

Associate Vice President for Outreach and Academic Services at 307.532.8346.

Support Services

Community Education/Workforce Development-Continuing Education

Community Education's mission is to provide life-long learning opportunities for residents of eastern Wyoming that include a wide variety of fun, educational, and general interest non-credit learning opportunities such as bus trips, personal enrichment classes, music classes, cooking classes, art and craft classes, fitness/wellness classes, computer classes, youth classes, and Ed2go classes (on-line, independent learning). Our classes are designed to expand your horizons and to keep you inspired. They vary in length from one session for a few hours to multiple class sessions over several weeks. It is Community Education's goal to offer new and exciting classes each year, while maintaining community favorites. For information on Community Education schedule of offerings call (307) 532.8213 or (307) 532.8323.

Workforce Development-Continuing Education at EWC has a comprehensive workforce training and continuing education program. Our training includes, but is not limited to business development, health care, certifications and industry training, safety, computer technology and welding. Continuing education has been provided to real estate agents, insurance agents, education personnel, medical personnel, law enforcement, businesses, and others.

Workforce Development works with community groups, agencies, and businesses to enhance economic development efforts in our service area. Classes which cater to the business community can be offered in a short term, flexible format, with delivery as quickly as possible. Classes are customized to fit the needs of employers and employees. Serving the needs of our workforce is vitally important to us. These classes may be scheduled anywhere in our service area and can be offered as credit or non-credit depending on individual interest and need.

For more information call 307.532.8323 or 307.532.8213

EWC Workforce Development works with Goshen County residents who are parents and meet certain income and other eligibility guidelines, to access grant funds. This federally

funded grant, TANF (Temporary Assistance for Needy Families) is made available by Wyoming Department of Family Services. For more information contact the Workforce Development Director, Donna White at 307.532.8323 or (307) 532.8213.