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**Student Philosophy Statement**  
**(Approved by Curriculum and Learning Council July 2010)**

Eastern Wyoming College is committed to providing a student experience that promotes academic success in a challenging and supportive environment, facilitates the transition to college for first time students, and helps all students identify and achieve their individual goals. EWC's student experience is designed to foster personal growth by increasing independence, promoting ethical behaviors and personal responsibility for learning, and affording opportunities for student involvement in campus activities to enhance social development.



Welcome to Eastern Wyoming College!

Situated on a hill overlooking the Oregon Trail, just north of the original transcontinental railroad, down the road from old Ft. Laramie, and east of Laramie Peak, Eastern Wyoming College is located in the center of the American West. We're a small college that serves a huge area: a main campus in Torrington, a branch campus in Douglas, and 12 outreach sites located in 6 Wyoming counties. We have a service area of 16,507 square miles!

Founded in 1948, we're a traditional college with a modern campus, new and expanding housing, and great athletic teams. We have small classes, excellent facilities, and the best academic and vocational programs and faculty in the region. Also available are numerous student clubs tied to interests and departments, as well as service and honors organizations, and abundant student activities.

Our student and support services are second to none. Year after year, students and their families talk about how friendly we are. Whether you're looking for a place to help you prepare for success at a four-year college or university, learn a skill or trade, or just move into the next phase of your life, you'll find EWC is a good fit for you.

What if you don't fit the traditional student mold? We're still the place for you! If you're a high school student looking to jump-start your education, a single parent, a returning veteran, a person working full-time in your career, or the first in your family to attend college, we can meet your needs and support you along the way. We excel in starts and restarts. Focused programs, student support services, concurrent and dual enrollment, and outstanding on-line education are all in place to meet your needs and fit your schedule.

Helping people reach their goals is what EWC is all about. You'll find we're a great partner for the journey.

A handwritten signature in cursive script that reads 'Rick Patterson'.

Dr. Richard Patterson  
President, Eastern Wyoming College

# Calendar



# 2015 - 2016 Tentative Calendar

## **Fall, 2015 Semester**

<b>August 21 (Friday)</b>	New Admissions Closed at 4 pm
<b>August 23 (Sunday)</b>	Residence Halls Open at 12 Noon
<b>August 24 (Monday)</b>	New Student Orientation & Registration Night Classes That Start After 5 pm Begin
<b>August 25 (Tuesday)</b>	Regular Semester Classes Begin First Half Block (8 week) Classes Begin
<b>August 28 (Friday)</b>	Last Day to Add Regular Semester Classes at 4 pm
<b>September 1 (Tuesday)</b>	Late Registration Ends at 4 pm
<b>September 7 (Monday)</b>	Labor Day / No Classes
<b>September 8 (Tuesday)</b>	Classes Resume
<b>October 1 (Thursday)</b>	Last Day to Drop First Half Block (8 week) Classes at 4 pm
<b>October 14 (Wednesday)</b>	Midterm End of First Half Block (8 week) Classes
<b>October 15 (Thursday)</b>	Fall Break Begins / No Classes
<b>October 19 (Monday)</b>	Fall Break Ends / Classes Resume Second Half Block (8 week) Classes Begin
<b>November 13 (Friday)</b>	Last Day to Drop Regular Semester Classes at 4 pm
<b>November 24 (Tuesday)</b>	Last Day to Drop Second Half Block (8 week) Classes at 4 pm
<b>November 25 (Wednesday)</b>	Thanksgiving Break Begins / No Classes
<b>November 30 (Monday)</b>	Thanksgiving Break Ends / Classes Resume
<b>December 8 (Tuesday)</b>	Finals Week Begins <i>No final examinations will be rescheduled to accommodate travel arrangements that include leaving campus before a student's scheduled exam.</i>
<b>December 11 (Friday)</b>	Finals Week Ends Semester Ends at 6 pm Residence Halls Close at 6 pm

# 2015 - 2016 Tentative Calendar

## **Spring, 2016 Semester**

<b>January 8 (Friday)</b>	New Admissions Closed at 4 pm
<b>January 10 (Sunday)</b>	Residence Halls Open at 12 Noon
<b>January 11 (Monday)</b>	Registration Night Classes That Start After 5 pm Begin
<b>January 12 (Tuesday)</b>	Regular Semester Classes Begin First Half Block (8 week) Classes Begin
<b>January 15 (Friday)</b>	Last Day to Add Regular Semester Classes at 4 pm
<b>January 18 (Monday)</b>	Wyoming Equality/Martin Luther King Day / No Classes
<b>January 19 (Tuesday)</b>	Classes Resume Late Registration Ends at 4 pm
<b>February 11 (Thursday)</b>	Winter Break Begins / No Classes
<b>February 15 (Monday)</b>	Winter Break Ends / Classes Resume
<b>February 17 (Wednesday)</b>	Last Day to Drop First Half Block (8 week) Classes at 4 pm
<b>March 2 (Wednesday)</b>	Midterm End of First Half Block (8 week) Classes
<b>March 3 (Thursday)</b>	Second Half Block (8 week) Classes Begin
<b>March 4 (Friday)</b>	Spring Break Begins at 4 pm
<b>March 14 (Monday)</b>	Spring Break Ends / Classes Resume
<b>March 25 (Friday)</b>	Easter Break Begins / No Classes
<b>March 29 (Tuesday)</b>	Easter Break Ends / Classes Resume
<b>April 8 (Friday)</b>	Last Day to Drop Regular Semester Classes at 4 pm
<b>April 22 (Friday)</b>	Last Day to Drop Second Half Block (8 week) Classes at 4 pm
<b>May 3 (Tuesday)</b>	Finals Week Begins <i>No final examinations will be rescheduled to accommodate travel arrangements that include leaving campus before a student's scheduled exam.</i>
<b>May 6 (Friday)</b>	Finals Week Ends Semester Ends at 6 pm Graduation at 7 pm
<b>May 7 (Saturday)</b>	Residence Halls Close at Noon

# 2015 - 2016 Tentative Calendar

## **Summer, 2016 Semester**

<b>May 11 (Wednesday)</b>	Summer Pre-Session Begins
<b>June 6 (Monday)</b>	Regular Summer Session Begins
<b>July 4 (Monday)</b>	EWC Observed Holiday (Fourth of July) / No Classes
<b>July 5 (Tuesday)</b>	Classes Resume
<b>July 15 (Friday)</b>	Regular Summer Session Ends
<b>July 29 (Friday)</b>	Summer Session Flexible End Date

Summer classes vary in length. Please consult the most current class schedule on the EWC web page at [ewc.wy.edu](http://ewc.wy.edu).

*The EWC Administration reserves the right to make changes without notice.*

Eastern Wyoming College does not discriminate on the basis of race, color, national origin, marital status, sexual orientation, sex, religion, political belief, veteran status, age, or disability in admission or access to, or treatment, or participation in or employment in its educational programs or activities. Inquiries concerning Title II, Title VI, Title VII, and Section 504, may be directed to Mr. Stuart Nelson, Director of Human Resources, 307.532.8330. Inquiries concerning Title IX may be directed to Dr. Rex Cogdill, Vice President for Student Services, 307.532.8257. Both may be reached at Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240. Alternatively you may contact the Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue 2nd Floor, Cheyenne, WY 82002-0050, or 307.777.7675.

# General Information





# General Information

## Development of Eastern Wyoming College

Eastern Wyoming College was established in September 1948 as the Southeast University Center, an extension of the University of Wyoming and a part of the Torrington School District 3. From 1948 – 1956, the College struggled for existence on a very limited budget which necessarily limited the faculty, curriculum, and student enrollment. At one time during this period, the College enrolled only 16 full-time students taught by two full-time instructors, and was offering only a dozen classes.

In June of 1956, the citizens of the Torrington Public School District voted to organize the Goshen County Community College District as an independent political subdivision of the state with its own board of control. Although this initial action in the formation of a separate college district encompassed the same territorial boundaries as that of the Torrington Public School District, it was possible to enlarge the district by election to annex additional public school districts to the College District. During the fall of 1956, District 1 and District 10 elected to become a part of the College District. In the spring of 1958, District 7 voted to become a part of the College District also. In the fall of 1965 all public school districts within Goshen County voted to become a part of the College District. The name of the college was changed from the Goshen County Community College District to Eastern Wyoming Community College District on December 20, 1968.

After the reorganization in 1956, the enrollment increased to 62 full-time students with 4 full-time instructors offering approximately 30 classes during each term of the school year. Growth of the institution continued steadily. Today the College serves almost 1,900 students in credit courses and over 6,500 students in non-credit activities. The College sponsors outreach programs in Converse, Crook, Niobrara, Platte, and Weston counties.

## Mission

### College Mission - Adopted June 10, 2008

Eastern Wyoming College is a student-centered, comprehensive community college that responds to the educational, cultural, social, and economic needs of its communities with quality, affordable educational opportunities for dynamic lifelong learning.

## Strategic Directions

### Strategic Directions - Adopted June 10, 2008

**Strategic Direction #1** - Thoughtfully prepare our organization and our people for changing and dynamic times.

**Strategic Direction #2** - Promote high quality, accessible learning experiences through responsive programs of distinction aligned with current and future opportunities.

**Strategic Direction #3** - Embrace and invest in technology and modern facilities.

**Strategic Direction #4** - Enhance the quality of the life of individuals, families, the community and region, and positively influence the economy.

**Strategic Direction #5** - Recognize and extend our global reach.

## College Vision for the Future

### College Vision - Adopted June 10, 2008

Eastern Wyoming College will be a dynamic center for education, acting as a catalyst for individual growth, community engagement, and global impact.

# General Information

## Government

Eastern Wyoming College is a public institution established under the provisions of the State Legislature's 1951 Community College Act for the purpose of providing instruction in the first two years of college work, and for offering related services to the people of eastern Wyoming. The College is a tax-supported, co-educational institution under the control of an elected board, the members of which are residents of the College District. The College is operated by the Eastern Wyoming Community College District.

The Eastern Wyoming College Board consists of seven members elected to four year terms (beginning with the general election in 1988), by the eligible voters within the College District. The terms are to be determined by the Board of Trustees, with never more than a simple majority being elected at one time.

Regular meetings of the Board are held on the second Tuesday of each month. Special meetings are called by the President of the Board to conduct business as required.

## Board of Trustees

<b>First Elected</b>	<b>Term Expires</b>	
2010	2018	Angela Chavez, President
2010	2018	John Patrick, Vice President
2008	2016	Mike Varney, Treasurer
2014	2016	Marilyn Fisher, Secretary
2012	2016	Lowell Kautz
2012	2016	Julie Kilty
2006	2018	George Nash

## Accreditation

Eastern Wyoming College is accredited by the following professional organizations:

**\*The Higher Learning Commission of the North Central Association of Colleges & Schools**

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Telephone: 800.621.7440/312.263.0456  
Fax: 312.263.7462  
info@hlcommission.org  
**Internet:** www.ncahlc.org

**\*American Veterinary Medical Association**

1931 N. Meacham Road, Suite 100  
Schaumburg, IL 60173-4360  
Telephone: (800) 248.2862  
Fax: (847) 925.1329  
**Internet:** www.avma.org

**\*American Welding Society**

8669 Doral Boulevard, Suite 130  
Doral, FL 33166  
Telephone: (800) 443.9353  
**Internet:** www.aws.org

To obtain additional accreditation information, contact the EWC Office of Institutional Effectiveness at (307) 532.8220.

# General Information

## Memberships

American Association of Collegiate Registrars and Admissions Officers

American Association of Community Colleges

American Volleyball Coaches Association

APPA: The Association of Higher Education Facilities Officers

Association of Community College Trustees

Association of College and University Housing Officers-International

League for Innovation in the Community College

Mountain States Association of Community Colleges

NAFSA: Association of International Educators

National Association of Student Financial Aid Administrators

National Community Education Association

National Intercollegiate Rodeo Association

National Junior College Athletic Association

Servicemembers Opportunity Colleges (SOC) Consortium

The Higher Learning Commission of the North Central Association of Colleges & Schools

Western Undergraduate Exchange

Western Interstate Commission for Higher Education

Wyoming Association of Community College Trustees

Wyoming Community College Athletic Conference

Wyoming Distance Education Consortium (WyDec)

## AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Eastern Wyoming College is dedicated to providing opportunities and recognizing the talent of all people at our institution. The College is committed to a policy of equal employment opportunity for all persons on the basis of merit without regard to race, color, national origin, marital status, sexual orientation, sex, religion, political belief, veteran status, age, or disability. In accordance with the policy, Eastern Wyoming College affirms its commitment to non-discrimination in its employment practices as they relate to recruitment, hiring, selection, screening, testing, compensation, promotion, employment benefits, educational opportunities, access to programs, work assignments, application of discipline, access to grievance procedures, and any and all other conditions of employment which are provided by Eastern Wyoming College policy, regulation, rule or practice.

All administrators, faculty and staff committees and others involved in employment decisions are directed to comply with this policy. The Director of Human Resources is responsible for administering and coordinating the College's Affirmative Action/Equal Employment Opportunity Program.

Name, office location and telephone number are:

Mr. Stuart Nelson  
Director of Human Resources  
Affirmative Action Officer  
Tebbet Building, 234  
Eastern Wyoming College  
3200 West C Street  
Torrington, WY 82240  
(307) 532.8330

# Admissions



# Admissions

## Admissions

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 have an appropriate ACT score or take the placement exams prior to enrolling in certain English or math courses. Placement tests are administered in the Testing and Career Services 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 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

## COMPASS and ACT Course Placement Guide

### Pre-Algebra (Placement Domain)

**COMPASS Score: 0-23 or ACT Score: 0-13**

*You are referred to:*

The Adult Education (AE) department to work on your mathematical skills. You will be eligible to enroll in MATH 0903 Bridge Math or MATH 0900 Pre-Algebra Arithmetic once your COMPASS score improves enough to meet the course entrance requirements.

**COMPASS Score: 24-44 or ACT Score: 14-18**

*You are eligible for:*

MATH 0903 Bridge Math  
MATH 0900 Pre-Algebra Arithmetic

**COMPASS Score: 45-100 or ACT Score: 19-20**

*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 (Placement Domain)

**COMPASS Score: 0-39 or ACT Score: 19-20**

*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 Math for Elementary Teachers I

**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 (Placement Domain)

**COMPASS Score: 0-64 or ACT Score: 21**

*You are eligible for:*

MATH 1000 Problem Solving  
MATH 1100 Math for Elementary Teachers I  
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 (Placement Domain)

**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 or ACT Score: 0-8**

*You are referred to:*

The Adult Education (AE) department to work on your reading skills. You will be eligible to enroll in HMDV 0500 Bridge Reading or HMDV 0510 Fundamentals of Reading I once your reading score improves enough to meet the course requirements.

**COMPASS Score: 31-50 or ACT Score: 9-12**

*You are required to enroll in:*

HMDV 0500 Bridge Reading  
HMDV 0510 Fundamentals of Reading I

**COMPASS Score: 51-73 or ACT Score: 13-20**

*You are required to enroll in:*

HMDV 0500 Bridge Reading  
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 or ACT Score: 0-10**

*You are required to enroll in:*

ENGL 0620 Foundations of Grammar

**COMPASS Score: 20-30 or ACT Score: 11-14**

*You are required to enroll in:*

ENGL 0630 Grammar & Writing Improvement

**COMPASS Score: 31-74 or ACT Score: 15-17**

*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

# 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

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 Testing and Career Services 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 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 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.



# Admissions

## 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) ..... \$20
2. Placement Test Retake Fee (per session 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 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 ..... Variable
12. Nursing - TEAS-V Exam..... \$45

*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 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.

### 2015-16 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.*

### 2015-16 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)	\$6,136	\$6,136	\$6,136
Books and Supplies	\$1,300	\$1,300	\$1,300
Transportation and Personal Expenses (Varies)	\$2,700	\$3,100	\$3,100
<b>TOTAL ESTIMATED COST PER YEAR</b>	<b>\$12,896</b>	<b>\$14,280</b>	<b>\$17,280</b>

# Admissions

## Residence Hall Fees (2015-2016)

### 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 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.*

# Admissions

## 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. Military veterans or spouse/child of a veteran that qualifies under W.S. 21-17-105.
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.

# 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 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 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.bkstr.com](http://www.bkstr.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. We will be open from 8 am to 6 pm Monday - Thursday and 8 am to 5 pm on Friday the week before classes start. The first week of classes we will be open Monday - Thursday, 8 am to 6 pm and 8 am - 5 pm on Friday.

# Programs of Instruction





# Programs of Instruction

Fields of Study	DEGREE				
	A.A.	A.S.	A.A.S.	CERTIFICATE	PAGE #
Accounting (ACCT)		•			32
Agri-Business: Farm & Ranch Management (FRCH)			•		32
Beef Production (AGBP)				• CD	33
Agriculture					
Agri-Business and Sciences (AGBSS)		•			34
Rangeland Ecology & Watershed Management (REWM)		•			35
Aquaculture Technician (AQTK) <i>Only offered at Wyoming Women's Center</i>				• C	36
Art (ART)	•				36
Biology (BIOL)		•			37
Business Administration (BADM)		•			38
Business Administration (BSAD) <i>Also available by distance! (BSDL)</i>			•		38
Business Education (BSED)		•			39
Business Office Technology (BOTK)			•		40
Business Office Technology (BOFTK)				• CD	41
Business Records Certificate (BSRC)				• C	41
Computer Applications (CAPS)				• C	42
Communication (COMM)	•				42
Cosmetology (CSMO)			•		43
Hair Technician (CSHT)				• CD	44
Nail Technician (CSNT)				• C	44
Skin Technician (CSST)				• CD	44
Criminal Justice <i>Also available by distance!</i>					45
Law Enforcement Emphasis (CJLE) <i>Also available by distance! (CJDL)</i>	•				45
Corrections Certificate (CJCC) <i>Also available by distance! (CJCDL)</i>				• CD	47
Corrections Emphasis (CJCR) <i>Also available by distance!</i>	•				45
Criminal Justice (CMJT)			•		46
Economics (ECON)		•			47
Education					48
Child Development Certificate (ECC) <i>Also available by distance! (ECDL)</i>				• C	50
Early Childhood Education (EDEC) <i>Also available by distance! (EDL)</i>	•				49
Elementary Education (ELED) <i>Also available by distance! (EEDL)</i>	•				48
Secondary Education (SCED)	•				51
Secondary Education, Agriculture (AGED)	•				51
English (ENGL)	•				52
ESL/EFL Teaching Certificate Program (ESFL)				• C	53
Entrepreneurship (ENTR)				• CD	53
Interdisciplinary Studies (INST) <i>Also available by distance! (INDL)</i>	•	•			54
Languages (Foreign) (LANG)	•				55

CD = 1 year certificate

C = less than 1 year certificate

# Programs of Instruction

Fields of Study	DEGREE				
	A.A.	A.S.	A.A.S.	CERTIFICATE	PAGE #
Mathematics					55
Arts and Science (MATH)		•			56
Secondary Education (MTED)	•				56
Music					57
Music Applied (MUSC)	•				57
Music Education (MUSED)	•				58
Nursing (NURS) <i>Douglas Campus Only</i>		•			59
Physical Education, Health and Recreation (PEAC)	•				59
Preprofessional					60
Pre-Dentistry (PDEN)		•			60
Pre-Medicine (PMED)		•			60
Pre-Veterinary Medicine (PVET)		•			61
Pre-Allied Health (PAHL)		•			61
Pre-Nursing (PNSG)		•			62
Pre-Pharmacy (PHAR)		•			62
Social Science Associate (SOSC)	•				63
Statistics (STAT)		•			64
Veterinary Technology (VTTK)			•		64
Veterinary Aide (VTAD)				• CD	64
Welding and Joining Technology (WJTK)			•	• CD	66
Machine Tool Technology (MTT)				• CD	68
Plate Welding (WJTK)				• C	68
Wildlife & Fisheries Biology & Management (WILD)		•			68



# Programs of Instruction

## Catalog Under Which a Student may Graduate

The catalog in use at the time a student first enrolls and completes credit classes offered through Eastern Wyoming College determines the degree or certificate requirements for graduation. However, returning students who have a two-semester break, not including the Summer term, must meet the requirements of the catalog in use at the time of readmission.

Students changing their program of study from their initial enrollment are expected to fulfill graduation requirements under the catalog in effect at the time they begin classes for that program.

If courses originally required in the old catalog no longer exist, the College reserves the right to substitute one course for another in any program or degree. Refresher classes may be required for some skill courses.

## Second Associate Degree from EWC

1. Students who wish to do so may earn more than one degree at Eastern Wyoming College if the areas of concentration are different.
2. Students must consult an advisor when planning a degree. The advisor must approve the planned program of study for the additional degree.
3. Students must complete the degree requirements listed in the current year's catalog for the second degree.
4. A student may receive as many different degrees at graduation as he or she has earned at that point.
5. A maximum of 52 semester hours of credit from the first degree may be applied toward the second degree.
6. For each degree earned, a student must satisfy a 15-hour residency requirement.
7. Please review the Financial Aid Academic Progress Policy regarding second degrees.

## Expected Student Outcomes

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for

participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these general education areas:

### 1. Communications 1:

Graduates will be able to communicate ideas and information in written and spoken English. As a result of completing courses in this area students will be able to effectively use the English language, write and speak with clarity, coherence, and persuasiveness.

### 2. Communications 2:

Graduates will be able to communicate effectively and responsibly through listening, speaking, and writing. As a result of completing courses in this area students will be able to demonstrate listening competencies, prepare and deliver speeches for a variety of audiences, utilize digital media in presentations, and write effectively.

### 3. Mathematics (Quantitative):

Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning. As a result of completing courses in this area students will be able to comprehend and use mathematical concepts and methods to problem-solve in a variety of contexts.

### 4. Constitutional Requirements:

Students will develop knowledge of U.S. and Wyoming constitutions. As a result of completing courses in this area students will acquire a combination of knowledge and skills that will allow them to become more engaged in civic life on a local and national level.

### 5. Lab Science:

Graduates will explore the fundamental principles of the natural sciences and apply scientific methods of inquiry to investigate the natural world. As a result of completing courses in this area students will be able to comprehend and apply the basic principles of science, gather and evaluate data, and apply science concepts to contemporary issues.

### 6. Freshman Foundations:

Students will develop skills necessary for achieving personal responsibility. As a result of completing courses in this area students will gain skills to manage their time, organize their lives, and set personal career goals.

# Programs of Instruction

## 7. Physical Education Activity:

Students will participate in physical activity and behaviors that are part of a healthy lifestyle. As a result of completing courses in this area students will gain an understanding of the importance of physical activity.

## 8. Art & Humanities:

Graduates will be exposed to the complexity of the human experience through study of the arts and humanities. As a result of completing courses in this area students will have a deeper appreciation of the aesthetic, philosophical, and literary dimensions of the human experience.

## 9. Social & Cultural Awareness:

Graduates will be able to demonstrate an awareness of the relationship between the individual and the world. As a result of completing courses in this area students will have an understanding of the role and influence of social, cultural, and economic concepts in shaping human thought, value, and behavior.

## General Education Requirements

### General Transfer

The specific courses that fulfill each of the general transfer categories for the **Associate of Arts** and **Associate of Science Degree** are listed below. Courses that are permitted for the **Associate of Applied Science Degree** are also included and indicated with an asterisk. The process of assigning courses in each category is continually being updated. A class may only fulfill one requirement in the following General Education Categories. Students should contact their advisors for updated listings.

Category/Courses	Course Title	Hours
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#### Foundations

#### COMMUNICATIONS 1

ENGL 1010	English I: Composition	3
*TECH 1005	Applied Technical Writing	3

\*Permitted for AAS Programs only

#### COMMUNICATIONS 2

BADM 1020	Business Communications	3
CO/M 2020	Public Speaking	3
ENGL 2001	Sophomore Project: Interdisciplinary Writing	3
ENGL 2020	Introduction to Literature	3

## Mathematics (Quantitative)

*BADM 1005	Business Mathematics I	3
MATH 1000	Problem Solving	3
MATH 1100	Math for Elementary Teachers I	3
MATH 1400	Pre-Calculus Algebra	4
MATH 1405	Pre-Calculus Trigonometry	3
MATH 1450	Algebra and Trigonometry	5
*MATH 1515	Applied Technical Mathematics	3
MATH 2200	Calculus I	4
MATH 2350	Business Calculus	4
*VTTK 1751	Pharmaceutical Calculations	4

\*Permitted for AAS Programs only

## Constitutional Requirements

HIST 1211	U.S. to 1865	3
HIST 1221	U.S. from 1865	3
HIST 1251	History of Wyoming	3
POLS 1000	American & Wyoming Government	3
*POLS 1050	Basics in United States and Wyoming Government	2

\*Permitted for AAS Programs only

## Lab Science I

AECL 1000	Agroecology	4
BIOL 1000	Principles of Biology	4
BIOL 1010	General Biology I	4
CHEM 1000	Introductory Chemistry	4
CHEM 1020	General Chemistry I	4
GEOL 1100	Physical Geology	4
GEOL 1470	Environmental Geology	4
PHYS 1110	General Physics I	4
ZOO 1500	Introduction to Human Anatomy & Physiology	4
*CSMO 1025	Hair Fundamentals	4
*WELD 1755	Shielded Metal Arc Welding	5

\*Permitted for AAS Programs only

## Freshman Foundations

HMDV 1000	College Studies	1
or HMDV 1025	Orientation to Distance Learning	1
or HMDV 1500	Human Development: Empowerment	3
First Year Seminars (FYS)		TBD

## Physical Education Activity

EQST 1725	Rodeo Rough Stock I	2
EQST 1740	Rodeo Timed Events	2
PEAC 1008	Lifetime Sports	1
PEAC 1012	Beginning Swimming	1



# Programs of Instruction

## A. Associate of Arts Degree

The Associate of Arts Degree will be awarded students in transfer programs who complete the following requirements:

1. Completion of the program requirements in which the student is enrolled.
2. Completion of a minimum of 60 semester hours in courses numbered 1000 or above with a cumulative grade point average of 2.00 or better.
3. No more than six hours in courses numbered 1490, 1990, 2490, or 2990 will apply toward the degree. In addition, no course offered under the Developmental Studies Department may be applied toward the degree.
4. Completion of at least 15 semester hours applicable towards graduation from Eastern Wyoming College.
5. Completion of the appropriate reading course or an appropriate score on the reading exam. See COMPASS and ACT Course Placement Guide on page 14.
6. Completion of the college-wide exit assessment and the outcomes assessment requirements specific to the major.
7. File graduation application with the Student Services Office. The application is due mid-November for December graduation or mid-March for May or July graduation.
8. Students who have an incomplete and plan to graduate have one semester or the Summer session (whichever comes first) in which to finish the incomplete. If they do not finish the incomplete, the graduation date moves to the semester in which they finish the incomplete. A new graduation application must be submitted to the Student Services Office.
9. A grade of either "S" or "C" or better must be received in each course used to satisfy the general transfer requirements below. A grade of "S" may be earned through institutional challenge, CLEP, or advanced placement examinations.
10. All students are required to meet the constitutional requirement by taking one of the following: HIST 1211 U.S. to 1865, HIST 1221 U.S. from 1865, HIST 1251 History of Wyoming, POLS 1000 American & Wyoming Government.

The process of assigning specific courses that fulfill each of the general transfer categories listed below is continually being updated. Students are advised to contact their advisors for updated listings to ensure meeting the appropriate requirements for graduation or transfer.

Minimum Hours Required	General Transfer Categories
1	Freshman Foundations
3	Communications 1
3	Communications 2
3	Mathematics (Quantitative)
4	Lab Science
3	*Arts & Humanities
3	*Social & Cultural Awareness
3	Constitutional Requirements
<u>1</u>	Physical Education Activity
24	

\*6 hours from these two categories are required, at least one class from each category.

# Programs of Instruction

## B. Associate of Science Degree

The Associate of Science Degree will be awarded students in transfer programs who complete the following requirements:

1. Completion of the program requirements in which the student is enrolled.
2. Completion of a minimum of 60 semester hours in courses numbered 1000 or above with a cumulative grade point average of 2.00 or better.
3. No more than six hours in courses numbered 1490, 1990, 2490, or 2990 will apply toward the degree. In addition, no course offered under the Developmental Studies Department may be applied toward the degree.
4. Completion of at least 15 semester hours applicable towards graduation from Eastern Wyoming College.
5. Completion of the appropriate reading course or an appropriate score on the reading exam. See COMPASS and ACT Course Placement Guide on page 14.
6. Completion of the college-wide exit assessment and the outcomes assessment requirements specific to the major.
7. File graduation application with the Student Services Office. The application is due mid-November for December graduation or mid-March for May or July graduation.
8. Students who have an incomplete and plan to graduate have one semester or the Summer session (whichever comes first) in which to finish the incomplete. If they do not finish the incomplete, the graduation date moves to the semester in which they finish the incomplete. A new graduation application must be submitted to the Student Services Office.
9. A grade of either "S" or "C" or better must be received in each course used to satisfy the general transfer requirements below. A grade of "S" may be earned through institutional challenge, CLEP, or advanced placement examinations.
10. All students are required to meet the constitutional requirement by taking one of the following: HIST 1211 U.S. to 1865, HIST 1221 U.S. from 1865, HIST 1251 History of Wyoming, POLS 1000 American & Wyoming Government.

The process of assigning specific courses that fulfill each of the general transfer categories listed below is continually being updated. Students are advised to contact their advisors for updated listings to ensure meeting the appropriate requirements for graduation or transfer.

Minimum Hours Required	General Transfer Categories
1	Freshman Foundations
3	Communications 1
3	Communications 2
3	Mathematics (Quantitative)
4	Lab Science
3	*Arts & Humanities
3	*Social & Cultural Awareness
3	Constitutional Requirements
<u>1</u>	Physical Education Activity
24	

\*6 hours from these two categories are required, at least one class from each category.

# Programs of Instruction

## C. Associate of Applied Science Degree

The Associate of Applied Science Degree will be awarded students in technical programs who complete the following requirements:

1. Completion of the curriculum requirements and approved electives for the program in which the student is enrolled.
2. Completion of at least 15 semester hours applicable towards graduation from Eastern Wyoming College.
3. Completion of a minimum of 60 semester hours with a cumulative grade point average of 2.00 or better.
4. Students must complete all program requirements, including electives, with a grade of "C" or better.
5. Completion of the appropriate reading course or an appropriate score on the reading exam. See COMPASS and ACT Course Placement Guide on page 14.
6. File graduation application with the Student Services Office. The application is due mid-November for December graduation or mid-March for May or July graduation.
7. Students who have an incomplete and plan to graduate have one semester or the Summer session (whichever comes first) in which to finish the incomplete. If they do not finish the incomplete, the graduation date moves to the semester in which they finish the incomplete. A new graduation application must be submitted to the Student Services Office.
8. A grade of either "S" or "C" or better must be received in any course used to satisfy the general education requirements. A grade of "S" may be earned through institutional challenge, CLEP, or advanced placement examinations.
9. Completion of the college-wide exit assessment and the outcomes assessment requirements specific to the major.
10. All students are required to meet the constitutional requirement by taking one of the following: HIST 1211 U.S. to 1865, HIST 1221 U.S. from 1865, HIST 1251 History of Wyoming, POLS 1000 American & Wyoming Government, POLS 1050 Basics in United States and Wyoming Government.

Minimum Hours Required	General Transfer Categories
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1	Freshman Foundations
3	Communications 1
3	Mathematics (Quantitative)
2-3	*Constitutional Requirements
5-6	From within the following categories: Social & Cultural Awareness Arts & Humanities Lab Science Physical Education Activity

15 hours

\*Students must take POLS 1000, HIST 1211, HIST 1221, HIST 1251, or POLS 1050. Students should consult with their advisors concerning transferability.



# Programs of Instruction

## D. Certificate

Certificates will be awarded to students in certificate programs who complete the following requirements:

1. Completion of the curriculum requirements specified for the respective programs, with a cumulative grade point average of 2.00 or better.
2. Completion of the appropriate reading course or an appropriate score on the reading exam. See COMPASS and ACT Course Placement Guide on page 14.
3. File graduation application with the Student Services Office. The application is due mid-November for December graduation or mid-March for May or July graduation.
4. Students who have an incomplete and plan to graduate have one semester or the Summer session (whichever comes first) in which to finish the incomplete. If they do not finish the incomplete, the graduation date moves to the semester in which they finish the incomplete. A new certificate application must be submitted to the Student Services Office.
5. Completion of the outcomes assessment appropriate to the program.

## E. Distance Learning

Eastern Wyoming College offers complete Distance Learning Programs:

- Interdisciplinary Studies AA
- Interdisciplinary Studies AS
- Criminal Justice AA
- Business Administration AAS
- Early Childhood Education AA
- Elementary Education AA
- Child Development C
- Corrections C

The primary mode of delivery is internet. Please see the website, [ewc.wy.edu](http://ewc.wy.edu), for a complete listing of courses each semester. All previously listed degree requirements still pertain to distance degrees.

Veterans educational benefits may be adjusted when a student enrolls in all distance education courses.

## F. Self-Directed Studies

Self-Directed Studies classes are hands-on performance based courses in which there are no regularly scheduled meeting times. Each student is responsible for setting their own study schedule in order to complete the required coursework in the

allotted time.

While students are allowed to do their work when and where they like, all assignments are due on (or before) the final regular day of the semester. Students are encouraged to get to work early and be finished with the course as soon as possible. It's not realistic to think you can get all the work done in less than 5 weeks.

These classes include approximately 20 hands-on activities from the textbook - averaging out to about 3 exercises per week over 7-weeks. Coursework is submitted digitally through the EWC "LancerNet" learning management system.

For students wanting (or needing) individual assistance, the instructor will be available in the Community Training Center Computer Lab 5-days a week -- including extended evening hours on Tuesdays and Thursdays. Students are welcomed to use this lab for any coursework requiring network connectivity. Students should meet with the instructor the first week of the semester to outline their study plan.

## PROGRAMS OF INSTRUCTION

The following are suggested programs of instruction available at Eastern Wyoming College. Each program lists the degree offered; the various options, if any, within the program; the criteria for the degree; and program requirements.

Program electives are designated by asterisks (\*) and are generally listed immediately following suggested programs of instruction. In recognition that all student goals are not met with a single academic plan, the student, with his/her advisor's sign-off approval, may include substitute courses for those indicated by an asterisk. Students will be responsible to confer with their advisors in planning their schedules.

The suggested courses to fulfill the general education requirements are incorporated into each program of study. Students should consult with their advisors to ensure that all general education requirements are satisfied.

# Programs of Instruction

## ACCOUNTING

**DEGREE:** ASSOCIATE OF SCIENCE  
**CREDITS:** 60

The suggested accounting/business administrative program allows the student to earn an Associate of Science Degree while completing the first two years of college work toward a bachelor's degree. Those majoring in accounting, marketing, management, finance or other specific areas of business generally take the same courses during the first two years.

Students must complete all program requirements, including approved electives, with a "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
ACCT 1010	Principles of Accounting I	3
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
	Constitutional Requirements	3
MATH 1400	Pre-Calculus Algebra	4
		<b>Total 14</b>

Spring Semester		Credit
ACCT 1020	Principles of Accounting II	3
ENGL 2020	Introduction to Literature	3
STAT 2050	Fundamentals of Statistics	4
	Physical Education Activity	1
	Lab Science	4
		<b>Total 15</b>

### SOPHOMORE YEAR

Fall Semester		Credit
ECON 1010	Macroeconomics	3
MATH 2350	Business Calculus	4
CO/M 2020	Public Speaking	3
ACCT 2450	Cost Accounting	3
MKT 2100	Principles of Marketing	3
		<b>Total 16</b>

Spring Semester		Credit
ECON 1020	Microeconomics	3
BADM 2010	Business Law I	3
MATH 2355	Mathematical Applications for Business	4
IMGT 2400	Introduction to Information Management	3
	*Approved Elective	2
	Outcomes Assessment: Departmental Exam and Core Competency Evaluation	
		<b>Total 15</b>

## AGRI-BUSINESS: FARM AND RANCH MANAGEMENT

**DEGREE:** ASSOCIATE OF APPLIED SCIENCE  
**CREDITS:** 60-61  
 CERTIFICATE-BEEF PRODUCTION 33

### ASSOCIATE OF APPLIED SCIENCE- FARM AND RANCH MANAGEMENT

The Associate of Applied Science Degree in Farm and Ranch Management provides the basic subject matter and training for successful students to compete for employment.

Students must complete all program requirements, including approved electives, with a "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
AGRI 1010	Computers: Agriculture	3-4
or CMAP 1765	Spreadsheet Application II: Microsoft Excel	
and CMAP 1800	Database Applications I: Access	
ANSC 1010	Livestock Production I	4
BIOL 1000	Principles of Biology	4
or BIOL 1010	General Biology	
or AECL 1000	Agroecology	
	Freshman Foundations	1
MATH 1000	Problem Solving	3
or MATH 1515	Applied Technical Math	
		<b>Total 15-16</b>

Spring Semester		Credit
AGEC 2010	Farm-Ranch Business Records	3
AGTK 1910	Equipment Maintenance and Repair	2
REWM 2000	Principles of Range Mgmt	3
TECH 1005	Applied Technical Writing	3
or ENGL 1010	English I: Composition	
	Constitutional Requirement	3
AGEC 1970	Agriculture Internship	2
		<b>Total 16</b>

\*Approved Electives: Any course at the 1000 or above level.



# Programs of Instruction

## SOPHOMORE YEAR

Fall Semester		Credit
AGEC 1010	Agricultural Economics	3
AGEC 2020	Farm & Ranch Business Management	3
AGEC 2350	Agricultural Commodities in Marketing	2
ANSC 2030	Principles of Livestock Feeding	4-3
or CROP 2200	Forage Crops	
	*Approved Electives	3-4
<b>Total 14-15</b>		

Spring Semester		Credit
AGEC 2150	Agri-Business Finance	3
AGTK 1550	Veterinary Elements	
or SOIL 2200	Applied Soils	4-3
AGEC 2395	AG Capstone Project	2
	*Approved Electives	6-7
<b>Total 14-15</b>		

### \*Approved Agricultural Electives:

AGEC 1200	Economics & Management of Agricultural Equipment	2
AGEC 2300	Agricultural Marketing	2
AGRI 2000	Agriculture Chemicals	2
AGTK 1550	Veterinary Elements	4
AGTK 1810	Beginning Hydraulics	3
AGTK 1910	Equipment Maintenance and Repair	2
ANSC 1035	Horse Production	3
ANSC 1100	Management of Reproduction	4
ANSC 1210	Beginning Livestock Judging I	2
ANSC 2110	Beef Production and Management	3
ANSC 2900	Nutrition in Veterinary Medicine	3
CROP 2200	Forage Crop Science	3
ELTR 1515	Electrical Concepts	2
EQST 1570	Horseshoeing I	1
EQST 1580	Horseshoeing II	1
EQST 1725	Rodeo Rough Stock I	2
or EQST 1740	Rodeo Timed Events I	2
MCHT 1500	General Machine Shop	2
or MCHT 1610	Machine Tool Technology I	2
REWM 2500	Rangeland Plant Identification 2	
SOIL 2200	Applied Soils	3
SOIL 2300	Soil Science & Fertilizer Technology	2
WELD 1700	General Welding	3

## CERTIFICATE-BEEF PRODUCTION

The Beef Production Certificate program is an intensive curriculum designed to train the student for an entry level management position in the Production Livestock Industry. The program emphasizes hands-on learning through labs and practicum experience. New technologies used include: computer assisted ration formulation and record keeping, ultrasound equipment, software for cowherd management and farm management, and GPS.

Students must complete all program requirements with a "C" grade or better.

## FRESHMAN YEAR

Fall Semester		Credit
AECL 1000	Agroecology	4
or BIOL 1000	Principles of Biology	
or BIOL 1010	General Biology	
AGRI 1010	Computers in Agriculture	3
ANSC 1210	Beg. Livestock Judging	2
ANSC 2030	Principles of Livestock Feeding	4
ANSC 2110	Beef Production and Management	3
	Freshman Foundations	1
<b>Total 17</b>		

Spring Semester		Credit
AGEC 1970	Ag Internship	2
AGEC 2010	Farm-Ranch Business Records	3
AGTK 1550	Veterinary Elements	4
ANSC 1100	Mgmt of Reproduction	4
REWM 2000	Princ. of Range Mgmt Written Exam (Outcomes Assessment)	3
<b>Total 16</b>		

### Course substitutions with advisor approval:

AGEC 2020	Farm-Ranch Business Management	3
AGEC 2150	Agri-Business Finance	3
AGEC 2300	Agricultural Marketing	2
AGEC 2350	Agricultural Commodities in Marketing	2
ANSC 1010	Livestock Production I	4
CROP 2200	Forage Crop Science	3
REWM 2000	Principles of Range Management	3

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC's website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

# Programs of Instruction

## AGRI BUSINESS AND SCIENCES

DEGREE	CREDITS
ASSOCIATE OF SCIENCE	60

This degree will prepare students who plan to transfer to a four-year college or university. The courses have been designed to transfer to the University of Wyoming College of Agriculture. Other colleges or universities may have other requirements and students should work with their EWC advisors to plan for other college requirements. This degree presents the student with four options: a General Agriculture option for those that are not sure in what specific area in agriculture they would like to major, an Agricultural Business option, an Agroecology/ Agronomy option, and an Animal Science option.

Students must complete all program requirements, including approved electives, with a "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
MATH 1400	Pre-Calculus Algebra	4
	Freshman Foundations	1
AECL 1000	Agroecology	4
AGRI 1010	Computers in Agriculture	3
	<b>Total 15</b>	

Spring Semester		Credit
BIOL 1010	General Biology I	4
ENGL 2020	Introduction to Literature	3
	Physical Education Activity	1
	*Approved Electives	7
	<b>Total 15</b>	

### SOPHOMORE YEAR

Fall Semester		Credit
AGEC 1010	Agricultural Economics	3
CO/M 2020	Public Speaking	3
	Constitutional Requirements	3
	*Approved Electives	6
	<b>Total 15</b>	

Spring Semester		Credit
AGEC 2395	Ag Capstone Project	2
STAT 2050	Fundamentals of Statistics	4
	Arts & Humanities	3
	*Approved Electives	6
	<b>Total 15</b>	

## GENERAL AGRICULTURE OPTION

Students pursuing the General Ag option must take an additional **19 credit hours** of approved Ag electives. Encouraged are electives with the following prefixes: AGECE, AGRI, AGTK, ANSC, CROP, ELTR, EQST, MCHT, REWM, and WELD. This option is for students who are not sure what area they would like to specialize in and would like basic training in a number of agricultural subjects. It is recommended for training for professions which involve a broad knowledge of agriculture—operators and managers of general farms, county agricultural agents, agricultural writers, and many other types of commercial agricultural positions.

## AGRICULTURAL BUSINESS OPTION

Students pursuing the Ag Business option must take the following courses as electives:

ACCT 1010	Principles of Accounting I	3
ACCT 1020	Principles of Accounting II	3
ECON 1020	Microeconomics	3
MATH 2350	Business Calculus	4

Total 13

Students must take an additional **6 credit hours** of approved Ag electives. Encouraged are electives with the following prefixes: AGECE, ANSC, CROP, and REWM. This option is designed to provide advanced training for individuals with a desire to broaden their scope of career opportunities with marketing firms, agricultural supply installations, equipment and fertilizer companies, and other businesses serving agriculture.

## AGROECOLOGY/AGRONOMY OPTION

Students pursuing the Agroecology/ Agronomy option must take the following courses as electives:

SOIL 2200	Applied Soils	3
CHEM 1000	Introductory Chemistry	4
CHEM 2300	Introductory Organic Chemistry	4

Total 11

Students must take an additional **8 credit hours** of approved Ag electives. Encouraged are electives with the following prefixes: AGECE, AGRI, AGTK, ANSC, CROP, ELTR, MCHT, REWM, and WELD. This option is designed for students that are interested in further study dealing with crops and agronomy. Career opportunities include equipment and fertilizer companies, seed and chemical companies, and other companies dealing with the crop areas of agriculture.

# Programs of Instruction

## ANIMAL SCIENCE OPTION

Students pursuing the Animal Science option must take the following courses as electives:

ANSC 1010	Livestock Production I	4
CHEM 1000	Introductory Chemistry	4
CHEM 2300	Introductory Organic Chemistry	4

Total 12

Students must take an additional **7 credit hours** of approved Ag electives. Encouraged are electives with the following prefixes: AGECE, AGRI, AGTK, ANSC, CROP, ELTR, EQST, MCHT, REWM, and WELD. This option is designed for students interested in career opportunities in agriculture that involve livestock, such as feed and supplement dealers, veterinarians, livestock feeding operations, and ranches.

*Approved Agriculture Electives		
AGEC 1200	Economics & Management of Agricultural Equipment	2
AGEC 1510	Farm/Ranch Application & Review of Management	3
AGEC 1970	Ag Internship	2
AGEC 2010	Farm-Ranch Business Records	3
AGEC 2150	Agri-Business Finance	3
AGEC 2020	Farm-Ranch Business Management	3
AGEC 2300	Agricultural Marketing	2
AGEC 2350	Agricultural Commodities in Marketing	2
AGRI 2000	Agricultural Chemicals	2
AGTK 1550	Veterinary Elements	4
AGTK 1810	Beginning Hydraulics	3
AGTK 1910	Equipment Maintenance and Repair	2
ANSC 1010	Livestock Production I	4
ANSC 1035	Horse Production	3
ANSC 1100	Management of Reproduction	4
ANSC 1210	Beginning Livestock Judging I	2
ANSC 1220	Techniques of Livestock Judging II	1
ANSC 1610	Anatomy & Physiology of Domestic Animals	4
ANSC 1620	Anatomy & Physiology of Domestic Animals II	4
ANSC 2030	Principles of Livestock Feeding	4
ANSC 2110	Beef Production and Management	3
ANSC 2230	Advanced Techniques of Livestock Judging III	1
ANSC 2240	Advanced Techniques of Livestock Judging IV	1

ANSC 2900	Nutrition in Veterinary Medicine	3
CROP 2200	Forage Crop Science	3
ELTR 1515	Electrical Concepts	2
EQST 1570	Horseshoeing I	1
EQST 1580	Horseshoeing II	1
EQST 1725	Rodeo Rough Stock I	2
EQST 1740	Rodeo Timed Events I	2
MCHT 1500	General Machine Shop	2
MCHT 1610	Machine Tool Technology I	2
REWM 2500	Rangeland Plant Identification	2
SOIL 2300	Soil Science and Fertilizer Technology	2
WELD 1700	General Welding	3

## AGRICULTURE

DEGREE	CREDITS
ASSOCIATE OF SCIENCE	
RANGELAND ECOLOGY AND WATERSHED MANAGEMENT	61

### RANGELAND ECOLOGY AND WATERSHED MANAGEMENT

Rangeland is a fundamental, renewable natural resource. Throughout the western U.S., it offers a wide-range of opportunities for the multiple uses of livestock and wildlife grazing, recreation, water production and natural beauty. The rangeland ecology and watershed management curriculum is designed for students wishing to study ecology, utilization and management of rangelands and wildland watersheds, and related resources including forestry, recreation, wildlife management, soil science, botany and zoology. The curriculum is designed so that students can transfer to four-year institutions and prepare for careers in natural resource management as Range Conservationists, Soil Conservationists, and Range or Forest Hydrologists.

Students must complete all program requirements, including approved electives, with a "C" or better.

# Programs of Instruction

## FRESHMAN YEAR

Fall Semester		Credit
BIOL 1010	General Biology I	4
CHEM 1000	Introductory Chemistry	4
ENGL 1010	English I: Composition	3
MATH 1400	Pre-Calculus Algebra	4
	Freshman Foundations	1
<b>Total</b>		<b>16</b>

Spring Semester		Credit
REWM 2000	Principles of Range Management	3
	Constitutional Requirements	3
BIOL 2020	General Biology II	4
	Arts & Humanities	3
	Physical Education Activity	1
<b>Total</b>		<b>14</b>

## SOPHOMORE YEAR

Fall Semester		Credit
AECL 1000	Agroecology	4
AGEC 1010	Agricultural Economics I	3
ZOO 2450	Principles of Fish and Wildlife Management	3
	Social & Cultural Awareness	3
AGRI 1010	Computers: Agriculture	3
<b>Total</b>		<b>16</b>

Spring Semester		Credit
CO/M 1010	Public Speaking	3
STAT 2050	Fundamentals of Statistics	4
RNEW 2100	Forest Management	3
SOIL 2200	Applied Soils	3
AGEC 2395	AG Capstone Project (Outcomes Assessment)	2
<b>Total</b>		<b>15</b>

## AQUACULTURE TECHNICIAN

<b>DEGREE:</b>	<b>CREDITS</b>
CERTIFICATE	12

This program will enable a student to meet entry level requirements for employment as an aquaculture technician. Students completing the program will have a basic understanding of aquaculture production methods and fish management techniques. This program is offered only at the Wyoming Women's Center in Lusk.

Students must complete all program requirements including approved electives with a "C" or better.

## FRESHMAN YEAR

Fall Semester		Credit
AQTK 1500	Introduction to Aquaculture	3
AQTK 1520	Aquaculture Systems	3
AQTK 1550	Fish Health Management	3
AQTK 1600	Hatchery Management	3
<b>Total</b>		<b>12</b>

Federal Financial Aid is not available for this certificate program.

## ART

<b>DEGREE:</b>	<b>CREDITS</b>
ASSOCIATE OF ARTS	60

The Associate of Arts in Art provides freshman and sophomore level courses required by most colleges for a Bachelor of Arts or a Bachelor of Fine Arts degree in the visual arts. This program is ideal for students interested in a career in the fine or applied arts. The outcomes assessment requirement for this program will be an exhibition of art completed during the student's time in the program. This exhibition must be accompanied by an Artist's Statement, a written explanation of the work on display.

Students must complete all program requirements, including approved electives, with a grade of "C" or better.

# Programs of Instruction

## FRESHMAN YEAR

Fall Semester		Credit
ART 1005	Beginning Drawing	3
ART 1110	Foundation: Two-Dimensional	3
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
	Constitutional Requirements	3
	Physical Education Activity	1
<b>Total</b>		<b>14</b>

Spring Semester		Credit
ART 1130	Foundation: Color Theory	3
ART 1310	Introduction to Sculpture	3
ENGL 2020	Introduction to Literature	3
	Lab Science	4
	*Art Elective	3
<b>Total</b>		<b>16</b>

## SOPHOMORE YEAR

Fall Semester		Credit
ART 1120	Foundations: Three-Dimensional	3
ART 2410	Ceramics I	3
ART 2010	Art History I	3
MATH 1000	Problem Solving	3
	**Approved Elective	3
<b>Total</b>		<b>15</b>

Spring Semester		Credit
ART 2210	Painting I	3
ART 2020	Art History II	3
	Social & Cultural Awareness	3
	*Art Elective	3
	**Approved Elective	3
	Outcomes Assessment: Exhibition and Artist Statement	
<b>Total</b>		<b>15</b>

### \*Art Electives:

ART 1179	Adobe Photoshop I	3
ART 1250	Water Based Media I	3
ART 2005	Drawing II	3
ART 2145	Digital Photography	3
ART 2220	Painting II	3
ART 2420	Ceramics II	3

### \*\*Approved Electives:

CO/M 2020	Public Speaking	3
ENGL 2440	Literary Genres: Short Story	3
INET 1590	Web Page Design	3
INET 1610	Dynamic Web Graphics: Flash Web Design	3
LIBS 2280	Introduction to Children's Literature	3
MUSC 1000	Introduction to Music	3

MUSC 2015	Introduction to the Music of the World's People	3
PHIL 1000	Introduction to Philosophy	3
RELI 1000	Introduction to Religion	3
SOC 1000	Sociological Principles	3
THEA 1000	Introduction to Theatre	3
WELD 1700	General Welding	3

## BIOLOGY

DEGREE:	CREDITS
ASSOCIATE OF SCIENCE	
BIOLOGY	60

## BIOLOGY

The Biology major is a transfer program designed for students interested in training in the biological sciences. It enables students to combine courses in biology, botany, zoology, and molecular biology to meet specific interests.

Students must complete all program requirements including approved electives with a "C" or better.

## FRESHMAN YEAR

Fall Semester		Credit
BIOL 1010	General Biology I	4
CHEM 1020	General Chemistry I	4
ENGL 1010	English I:Composition	3
	Freshman Foundations	1
MATH 1400	Pre-Calculus Algebra	4
<b>Total</b>		<b>16</b>

Spring Semester		Credit
BIOL 2020	General Biology II	4
CHEM 1030	General Chemistry II	4
ENGL 2020	Introduction to Literature	3
MATH 1405	Pre-Calculus Trigonometry	3
<b>Total</b>		<b>14</b>

## SOPHOMORE YEAR

Fall Semester		Credit
CHEM 2300	Introduction to Organic Chemistry	
or CHEM 2320	Organic Chemistry I	4
MATH 2200	Calculus I	4
PHYS 1110	General Physics I	4
	Physical Education Activity	1
	Social & Cultural Awareness	3
<b>Total</b>		<b>16</b>

# Programs of Instruction

Spring Semester	Credit
MOLB 2220 Pathogenic Microbiology	4
or CHEM 2340 Organic Chemistry II	4
STAT 2050 Fundamentals of Statistics	4
Arts & Humanities	3
Constitutional Requirements	3
Outcomes Assessment: Portfolio/ Rubrics Based Assessment	3
<b>Total</b>	<b>14</b>

## BUSINESS ADMINISTRATION

DEGREES:	CREDITS
ASSOCIATE OF SCIENCE	60
ASSOCIATE OF APPLIED SCIENCE	60

## ASSOCIATE OF SCIENCE

The suggested program in accounting/business administration allows the student to earn an Associate of Science Degree while completing the first two years of college work toward a bachelor's degree. Those majoring in accounting, marketing, management, finance or other specific areas of business generally take the same courses during the first two years.

Students must complete all program requirements, including approved electives, with a "C" or better.

FRESHMAN YEAR	
Fall Semester	Credit
ACCT 1010 Principles of Accounting I	3
ENGL 1010 English I: Composition	3
Freshman Foundations	1
Constitutional Requirements	3
MATH 1400 Pre-Calculus Algebra	4
<b>Total</b>	<b>14</b>

Spring Semester	Credit
ACCT 1020 Principles of Accounting II	3
ENGL 2020 Introduction to Literature	3
STAT 2050 Fundamentals of Statistics	4
Physical Education Activity	1
Lab Science	4
<b>Total</b>	<b>15</b>

SOPHOMORE YEAR	
Fall Semester	Credit
ECON 1010 Macroeconomics	3
MATH 2350 Business Calculus	4
CO/M 2020 Public Speaking	3
ACCT 2450 Cost Accounting	3
MKT 2100 Principles of Marketing	3
<b>Total</b>	<b>16</b>

Spring Semester	Credit
ECON 1020 Microeconomics	3
BADM 2010 Business Law I	3
MATH 2355 Mathematical Applications for Business	4
IMGT 2400 Introduction to Information Management	3
*Approved Electives	2
Outcomes Assessment: Departmental Exam and Core Competency Evaluation	3
<b>Total</b>	<b>15</b>

**\*Approved Electives:** Any course at the 1000 or above level.

## ASSOCIATE OF APPLIED SCIENCE

The purpose of this flexible program is to provide an individual with entry level business skills. It emphasizes the accounting, office management, and computer areas. It is designed for the student who does not intend to transfer to another college to earn a bachelor's degree. In addition to fulfilling the requirements for the Associate of Applied Science Degree, a grade of "C" or better must be received in each of the required courses, including electives.

FRESHMAN YEAR	
Fall Semester	Credit
**ACCT 1050 Practical Accounting I	2
BADM 1000 Introduction to Business	3
CMAP 1610 Windows	1
Freshman Foundations	1
Communications I	3
*Approved Electives	5
<b>Total</b>	<b>15</b>

Spring Semester	Credit
**ACCT 1060 Practical Accounting II	2
BADM 1005 Business Mathematics I	3
CMAP 1715 Word Processing: MS Word	2
Constitutional Requirements	3
*Approved Electives	4
<b>Total</b>	<b>14</b>

SOPHOMORE YEAR	
Fall Semester	Credit
BADM 1020 Business Communications	3
BOTK 2750 Records & Information Management	3
CMAP 1900 Integrated Applications: MS Office	2
ECON 1010 Macroeconomics	3
BADM 1030 Personal Finance	3
*Approved Electives	2
<b>Total</b>	<b>16</b>



# Programs of Instruction

<b>Spring Semester</b>		<b>Credit</b>
ACCT 2110	Microcomputer Accounting I 2	
BOTK 1970	Occupational Internship I	3
BADM 2395	Business Office Capstone	3
CMAP 1765	Spreadsheet Applications II:	
	Excel	2
	*Approved Electives	5
	Outcomes Assessment:	
	Electronic Portfolio	
<b>Total</b>		<b>15</b>

**\*Approved Electives:** Any course at the 1000 or above level.  
**\*\* ACCT 1010** may be taken in place of ACCT 1050 and ACCT 1060.

## ASSOCIATE OF APPLIED SCIENCE (Distance)

The purpose of this flexible program is to provide an individual with entry level business skills. It emphasizes the accounting, office management, and computer areas. It is designed for the student who does not intend to transfer to another college to earn a bachelor's degree. In addition to fulfilling the requirements for the Associate of Applied Science Degree, a grade of "C" or better must be received in each of the required courses, including electives.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
BADM 1000	Introduction to Business	3
BADM 1005	Business Mathematics I	3
BOTK 2750	Records & Information Management	3
	Freshman Foundations	1
	Communications I	3
	*Approved Electives	2
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
**ACCT 1010	Principles of Accounting I	3
BADM 1020	Business Communications	3
CMAP 1610	Windows:	1
	Constitutional Requirements	3
	*Approved Electives	5
<b>Total</b>		<b>15</b>

<b>SOPHOMORE YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
CMAP 1715	Word Processing: MS Word	2
COSC 1200	Computer Information Systems	3
ECON 1010	Macroeconomics	3
INET 1580	Web Page Authoring	2
	*Approved Electives	5
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
ACCT 2110	Microcomputer Accounting I 2	
BOTK 1970	Occupational Internship I	3
BADM 2395	Business Office Capstone	3
CMAP 1765	Spreadsheet Applications II:	
	Excel	2
	*Approved Electives	5
	Outcomes Assessment:	
	Electronic Portfolio	
<b>Total</b>		<b>15</b>

**\*Approved Electives:** Any course at the 1000 or above level.  
**\*\* ACCT 1050 and ACCT 1060** may be taken in place of ACCT 1010.

## BUSINESS EDUCATION

<b>DEGREE</b>	<b>CREDITS</b>
ASSOCIATE OF SCIENCE	63-64

This program offers many of the education courses required for business education majors as well as office and computer skills necessary for employment in a business office. The program is designed for the student wishing to transfer after two years to complete a teaching degree in business education at a four-year institution. Education programs vary greatly at four-year institutions, so students should consult the catalog of the college or university of their choice for information on the specific requirements of that institution.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
ECON 1010	Macroeconomics	3
EDFD 2020	Foundations of Education	3
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MATH 1400	Pre-Calculus Algebra	4
PSYC 1000	General Psychology	3
<b>Total</b>		<b>17</b>

# Programs of Instruction

<b>Spring Semester</b>		<b>Credit</b>
EDFD 2100	Educational Psychology	3
ITEC 2360	Teaching with Technology	3
EDUC 2100	Practicum in Teaching	2-3
	Physical Education Activity	1
	Social & Cultural Awareness	3
	Arts & Humanities	3
<b>Total</b>		<b>15-16</b>

## SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
ACCT 1010	Principles of Accounting I	3
	Constitutional Requirements	3
MKT 2100	Principles of Marketing	3
	Lab Science	4
	*Approved Electives	4
<b>Total</b>		<b>17</b>

<b>Spring Semester</b>		<b>Credit</b>
ACCT 1020	Principles of Accounting II	3
HLED 1221	Standard First Aid & Safety	2
BADM 2010	Business Law I	3
ENGL 2020	Introduction to Literature	3
	Arts & Humanities	3
	Outcomes Assessment: Portfolio	
<b>Total</b>		<b>14</b>

*Approved Electives: Any course at the 1000 or above level.
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## BUSINESS OFFICE TECHNOLOGY

<b>DEGREE</b>	<b>CREDITS</b>
ASSOCIATE OF APPLIED SCIENCE	60
CERTIFICATE	32
COMPUTER APPLICATIONS CERTIFICATE	12
BUSINESS RECORDS CERTIFICATE	14

## ASSOCIATE OF APPLIED SCIENCE- BUSINESS OFFICE TECHNOLOGY

This program is an expanded coverage of the certificate program to allow students the opportunity to learn skills in the fields of accounting, and written and oral communications necessary for success in the business field. Students who complete one of the options for the Business Office Technology program will be able to transfer all of the coursework towards this A.A.S. degree.

Students must complete all program requirements, including approved electives, with a "C" or better.

## FRESHMAN YEAR

<b>Fall Semester</b>		<b>Credit</b>
BOTK 1645	Keyboarding Office Documents	3
	Communications I	3
CMAP 1715	Word Processing: MS Word	2
	Freshman Foundations	1
BOTK 2750	Records and Information Management	3
BADM 1030	Personal Finance	3
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
CMAP 1765	Spreadsheet Applications II: MS Excel	2
BOTK 1510	Office Skills and Services	3
BADM 1005	Business Mathematics I	3
CMAP 2630	Presentation Graphics: PowerPoint	1
BOTK 1970	Occupational Internship I	2
INET 1590	Web Page Design: *Approved Electives	3
<b>Total</b>		<b>15</b>

## SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
ACCT 1050	Practical Accounting I	2
BADM 1020	Business Communications	3
CO/M 2020	Public Speaking	3
	Constitutional Requirements	3
	*Approved Electives	4
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
ACCT 1060	Practical Accounting II	2
BOTK 2970	Occupational Internship II	3
BADM 2395	Business Office Capstone	3
CMAP 1800	Database Applications I: Access	2
	*Approved Electives	5
<b>Total</b>		<b>15</b>

*For Associate of Applied Science—Business Office Technology approved electives: Seven (7) must be from approved business electives and three (3) can be general electives. Approved business electives may be from Computer Applications (CMAP), Business Office Technology (BOTK), Accounting (ACCT), Business Administration (BADM), Management (MGT), Economics (ECON), Computer Science (COSC), Internet (INET), or Marketing (MKT).
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# Programs of Instruction

## CERTIFICATE- BUSINESS OFFICE TECHNOLOGY

This program provides basic training in computer applications, business communication skills, and general office procedures. It is designed to compliment the Business Office Technology program because graduates may continue their studies to receive an Associate of Applied Science degree in Business Office Technology.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
	Freshman Foundations	1
TECH 1005	Applied Technical Writing	3
BOTK 1645	Keyboarding Office Documents	3
CMAP 1715	Word Processing: MS Word	2
ACCT 1050	Practical Accounting I	2
BADM 1005	Business Mathematics I	3
	*Approved Electives	2
		<b>Total 16</b>

<b>Spring Semester</b>		<b>Credit</b>
CMAP 1765	Spreadsheet Applications II: MS Excel	2
BOTK 2750	Records and Information Management	3
BOTK 1510	Office Skills and Services	3
BOTK 1970	Occupational Internship I:	2
BADM 2395	Business Office Capstone	3
	*Approved Electives	3
		<b>Total 16</b>

<b>*Suggested Approved Electives:</b>		
CMAP 2630	Presentation Graphics: PowerPoint	1
BADM 1020	Business Communications	3
ENGL 1210	English Composition for International Students	3
CMAP 1800	Database Applications I: Access	2
INET 1590	Web Page Design	3
BADM 1030	Personal Finance	3
HMDV 1510	Success in the Workplace	1

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC's website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

## CERTIFICATE - BUSINESS RECORDS

This program will enable a student to meet entry level requirements for employment as a business records worker and build a basis for further study and lifelong learning in other business areas.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>Fall Semester</b>		<b>Credit</b>
ACCT 1050	Practical Accounting I	2
ACCT 2110	Microcomputer Accounting I 2	
CMAP 1900	Integrated Applications I: Microsoft Office	2
	Freshman Foundations	1
TECH 1005	Applied Technical Writing	3
BADM 1005	Business Mathematics I	3
BADM 1500	Basic Business Principles	1
		<b>Total 14</b>

Federal Financial Aid is not available for this certificate program.

# Programs of Instruction

## CERTIFICATE - COMPUTER APPLICATIONS

This program will enable a student to meet the entry level requirements for jobs that require computer software uses. It will provide a solid background in current software uses and a foundation to learn new software programs. It will provide a solid foundation for beginning employment skills in computer software related employment.

Students must complete all program requirements, including approved electives, with a "C" or better.

	Freshman Foundations	1
CMAP 1500	Computer Keyboarding	1
CMAP 1610	Windows:	1
CMAP 1715	Word Processing: MS Word	2
CMAP 1765	Spreadsheet Applications I: MS Excel	2
CMAP 1900	Integrated Applications I: MS Office	2
CMAP 1915	MS Office-Advanced Concepts & Techniques	2
CMAP 2630	Presentation Graphics: PowerPoint	1
	Outcome Assessment: Portfolio	
	<b>Total</b>	<b>12</b>

Federal Financial Aid is not available for this certificate program.

## COMMUNICATION

DEGREE:	CREDITS
ASSOCIATE OF ARTS	60-61

Because there are so many possible majors within the field of communication, individual programs of study should be tailored to the student's specific interest and to the requirements of the college or university to which the student plans to transfer. General programs that are available for concentration include Interpersonal Communication, Public Address, and Speech Pathology. Students who plan to become teachers should also consult the program for Secondary Education. While this is not a degree in journalism, students wishing to major in journalism should consult transfer programs and advisors for appropriate additional courses. The

program shown below is particularly appropriate for liberal arts students planning to transfer to the University of Wyoming.

Students must complete all program requirements, including electives, with a grade of "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
	Physical Education Activity	1
	Freshman Foundations	1
MATH 1000 or MATH 1400	Problem Solving Pre-Calculus Algebra	3-4
SOC 1000	Sociological Principles	3
	*Approved Elective	4
	<b>Total</b>	<b>15-16</b>

Spring Semester		Credit
CO/M 1040	Intro to Human Communication	3
	Communications II	3
	*Approved Elective	2
	Constitutional Requirements	3
	Lab Science	4
	<b>Total</b>	<b>15</b>

### SOPHOMORE YEAR

Fall Semester		Credit
CO/M 1030	Interpersonal Communication	3
COSC or CMAP	Computer Elective	3
PSYC 1000	General Psychology	3
	*Approved Electives	6
	<b>Total</b>	<b>15</b>

Spring Semester		Credit
	*Approved Electives	9
	Social & Cultural Awareness	3
	Arts & Humanities	3
CO/M 2395	Social Science Capstone Experience	
	<b>Total</b>	<b>15</b>

# Programs of Instruction

**\*Approved CO/M Electives:**

ANTH 1100	Introduction to Physical Anthropology	3
ANTH 1200	Introduction to Cultural Anthropology	3
ART 2010	Art History I	3
ART 2020	Art History II	3
CO/M 2100	Reporting and Newswriting I	3
ENGL 2425	Literatures in English I	3
ENGL 2430	Literatures in English II	3
ENGL 2435	Literatures in English III	3
HIST 1110	Western Civilization I	3
HIST 1120	Western Civilization II	3
JOUR 1010	Publication Production I	3
MUSC 1000	Introduction to Music	3
MUSC 2015	Introduction to the Music of the World's Peoples	3
PHIL 1000	Introduction to Philosophy	3
PSYC 2330	Psychology of Adjustment	3
RELI 1000	Introduction to Religion	3
	Foreign Language	

NOTE: Students should work closely with their faculty advisor to develop a course plan that includes communication electives appropriate for transfer to desired institution.

## COSMETOLOGY

DEGREE	CREDITS
ASSOCIATE OF APPLIED SCIENCE	81+
Other Options:	
HAIR TECHNICIAN CERTIFICATE	30
NAIL TECHNICIAN CERTIFICATE	17
SKIN TECHNICIAN CERTIFICATE	22

### ASSOCIATE OF APPLIED SCIENCE- COSMETOLOGY

The cosmetology program includes not only the 2000 hours of cosmetology course work as required by Wyoming law, but additional studies to broaden the scope of opportunities in the field. Graduates of this program should possess a salable skill and be prepared to take the national examination for entry into the field of cosmetology. In addition to fulfilling the requirements for the Associate of Applied Science Degree, a grade of C or better must be received in all courses taken in cosmetology.

Students must complete all program requirements, including approved electives, with a "C" or better.

## FRESHMAN YEAR

Fall Semester		Credit
CSMO 1000	Intro to Nail Technology	3
CSMO 1005	Nail Technology Lab	4
CSMO 1550	General Cosmetology Science	3
CSMO 1025	Hair Fundamentals	4
CMAP 1900	Integrated Applications I: Microsoft Office	2
	Freshman Foundations	1
ENTR 1500	Successful Entrepreneurship	2
or ENTR 1520	Creating a Business Plan	
or ENTR 2500	Small Business Operation Mgmt	
<b>Total 19</b>		

Spring Semester		Credit
CSMO 1020	Intro to Hair Technology	3
CSMO 1035	Hair Fundamentals II	2
CSMO 1010	Intro to Skin Technology	3
CSMO 1015	Skin Technology Lab	1
CSMO 1030	Intro to Hair Technology II	2
CSMO 1505	Clinical Applications II	3
CSMO 1210	Esthetic Concepts I	2
BADM 1005	Business Mathematics I	3
or MATH 1515	Applied Technical Math	
<b>Total 19</b>		

## SOPHOMORE YEAR

Fall Semester		Credit
CSMO 1400	Cosmetology Lab I	3
CSMO 1405	Cosmetology Lab II	3
CSMO 1510	Clinical Applications III	6
CSMO 1515	Clinical Applications IV	6
<b>Total 18</b>		

Spring Semester		Credit
CSMO 1420	Cosmetology Lab V	3 or 6
CSMO 1520	Clinical Applications V	6
CSMO 1525	Clinical Applications VI	1-6
CSMO 1575	Post Cosmetology Assessment I	1
	Communications I	3
	Constitutional Requirements	2-3
<b>Total 16+</b>		

Summer Semester		Credit
CSMO 1425	Techniques in Cosmetology	3
CSMO 1535	Clinical Applications VIII	1-6
<b>Total 9</b>		

Federal Financial Aid is awarded and disbursed according to clock hour regulations.

# Programs of Instruction

## HAIR TECHNICIAN CERTIFICATE

The Hair Technology Certificate is designed for the student who only desires education/training in the area of hair design. This program begins in the SECOND HALF of the fall semester, and ends in the summer semester. Completion of this program prepares the student for national testing in the area of hair technology. Students must complete all program requirements with a grade of “C” or better.

Fall Semester		Credit
CSMO 1550	General Cosmetology Science	3
CSMO 1025	Hair Fundamentals	4
<b>Total 7</b>		

Spring Semester		Credit
CSMO 1020	Intro to Hair Technology	3
CSMO 1035	Hair Fundamentals II	2
CSMO 1500	Clinical Applications I	3
CSMO 1030	Intro to Hair Technology II	2
CSMO 1505	Clinical Applications II	3
<b>Total 13</b>		

Summer Semester		Credit
CSMO 1425	Techniques in Cosmetology	3
CSMO 1535	Clinical Applications VIII	1-6
CSMO 1375	Hair Technician Assessment	1
<b>Total 10</b>		

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC’s website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

Federal Financial Aid is awarded and disbursed according to clock hour regulations.

## NAIL TECHNICIAN CERTIFICATE

The Nail Technician Certificate is designed to train the student for an entry-level job in a high demand area of Cosmetology. It will also prepare the student for national testing in the area of nail technology. Students must complete all program requirements with a grade of “C” or better.

Fall Semester		Credit
CSMO 1000	Intro to Nail Technology	3
CSMO 1005	Nail Technology Lab	4
CSMO 1550	General Cosmetology Science	3
CSMO 1515	Clinical Applications IV	6
CSMO 1175	Nail Technician Assessment	1
<b>Total 17</b>		

Federal Financial Aid is not available for this certificate program.

## SKIN TECHNICIAN CERTIFICATE

This course will prepare the student for a career in the diversified area of skin care. This program begins in the spring semester **only** and is completed during the summer semester. The extensive training will also prepare the student for national testing in the area of skin care.

Students must complete all program requirements with a grade of “C” or better.

Spring Semester		Credit
CSMO 1010	Intro to Skin Technology	3
CSMO 1015	Skin Technology Lab	1
CSMO 1515	Clinical Applications IV	6
CSMO 1210	Esthetic Concepts I	2
<b>Total 12</b>		

Summer Semester		Credit
CSMO 1555	General Cosmetology Science II	3
CSMO 1535	Clinical Applications VIII	1-6
CSMO 1275	Esthetics Assessment	1
<b>Total 10</b>		

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC’s website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

Federal Financial Aid is awarded and disbursed according to clock hour regulations.



# Programs of Instruction

<b>Spring Semester</b>		<b>Credit</b>
CRMJ 2210	Criminal Law I	3
CRMJ 2420	Juvenile Justice	3
MATH 1000	Problem Solving	3
PSYC 1000	General Psychology	3
SOC 1000	Sociological Principles	3
<b>Total 15</b>		

## SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
CRMJ 2400	Criminology	3
CRMJ 2590	Drugs & Criminal Justice	3
POLS 1000	American & Wyoming Government	3
	Social & Cultural Awareness	3
	*Approved Criminal Justice Elective	3
<b>Total 15</b>		

<b>Spring Semester</b>		<b>Credit</b>
CO/M 2020	Public Speaking	3
CRMJ/PSYC 2125	Forensic Psychology	3
CRMJ 2370	Institutional Corrections	3
CRMJ 2690	Supervised Lab Experience	2-3
	Arts & Humanities	3
CRMJ 2895	Criminal Justice Capstone Project	1
<b>Total 15-16</b>		

### \*Approved Criminal Justice Electives:

CRMJ 1510	Law Enforcement Procedures	3
CRMJ 2125	Forensic Psychology	3
CRMJ 2250	Criminal Justice Administration	3
CRMJ 2280	Criminal Procedures	3
CRMJ 2550	Criminal Investigation I	3
CRMJ 2570	Criminalistics (Forensics)	3
CRMJ 2590	Drugs & Criminal Justice	3
CRMJ/SOC 2400	Criminology	3
PSYC 2000	Research Psychological Methods	3

## ASSOCIATE OF APPLIED SCIENCE-CRIMINAL JUSTICE

Students must complete all program requirements, including approved electives, with a "C" or better.

### FRESHMAN YEAR

<b>Fall Semester</b>		<b>Credit</b>
CRMJ 1510	Law Enforcement Procedures	3
CRMJ 2120	Intro to Criminal Justice	3
CRMJ 2350	Introduction to Corrections II/I	3
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
	Physical Education Activity	1
	Constitutional Requirements 2-3	
<b>Total 16-17</b>		

<b>Spring Semester</b>		<b>Credit</b>
CRMJ 1520	Law Enforcement Operations	3
CRMJ 2420	Juvenile Justice	3
CRMJ 2550	Criminal Investigation I	3
MATH 1515	Applied Technical Mathematics	3
	or higher level math	
	Electives	3
	Physical Education Activity	1
<b>Total 16</b>		

### SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
CRMJ 2781	Use of Force I	3
CRMJ 2560	Criminal Investigation II	3
PSYC 1000	General Psychology	3
CRMJ 2280	Criminal Procedures	3
CRMJ 2590	Drugs & Criminal Justice	3
<b>Total 15</b>		

<b>Spring Semester</b>		<b>Credit</b>
CRMJ 2791	Use of Force II	3
HLED 1221	Standard First Aid & Safety	2
CRMJ 2125	Forensic Psychology	3
CRMJ 2570	Criminalistics (Forensics)	3
CRMJ 2690	Supervised Lab Experience	2-3
CO/M 2020	Public Speaking	3
or CO/M 1030	Interpersonal Communication	
CRMJ 2895	Criminal Justice Capstone Project	1
<b>Total 17-18</b>		



# Programs of Instruction

## CERTIFICATE-CORRECTIONS

The Corrections Certificate program is designed for both the pre-service student and current correctional employee. The program provides the academic background for an understanding of the criminal justice system and the role of corrections within it. It also provides the necessary foundation courses towards the pursuit of the Associate of Arts Degree in Criminal Justice.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
PSYC 1000	General Psychology	3
CRMJ 2120	Intro to Criminal Justice	3
CRMJ 2350	Intro to Corrections II/I	3
	Freshman Foundations	1
MATH 1515	Applied Technical Math or higher level math course	3
	Constitutional Requirements 2-3	
<b>Total</b>		<b>15-16</b>

<b>FRESHMAN YEAR</b>		
<b>Spring Semester</b>		<b>Credit</b>
ENGL 1010	English Composition I	3
CRMJ 2210	Criminal Law I	3
CRMJ 2370	Institutional Corrections	3
CO/M 1030	Interpersonal Communications	3
CRMJ 2125	Forensic Psychology	3
	Physical Education Activity	1
	Outcomes Assessment: Departmental Paper	
<b>Total</b>		<b>16</b>

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC's website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

## ECONOMICS

<b>DEGREE</b>	<b>CREDITS</b>
ASSOCIATE OF SCIENCE	60

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
CO/M 2020	Public Speaking	3
ECON 1010	Macroeconomics	3
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
	Constitutional Requirements	3
	*Approved Elective	2
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
ECON 1020	Microeconomics	3
ENGL 2020	Introduction to Literature	3
MATH 1400	Pre-Calculus Algebra	4
PSYC 1000	General Psychology	3
	Lab Science	4
<b>Total</b>		<b>17</b>

<b>SOPHOMORE YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
ACCT 1010	Principles of Accounting I	3
STAT 2050	Fundamentals of Statistics	4
MATH 2350	Business Calculus	4
	Physical Education Activity	1
	Arts & Humanities	3
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
ACCT 1020	Principles of Accounting II	3
BADM 2010	Business Law I	3
MATH 2355	Mathematical Applications for Business	4
IMGT 2400	Introduction to Information Management	3
	Social & Cultural Awareness	3
	Outcomes Assessment: Departmental Paper	
<b>Total</b>		<b>13</b>

\*Approved Electives: Any course at the 1000 or above level.

# Programs of Instruction

## EDUCATION

DEGREE	CREDITS
ASSOCIATE OF ARTS—	
EARLY CHILDHOOD EDUCATION	60-61
ELEMENTARY EDUCATION	60
ELEMENTARY EDUCATION	
ONLINE	60
SECONDARY EDUCATION	60
SECONDARY EDUCATION—	
AGRICULTURE OPTION	60
CERTIFICATE-	
CHILD DEVELOPMENT	18

Criminal background checks are required for certain courses in this area. The background check will cover sexual offender information, general criminal history, and adult and child neglect information. Student financial aid may be used to cover the cost.

The Associate of Arts Degree in Education provides freshman and sophomore level courses required for most students majoring in education. Education programs vary greatly at four-year institutions, so the student should consult the catalog of the college or university of his/her choice for information on specific program requirements.

The following courses are required for students majoring in elementary education and planning to transfer to the University of Wyoming: Educational Foundations 2451, Life Span: Adulthood (in addition to Psychology 2300, Developmental Psychology). Elementary Education majors must complete 3 specific science courses and seminars; please consult your advisor for more information.

Education majors planning to transfer to Chadron State College are well-advised to complete an Associate of Arts Degree at Eastern Wyoming College. Our articulation agreement with Chadron specifies that students with an A.A. Degree will have met all of their General Studies requirements except the 6 hours at the upper division level.

Middle school education requirements vary from state to state. In some states, students may add a middle school endorsement to an elementary or a secondary education program. Specific courses for this endorsement are not currently available at this community college.

Students must complete all program requirements, including approved electives, with a grade of “C” or better.

## ELEMENTARY EDUCATION

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
EDFD 2020	Foundations of Education	3
MATH 1100	Math for Elementary Teachers I	3
EDEL 1410	Elementary School Math Seminar I	1
	Physical Education Activity	1
HMDV 1000	College Studies	1
	Constitutional Requirement	3
		<b>Total 15</b>

Spring Semester		Credit
	Communications II	3
EDUC 2100	Practicum in Teaching	2
MATH 2120	Math for Elementary Teachers II	3
EDEL 2410	Elementary School Math Seminar II	1
LIBS 2280	Literature for Children	3
	*Approved Elective	3
		<b>Total 15</b>

### SOPHOMORE YEAR

Fall Semester		Credit
ITEC 2360	Teaching with Technology	3
EDFD 2100	Educational Psychology	3
	Social & Cultural Awareness	3
	Lab Science	4
	*Approved Elective	3
		<b>Total 16</b>

Spring Semester		Credit
EDEX 2484	Introduction to Special Education	3
EDFD 2450	Lifespan Human Development	3
	*Approved Electives	7
EDUC 2800	Education Capstone	1
		<b>Total 14</b>

# Programs of Instruction

**\*Suggested electives for elementary education majors planning to attend Chadron:**

ENGL 2020	Introduction to Literature	3
CO/M 1040	Introduction to Human Communication	3
or CO/M 2020	Public Speaking	3
MUSC 2018	Music for Elementary Classroom Teachers	3
ART 2074	Art for the Elementary/Middle School Teacher	3

**\*Suggested electives for elementary education majors planning to attend the University of Wyoming:**

**\*\*MATH 1105 (or MATH 1400)**  
 One course in each of the following areas:  
     Art, Music, Speech, and American Diversity      12

Three science courses      12  
 (LIFE, ASTR/GEOL, CHEM/PHYS)

Science Seminars: EDEL 1430, EDEL 1440, EDEL 1450      3

Note: most coaching endorsements require HLED 1221.

\*\*One of these courses must be taken if you are planning to transfer to the University of Wyoming.

## ELEMENTARY EDUCATION - ONLINE

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
EDFD 2020	Foundations of Education	3
MATH 1100	Math for Elementary Teachers I	3
EDEL 1410	Elementary School Math Seminar I	1
	Constitutional Requirement	3
HMDV 1000	College Studies	1
	Physical Education Activity	1
<b>Total</b>		<b>15</b>

Spring Semester		Credit
EDUC 2100	Practicum in Teaching	2
MATH 2120	Math for Elementary Teachers II	3
EDEL 2410	Elementary School Math Seminar II	1
	Communications II	3
	Lab Science	4
<b>Total</b>		<b>14</b>

### SOPHOMORE YEAR

Fall Semester		Credit
LIBS 2280	Literature for Children	3
EDFD 2450	Lifespan Human Development	3
EDEX 2484	Introduction to Special Education	3
	Social & Cultural Awareness	3
	*Approved Elective	3
<b>Total</b>		<b>15</b>

Spring Semester		Credit
EDFD 2100	Educational Psychology	3
ITEC 2360	Teaching with Technology	3
EDUC 2100	Practicum	3
	*Approved Electives	6
EDUC 2800	Outcomes Assessment: Student Portfolio	1
<b>Total</b>		<b>16</b>

**\*Suggested electives for elementary education majors planning to attend Chadron:**

ENGL 2020	Introduction to Literature	3
CO/M 1040	Introduction to Human Communication	3
or CO/M 2020	Public Speaking	3

**\*Suggested electives for elementary education majors planning to attend the University of Wyoming:**

**\*\*MATH 1105 (or MATH 1400)**  
 One course in each of the following areas:  
     Art, Music, Speech, and American Diversity      12

Three science courses      12

Science Seminars: EDEL 1430, EDEL 1440, EDEL 1450      3

\*\*One of these courses must be taken if you are planning to transfer to the University of Wyoming.

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education Associate of Arts degree is a four-semester program designed to prepare students for employment as teachers or aides in early childhood programs, preschools, and Head Start Programs. Students will gain background in child development as well as planning and administering early childhood educational programs. The courses will combine lecture activities with observation and participation activities in early childhood settings.

# Programs of Instruction

The associate's degree will allow students to enter the workforce or further their education as early childhood professionals.

## FRESHMAN YEAR

<b>Fall Semester</b>		<b>Credit</b>
ENGL 1010	English I: Composition	3
EDEC 1020	Intro to Early Childhood Education	3
	Social & Cultural Awareness	3
	Physical Education Activity	1
	Freshman Foundations	1
	Constitutional Requirements	3
<b>Total 14</b>		

<b>Spring Semester</b>		<b>Credit</b>
	Communications II	3
ITEC 2360	Teaching with Technology	3
MATH 1000 or MATH 1400	Problem Solving College Algebra	3-4
	Social & Cultural Awareness	3
EDFD 2020	Foundations of Education	3
<b>Total 15-16</b>		

## SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
EDEC 2000	Engaging Families in Early Childhood Settings	3
HLED 1221	Standard First Aid & Safety	2
EDEC 1100	Observation & Guidance of Young Children	2
EDEC 1105	Observation & Guidance of Young Children Lab	1
LIBS 2280	Literature for Children	3
	Lab Science	4
<b>Total 15</b>		

<b>Spring Semester</b>		<b>Credit</b>
EDEC 1300	Curriculum Planning and Development for Young Children	2
EDEC 1305	Curriculum Planning Lab	1
EDEC 1200	Administration in Early Childhood Programs	3
FCSC 2121	Child Development	4
EDUC 2800	Capstone: Education*	1
EDEC	Electives	5
<b>Total 16</b>		

\* For Early Childhood it will include portfolio creation.

## CHILD DEVELOPMENT CERTIFICATE

This program will enable students to meet the entry level requirements for employment in an early childhood care and education setting. Students will gain basic knowledge of child development and acquire the fundamental skills necessary to effectively educate and care for young children. The program provides professional training through a combination of coursework and applied experiences working with children.

<b>Fall Semester</b>		<b>Credit</b>
EDEC 1020	Intro to Early Childhood Education	3
EDEC 1100	Observation and Guidance of Young Children	2
EDEC 1105	Observation and Guidance of Young Children Lab	1
	Early Childhood Electives	3-4
<b>Total 9-10</b>		

<b>Spring Semester</b>		<b>Credit</b>
EDEC 1300	Curriculum Planning and Development for Young Children (30)**	2
EDEC 1305	Curriculum Planning and Development for Young Children – Lab	1
EDEC 1200	Administration in Early Childhood Programs	3
HLED 1221	Standard First Aid & Safety (Infant/Child CPR)	2
EDUC 2800	Capstone: Education*	1
<b>Total 9</b>		

\*For Child Development it will include portfolio creation.

\*\*Three courses provide 90 hours of classroom experience as partial fulfillment to meet the CDA. (Child Development Associate credential is recognized nationwide for entry-level employment into the childcare profession.)

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC's website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

# Programs of Instruction

## SECONDARY EDUCATION

### FRESHMAN YEAR

<b>Fall Semester</b>		<b>Credit</b>
ENGL 1010	English I: Composition	3
EDFD 2020	Foundations of Education	3
	Constitutional Requirements	3
	Freshman Foundations	1
MATH 1000	Problem Solving	3
	or higher level math	
	Physical Education Activity	1
		<b>Total 14</b>

<b>Spring Semester</b>		<b>Credit</b>
	Communications II	3
	Lab Science	4
EDUC 2100	Practicum in Teaching	2
	Area of Concentration	6
		<b>Total 15</b>

### SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
ITEC 2360	Teaching With	
	Technology	3
EDFD 2100	Educational Psychology	3
	Arts & Humanities	3
	Area of Concentration	6
		<b>Total 15</b>

<b>Spring Semester</b>		<b>Credit</b>
EDEX 2484	Introduction to Special	
	Education	3
EDUC 2800	Capstone: Education	1
	Social & Cultural Awareness	3
	Area of Concentration	6
		<b>Total 13</b>

**\*Suggested electives for secondary education majors:**

CO/M 1040	Introduction to Human	
	Communication	3
**EDFD 2450	Lifespan Human	
	Development	3

Note: Most coaching endorsements require HLED 1221.

\*\*EDFD 2450 Lifespan Human Development must be taken if you are planning to transfer to the University of Wyoming.

## SECONDARY EDUCATION AGRICULTURE OPTION

The agriculture education curriculum provides the student with a good preparation for transferring to a bachelor completion program at a four-year institution. It is designed for those students interested in teaching in high schools, technical schools, and community colleges. This program emphasizes animal science and general agricultural courses. Education programs vary greatly at four-year institutions so the student should consult the catalog of the college or university of his/her choice for information on specific program requirements.

Students must complete all program requirements including approved electives with a "C" or better.

### FRESHMAN YEAR

<b>Fall Semester</b>		<b>Credit</b>
ENGL 1010	English I: Composition	3
EDFD 2020	Foundations of Education	3
MATH 1400	Pre-Calculus Algebra	4
AECL 1000	Agroecology	4
	Freshman Foundations	1
	Physical Education Activity	1
		<b>Total 16</b>

<b>Spring Semester</b>		<b>Credit</b>
ANSC 1010	Livestock Production	4
EDUC 2100	Practicum in Teaching	2
	Communications II	3
	Constitutional Requirements	3
	Social & Cultural Awareness	3
		<b>Total 15</b>

### SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
ITEC 2360	Teaching With	
	Technology	3
EDFD 2100	Educational Psychology	3
AGEC 1010	Macroeconomics	3
ANSC 2030	Feeds and Feeding	4
	Elective	1
		<b>Total 14</b>

<b>Spring Semester</b>		<b>Credit</b>
EDEX 2484	Introduction to Special Ed	3
CHEM 1000	Introductory Chemistry	4
REWM 2000	Rangeland Management	3
	Arts & Humanities	3
AGEC 2395	Capstone	2
		<b>Total 15</b>

# Programs of Instruction

**Additional requirements/electives for Secondary Agriculture Education majors:**

**University of Wyoming:**

CO/M 1040 Introduction to Human Communication

BIOL 1010 General Biology

\*EDFD 2450 Lifespan Human Development

(\*EDFD 2450 Lifespan Human Development must be taken if the student is planning to transfer to the University of Wyoming.)

**Chadron:**

ENGL 2020 Introduction to Literature  
CO/M Public Speaking

**Note: Most coaching endorsements require HLED 1221 and PEPR 1052**

**It is important for students to consult with their advisor to validate that transfer requirements are met.**

## ENGLISH

<b>DEGREE</b>	<b>CREDITS</b>
ASSOCIATE OF ARTS	60-61

The program in English is designed to provide freshman- and sophomore-level courses required of most students majoring in English or English education. The student should consult the catalog of the college or university of his/her choice for information on the specific requirements of that institution. Students planning to major in English can benefit from any additional study in writing, language, and other areas of the humanities and fine arts.

Students must complete all program requirements, including approved electives, with a grade of "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I:Composition	3
FREN 1010	1st Year French I	4
or SPAN 1010	1st Year Spanish I	
	Freshman Foundations	1
MATH 1000	Problem Solving	3-4
or MATH 1400	Pre-Calculus Algebra	
	Constitutional Requirements	3
<b>Total</b>		<b>14-15</b>

Spring Semester		Credit
	Social & Cultural Awareness	3
ENGL 2020	Introduction to Literature	3
FREN 1020	1st Year French II	4
or SPAN 1020	1st Year Spanish II	
	Physical Education Activity	1
	Lab Science	4
<b>Total</b>		<b>15</b>

### SOPHOMORE YEAR

Fall Semester		Credit
ENGL 2425	Literatures in English I	3
or ENGL 2430	Literatures in English II	
or ENGL 2435	Literatures in English III	
	Arts & Humanities	3
	Arts & Humanities or	
	Social & Cultural Awareness	3
	*Approved Electives	6
<b>Total</b>		<b>15</b>

Spring Semester		Credit
ENGL 2425	Literatures in English I	3
or ENGL 2430	Literatures in English II	
or ENGL 2435	Literatures in English III	
PSYC 1000	General Psychology	3
	*Approved Electives	10
	Outcomes Assessment:	
	Choice of Research Project,	
	Journal, or Essay	
<b>Total</b>		<b>16</b>

**\*Approved electives include:**

ART 2010	Art History I	3
ART 2020	Art History II	3
ENGL 2050	Creative Writing -	
	Introduction to Fiction	3
ENGL 2370	Western American	
	Literature	3
ENGL 2440	Literary Genres:	
	Short Story	3
HIST 1110	Western Civilization I	3
HIST 1120	Western Civilization II	3
PHIL 1000	Introduction to Philosophy	3
PHIL 2300	Ethics in Practice	3
	Computer Applications	

**NOTE: Students must consult with their academic advisors to make sure they meet program requirements.**



# Programs of Instruction

## ENGLISH AS A SECOND/FOREIGN LANGUAGE TEACHING CERTIFICATE PROGRAM

<b>DEGREE</b>	<b>CREDITS</b>
CERTIFICATE	16

The ESL/EFL Teaching Certificate program is intended for individuals wanting to teach English as a Second Language and/or English as a Foreign Language. The program is designed to provide students with a brief overview of the major concepts involved in teaching in these fields as well as practical experience in the development of lessons in the four major content areas of listening, speaking, reading, and writing.

The program is designed as a skill certificate program for those seeking certification to teach English as a Foreign Language and/or for Adult Basic Education instructors qualified to teach in other content areas with and ESL certification.

Students must complete all program requirements, including approved electives, with a grade of “C” or better.

### FRESHMAN YEAR

Fall Semester		Credit
EDUC 2225	Introduction to Teaching English as a Foreign/ Second Language	3
EDUC 2220	Multicultural Education	1
<b>Total</b>		<b>4</b>

Spring Semester		Credit
EDUC 2230	Second Language Acquisition	3
ITEC 2360	Teaching with Technology	3
<b>Total</b>		<b>6</b>

### SOPHOMORE YEAR

Fall Semester		Credit
EDUC 2235	Teaching ESL/EFL Reading & Writing	3
EDUC 2240	Teaching ESL/EFL Listening & Speaking	3
<b>Total</b>		<b>6</b>

Federal Financial Aid is not available for this certificate program.

## ENTREPRENEURSHIP

<b>DEGREE</b>	<b>CREDITS</b>
CERTIFICATE	18

The Entrepreneurship Certificate program provides students who have the desire to start a business with an understanding of the concepts to chart a successful course toward business ownership. Emphasis is placed on identifying and evaluating entrepreneurial potential to successfully start a business.

Students must complete all program requirements, including approved electives, with a grade of “C” or better.

### FRESHMAN YEAR

Fall Semester		Credit
ENTR 1500	Successful Entrepreneurship	2
ENTR 1520	Creating a Business Plan	2
ENTR 2500	Small Business Operations Management	2
ENTR 2520	Legal Issues for Entrepreneurs	2
ACCT 1050	Practical Accounting I	2
CMAP 1685	Computer Applications: Quick Books	1
MKT 1000	Sales	3
MKT 2100	Principles of Marketing	3
	Electives	1
<b>Total</b>		<b>18</b>

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC’s website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

# Programs of Instruction

## INTERDISCIPLINARY STUDIES

DEGREE	CREDITS
ASSOCIATE OF ARTS	60-62
ASSOCIATE OF SCIENCE	60-63

The purpose of this program is to offer a student an opportunity for a broad-based degree rather than focusing on any one major area. Specific courses listed meet the general education requirements for EWC. It is suggested that you work with your advisor to select other electives. Degree requirements vary greatly at four-year institutions, so the student should consult the catalog of the college or university of his/her choice for information on specific program requirements. Also, the student should be aware that the Associate of Arts degree is considered the traditional "transfer" degree, so it may be a better choice for students.

Students must complete all program requirements, including approved electives, with a "C" or better.

## ASSOCIATE OF ARTS INTERDISCIPLINARY STUDIES

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MATH 1000 or MATH 1400	Problem Solving Pre-Calculus Algebra	3-4
	Physical Education Activity	1
	*Approved Electives	7
		<b>Total 15-16</b>

Spring Semester		Credit
	Computer Electives (CO5C/CMAP/ITEC/ INET courses)	2-3
	Communications II	3
	Social & Cultural Awareness	3
	Physical Education Activity	1
	*Approved Electives	6-7
		<b>Total 15-16</b>

### SOPHOMORE YEAR

Fall Semester		Credit
	Constitutional Requirements	3
	Lab Science	4
	Arts & Humanities	3
	*Approved Electives	5
		<b>Total 15</b>

Spring Semester		Credit
	Arts & Humanities	3
	*Approved Electives	9
ENGL 2001	Sophomore Project	
	Interdisciplinary Writing	3
		<b>Total 15</b>

\*Approved Elective: Any course at the 1000 or above level.

**\*\*Note:** If a student has completed 24-28 credit hours of program requirements in Business Administration, AA Degree; Pre-professional, AS Degrees; or Education, AA & AS Degrees; he/she may be eligible to take those program Outcomes Assessment activities instead of ENGL 2001. This requires the permission of one of the Division Chairs.

## ASSOCIATE OF SCIENCE INTERDISCIPLINARY STUDIES

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MATH 1000 or MATH 1400	Problem Solving Pre-Calculus Algebra	3-4
	Physical Education Activity	1
	*Approved Electives	7
		<b>Total 15-16</b>

Spring Semester		Credit
	Computer Electives (CO5C/CMAP/ITEC/ INET courses)	2-3
	Communications II	3
	Social & Cultural Awareness	3
	Physical Education Activity	1
	*Approved Electives	6-7
		<b>Total 15-16</b>

### SOPHOMORE YEAR

Fall Semester		Credit
	Arts & Humanities	3
	Constitutional Requirements	3
	Lab Science	4
	*Approved Electives	5
		<b>Total 15</b>

Spring Semester		Credit
	Lab Science or Mathematics	3-4
	*Approved Electives	9
**ENGL 2001	Sophomore Project	3
	Interdisciplinary Writing	
		<b>Total 15-16</b>

\*Approved Electives: Any course at the 1000 or above level.

# Programs of Instruction

**\*\*Note:** If a student has completed 24-28 credit hours of program requirements in Business Administration, AA Degree; Pre-professional, AS Degrees; or Education, AA & AS Degrees; he/she may be eligible to take those program Outcomes Assessment activities instead of ENGL 2001. This requires the permission of one of the Division Chairs.

## LANGUAGES (FOREIGN)

DEGREE	CREDITS
ASSOCIATE OF ARTS	60-61

Eastern Wyoming College students desiring a major in French or in Spanish should concentrate on fulfilling the general requirements for a transfer program. Those students interested in earning a teaching credential should add courses in education and in psychology.

Language courses offered are 1010, 1020, 2030, and 2475 in French and Spanish. College credit may be obtained by means of an examination. (For regulations governing credit by examination, check that section in the catalog.)

Students must complete all program requirements, including approved electives, with a "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I:Composition	3
FREN 1010	1st Year French I	4
or SPAN 1010	1st Year Spanish I	
	Freshman Foundations	1
	Constitutional Requirements	3
	Lab Science	4
<b>Total</b>		<b>15</b>

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
FREN 1020	1st Year French II	4
or SPAN 1020	1st Year Spanish II	
MATH 1000	Problem Solving	3-4
or MATH 1400	Pre-Calculus Algebra	
	Arts & Humanities	3
	Physical Education Activity	1
<b>Total</b>		<b>14-15</b>

### SOPHOMORE YEAR

Fall Semester		Credit
FREN 2030	2nd Year French I	4
or SPAN 2030	2nd Year Spanish I	
PSYC 1000	General Psychology	3
	Arts & Humanities	3
	*Approved Elective	6
<b>Total</b>		<b>16</b>

Spring Semester		Credit
	Social & Cultural Awareness	3
	*Approved Electives	6
	**General Electives	6
	Outcomes Assessment: Choice of Research Project, Journal, or Essay	
<b>Total</b>		<b>15</b>

*Approved electives:		
ART 2010	Art History I	3
ART 2020	Art History II	3
ENGL 2425	Literatures in English I	3
ENGL 2430	Literatures in English II	3
ENGL 2435	Literatures in English III	3
ENGL 2440	Literary Genres: Short Story	3
GEOG 1000	World Regional Geography	3
GEOG 1020	Human Geography	3
HIST 2290	North American Indians	3
MUSC 2050	Music History Survey I	3
PHIL 1000	Introduction to Philosophy	3
PHIL 2300	Ethics in Practice	3

### MATHEMATICS

DEGREE	CREDITS
ASSOCIATE OF SCIENCE	62
ASSOCIATE OF ARTS—	
SECONDARY EDUCATION	61-63

It is impossible to overemphasize the value of mathematics as a tool in other fields, notably engineering, physical science, and statistics. Recent developments in the biological, behavioral, and social sciences have drawn attention to the power of mathematics in these fields also. Along with the teaching of mathematics and research into pure mathematics, students majoring in mathematics also have many other options open to them. The courses listed below provide a strong background for specialization during the student's junior and senior years.

Students must complete all program requirements, including approved electives, with a grade of "C" or better.

# Programs of Instruction

## ASSOCIATE OF SCIENCE- MATHEMATICS

### FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
	Physical Education Activity	1
MATH 2200	Calculus I	4
	*Approved Electives	3
	Lab Science	4
<b>Total</b>		<b>16</b>

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
MATH 2205	Calculus II	5
STAT 2050	Fundamentals of Statistics	4
	Lab Science	4
<b>Total</b>		<b>16</b>

### SOPHOMORE YEAR

Fall Semester		Credit
MATH 2210	Calculus III	5
	Lab Science	4
	Social & Cultural Awareness	6
<b>Total</b>		<b>15</b>

Spring Semester		Credit
MATH 2250	Elementary Linear Algebra	3
	*Approved Electives	7
	Constitutional Requirements	3
	Arts & Humanities	3
	Outcomes Assessment: Departmental Exam	
<b>Total</b>		<b>16</b>

\*Approved Electives: Any course at the 1000 level or above.

## ASSOCIATE OF ARTS-SECONDARY EDUCATION, MATHEMATICS

### FRESHMAN YEAR

Fall Semester		Credit
EDFD 2020	Foundations of Education	3
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MATH 2200	Calculus I	4
	Physical Education Activity	1
PSYC 1000	General Psychology	3
<b>Total</b>		<b>15</b>

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
MATH 2205	Calculus II	5
STAT 2050	Fundamentals of Statistics	4
EDEX 2484	Intro to Special Education	3
	Arts & Humanities	3
<b>Total</b>		<b>18</b>

### SOPHOMORE YEAR

Fall Semester		Credit
MATH 2210	Calculus III	5
	Lab Science	4
EDFD 2100	Educational Psychology	3
	Social & Cultural Awareness	3
<b>Total</b>		<b>15</b>

Spring Semester		Credit
MATH 2250	Elementary Linear Algebra	3
ITEC 2360	Teaching with Technology	3
	Constitutional Requirement	3
	Arts & Humanities	3
EDUC 2100	Practicum in Teaching	2-3
	Outcomes Assessment: Departmental Exam	
<b>Total:</b>		<b>14-15</b>

**\*Note: Students planning to transfer to the University of Wyoming should take EDFD 2450 Lifespan Human Development.**

# Programs of Instruction

## MUSIC

DEGREE	CREDITS
ASSOCIATE OF ARTS—	
MUSIC (APPLIED)	64-66
MUSIC EDUCATION	65-66

### MUSIC (APPLIED)

The Associate of Arts in Music (Applied) provides the freshman and sophomore level courses required by most colleges and universities for a Bachelor's of Music. Although many of the basic courses are the same, students planning on transferring to a four-year institution should contact their chosen school for degree and transfer requirements during the beginning of their first year of instruction.

There are three possible outcomes assessments available to those seeking a Music (Applied) degree. One of the three assessments must be chosen during the first semester of the sophomore year in preparation for the work during the final semester. The three possible assessment projects in music are

1. Performance recital of at least 1/2 hour of music approved by applied music instructor, with a written critique by faculty and a non-departmental individual.
2. A lengthy scholarly paper and classroom presentation on a music theory or music history topic, chosen by the advisor. The paper will receive a written critique by faculty and a non-departmental individual.
3. A written musical composition, for solo instrument or duet of at least 20 minutes in length or a 5-10 minute large ensemble work, to be presented at a student recital. The composition will receive a written critique by faculty and a non-departmental individual.

Students must complete all program requirements, including approved electives, with a grade of "C" or better.

## FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MUSC 1000	Introduction to Music	3
MUSC 1030	Written Theory I	3
MUSC 1035	Aural Theory I	1
MUSC	Applied Music Lessons	2
MUSC	Approved Music Ensemble	1
MUSC 2455	Convocation	0
	Physical Education Activity	1
		<b>Total 15</b>

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
MUSC 1040	Written Theory II	3
MUSC 1045	Aural Theory II	1
MUSC 2015	Introduction to the Music of the World's Peoples	3
MUSC	Applied Music Lessons	2
MUSC	Approved Music Ensemble	1
MUSC 2455	Convocation	0
	Constitutional Requirements	3
		<b>Total 16</b>

## SOPHOMORE YEAR

Fall Semester		Credit
MATH	Approved Math Course (1000 or Higher)	3-5
MUSC	Approved Music Ensemble	1
MUSC 2030	Written Theory III	3
MUSC 2035	Aural Theory III	1
MUSC 2050	Music History Survey I	3
MUSC	Applied Music Lessons	2
MUSC 2455	Convocation	0
	Lab Science	4
		<b>Total 17-19</b>

Spring Semester		Credit
MUSC	Approved Music Ensemble	1
MUSC 2040	Written Theory IV	3
MUSC 2045	Aural Theory IV	1
MUSC 2055	Music History Survey II	3
MUSC	Applied Music Lessons	2
MUSC 2455	Convocation	0
	Arts & Humanities	3
	Social & Cultural Awareness	3
	Outcomes Assessment:	
	Recital Performance	
		<b>Total 16</b>

# Programs of Instruction

## MUSIC EDUCATION

The Associate of Arts in Music Education provides the freshman and sophomore level courses required by most colleges and universities for a Bachelor's of Music in Music Education. Although many of the basic courses are the same, students planning on transferring to a four-year institution should contact their chosen school for degree and transfer requirements.

Students must complete all program requirements, including approved electives, with a "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
EDFD 2020	Foundations of Education	3
ENGL 1010	English I:Composition	3
MUSC 1030	Written Theory I	3
MUSC 1035	Aural Theory I	1
PSYC 1000	General Psychology	3
	Freshman Foundations	1
MUSC	**Applied Music Lessons	1
MUSC	***Music Ensemble	1
MUSC 2455	Convocation	0
<b>Total 16</b>		

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
EDFD 2450	Lifespan Human Development	3
MUSC 1040	Written Theory II	3
MUSC 1045	Aural Theory II	1
MUSC	**Applied Music Lessons	1
MUSC	***Music Ensemble	1
	Physical Education Activity	1
MUSC 2455	Convocation	0
	Constitutional Requirements	3
<b>Total 16</b>		

### SOPHOMORE YEAR

Fall Semester		Credit
MATH	Approved Math Course (1000 or Higher)	3
EDUC 2100	Practicum in Teaching	2
EDFD 2100	Educational Psychology	3
MUSC 2030	Written Theory III	3
MUSC 2035	Aural Theory III	1
MUSC	**Applied Music Lessons	1
MUSC 2455	Convocation	0
	Arts & Humanities	3
<b>Total 16</b>		

Spring Semester		Credit
EDEX 2484	Introduction to Special Education	3
MUSC 2040	Written Theory IV	3
MUSC 2045	Aural Theory IV	1
MUSC 2018	Music for Elementary School Teachers	3
MUSC	**Applied Music Lessons	1
MUSC	Approved Music Elective	2-3
	Lab Science	4
MUSC 2455	Convocation	0
	Outcomes Assessment: Recital Performance With Outside Critique	
<b>Total 17-18</b>		

\*Students seeking K-12 endorsement should take LIBS-2280 Children's Literature. This course will fulfill both the Humanities and Cultural Awareness requirements.

\*\*Music Education programs typically require students to engage in four to six semesters of applied individual lessons.

\*\*\*Music Ensemble participation is required for most transferring institutions. While the number of required credits varies from institution to institution, it is strongly recommended to be involved in ensembles every semester you are enrolled.

Convocation requirement: Convocation is a four-semester requirement for music majors. Convocation is a weekly meeting with students and staff to provide an opportunity to perform, listen, and critique a variety of different music styles and repertoire. Students will work with their advisor to ensure they meet satisfactory convocation requirements.

EWC strongly suggest that students work closely with their faculty advisor to create a schedule that will meet our graduation obligations while fulfilling transfer requirements, and to ensure student success while at EWC and further academic endeavors.

Approved Music Electives:		
MUSC 1415	Introduction to Music Technology	3
MUSC 2015	Introduction to Music of the World's Peoples	3
MUSC 2050	Music History Survey I	3
MUSC 2055	Music History Survey II	3



# Programs of Instruction

## NURSING (Available at Douglas Campus Only) Pending approval from Wyoming State Board of Nursing

DEGREE	CREDITS
ASSOCIATE OF SCIENCE	60

The associate degree nursing program prepares the graduate to function as a Registered Nurse in providing care to clients with complex health care needs. Upon successful completion of this program, students are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in any state. This program may require travel to surrounding communities. It is recommended that students contact the college regarding the program requirements. Students must complete all program requirements, including approved re-requisites with a grade of "C" or better and meet the minimum GPA of 2.75.

Please note that this program has strict admittance requirements. Please visit <https://ewc.wy.edu/learning-and-outreach/nursing/>. For more information contact **Suzey Delger (EWC Director of Nursing)** at 307.358.5622.

### Program Prerequisites:

- Test of Essential Academic Skills (TEAS) - V entrance test
- ENGL 1010 English I: Composition 3
- BIOL 1010 General Biology I 4
- Freshman Foundations 1
- MATH 1400 Pre-Calculus Algebra 4
- ZOO 2015 Human Anatomy 4

**Total 16**

FRESHMAN YEAR		Credit
<b>Fall Semester</b>		
NURS 1100	Nursing Care: Health Promotion	9
ZOO 2025	Human Physiology	4
		<b>Total 13</b>

SPRING SEMESTER		Credit
NURS 1200	Nursing Care: Chronic Illness	9
CO/M 1010	Public Speaking	3
PSYC 1000	General Psychology	3
		<b>Total 15</b>

SOPHOMORE YEAR		Credit
<b>Fall Semester</b>		
NURS 2300	Nursing Care: Acute Illness Constitutional Requirements	3
MOLB 2220	Pathogenic Microbiology	4
		<b>Total 16</b>

Spring Semester	Credit	
NURS 2400	Nursing Care: Complex Illness *Approved Nursing electives	7
		<b>Total 16</b>

*Approved Nursing Electives:		
BIOL 1050	Medical Terminology	3
CHEM 1000	Introductory Chemistry	4
FCSC 1140	Nutrition	3
STAT 2050	Statistics	3

## PHYSICAL EDUCATION, HEALTH AND RECREATION

DEGREE	CREDITS
ASSOCIATE OF ARTS	64-68

The physical education department has three principal functions: 1) provide general physical activity and recreation activity classes to fulfill degree requirements for graduation, 2) prepare teachers for professional physical education, and 3) conduct the college intramural program for all students. A minimum of 100 noncredit contact hours with youth age 16 and under in each of the freshman and sophomore years will be required prior to matriculation at most four-year institutions.

Students must complete all program requirements, including approved electives, with a "C" or better.

FRESHMAN YEAR		Credit
<b>Fall Semester</b>		
BIOL 1010	General Biology I	4
or BIOL 1000	Principles of Biology	
EDFD 2020	Foundations of Education	3
ENGL 1010	English I:Composition Freshman Foundations	3
PEAC 2000	Wellness:PE Concepts/ Fitness Course	1
PEPR 1005	Intro to Physical Education	2
	Elective	1-3
		<b>Total 15-18</b>

SPRING SEMESTER		Credit
EDFD 2100	Educational Psychology	3
ENGL 2020	Introduction to Literature Physical Education Activity	3
PSYC 1000	General Psychology Constitutional Requirements	3
	Arts & Humanities	3
		<b>Total 16</b>

# Programs of Instruction

## SOPHOMORE YEAR

Fall Semester		Credit
FCSC 1141	Principles of Nutrition	3
MATH 1000 or MATH 1400	Problem Solving Pre-Calculus Algebra	3-4
ZOO 2015	Human Anatomy	4
HLED 1006	Personal Health	3
	Social & Cultural Awareness	3
<b>Total</b>		<b>16-17</b>

Spring Semester		Credit
HLED 1221	Standard First Aid & Safety	2
ZOO 2025	Human Physiology	4
COSC 1200	Computer Information System	3
CO/M 1030	Interpersonal Communication	3
	Arts & Humanities	3
PEPR 2395	Physical Education	2
	Capstone Experience (Outcomes Assessment)	
<b>Total</b>		<b>17</b>

Students planning to transfer to the University of Wyoming should take PSYC 2300 and EDFD 2451.

## PREPROFESSIONAL PROGRAMS

DEGREE	CREDITS
ASSOCIATE OF SCIENCE— PRE-DENTISTRY OR PRE-MEDICINE	60
PRE-VETERINARY MEDICINE	65
PRE-ALLIED HEALTH	60-61
PRE-NURSING	60-61
PRE-PHARMACY	61

The pre-professional curricula are designed to meet the requirements of the major institutions offering professional programs in these fields and can be varied if necessary to meet special requirements of specific professional schools. It is recommended that students contact the college to which they plan to transfer and secure direct information concerning their particular degree requirements.

Students must complete all program requirements, including approved electives, with a “C” or better.

\*\*The State of Wyoming has entered into a regional compact (Western Interstate Commission for Higher Education—WICHE)

which provides education in disciplines not available in the state. Students who are residents of Wyoming desiring entrance to one of the colleges in the thirteen cooperating states should contact the WICHE certifying officer at the University of Wyoming for additional information.

## PRE-DENTISTRY OR PRE-MEDICINE

FRESHMAN YEAR		
Fall Semester		Credit
BIOL 1010	General Biology I	4
CHEM 1020	General Chemistry I	4
ENGL 1010	English I: Composition	3
MATH 2200	Calculus I	4
	Freshman Foundations	1
<b>Total</b>		<b>16</b>

Spring Semester		Credit
BIOL 2020	General Biology II	4
CHEM 1030	General Chemistry II	4
ENGL 2020	Introduction to Literature	3
PSYC 1000	General Psychology	3
<b>Total</b>		<b>14</b>

SOPHOMORE YEAR		
Fall Semester		Credit
	Constitutional Requirements	3
ZOO 2015	Human Anatomy	4
CHEM 2320 or PHYS 1110	Organic Chemistry I General Physics I	4
	Physical Education Activity	1
AMST 2110	Cultural Diversity in America	3
<b>Total</b>		<b>15</b>

Spring Semester		Credit
ZOO 2025	Human Physiology	4
CHEM 2340 or PHYS 1120	Organic Chemistry II General Physics II	4
MOLB 2220	Pathogenic Microbiology	4
PHIL 2300	Ethics in Practice	3
	Outcomes Assessment: Portfolio/Rubrics Based Assessment	
<b>Total</b>		<b>15</b>

# Programs of Instruction

## PRE-VETERINARY MEDICINE

Students should plan their science/math elective choices to the requirements of their selected transfer institution.

### FRESHMAN YEAR

Fall Semester		Credit
BIOL 1010	General Biology I	4
CHEM 1020	General Chemistry I	4
ENGL 1010	English I:Composition	3
	Freshman Foundations	1
MATH 1400	Pre-Calculus Algebra	4
<b>Total</b>		<b>16</b>

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
	Constitutional Requirements	3
	Social & Cultural Awareness	3
	*Science/Math Electives	8
<b>Total</b>		<b>17</b>

### SOPHOMORE YEAR

Fall Semester		Credit
	Physical Education Activity	1
	Arts & Humanities	3
	*Science/Math Electives	12
<b>Total</b>		<b>16</b>

Spring Semester		Credit
	*Science/Math Electives	16
	Outcomes Assessment: Portfolio/Rubrics Based Assessment	
<b>Total</b>		<b>16</b>

**\*Science/Math Electives must be selected from the following list:**

BIOL 2020	General Biology II	4
CHEM 1030	General Chemistry II	4
MATH 1405	Pre-Calculus Trigonometry	3
CHEM 2320	Organic Chemistry I	4
PHYS 1110	General Physics I	4
STAT 2050	Fundamentals of Statistics	4
CHEM 2340	Organic Chemistry II	4
PHYS 1120	General Physics II	4
MATH 2200	Calculus I	4

## PRE-ALLIED HEALTH

This program provides students with courses needed to meet the prerequisites for the areas of Dental Hygiene, Medical Lab Tech, and Radiology Tech Programs. Additional credit hours may be required to meet pre-requisite coursework requirements for a particular transfer institution's program.

Students must complete all program requirements including approved electives with a "C" or better.

### FRESHMAN YEAR

Fall Semester		Credit
BIOL 1000	Principles of Biology or BIOL 1010 General Biology I	4
CHEM 1000	Introductory Chemistry or CHEM 1020 General Chemistry I	4
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MATH 1400	Pre-Calculus Algebra or MATH 1000 Problem Solving	3-4
<b>Total</b>		<b>15-16</b>

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
PSYC 1000	General Psychology	3
	Physical Education Activity	1
	Arts & Humanities	3
	*Approved Electives	6
<b>Total</b>		<b>16</b>

### SOPHOMORE YEAR

Fall Semester		Credit
	Constitutional Requirements	3
ZOO 2015	Human Anatomy	4
	*Approved Electives	7
<b>Total</b>		<b>14</b>

Spring Semester		Credit
BIOL 1050	Medical Terminology	3
ZOO 2025	Human Physiology	4
	*Approved Electives	8
	Outcomes Assessment: Portfolio/Rubrics Based Assessment	
<b>Total</b>		<b>15</b>

## Programs of Instruction

### \*Approved Electives:

CHEM 2300	Introductory Organic Chemistry	4
CO/M 1010	Public Speaking	3
COSC 1200	Computer Information Systems	3
or CMAP		
FCSC 1141	Nutrition	3
HLED 1221	Standard First Aid & Safety	2
MATH 1405	Pre-Calculus Trigonometry	3
MOLB 2220	Pathogenic Microbiology	4
PHIL 2300	Ethics in Practice	3
PHYS 1110	General Physics I	4
SOC 1000	Sociological Principles	3
STAT 2050	Fundamentals of Statistics	4

### PRE-NURSING

This program provides students with the courses that meet the prerequisites for four-year (BSN) nursing programs at UW and UNMC. Those students preparing for a 2 year (ADN) program should consult with a pre-nursing advisor concerning courses that meet requirements for the school to which they intend to transfer.

Students must complete all program requirements including approved electives with a "C" or better.

#### FRESHMAN YEAR

Fall Semester		Credit
BIOL 1000	Principles of Biology	4
or BIOL 1010	General Biology I	
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MATH 1000	Problem Solving	3-4
or MATH 1400	Pre-Calculus Algebra	
SOC 1000	Sociological Principles	3
	Physical Education Activity	1
<b>Total 15-16</b>		

Spring Semester		Credit
ENGL 2020	Introduction to Literature	3
	Constitutional Requirements	3
CHEM 1000	Introductory Chemistry	4
PSYC 1000	General Psychology	3
	Social & Cultural Awareness	3
<b>Total 16</b>		

#### SOPHOMORE YEAR

Fall Semester		Credit
ZOO 2015	Human Anatomy	4
FCSC 1140	Nutrition	3
or FCSC 1141	Principles of Nutrition	
	Arts & Humanities	3
	*Approved Electives	3-4
<b>Total 13-14</b>		

Spring Semester		Credit
EDFD 2450	Lifetime Human Development	3
MOLB 2220	Pathogenic Microbiology	4
ZOO 2025	Human Physiology	4
STAT 2050	Fundamentals of Statistics	4
	Outcomes Assessment: Portfolio/Rubrics Based Assessment	
<b>Total 15</b>		

### \*Approved Electives:

PHIL 2300	Ethics in Practice	3
FCSC 2121	Child Development	4
BIOL 1050	Medical Terminology	3
CO/M 1030	Interpersonal Communication	3
COSC/CMAP(Computer Elective Courses)		
HLTK 1510	Nurse Assistant	4

### PRE-PHARMACY

This recommended program fulfills the first two years of a pharmacy curriculum. Students interested in transferring to a specific school of pharmacy should plan their second pre-professional year using the transfer institution's catalog.

Students must complete all program requirements, including approved electives, with a "C" or better.

#### FRESHMAN YEAR

Fall Semester		Credit
BIOL 1010	General Biology I	4
CHEM 1020	General Chemistry I	4
ENGL 1010	English I: Composition	3
	Freshman Foundation	1
	Physical Education Activity	1
<b>Total 13</b>		

# Programs of Instruction

Spring Semester		Credit
POLS 1000	American & Wyoming Government	3
BIOL 2020	General Biology II	4
CHEM 1030	General Chemistry II	4
ENGL 2020	Introduction to Literature	3
	Social & Cultural Awareness	3
		<b>Total 17</b>

## SOPHOMORE YEAR

Fall Semester		Credit
MATH 2200	Calculus I	4
ZOO 2015	Human Anatomy	4
CHEM 2320	Organic Chemistry I	4
	Arts & Humanities	3
		<b>Total 15</b>

Spring Semester		Credit
ZOO 2025	Human Physiology	4
CHEM 2340	Organic Chemistry II	4
MOLB 2220	Pathogenic Microbiology	4
STAT 2050	Fundamentals of Statistics	4
	Outcomes Assessment: Portfolio/Rubrics Based Assessment	
		<b>Total 16</b>

## SOCIAL SCIENCE ASSOCIATE

DEGREE	CREDITS
ASSOCIATE OF ART	60

A major in Social Science offers a broad based degree that can lead to a variety of careers in government, law, education, business, social or counseling work, or international relations. The Social Science program at Eastern Wyoming College is designed to provide the student with core knowledge in such areas as History, Political Science, Psychology and Sociology.

Students must complete all program requirements, including approved electives, with a grade of "C" or better.

## FRESHMAN YEAR

Fall Semester		Credit
ENGL 1010	English I: Composition	3
PSYC 1000	General Psychology	3
MATH 1000	Problem Solving	3-4
or MATH 1400	College Algebra	
	Freshman Foundations	1
	Physical Education Activity	1
	*Approved Electives	3
		<b>Total 14-15</b>

Spring Semester		Credit
	Communications II	3
SOC 1000	Sociological Principles	3
	Arts & Humanities	3
	*Approved Electives	6
		<b>Total 15</b>

## SOPHOMORE YEAR

Fall Semester		Credit
	Lab Science	4
	Constitutional Requirements	3
	Program Electives	8
		<b>Total 15</b>

Spring Semester		Credit
	Social & Cultural Awareness	3
	Program Electives	4
SOSC 2395	Social Science Capstone Experience	1
	*Approved Electives	8
		<b>Total 16</b>

### Program Electives – Take any course with the following prefixes:

AMST, ANTH, CO/M, ECON, GEOG, HIST, INST, PHIL, POLS, PSYC, RELI, SOC, SOWK, SPAN, WMST, STAT

\*Approved electives: Any course at the 1000 or above level.

Students interested in pursuing a degree in Psychology or Sociology at a transfer institution are advised to take at least 12 hours of either Psychology or Sociology and the following:  
2 Lab Science Electives  
or 1 Lab Science and STAT 2050 or STAT 2070

Students interested in pursuing a degree in History at a transfer institution are advised to take at least 12 hours of History including some of the following electives: HIST 1110, HIST 1120, HIST 1211, HIST 1221, HIST 1290, HIST 2290, ECON 1010, ECON 1020, GEOG 1000 and STAT 2050 or STAT 2070.

Students interested in pursuing a degree in Political Science at a transfer institution are advised to take at least 12 hours of Political Science and History electives and STAT 2050 or STAT 2070.

# Programs of Instruction

## STATISTICS

DEGREE	CREDITS
ASSOCIATE OF SCIENCE	60

Students must complete all program requirements, including approved electives, with a grade of “C” or better.

### FRESHMAN YEAR

Fall Semester		Credit
ECON 1010	Macroeconomics	3
ENGL 1010	English I: Composition	3
	Freshman Foundations	1
MATH 2200	Calculus I	4
	Physical Education Activity	1
	Constitutional Requirements	3
	<b>Total</b>	<b>15</b>

Spring Semester		Credit
ECON 1020	Microeconomics	3
ENGL 2020	Introduction to Literature	3
MATH 2205	Calculus II	5
STAT 2050	Fundamentals of Statistics	4
	<b>Total</b>	<b>15</b>

### SOPHOMORE YEAR

Fall Semester		Credit
ACCT 1010	Principles of Accounting I	3
MATH 2210	Calculus III	5
	Arts & Humanities	3
	Lab Science	4
	<b>Total</b>	<b>15</b>

Spring Semester		Credit
ACCT 1020	Principles of Accounting II	3
BADM 2010	Business Law I	3
MATH 2250	Elementary Linear Algebra	3
or MATH 2310	Differential Equations	
IMGT 2400	Introduction to Information Management	3
CO/M 2020	Public Speaking	3
	Outcomes Assessment: Departmental Exam	
	<b>Total</b>	<b>15</b>

## VETERINARY TECHNOLOGY

DEGREE	CREDITS
ASSOCIATE OF APPLIED SCIENCE	73-74

CERTIFICATE - VETERINARY AIDE 26

All Veterinary Technology students will be required to take the HOAE exam prior to enrollment into the program. Students with scores falling between the categories identified on page 15 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.

(HOAE -- Health Occupations Aptitude Exam)

Criminal background checks are required prior to entry into this program. The background check will cover sexual offender information, general criminal history, and adult and child neglect information. Student financial aid may be used to cover the cost.

Enrollment in Veterinary Technology courses is restricted to Veterinary Technology majors (unless approval is granted by the Division Chair for Sciences.)

Veterinary Technology comprises an aggregate of techniques and skills required in the practice of Veterinary Medicine. Professional veterinary technicians work under the direction of a licensed veterinarian. They do not diagnose, prescribe or perform surgical operations.

Technicians work at veterinary hospitals, colleges, and laboratories. They may work for private individuals and institutions or they may be employed by federal or state agencies that are responsible for protecting animal health and welfare. The work may include cleaning and sterilizing equipment, performing diagnostic tests, feeding and caring for animals, restraining animals for treatment, administering anesthetics, assisting in surgery, collecting of samples for diagnostic purposes, maintaining and repairing



## Programs of Instruction

equipment, obtaining and developing radiographs, and assisting in office procedures.

The veterinary technician may be employed to perform a single procedure in a specialized area or a broad spectrum of procedures in a generalized practice.

The primary objectives are to qualify students to perform those techniques required in the operation of a general veterinary practice exclusive of diagnosis, prescription, and surgery and to pass examinations that may be required for licensing in certain areas.

It is recommended that students in the Veterinary Technology Program spend four semesters of course work on campus followed by the Veterinary Technology 2950 preceptorship off campus. A plan is available to allow students to complete on campus course work in a five semester sequence if they so desire.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
VTTK 1001	Animal Care I	0
VTTK 1925	Introductory Chemistry for Life Sciences	2
VTTK 1950	Introductory Cellular Biology	2
	Freshman Foundations	1
VTTK 1500	Orientation to Veterinary Technology	3
VTTK 1700	Medical Terminology	2
VTTK 1751	Pharmaceutical Calculations	3
	Communications I	3
VTTK 2810	Veterinary Office Procedures I	1
<b>Total</b>		<b>17</b>

<b>Spring Semester</b>		<b>Credit</b>
VTTK 1002	Animal Care II	0
VTTK 1600	Clinical Procedures	3
VTTK 1630	Veterinary Hematology	3
VTTK 1750	Veterinary Pharmacology	4
VTTK 1610	Anatomy & Physiology of Domestic Animals I	4
VTTK 2700	Laboratory and Exotic Animals	3
<b>Total</b>		<b>17</b>

### SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
VTTK 2001	Animal Care III	0
VTTK 2500	Veterinary Anesthesia	3
VTTK 2600	Diagnostic Microbiology	2
VTTK 2610	Infectious Diseases	3
VTTK 1550	Practical Surgical & Medical Experience I	3
VTTK 1755	Veterinary Parasitology	2
VTTK 1620	Anatomy & Physiology of Domestic Animals II	4
<b>Total</b>		<b>17</b>

<b>Spring Semester</b>		<b>Credit</b>
	Constitutional Requirements 2-3	
VTTK 2002	Animal Care IV	0
VTTK 1625	Laboratory Analysis	1
VTTK 2505	Diagnostic Imaging	2
VTTK 2550	Practical Surgical & Medical Experience II	3
VTTK 2620	Noninfectious Diseases	3
VTTK 2900	Nutrition in Veterinary Medicine	3
VTTK 2750	Clinical Problems (Outcomes Assessment)	3
<b>Total</b>		<b>17-18</b>

**VTTK 2510 (Clinical Experience I, 1 credit), VTTK 2520 (Clinical Experience II, 1 credit), and VTTK 2950 (Clinical Experience III, 3 credits) to be scheduled during Fall, Spring, or Summer as determined appropriate by the advisor and the student.**

### CERTIFICATE-VETERINARY AIDE

This program prepares students to assist veterinarians, veterinary technicians, laboratory animal technicians, and/or research scientists in supportive roles. Veterinary aides work under the direction of a licensed veterinarian or research scientist; they do not diagnose, prognose, prescribe, or perform surgery. The primary job responsibilities of veterinary aides include feeding/watering animals; cleaning and disinfecting treatment areas, animal housing areas, and surgery areas; patient restraint; collecting and processing samples for laboratory diagnostics; sterilizing surgical equipment; patient preparation for surgery; routine office procedures; and inventory control. This certificate program prepares students for employment in veterinary clinics, hospitals, research institutions, or laboratories as veterinary aides or to continue their education in pursuit of an Associate of Applied Science degree in Veterinary Technology, as most credits from the certificate program will

# Programs of Instruction

transfer directly into the Veterinary Technology program. The certificate program includes a core of courses, 60 hours of observation and clinical experience at an approved clinic or clinics, and is designed to be completed in 2 semesters.

Students must complete all program requirements, including approved electives, with a “C” or better.

## FRESHMAN YEAR

Fall Semester		Credit
TECH 1005	Applied Technical Writing	3
VTTK 1500	Orientation to Veterinary Technology	3
VTTK 1700	Medical Terminology	2
VTTK 2810	Veterinary Office Procedures I	1
	Freshman Foundations	1
VTTK 1001	*Animal Care I	0
VTTK 1510	Clinical Techniques I	3
<b>Total</b>		<b>13</b>

Spring Semester		Credit
VTTK 1950	Introductory Cellular Biology	2
AGTK 1550	Veterinary Elements	4
VTTK 2700	Lab and Exotic Animals	3
VTTK 1002	*Animal Care II	0
VTTK 1520	Clinical Techniques II	4
<b>Total</b>		<b>13</b>

\*Students are responsible for the animal care of housed animals. Documentation of such responsibility is contained in these non-credit classes as required by the AVMA accreditation.

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC’s website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

## WELDING AND JOINING TECHNOLOGY

DEGREE	CREDITS
ASSOCIATE OF APPLIED SCIENCE	65
CERTIFICATE	30
CERTIFICATE - MACHINETOOL	30-32
CERTIFICATE - PLATE WELDING	12

## ASSOCIATE OF APPLIED SCIENCE

Welders are skilled people who like to work with their hands. A welder can find work almost anywhere from the smallest shop down the street to the largest industrial complex in our major cities. All hard goods manufactured make extensive use of welding in building cars, trucks, buses, trains, ships, aircraft, space vehicles, farm implements, and jewelry.

A graduate welder is capable of welding ferrous and nonferrous metals in all positions and can operate shears, drills, and power tools. A welder is competent in layout, cutting, and forming metals and determining electrodes and filler metal to be used. They must know how to work from blueprints and written procedures and know welding symbols. The welding program at Eastern Wyoming College is centered in the Mechanical Arts Building and is set up as close to industry as is possible. Each student is assigned a welding machine, table, and positioner. Discussion of safety rules, regulations, and safe use of equipment are included in the curriculum.

The objectives of the program are to enable the student to meet entry-level requirements for employment, build a basis for further study, and for lifelong learning in the metal working trades. Students will study both the theory and practice of shielded metal arc welding, oxyacetylene welding, gas tungsten arc welding, gas metal arc welding, and flux cored arc welding. Technical aspects of the above processes are taught with emphasis on plate and pipe welding of mild steel, stainless steel, and aluminum. Flat, horizontal, vertical, and overhead positions are covered in each area. The theory and practice of mechanical and manual cutting with oxyacetylene and air carbon arc cutting and gouging, joint design, preparation and layout of plate and pipe are also included in the program.

Students will be required to qualify in each of the processes listed above. Specimens completed will

## Programs of Instruction

be examined and tested in the testing lab using one or more of the following test methods: dye penetrant, macroetch, guided bend, and tensile test. All testing will be done in accordance with the American Welding Society Structural Welding Code D1.1; The American Society of Mechanical Engineers, Section IX of Boiler and Pressure Vessel Code; and The American Petroleum Institute Standard for Welding Pipelines. Eastern Wyoming College is an AWS Accredited Test Center.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
	Freshman Foundations	1
SAFE 1510	OSHA General Industry Safety	1
WELD 1700	General Welding	3
WELD 1755	Shielded Metal Arc Welding	5
WELD 1773	GMAW	2
WELD 2670	Welding Inspection	3
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
MCHT 1500	General Machine Shop	2
WELD 1650	Print Reading: Welding Symbols	3
WELD 1760	Advanced Shielded Metal Arc Welding	4
WELD 1772	FCAW	2
WELD 2680	Welding Metallurgy	3
ENTK 1510 or ENTK 2501	Drafting I Intro to Computer Aided Drafting	1
<b>Total</b>		<b>15</b>

<b>SOPHOMORE YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
	Communications I	3
MATH 1515	Applied Technical Mathematics or higher level math	3
	Constitutional Requirements	3
WELD 1780	GTAW-Plate	3
WELD 2500	Structural Welding	5
<b>Total</b>		<b>17</b>

<b>Spring Semester</b>		<b>Credit</b>
HLED 1221	Standard First Aid & Safety	2
MCHT 1610	Machine Tool Technology I	2
ELTR 1515	Electrical Concepts	2
WELD 2510	Pipe Welding I	4
WELD 2520	Pipe Welding II	5
	Computer Elective	1
	Electives	2
	Outcomes Assessment: National Competency Test in Welding	
<b>Total</b>		<b>18</b>

### CERTIFICATE-WELDING AND JOINING TECHNOLOGY

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
	Freshman Foundations	1
SAFE 1510	OSHA General Industry Safety	1
WELD 1700	General Welding	3
WELD 1755	Shielded Metal Arc Welding	5
WELD 1773	GMAW	2
WELD 2670	Welding Inspection	3
<b>Total</b>		<b>15</b>

<b>Spring Semester</b>		<b>Credit</b>
MCHT 1500	General Machine Shop	2
WELD 1650	Print Reading: Welding Symbols	3
WELD 1760	Advanced Shielded Metal Arc Welding	4
WELD 1772	FCAW	2
WELD 2680	Welding Metallurgy	3
ENTK 1510 or ENTK 2501	Drafting I Intro to Computer Aided Drafting I	1
	Outcomes Assessment: National Competency Test in Welding	
<b>Total</b>		<b>15</b>

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC's website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

# Programs of Instruction

## CERTIFICATE - MACHINE TOOL TECHNOLOGY

Students must complete all program requirements including approved electives with a grade of "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
	Freshman Foundations	1
ENTK 2501	Intro to Computer Aided Drafting I	1
MCHT 1500	General Machine Shop	2
MCHT 1610	Machine Tool Technology	2
TECH 1005	Applied Technical Writing	3
SAFE 1510	OSHA General Industry Safety	1
	Constitutional Requirements	2-3
WELD 1700	General Welding	3
		<b>Total 15-16</b>
<b>Spring Semester</b>		<b>Credit</b>
MCHT 1620	Machine Tool Technology II	3
ENTK 2506	Intro to Computer Aided Drafting II	1
WELD 1650	Print Reading	3
MATH 1515	Applied Technical Math	3
AGTK 1810	Hydraulics	3
	Outcomes Assessment: Project	
	Electives	2-3
		<b>Total 15-16</b>

For more information about this certificate program, links to occupational information, estimated program cost, normal time for program completion, median debt at program completion (if available), please visit EWC's website at: <http://ewc.wy.edu/future-students/financial-aid/career/>.

## CERTIFICATE - PLATE WELDING

This program will enable a student to meet entry level requirements for employment as a plate welder and build a basis for further study and lifelong learning in the metal working trades.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
WELD 1755	Shielded Metal Arc Welding	5
WELD 1773	Gas Metal Arc Welding	2
WELD 1772	Flux Core Arc Welding	2
WELD 1650	Print Reading & Welding Symbols	3
		<b>Total 12</b>

Federal Financial Aid is not available for this certificate program.

## WILDLIFE AND FISHERIES BIOLOGY AND MANAGEMENT

<b>DEGREE</b>	<b>CREDITS</b>
ASSOCIATE OF SCIENCE	61

The basic curriculum will give students a liberal education and serve as a broad foundation upon which they can build for positions in various state and federal agencies which are concerned with the utilization, investigation, and administration of the nation's wildlife resources.

Students must complete all program requirements, including approved electives, with a "C" or better.

<b>FRESHMAN YEAR</b>		
<b>Fall Semester</b>		<b>Credit</b>
BIOL 1010	General Biology I	4
CHEM 1020	General Chemistry I	4
ENGL 1010	English I:Composition	3
	Freshman Foundations	1
MATH 1400	Pre-Calculus Algebra	4
		<b>Total 16</b>
<b>Spring Semester</b>		<b>Credit</b>
CO/M 1010	Public Speaking	3
BIOL 2020	General Biology II	4
CHEM 2300	Introductory Organic Chemistry	4
MATH 1405	Pre-Calculus Trigonometry	3
		<b>Total 14</b>

# Programs of Instruction

## SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Credit</b>
MATH 2200	Calculus I	4
PHYS 1110	General Physics I	4
COSC 1200	Computer Information Systems	3
	Physical Education Activity	1
ZOO 2450	Principles of Fish and Wildlife Management	3
	<b>Total 15</b>	

<b>Spring Semester</b>		<b>Credit</b>
STAT 2050	Fundamentals of Statistics	4
REWM 2000	Principles of Range Management	3
	Arts & Humanities	3
	Social & Cultural Awareness	3
	Constitutional Requirements	3
	Outcomes Assessment: Portfolio/ Rubrics Based Assessment	
	<b>Total 16</b>	

# Courses of Instruction





# Courses of Instruction

## Course Numbering System

**All courses are distinguished by number and title.**

Lecture, Laboratory and Credit Codes  
Explanatory information appears in parentheses following each course title, for example: BIOL 1010, General Biology I (3L, 3LB, 4CR).

1. The number “3” preceding the letter “L” indicates three 55-minute lecture hours each week.
2. The number “3” preceding the letters “LB” indicates three 55-minute lab hours each week.
3. The number “4” preceding the letters “CR” denotes four semester hours credit for the course.

The following numbers are designated for special variable courses that allow credit for subjects which may not be covered by other courses. Due to the nature of these courses, students transferring to the University of Wyoming or other colleges may need to petition for acceptance of credits. Contact the registrar at the transfer institution if you have a concern.

### Course Numbers for Variable Courses

1395, 1895, 2395, 2895 Capstone Courses  
1460, 1960, 2460, 2960 Field Studies:  
1465, 1965, 2465, 2965 Directed Studies/  
Research Problems  
1470, 1970, 2470, 2970 Internship/  
Practicum  
1475, 1975, 2475, 2975 Independent  
Studies  
1480, 1980, 2480, 2980 Cooperative  
Work Experience  
1485, 1985, 2485, 2985 Seminar:  
1490, 1990, 2490, 2990 Topics:  
1495, 1995, 2495, 2995 Workshop:  
Special courses numbered 1490, 1990, 2490,  
and 2990 and titled “Topics:” are limited to a  
maximum of six (6) hours in any one department.  
No more than six hours will apply toward the  
Associate of Arts or the Associate of Science  
Degree.

Titles of the individual courses will be entered in the transcript, and registrars of transfer institutions should write to the Vice President for Learning for specific course descriptions.

## Course Prerequisites and Waivers

Many EWC courses have prerequisites that must be met before enrollment in those courses, and which can be found at the end of course descriptions. A course prerequisite is typically met by an appropriate COMPASS score or by completion of a prerequisite course. However, in unusual circumstances a student may have demonstrated comparable knowledge or background equivalent to but different from the listed prerequisite. In those unusual cases the full-time faculty member teaching the course may grant permission for the prerequisite waiver. Adjunct faculty may waive course prerequisites only after consultation with the appropriate division chair or Vice President for Learning.

### Accounting-Business (ACCT)

#### 1010 Principles of Accounting I (3L, 3CR):

A basic course for those preparing for a bachelor's degree in business administration or accounting. Fundamental accounting concepts and procedures employed by business entities are examined. Basic areas covered include the accounting cycle, income statement, balance sheet, merchandise, cash, systems and controls, receivables, inventories, plant and intangible assets, and current liabilities. Students who have successfully completed ACCT 1050 or ACCT 1060 cannot earn credit in ACCT 1010 and those who have successfully completed ACCT 1010 cannot earn credit in ACCT 1050 or ACCT 1060.

#### 1020 Principles of Accounting II (3L, 3CR):

A basic course for those preparing for a bachelor's degree in business administration or accounting. This course is a continuation of ACCT 1010 with an emphasis on partnerships, corporations, bonds, foreign currency transactions, the statement of cash flows, financial statement analysis, cost accounting and variances, budgeting, and managerial profit analysis.  
Prerequisites: ACCT 1050 and ACCT 1060, or ACCT 1010 with a grade of “C” or better.

#### 1050 Practical Accounting I (2L, 2CR):

This is a basic course in accounting fundamentals focusing on the accounting cycle and financial statements. Double entry accrual accounting procedures are emphasized for a service business organized as a sole proprietorship. Specific areas covered include recording and posting

## Courses of Instruction

transactions, end-of-the-period procedures, and payroll accounting. No previous knowledge of accounting is necessary. Students who have successfully completed Accounting 1050 or Accounting 1060 cannot earn additional credit in Accounting 1010. Students who have credit in Accounting 1010 cannot earn credit in Accounting 1050 or Accounting 1060.

### **1060 Practical Accounting II (2L, 2CR):**

A continuation of Accounting 1050. This course emphasizes accounting procedures for purchase and sale of merchandise, end-of-period activities for a merchandising business, a voucher system, accounts and notes receivable, inventories and long-term assets. Students who have successfully completed Accounting 1050 or Accounting 1060 cannot earn additional credit in Accounting 1010. Students who have credit in Accounting 1010 cannot earn credit in Accounting 1050 or Accounting 1060.

Prerequisite: ACCT 1050 with a grade of “C” or better.

### **2110 Microcomputer Accounting I (1L, 2LB, 2CR):**

A course which provides a hands-on approach to learning how computerized integrated accounting systems function. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, integrating banking functions, and printing/interpreting reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software and using the audit trail. No prior knowledge of computers or automated accounting is necessary; however the student must have an understanding of double-entry bookkeeping as it is utilized in a manual accounting system.

Prerequisite: ACCT 1050 or ACCT 1010 with a grade of “C” or better or the achievement of a satisfactory score on an accounting fundamentals pretest.

### **2450 Cost Accounting (3L, 3CR):**

A systems approach examining the functional and activity or strategic-based cost management systems whereby organizations use information to plan, make decisions, and evaluate performance. Specific topics include cost estimation, CVP analysis, budgeting, variance analysis, make or buy, special orders, joint products and variable costing.

Prerequisite: MATH 1400, ACCT 1010, ACCT 1020 with a grade of “C” or better.

## **Agricultural Economics (AGEC)**

### **1010 Agricultural Economics I (3L, 3CR):**

A description and analysis of national income, business cycles, income distribution, governmental economic policies, the banking system, and monetary and fiscal policy. Students cannot earn credit for both AGECE 1010 and ECON 1010.

### **1200 Economics and Management of Agricultural Equipment (2L, 2CR):**

A study of equipment management as it effects overall agricultural operation. Emphasis will be placed on comparative buying, analysis of comparable mechanical systems, and ownership versus rental and custom operator services.

### **1510 Farm/Ranch Applications & Review of Management (3L, 3CR):**

This course is primarily offered for agricultural operators who would like to improve or update their management skills. The course will cover general principles of financial management and decision making as well as examples and cases where students make applications to their own specific situation. The students will culminate the course with a completed business plan detailing the changes and direction they will follow upon completing the class.

### **1970 Ag Internship (4LB, 2CR):**

This class is designed to provide a work-related experience for students. It will emphasize concepts, skills and attitudes needed for employment in farm, ranch, or agri-business management and production. The student must consult the instructor before enrolling in this course. This course is offered for S/U grade only. This course requires 60 hours of work-time, completion of a resume, job application, learning objectives, mock interview, and letter

# Courses of Instruction

of application. This course should be taken in the second semester of the Farm/Ranch Management program.

Prerequisites: Must have completed 12 hours of courses in the A.A.S. Farm and Ranch program with a grade of "C" or better.

## **2010 Farm-Ranch Business Records (3L, 3CR):**

This is a basic course in farm/ranch bookkeeping and accounting.

## **2020 Farm-Ranch Business Management (3L, 3CR):**

Economic principles, business methods, and science applied to organization and operation. Measurements of size of business, rates and efficiency of production.

## **2150 Agri-Business Finance (3L, 3CR):**

A course dealing with loan applications, options, and determination of loan needs, repayability, and the function and operation of various lending agencies.

Prerequisite: AGE 2010 with a grade of "C" or better.

## **2300 Agricultural Marketing (2L, 2CR):**

A study of marketing and market planning as they deal with sales. Also covered will be the functions, theory, and practices of salesmanship as they relate to wholesale and retail sales.

## **2350 Agricultural Commodities in Marketing (2L, 2CR):**

This course deals with the use of the commodities futures markets for risk management in the marketing of livestock and grain. The cash market will also be studied, including transportation, forward contracting types of markets, and price trends.

## **2395 AG Capstone Project (1L, 2LB, 2CR):**

This course is required to successfully complete the AAS Farm/Ranch Management Degree and the AS degrees in General Agriculture, Agricultural Economics, Agricultural Business, and Animal Science. Sophomore students intending to graduate with the AAS degree will be completing a business plan. Sophomore students intending to graduate with the AS degree will complete a thesis paper consistent with their degree field.

## **Agriculture (AGRI)**

### **1010 Computers: Agriculture (2L, 2LB, 3CR):**

This course is designed as a beginning course for agricultural students interested in learning about microcomputers and software applications for agriculture. Main applications are word processing, spreadsheet, database, graphics, and Internet applications. The course is designed for students with little or no previous experience in computer science.

### **2000 Agriculture Chemicals I (2L, 2CR):**

A study of agricultural chemicals as used in production agriculture. Particular attention will be focused on types and application procedures for insecticides, herbicides, fungicides, and soil sterilants. Safety and proper application will be stressed.

## **Agriculture Technology (AGTK)**

### **1810 Beginning Hydraulics (3L, 3CR):**

Study the use of hydraulic pumps and systems. Special emphasis is given to pumping, controlling, and measuring flows and to system design and analysis. Also emphasized is distinguishing the difference between types of valves, pumps, hoses, and connection arrangement and flow patterns.

### **1910 Equipment Maintenance and Repair (2L, 2CR):**

A course stressing the fundamentals of preventive maintenance of farm equipment to reduce failures, save on operating costs, and keeping equipment safe. Establishes good habits in the continuous care of equipment through periodic adjustments and servicing as required.

## **Agroecology (AECL)**

### **1000 Agroecology (3L, 2LB, 4CR):**

This course introduces ecological interactions that affect food producing (agricultural) systems. Lectures and laboratory exercises study the various biological components and the science of sustainable agricultural production. Features differences between developed and developing countries. Explores crises and challenges facing agriculture and global society. This course fulfills the General Education requirement for Lab Science.

# Courses of Instruction

## American Studies (AMST)

### **2110 Cultural Diversity in America (3L, 3CR):**

This course studies processes by which individuals and groups produce, maintain and express cultural identities in various U.S. issues. Race, gender and ethnicity will be addressed, emphasizing historical roots and social context of contemporary cultural variety.

## Animal Science-Agriculture (ANSC)

### **1010 Livestock Production I (3L, 2LB, 4CR):**

Introduction to basic production and management problems of meat animals. A well-rounded picture of the scope, importance, and operation of livestock farms and ranches is presented. Consideration is given to livestock judging, feedlot operation, and marketing and processing of meat animals.

### **1035 Horse Production (3L, 3CR):**

A basic course covering the evolution and history of the equine species; classes, breeds, and colors; conformation and blemishes; aging by the teeth; nutrition and nutritional diseases; lacerations, fractures, and lameness; infectious diseases; parasitism; and reproduction.

### **1100 Management of Reproduction (3L, 3LB, 4CR):**

Lecture-laboratory course. Introduces methods of manipulating reproduction within livestock management systems. Includes artificial insemination, diagnosis of pregnancy, induction and control of estrus and ovulation, induction of parturition, embryo transfer and control of reproductive diseases. A substantial lab fee is required. Most of the class deals with cattle and some horses.

Prerequisite: BIOL 1010 or VTTK 1610 with a grade of "C" or better, or with instructor approval.

### **1210 Beginning Livestock Judging I (2L, 2CR):**

A basic course covering breeds of livestock, fundamentals of livestock selection, and proper methods of livestock judging. Designed for those with little or no previous livestock judging experience.

### **1220 Techniques of Livestock Judging II (2LB, 1CR):**

Advanced study in the principles of livestock selection with emphasis on judging and giving oral reasons. This course is offered for S/U grade only.

Prerequisite: ANSC 1210 with a grade of "C" or better.

### **1550 Livestock Health (2L, 2LB, 3CR):**

Subjects covered in this course include basic animal anatomy and physiological processes, general principles of disease and disease resistance including classification of causes, diseases transmissible from animals to man (zoonosis), poisons and poisonous plants, chemotherapeutic agents and disinfectants, immunization principles and programs, specific infectious diseases and the effects of season, and parasitic diseases and the effects of season, and parasitic diseases. A lab compliments this course so students can get hands-on experience.

### **1610 Anatomy and Physiology of Domestic Animals (3L, 2LB, 4CR):**

This course covers comparative anatomy and physiology of domestic animals. The first semester covers integument, skeletal, muscle, and circulatory systems. Students cannot earn credit for both ANSC 1610 and VTTK 1610.

Prerequisite: VTTK 1925 or CHEM 1000 with a grade of "C" or better and VTTK 1950 or BIOL 1010 with a grade of "C" or better. Placement score of ENGL 0640 or higher and no reading improvement required.

### **1620 Anatomy and Physiology of Domestic Animals II (3L, 2LB, 4CR):**

This course is a continuation of VTTK 1610. Systems covered include: respiratory, digestive, nervous, endocrine, senses, urinary, and reproductive. Students cannot earn credit for both ANSC 1620 and VTTK 1620.

Prerequisite: VTTK 1610 with a grade of "C" or better.

### **2030 Principles of Livestock Feeding (3L, 2LB, 4CR):**

This course will include the review of basic principles of chemistry; classification of nutrients and feeds; basic digestive anatomy and physiology in monogastric, ruminant, and monogastric herbivorous animals; basic nutritive processes including ingestion, digestion, absorption, circulation, metabolism, and excretion; and

## Courses of Instruction

specific feeding programs for various classes of cattle, swine, horses, and companion animals.

### **2110 Beef Production and Management (2L, 2LB, 3CR):**

This course emphasizes a profit-oriented approach to beef cattle production and management making decisions. Different management systems are discussed. Computer software programs are utilized in labs to show the benefit of a good record system as a management tool. Integrates information learned in other classes such as reproduction, nutrition, and range.

### **2230 Advanced Techniques of Livestock Judging III (2LB, 1CR):**

A concentrated study of livestock selection with major emphasis on team competition and national livestock shows. This course is offered for S/U grade only.

Prerequisite: ANSC 1220 with a grade of "C" or better or with instructor approval.

### **2240 Advanced Techniques of Livestock Judging IV (2LB, 1CR):**

This course is designed for the competitive livestock judging team to further advance their skills in terms of live animal evaluation, oral reasons, and performance data evaluation. Extreme time and dedication will be involved with travel to competitive contests and practices. This course is offered for S/U grade only. Prerequisite: ANSC 2230 with a grade of "C" or better or instructor approval.

### **2900 Nutrition in Veterinary Medicine (3L, 3CR):**

(3 hours of UW Transferable Elective)

Topics in this course include a brief review of chemical principles relevant to nutrition; classification of nutrients and feeds; basic anatomy and physiology of the digestive systems of domestic animals; basic nutritive processes including ingestion, digestion, absorption, circulation, metabolism, and excretion; specific feeding programs for various classes of cattle, swine, horses, and companion animals. Basic ration formulations for beef cattle and small animals are stressed as are other species on a comparative basis. Students cannot earn credit for both ANSC 2900 and VTTK 2900.

Prerequisite: VTTK 1925 or CHEM 1000 with a grade of "C" or better.

## **Anthropology (ANTH)**

### **1100 Introduction to Physical Anthropology (3L, 3CR):**

Survey of basic concepts of archaeology and basic concepts relating to the origin, evolution, and biological nature of the human species.

### **1200 Introduction to Cultural Anthropology (3L, 3CR):**

An introduction to the nature of culture and society with a survey of material culture, economic systems, social and political organization, language, magic and religion, and the arts.

## **Aquaculture (AQTK)**

### **1500 Introduction to Aquaculture (3L, 3CR):**

Students will be introduced to the basic science and economics of aquaculture as it occurs in the United States. This course is intended to familiarize students with a broad range of topics, including basic water chemistry and animal husbandry. Students will work in all areas of tilapia production. Material will be presented through lecture and group discussion.

### **1520 Aquaculture Systems (3L, 3CR):**

Students will be introduced to the basic components used in aquaculture systems with special emphasis on recirculating systems. Biotic and abiotic factors affecting aquaculture system performance and water treatment components will be covered. Biological considerations such as stocking density, feeding strategies and feed composition will be addressed. Material will be presented through lecture and group discussion. Performance will be based on demonstrated technical proficiency as well as comprehension of lecture material.

### **1550 Fish and Health Management (3L, 3CR):**

This course presents an overview of fish pathology and fish health diagnostics. The material presented is designed for students interested in culturing and managing captive fish populations. Special emphasis will be placed on fish health issues and management strategies. Material will be presented through lecture and group discussion.

### **1600 Fish Hatchery Management (3L, 3CR):**

This course presents an overview of fish hatchery practices to include commercial and



# Courses of Instruction

privately operated facilities. Emphasis will be on developing animal husbandry and management skills. Material will be presented through lecture and group discussion.

## Art (ART)

### **1000 General Art: Studio (1L, 4LB, 3CR):**

Introduces art to give beginners practical appreciation through design activities applied to different media. Covers supplementary aspects by lectures and demonstrations concerning art history, drawing, crafts and others. For non-art majors only.

### **1005 Drawing I (1L, 4LB, 3CR):**

A foundation level drawing course introducing fundamentals of observation, artistic invention, and basic principles of perspective and composition through problems in still life, landscape, and live model. Lectures, drawing sessions, and critiques develop formal, conceptual, and technical understanding of the drawing process.

### **1110 Foundation: Two-Dimensional (1L, 4LB, 3CR):**

First in a sequence of three foundation courses that investigate the fundamentals of design. Basic aesthetic/formal concepts and conceptual approaches are covered through a variety of two-dimensional mediums. Structured critiques are employed to provide students the experience of assessing formal, conceptual, and technical aspects of art.

### **1120 Foundation: Three-Dimensional (1L, 4LB, 3CR):**

Second in a sequence of three foundation courses that investigate the fundamentals of design. Basic aesthetic/formal concepts and conceptual approaches are covered through a variety of three-dimensional mediums. Structural form is emphasized in various contextual settings. Structured critiques are employed to provide students the experience of assessing formal, conceptual, and technical aspects of art.

### **1130 Foundation: Color Theory (1L, 4LB, 3CR):**

Third in a sequence of three foundation courses that investigate the fundamentals of design. Explores color theories based on the color wheel/light spectrum including hue, value, chroma, and aesthetic color relationships. Optical color, emotional/psychological color, and

color symbolism are also covered. Structured critiques are employed to provide students the experience of assessing formal, conceptual, and technical aspects of art.

Prerequisite: ART 1110 with a grade of "C" or better, or concurrent enrollment.

### **1179 Photoshop I (2L, 2LB, 3CR):**

An introduction to Adobe Photoshop as a creative medium. We will explore a range of possibilities with various aspects of the program, including layers, filters, tools, and color modifications. Projects will use scanned and captured images such as photographs, sketches, and real textures in a range of possible fine art and commercial applications.

### **1250 Water Based Media I (1L, 4LB, 3CR):**

Studies in watercolor using various techniques enabling the student to control the medium. Students are expected to have previous experience in color theory.

### **1310 Introduction to Sculpture (1L, 4LB, 3CR):**

Introduces fundamentals of sculpture as a process of three-dimensional expression. Students explore various media, techniques and concepts through a series of assigned and open projects. Emphasis on traditional methods and formal abstract elements of sculpture are encouraged, leading to an understanding of both classic and modern concepts of form.

### **2005 Drawing II (1L, 4LB, 3CR):**

An intermediate level drawing course building upon fundamentals of observation, artistic invention, perspective and composition through problems in still life, landscape, explorations in wet and dry media, and color with pastels. Lectures, drawing sessions, and critiques develop formal, conceptual, expressive and technical understanding.

Prerequisite: ART 1005 with a grade of "C" or better or consent of instructor.

### **2010 Art History I (3L, 3CR):**

First semester of a one-year survey. Studies ancient, medieval, renaissance and modern art with special reference to various social, economic and historic factors which motivated and conditioned the aesthetic forms. Includes ancient, medieval and early renaissance periods. ART 2010 and 2020 are required of all art majors and should be taken in sequence.



## Courses of Instruction

### **2020 Art History II (3L, 3CR):**

Second semester of a one-year survey. Studies European/American Art from the Renaissance through Contemporary with special emphasis and historical factors which motivated and conditioned the aesthetic forms. Covers Renaissance, Baroque, Rococo, 18th Century, 19th Century, Early Modernism and Contemporary Art. ART 2010 and 2020 are required of all art majors and should be taken in sequence.

### **2074 Art for the Elementary/Middle School Teacher (3L, 3CR):**

Study of Discipline Based Art Education in the elementary/middle school classroom. Includes basic design, media experience, reference materials, art criticism, aesthetics, and history.

### **2145 Digital Photography (2L, 2LB, 3CR):**

Students will learn photographic and computer techniques essential for creating computer based imagery. This course is designed to develop your skills in pixel based photographic design and imagery. It will cover digital camera operation, photo editing software, desktop scanners, and printing. Digital images will be edited with appropriate professional digital imaging software. Prerequisite: ART 1179 with a grade of "C" or better.

### **2210 Painting I (1L, 4LB, 3CR):**

Introduces problems in painting, developing skill, techniques, and concepts. Prerequisite: ART 1005 with a grade of "C" or better, or consent of instructor.

### **2220 Painting II (1L, 4LB, 3CR):**

A development of techniques and concepts introduced in Painting I. An exploration of different historical modes of painting. Prerequisite: ART 2210 with a grade of "C" or better.

### **2410 Ceramics I (1L, 4LB, 3CR):**

Introduces ideas about ceramic form through various hand building construction techniques. Emphasizes design and conceptual development. Includes glaze application, surface decoration and kiln operation.

### **2420 Ceramics II (1L, 4LB, 3CR):**

Introduces ideas about ceramic form through wheel-throwing techniques. Emphasizes design

and conceptual development. Includes glaze testing, glaze application, surface decoration and kiln operation.

Prerequisite: ART 2410 with a grade of "C" or better or consent of instructor.

## **Biology (BIOL)**

### **1000 Principles of Biology (3L, 3LB, 4CR):**

Primarily for the non-major. Considers fundamental principles of ecology, evolution, cell biology and genetics, as well as their relevance to contemporary society. Emphasizes critical thinking and problem-solving abilities. Laboratory is required. (This course is not equivalent to BIOL 1010, and credit cannot be earned for both courses.)

### **1010 General Biology I (3L, 3LB, 4CR):**

Presents major concepts of biology, cell structures and functions, energy relations, genetics, molecular biology, and evolutionary theory for students majoring in sciences. Prerequisite: Placement score for MATH 0920 or better, and ENGL 0640 or better, and no reading improvement required, or appropriate ACT score.

### **1050 Medical Terminology (3L, 3CR):**

This course provides instruction in the structure of medical language, introducing commonly used word roots, prefixes, suffixes, and the terms formed from these word parts. Many additional terms not built from word parts will also be included. The course is recommended for students planning on entering medical fields as well as those in medical fields who wish to upgrade their present knowledge.

### **1390 Introduction to Scientific Research I (3LB, 1Cr):**

This course provides the student with an introduction to concepts utilized in a biological research environment. Students will read scientific literature, perform computer-based literature searches, experimental design and data collection, statistical analyses, and write a scientific paper. In addition, if the quality of the research project is adequate, students may have the opportunity to present their work at a scientific conference.

Prerequisite: Instructor permission.

**2020 General Biology II (3L, 3LB, 4CR):**

A continuation of Biology 1010. Units are included on ecology, nutrition, reproduction and development, anatomy and physiology, animal behavior, and the life and diversity of plants and animals.

Prerequisite: BIOL 1010 with a grade of “C” or better.

**Business Administration (BADM)****1000 Introduction to Business (3L, 3CR):**

This course explores the nature of the American free enterprise system and its business organizations. It provides a broad overview of the business environment, management, organization, marketing, finance, and human resources. Other topics covered include international trade, securities markets, and risk management.

**1005 Business Mathematics I (3L, 3CR):**

A course providing instruction in solving practical business problems utilizing fundamental principles of mathematics. Topics include fractions, decimals, percents, bank records and reconciliation, payroll, the mathematics of buying and selling, depreciation, simple and compound interest, annuities, and financial statement analysis.

Prerequisite: MATH 0900 or MATH 1515 with a grade of “C” or better or appropriate score on placement exam.

**1020 Business Communications (3L, 3CR):**

This course will cover the topic of business communications—written, oral, nonverbal, and listening. Application will be made to business situations. The major focus of this course is on writing business messages and reports. Emphasis will be given to the study of effective writing principles, problem analysis, and the writing process. Prerequisites: ENGL 1010 or TECH 1005 with a grade of “C” or better.

**1030 Personal Finance (3L, 3CR):**

An introductory course in managing personal finances. Topics covered include financial planning, managing taxes, managing cash, use of credit, risk management and investments. Considerable emphasis is placed on insurance and the basics of investing.

**1500 Basic Business Principles (1L, 1CR):**

This course provides a simple overview of American business. The overview covers three main areas of business: foundations, functions, and contemporary issues. This course is designed to be taught through the use of current periodicals and other media sources. The course is designed as a lecture-based class with no textbook required.

**2010 Business Law I (3L, 3CR):**

An introductory course providing a broad overview of business-related legal topics. Students are familiarized with courts and alternative dispute resolution, constitutional law, torts, contracts, intellectual law, criminal law, and cyber law.

**2395 Business Office Capstone (3L, 3CR):**

This course covers office organization, systems, and functions. Students create an on-line portfolio which covers areas such as mail services, human relations, records management, communication systems, basic accounting procedures, computer applications and equipment usage, ethics, globalization of business practices, cultural awareness, international business practices, and personal achievements and goals. It is designed as a capstone course and allows the student to experience the wide variety of roles an office professional assumes in an information age.

**Business Office Technology (BOTK)****1510 Office Skills and Services (2L, 2LB, 3CR):**

This course is designed to provide the students with the ability to operate a variety of office machines, which may include electronic calculators, transcription machines, and multi-line telephone systems in a business office setting. Customer service will be emphasized, addressing such topics as preventing and solving problems, listening and communication skills; professional appearance and attitude. Also included is a review of grammar and punctuation. The course is a combination of lecture and application exercises. Topics vary by semester.

**1640 Keyboarding Applications I (1L, 4LB, 3CR):**

The beginning typewriting student will learn touch-typing skills. This course includes instruction in the preparation of centered displays, simple tables, letters, manuscripts, and other standard business documents.

## Courses of Instruction

### **1645 Keyboarding Office Documents (1L, 4LB, 3CR):**

This course designed to give appropriate preparation in document formatting for work in office employment. This course seeks to develop in the student a marketable skill in keyboarding as well as a knowledge of business forms, letters, tabulations, and manuscripts. Emphasis will be placed on detailed proofreading, document formats, and application of knowledge to office problems. Production speed and accuracy are emphasized.

### **1970 Occupational Internship I (1-3CR)(Max 6):**

This course is designed to provide a work related experience for students. It will emphasize concepts, skills, attitudes, and develop an understanding of the function of citizenship needed for office professionals. The student must consult the coordinator/instructor before enrolling in this course. A maximum of six credit hours may be earned through a combination of BOTK 1970 and BOTK 2970. This course is offered for S/U grade only.

### **2750 Records & Information Management (3L, 3CR):**

A course covering the background training in the basic filing principles and in the technique of records control with special emphasis given to the principles common in all systems of filing.

### **2970 Occupational Internship II (1-3CR)(Max 6):**

This course is designed to provide a work related experience for students. It will emphasize concepts, skills, attitudes, and develop an understanding of the function of citizenship needed for office professionals. The student must consult the coordinator/instructor before enrolling in this course. A maximum of six credit hours may be earned through a combination of BOTK 1970 and BOTK 2970. This course is offered for S/U grade only.

## **Chemistry (CHEM)**

### **1000 Introductory Chemistry (3L, 3LB, 4CR):**

A one-semester course dealing with principles of chemistry and some applications to inorganic chemistry. For students in home economics, nursing, and most agriculture curricula. Students who receive credit in this course cannot earn additional credit in Chemistry 1020.

Prerequisite: MATH 0930 with a grade of "C" or better or concurrent enrollment in MATH 0930

or a placement-test recommendation for MATH 1400 or a higher level course.

### **1020 General Chemistry I (3L, 3LB, 4CR):**

A broad general coverage of the principles of chemistry and their application to chemical systems for majors in engineering, the physical sciences, and laboratory technology. Students who receive credit in this course cannot earn additional credit in Chemistry 1000.

Prerequisite: MATH 1400 with a grade of "C" or better or concurrent enrollment in MATH 1400 or a placement-test recommendation for MATH 1405 or a higher level course.

### **1030 General Chemistry II (3L, 3LB, 4CR):**

A continuation of Chemistry 1020.

Prerequisite: CHEM 1020 with a grade of "C" or better.

### **2300 Introductory Organic Chemistry (4L, 4CR):**

A one-semester non-lab course in organic chemistry and beginning biochemistry. Students cannot earn credit for both Chemistry 2300 and Chemistry 2320.

Prerequisite: CHEM 1000 or CHEM 1020 with a grade of "C" or better.

### **2320 Organic Chemistry I (3L, 3LB, 4CR):**

First semester for a two semester sequence.

Emphasis is placed on the structural differences of organic compounds and the mechanistic concepts of organic reactions. Students cannot earn credit for both Chemistry 2320 and Chemistry 2300.

Prerequisites: CHEM 1030 with a grade of "C" or better.

### **2340 Organic Chemistry II (3L, 3LB, 4CR):**

The second semester of a two-semester sequence. Emphasis is placed on the structural differences of organic compounds and the mechanistic concepts of organic reactions.

Prerequisites: CHEM 2320 with a grade of "C" or better.

## **Communication and Mass Media (CO/M)**

### **1030 Interpersonal Communication (3L, 3CR):**

Introduction to oral communication in interpersonal group and audience situations. Brief survey of communication rhetoric, principles, and techniques.

## Courses of Instruction

### **1040 Introduction to Human Communication (3L, 3CR):**

This course focuses on the role of communication in current affairs, business, and personal relations. Practical application of theory to communication problems in everyday life.

### **2020 Public Speaking (3L, 3CR):**

An introduction to the principles of public speaking, with emphasis on practical skills in communicating to audiences, classes, and groups. Course includes training in manuscript preparation and composition and provides an opportunity to learn the fundamental principles of developing and evaluating public messages within a forum for honing public speaking skills.

### **2060 Forensics (2LB, 1CR)(Max 4):**

Develops basic skills in contest and public service speaking by refining the speaking and thinking competence of students. Requires attendance at two competitive tournaments per semester in debate and/or individual events. May be repeated three times for credit.

### **2100 Reporting & Newswriting I (2L, 2LB,3CR):**

This course begins with an overview of journalistic practice but concentrates on reporter techniques: the study and practice of the basic kinds of newswriting—such as interviews, features, speech and meeting reports, sports—with attention to the problems of gathering and evaluating the news for responsible, effective reporting. Students will be called upon to pursue news assignments outside of class.

### **2395 Social Science Capstone Experience (OCR):**

The Social Science Capstone Experience is directed toward the application of broad principles in the social sciences with specific attention given to the student's discipline of study. The course seeks to enhance and enrich the student's academic background, and involve the student in activities/experiences that demonstrate an ability to continue study in the social sciences.

Prerequisite: Sophomore standing, major in relevant social science semester of graduation.

### **Computer Applications (CMAP)**

#### **1500 Computer Keyboarding (1/2L, 1LB, 1CR):**

Students will develop basic touch keyboarding skills through computer instruction. Designed for non-office systems majors. This course is offered for S/U or letter grade.

#### **1505 Information Processing Orientation (1/2L, 1LB, 1CR):**

An introductory course in computer literacy, featuring a “hands-on” approach using microcomputers. Elementary concepts of computer organization, hardware, software, and peripheral devices will be introduced. Standard operations will be explained and routine care of equipment will be covered. This course is designed to be a “first course” in computer science. No previous exposure to computers is assumed.

#### **1610 Windows (1/2L, 1LB, 1CR):**

This course is intended to familiarize the student with basic concepts and skills necessary for using Microsoft Windows to become a productive user of computing technology. Windows is a consistent and integrated graphical user interface that is an efficient and popular way of interacting with IBM compatible computers.

#### **1685 Using Computers In: (1/2-1CR):**

A course in which students acquire knowledge about current computer concepts, terminology, and software. Word processing, spreadsheet, database, graphics, or other appropriate computer software will focus on a specified curriculum, which may vary with each offering. This course is offered for S/U or letter grade.

#### **1715 Word Processing: Microsoft Word (1L, 2LB, 2CR):**

This course is designed to introduce basic, intermediate, and advanced word processing features using the Microsoft Word word processing program with PC-compatible microcomputers. Working hands-on with this software will insure transfer of learning from textbook and applications to business, personal, and home-based business using word processing.

#### **1765 Spreadsheet Applications II: Microsoft Excel (1L, 2LB, 2CR):**

A course designed to learn the operation of Microsoft Excel. Using practical business problems, students will learn the fundamentals of spreadsheet operations, database functions, and creating and enhancing all types of charts (graphs) using spreadsheet data. Other areas covered include macro commands, advanced analysis tools, creating templates and graphic objects, Internet and Web integration. Emphasis is placed on the use of MS-Excel in the workplace.

## Courses of Instruction

### **1800 Database Applications I: Access (1L, 2LB, 2CR):**

This course provides instruction in a relational database management system. Areas covered include file organization, storage, retrieval, queries, file management, catalogs, linking files, and programming. Access is a windows-based database that lets you enter, update, and work with data in an easy-to-use format.

### **1850 Desktop Publishing I: (2L, 2LB, 3CR):**

This course is designed to provide an understanding and practical application of computer desktop publishing emphasizing hands-on learning. Topics include but are not limited to single and multi-page publications, editing text, colors, and graphic design objects to create flyers, newsletters, brochures, and logos. Additional topics cover business forms.

### **1886 Outlook (1/2L, 1LB, 1CR):**

This course is designed to provide an understanding of Microsoft's Outlook and is geared toward learning basic e-mail skills. The student will learn how to work with and manage the e-mail, calendar, appointment scheduling, meeting scheduling, contacts and to-do lists that are available in Outlook. It will cover every topic listed by the Microsoft Office Specialist Program, giving the student the opportunity to get Outlook certified at the Expert level.

Prerequisite: CMAP 1610 with a grade of "C" or better.

### **1900 Integrated Applications I: Microsoft Office (1L, 2LB, 2CR):**

This course is designed to give students introductory skills in using the components of the Microsoft Office Suite, which include: Word, Excel, Access, Powerpoint, and the integration of the above components.

### **1915 MS Office-Advanced Concepts and Techniques (1L, 2LB, 2CR):**

This course is designed for the student already familiar with the fundamentals of Microsoft Office-MS Word, MS Excel, MS Access, and MS PowerPoint. The course will extend basic knowledge of MS Office by the use of practical problems for personal computer applications. Students completing this course will have a firm knowledge of MS Office and will be able to solve a variety of personal computer-related problems. The two-course sequence of MS Office prepares

students to pass the Proficient level of Microsoft Office Specialist Exam.

Prerequisite: CMAP 1900 with a grade of "C" or better.

### **2510 Multimedia Presentation (1L, 2LB, 2CR):**

This course introduces the technical foundation and general principles that compose multimedia and making effective presentations. Students will be introduced to the requirements of making effective presentations and with special regard to effective multimedia productions. Different production techniques for making effective presentations will be covered. Students will trace project development from design to implementation and delivery.

### **2630 Presentation Graphics: PowerPoint (1/2L, 1LB, 1CR):**

This course provides students with the skills needed to create and edit presentations. Coverage includes basics as well as adding enhancements, changing formats, creating different graph types, and linking to other programs. PowerPoint is a windows-based business presentations software package.

## **Computer Science (COSC)**

### **1200 Computer Information Systems (2L, 2LB, 3CR):**

An introduction to computers and information processing, computer systems, hardware, computer software, information processing systems, and management information systems. Spreadsheet, data base, and word processing software are used extensively by the student in applying program capabilities to practical business problems. Students who earn credit in COSC 1200 cannot earn credit in CMAP 1900.

## **Construction Technology (CNTK)**

### **1510 Safety and Tools in Construction (2L, 2LB, 3CR):**

This course is designed to familiarize students with OSHA safety rules and regulations related to residential construction. Topics include safety laws, proper identification of hand and power tools, safe use of hand and power tools, and maintenance of hand and power tools.

### **1520 Residential Blueprint Reading (2L, 2LB, 3CR):**

This course is a study of basic principles of interpreting blueprints and plans along with



# Courses of Instruction

reading of specifications basic to the building trades.

Prerequisite: CNTK 1510 with a grade of “C” or better, or concurrent enrollment in CNTK 1510.

### **1630 Basic Cabinetmaking (1L, 2LB, 2CR):**

For anyone wishing to learn basic cabinet making skills. Cabinet design, construction techniques, finishing procedures, and safe tool and machine operation are included in classroom and laboratory instruction. Students will construct an appropriate cabinet of their choice.

### **1762 Mechanical Systems: Plumbing (1L, 2LB, 2CR):**

This course is designed to provide students with the knowledge and skills necessary to identify, select, and estimate plumbing materials and to install a plumbing system in a residential house. The installation meets current industry standards, and manufacturers’ specifications.

### **1860 Woodworking Fundamentals I (2L, 4LB, 4CR):**

A course for those wanting to learn or further their woodworking skills. An emphasis will be placed on SAFETY, problem solving, material selection, and practical approaches to woodworking. In the laboratory students will receive an introduction to the safe and correct use of hand tools and stationary power tools and equipment, to build a project of the student’s choice.

### **1865 Woodworking Fundamentals II (2L, 4LB, 4CR):**

This course provides an enhanced knowledge of techniques and materials used in the design and construction of wood furnishings. Emphasis on problem solving, multi-joining technology and custom finishing.

Prerequisite: CNTK 1860 with a grade of “C” or better or instructor approval.

## **Cosmetology (CSMO)**

### **1000 Intro to Nail Technology (3CR):**

This course will explore the structure, growth and diseases of the skin and nail, ingredient technology, its usage and safety.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required, or instructor approval.

Enrollment in Cosmetology or Nail Technician program.  
45 hours lecture.

### **1005 Nail Technology Lab (4CR):**

This course provides a complete guide to basic nail technology as it applies to the hands and feet.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required, or instructor approval  
Enrollment in Cosmetology or Nail Technician program.

213 hours lab.

### **1010 Intro to Skin Technology (3CR):**

This course is an introduction to skin structure, disorders, analysis, product technology and massage principles.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required, or instructor approval. Enrollment in Cosmetology or Skin Technician program.

45 hours lecture.

### **1015 Skin Technology Lab (1CR):**

This is an opportunity for the cosmetology and/or skin tech student to work through the applications taught in CSMO 1010.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required, or instructor approval.  
Enrollment in Cosmetology or Skin Technician program.

45 hours lab.

### **1020 Intro to Hair Technology (3CR):**

This course covers the sciences of hair and its practices.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required. Completion of CSMO 1025 with a grade of “C” or better. Enrollment in Cosmetology or Hair Technician program.

45 hours lab.

### **1025 Hair Fundamentals (4CR):**

This course covers the basic structure of hair, hair care practices, and an introduction to basic hair design principles.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required. Enrollment in Cosmetology or Hair Technician program.

213 hours lab.



## Courses of Instruction

### **1030 Intro to Hair Technology II (2CR):**

This course is part II of the science of hair and its practices.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required. Completion of CSMO 1025 with a grade of "C" or better. Enrollment in Cosmetology or Hair Technician program.  
45 hours lab.

### **1035 Hair Fundamentals II (2CR):**

This course will cover the applications of hair styling principles.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required, or completion of CSMO 1025 with a grade of "C" or better. Enrollment in Cosmetology or Hair Technician program.  
48 hours lab.

### **1175 Nail Technician Assessment (1CR):**

This comprehensive exam is a three day procedure. It assesses the Nail Tech student's skill level for exiting the program and to make application to take the National Nail Technician exam.

Prerequisite: Enrollment in Nail Tech program.  
35 hours lab.

### **1210 Esthetics Concepts I (2CR):**

This course fulfills the requirements of infection control, general nutrition, and electricity within the skin care area.

Prerequisite: Enrollment in Cosmetology or Skin Technician program.  
45 hours lab.

### **1275 Esthetics Assessment (1CR):**

This is a comprehensive examination intended to evaluate the students' level of competency in the area of esthetics.

Prerequisite: Enrollment in the Skin Technician program.  
35 hours lab.

### **1375 Hair Technician Assessment (1CR):**

A comprehensive assessment intended to evaluate the students' level or competency in the area of hair technology.

Prerequisite: Enrollment in Hair Technician program.  
35 hours lab.

### **1400 Cosmetology Lab I (3R):**

This course fulfills 3 of the 9 lab credit hours required for the cosmetology student who will explore chemical properties and safety of services and practices on hair.

Prerequisite: CSMO 1020, CSMO 1025, CSMO 1030, and CSMO 1035 with a grade of "C" or better. Cosmetology majors must have completed a minimum of 8 credit hours of the general education requirements or instructor approval.  
90 hours lab.

### **1405 Cosmetology Lab II (3CR):**

This course fulfills 3 of the 9 credit hours required for the cosmetology student who will explore the physical properties and safety of services and practices on hair.

Prerequisite: CSMO 1020, CSMO 1025, CSMO 1030, and CSMO 1035 with a grade of "C" or better. Cosmetology majors must have completed a minimum of 8 credit hours of the general education requirements or instructor approval.  
90 hours lab.

### **1420 Cosmetology Lab V (3CR or 6CR):**

This course fulfills up to 6 of the 9 lab credit hours required for the cosmetology student who will explore the final stages of training for cosmetology services and also includes preparation for the final assessment in Cosmetology.

Prerequisite: CSMO 1400 and CSMO 1405 with a grade of "C" or better.  
45 or 90 hours lecture.

### **1425 Techniques in Cosmetology (3CR):**

This course fulfills 3 of the 9 lab credit hours required for the cosmetology student and is required for the Hair Technician student. It will explore new and innovative techniques as they relate to the areas of cosmetology.

Prerequisite: Enrollment in Cosmetology or Hair Technician program. The Cosmetology student must have completed up to 8 of the required general education courses or instructor approval.  
100 hours lab.

### **1500 Clinical Applications I (3CR):**

This is a required course for the Hair Technician student and focuses on the hands-on application techniques in all areas of cosmetology to the public.

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Prerequisite: Enrollment in the Hair Technician program.  
168 hours lab.

### **1505 Clinical Applications II (3CR):**

This is one of the required clinical applications for a Cosmetology or Hair Technician student. It focuses on the hands-on application techniques in all areas of cosmetology to the public.

Prerequisite: Enrollment in Cosmetology or Hair Technician program.  
168 hours lab.

### **1510 Clinical Applications III (6CR):**

This is one of the required clinical applications for a Cosmetology student. It focuses on the hands-on application techniques in all areas of cosmetology to the public.

Prerequisite: Enrollment in the Cosmetology program.  
216 hours lab.

### **1515 Clinical Applications IV (6CR):**

This is one of the required clinical applications for a Cosmetology, Nail, or Skin Technician student. It focuses on the hands-on application techniques in all areas of cosmetology to the public.

Prerequisite: Completion of CSMO 1000 and CSMO 1005 with a grade of "C" or better.  
Enrollment in the Cosmetology, Nail Technician, or Skin Technician program.  
216 hours lab.

### **1520 Clinical Applications V (6CR):**

This is one of the required clinical applications for a Cosmetology student. It focuses on the hands-on application techniques in all areas of cosmetology to the public.

Prerequisite: Enrollment in the Cosmetology program.  
216 hours lab.

### **1525 Clinical Applications VI (1-6CR):**

This is one of the required clinical applications for a Cosmetology student. It focuses on the hands-on application techniques in all areas of cosmetology to the public.

Prerequisite: Enrollment in the Cosmetology program.  
30-216 hours lab.

### **1535 Clinical Applications VIII (1-6CR):**

This is a required course for the Skin and Hair Technician student and is an optional class for the

Cosmetology student. It focuses on the hands-on application techniques in all areas of cosmetology to the public.

Prerequisite: Enrollment in the Cosmetology, Skin, or Hair Technician program.  
30-300 hours lab.

### **1550 General Cosmetology Science (3) (Fa, Sp)**

This course will explore the cosmetology sciences. This is a broad exploration into infection control, anatomy and physiology, electricity and basic cosmetology chemistry.

Prerequisite: Placement score for MATH 0920 or better and ENGL 0640 or better and no reading improvement required, or instructor approval.  
45 hours lecture.

### **1555 General Cosmetology Science II (3CR):**

This course is an extended study for the Skin Technician student. Studies in basic ingredient technology, basic chemistry as it applies to the area, anatomy and physiology as applicable, and esthetic application.

Prerequisite: Enrollment in Skin Technician program; no reading improvement required.  
45 hours lecture.

### **1575 Cosmetology Assessment (1CR):**

A comprehensive assessment intended to evaluate the students' level of competency in the area of cosmetology.

Prerequisite: Enrollment in Cosmetology program.  
35 hours lab.

## **Criminal Justice (CRMJ)**

### **1510 Law Enforcement Procedures (3L, 3CR):**

This course covers basic law enforcement operations including patrol procedures, traffic enforcement, police report writing, field interviews, problem solving, first responses to emergencies, and police ethics and discretion.

Prerequisite: CRMJ 2120 or concurrent enrollment.

### **1520 Law Enforcement Operations (3L, 3CR):**

This course covers community policing practices, using an interdisciplinary problem solving approach to solving, police-community relations, crime prevention programs, and interagency operations.

Prerequisite: CRMJ 2120 or concurrent enrollment.

# Courses of Instruction

## **1950 General Instructor Development (2L, 2CR):**

This comprehensive and up-to-date program will help you develop your individual training skills. Key training points in this step-by-step approach will help you create quality training programs for your agency. Included in this course will be hands-on exercises that will allow you to write your own instructional goals, construct a lesson plan, develop a teaching method, and conduct a presentation for your class. Your final presentation will be video taped for your confidential review.

This course is offered for S/U grade only.

Prerequisite: P.O.S.T. certification.

## **2120 Introduction to Criminal Justice (3L, 3CR):**

This course introduces the student to the study of criminal justice. It covers the philosophy and history of law enforcement, the judicial system, and corrections. Major issues facing these disciplines are also covered.

## **2125 Forensic Psychology (3L, 3CR):**

This course introduces the criminal justice/social science major to the uses of psychology in the field. Topics covered include basic criminal profiling, suspect interviewing, psychological theories of crime/delinquency, victimology, legal applications of psychology in conducting assessments, and correctional psychology. Students cannot earn credit for both CRMJ 2125 and PSYC 2125.

Prerequisite: PSYC 1000 (General Psychology) and CRMJ 2120 (Introduction to Criminal Justice) or permission of Instructor.

## **2210 Criminal Law I (3L, 3CR):**

The course deals with the broad spectrum of criminal law and the procedures of criminal justice. Substantive criminal law, criminal procedures and roles of evidence that are of importance to the law enforcement officer are studied. The course builds a sound base for a more advanced study of criminal law. Also included may be other relevant subject matter the instructor feels is necessary.

Prerequisite: CRMJ 2120 with a grade of "C" or better.

## **2250 Criminal Justice Administration (3L, 3CR):**

An introduction to the theories of organization and administration in law enforcement and corrections. Topics covered include police and corrections history, comparisons of various

organizational systems, and the study of police/correctional operations.

## **2280 Criminal Procedures (3L, 3CR):**

This course deals with procedural problems that occur in processing an individual through the criminal justice system with special emphasis on search and seizure.

Prerequisite: CRMJ 2120 with a grade of "C" or better.

## **2350 Introduction to Corrections II/I (3L, 3CR):**

A general course describing the history and evolution of the corrections process. Covers all aspects of institutional and community based corrections.

## **2370 Institutional Corrections (3L, 3CR):**

This course covers the history and current status of institutional correctional facilities including prisons, jails, and intermediate units. Programs, procedures, institutional culture and administration are covered.

Prerequisite: CRMJ 2120 (Introduction to Criminal Justice) and CRMJ 2350 (Introduction to Corrections) or permission of instructor.

## **2400 Criminology (3L, 3CR):**

An introduction to the study of the nature and causes of criminal behavior. Biological, psychological, and sociological theories are examined. Types of criminal behavior, historical perspectives, crime statistics, and current trends are also covered. Students cannot earn credit for both CRMJ 2400 and SOC 2400.

Prerequisite: SOC 1000 with a grade of "C" or better.

## **2420 Juvenile Justice (3L, 3CR):**

This course is designed as an introduction to the field of juvenile justice. It will cover all the aspects of the juvenile justice system, from early history reform schools to the progressive development centers of today, along with alternatives to incarceration. This course will follow the evolution of the courts and the laws pertaining to the juvenile.

Prerequisites: CRMJ 2120 with a grade of "C" or better.

## **2550 Criminal Investigation I (3L, 3CR):**

A course relating to the fundamentals of investigation. Included are crime scene search, sketching and recording, collection and

## Courses of Instruction

preservation of physical evidence, scientific aids, sources of information, interviewing and interrogation, modus operandi, and case preparation.

### **2560 Criminal Investigation II (3L, 3CR):**

The study of various crimes and investigative techniques from the initial report through the final disposition of the case.

Prerequisite: CRMJ 2550 with a grade of “C” or better.

### **2570 Criminalistics (Forensics) (2L, 2LB, 3CR):**

Introduces the student to the collection, preservation and analysis of biological, chemical, physical and other forensic evidence from the crime scene. Also includes work with trace evidence including hair, fibers, etc. Instruction will encompass crime scene management and evidence collection as well as laboratory analysis procedures.

Prerequisite: BIOL 1000 or BIOL 1010, CRMJ 2120 and CRMJ 2550 with a grade of “C” or better.

### **2590 Drugs & Criminal Justice (3L, 3CR):**

This course covers the physiology and chemistry of abused substances. Also addressed are the history and evolution of drug regulations including the current status of the Controlled Substance Act. Detection, identification, and drug enforcement are also covered.

Prerequisite: CRMJ 2120 (Introduction to Criminal Justice) or permission of instructor.

### **2690 Supervised Lab Experience (4-6LB, 2-3CR):**

This course exposes the criminal justice major to the various work settings in the field. The student will rotate between placements with law enforcement, detention, corrections, and communications. The schedules will be variable and depend upon availability at each site. Approximately 4-6 hours per week at the assigned site will be required, as will weekly meetings with the instructor.

Prerequisite: Criminal Justice major, sophomore standing, approval of criminal justice agencies.

### **2781 Use of Force I (2L, 2LB, 3CR):**

Introduces the criminal justice major to the use of force. Non-lethal force and the escalation of force is covered, as are legal and ethical concerns. Instruction is provided in the use and care of police sidearms including the service revolver and

semiautomatic pistol.

Prerequisite: Criminal Justice major.

### **2791 Use of Force II (2L, 2LB, 3CR):**

This is the second course in the use of force sequence. It includes continued use of the police sidearm with the goal of increasing proficiency. It also introduces the student to the use of the police rifle, shotgun, and special weapons and tactics such as the use of tear gas and explosive devices.

Prerequisite: CRMJ 2120 (Introduction to Criminal Justice) and CRMJ 2781 (Use of Force I) with a grade of “C” or better.

### **2895 Criminal Justice Capstone Project (1L, 1CR):**

This course is designed as a review for the Criminal Justice major. Syllabi from all CJ classes will be reviewed and all objectives will be discussed and tied together showing the interaction and interconnectiveness of the Criminal Justice System. This course is offered for S/U grade only.

Prerequisite: Sophomore status as Criminal Justice major set to graduate at the end of same semester.

Additional criminal justice courses will be offered at the Wyoming Law Enforcement Academy. Course descriptions are available from the office of the Vice President for Learning.

## **Crop Science-Agriculture (CROP)**

### **1150 Pesticide Safety and Application (3L, 3CR):**

In this course, basic chemical principles are reviewed and applied to an in-depth study of herbicides, insecticides, and fertilizers. Students become familiar with selection methods and rates. They also learn about laws governing purchase and use of insecticides and fertilizers. Particular attention is given to environmental concerns. The integrated pest management approach to total pest control is stressed.

### **2200 Forage Crop Science (3L, 3CR):**

A general course dealing with forage and commercial crops including methods of seeding, cultivation, harvest, selection, grading, and variety improvement. History and importance of legumes, grasses, and cash crops when used as forages.

Prerequisites: AECL 1000, BIOL 1000, or BIOL 1010 with a grade of “C” or better.

# Courses of Instruction

## Culinary Arts (CULA)

### **1100 Basic Culinary Skills (3L, 3CR):**

This course gives the student an introductory overview of the fundamentals that are required to be a professional culinarian. Topics such as knife skills, stocks, sauces, and soups as well as recipe conversion, costing and product identification are all covered in this course. These are the basic building blocks that are required for future culinary success.

### **1510 Sanitation (1L, 1CR):**

Applied Food Service Sanitation covers the latest developments, procedures, current government standards and emerging issues in Food Services Sanitation. Students will get a head start in understanding Hazardous Analysis Critical Control Point (HACCP), a cutting-edge system that is the hospitality industry's system-of-choice.

## Economics (ECON)

### **1010 Macroeconomics (3L, 3CR):**

A description and analysis of national income, business cycles, income distribution, governmental economic policies, the banking system, and monetary and fiscal policy. Students cannot earn credit for both ECON 1010 and AGE 1010.

### **1020 Microeconomics (3L, 3CR):**

A description and analysis of price determination, resource allocation, market structures, international economics, and current economic issues.

## Education (EDUC)

### **1500 Multicultural Awareness (3L, 3CR):**

An introduction to the impact of family relationships and cultural diversity in American society for educators and child care providers. Family patterns and the diverse characteristics of ethnicity, race, exceptionality, class, and religion will be examined.

### **1501 Effective Substitute Teaching (3CR):**

The objectives of this course are to understand professional ethics and responsibilities; expand awareness of classroom management techniques; increase knowledge of effective teaching behaviors; and develop a teaching resource file. Not applicable toward EWC graduation requirements. May be applied toward electives.

This course is offered for S/U grade only.

Prerequisite: Concurrent enrollment in EDUC 2005 or background check on file with participating school district.

3 credits = 25 hours lecture, 30 hours classroom observation including 10 hours completed at each level: elementary, junior high/middle, and high school.

### **1515 Effective Literary Strategies (1-2CR):**

The Wyoming Writing Institute—Effective Reading/Writing Strategies is offered in the field to teachers, para-professionals, and other staff associated with a school district as requested by the district. All pertinent staff members take the course as a part of a staff development plan requiring training of all staff. This training focuses on standards-based literary structures—writers' workshop, literary circles, and guided reading—with the focus of growing students to attain success in reading, writing, listening, and speaking.

### **2005 Pre-Screen for Practicum in Teaching (0CR):**

This course completes the process necessary for the background check required prior to participating in any K-12 field experience.

### **2100 Practicum in Teaching (2-3CR)(Max 6):**

Students will participate in an extensive practicum experience for prospective educators in an accredited school under the supervision of a certified teacher.

Prerequisite: EDFD 2020 with a grade of "C" or better, or 400 hours employed in an educational setting and successful completion of EDUC 2005. Students who have not successfully completed EDUC 2005 will need to be concurrently enrolled and will not begin their practicum until their EWC background check is complete.

### **2105 Tutorial Instruction (2-3CR)(Max 4):**

This course is designed to provide the student with practical experience and theoretical underpinnings of tutoring in specific academic disciplines in which the student has demonstrated both interest and effectiveness. A tutor must be selected based upon GPA and an interview with the Learning Skills Lab Coordinator. A tutor must complete a series of self-directed modules to receive 1 credit. These self-directed modules must be completed in the first semester of enrollment. In addition, the student must work 4 hours a week for 2 credits or 6 hours a week for 3



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credits. Maximum of 3 credits per semester and 4 lifetime credits.

### **2220 Multi-Cultural Education (1L, 1CR):**

This is an introductory class designed to give the student an overview of some of the many aspects of multicultural education. The course focuses on a multitude of multicultural activities which can be incorporated across the curriculum. These activities involve student research, observation, and participation. They will assist educators in laying a foundation for their students for national and internal citizenship in the 21st Century.

### **2225 Introduction to Teaching English as a Second or Foreign Language (3L, 3CR):**

An introduction to the concepts and principles of teaching English as a second or foreign language. Concepts include such topics as developing an understanding of second language acquisition theories, the role of culture upon language acquisition, and how languages are learned. Principles include English as a Foreign Language (EFL) and English as a Second Language (ESL) teaching strategies for the content areas of reading, writing, listening and speaking.

### **2230 Second Language Acquisition (3L, 3CR):**

This course is designed to provide the ESL/ EFL teacher in training candidate with an understanding of the concepts, terms, and the practical applications of second language acquisition. Topics covered in this course will include linguistics and its subfields, literacy, the building blocks of language (phonetics and grammar), language variation, individual differences in second language acquisition, a comparison of first to second language acquisition, and language teaching in a cultural context.

Prerequisite: EDUC 2225: Introduction to Teaching English as a Second/Foreign Language with a grade of “C” or better.

### **2235 Teaching ESL/EFL Reading and Writing (3L, 3CR):**

This course provides a practical framework for the instruction of reading and writing skills to non-native speakers of English. Course content is organized around four strands – teaching meaning-focused input, meaning-focused output, language-focused learning, and fluency development in conjunction with social and cultural expectations.

Prerequisite: EDUC 2230: Second Language Acquisition with a grade of “C” or better.

### **2240 Teaching ESL/EFL Listening and Speaking (3L, 3CR):**

This course will provide the opportunity for students to explore the concepts involved in teaching listening and speaking to non-native speaking students. The focus of this course will be a hands-on approach to the instruction of these skill sets featuring applied principles, a large number of useful teaching techniques, and guidelines for testing and monitoring. Course content will include: listening and speaking theories applicable to the instruction of these skill subsets, listening processes, types and models of listening, information transfer, language focused learning through dictation, pronunciation, negotiation in speaking, types of speaking, the instruction of teaching skills for teaching speaking, fluency and the ways to develop it, testing listening and speaking.

Prerequisite: EDUC 2230 Second Language Acquisition with a grade of “C” or better.

### **2800 Capstone: Education (1L, 1CR):**

The Education Capstone Experience is directed toward the application of broad principles in the discipline of Education with special attention given to the national standards in the areas of Elementary, Secondary, and Early Childhood Education. This course seeks to enhance and enrich the student’s academic background by synthesizing programmatic learning and experiences so that students have the ability to continue a course of study in education. For terminal degree seeking students in Early Childhood Education, this course will meet the NAEYC Early Childhood Program Standards for portfolio creation.

### **Education-Early Childhood (EDEC)**

#### **1020 Introduction to Early Childhood Education (3L, 3CR):**

This course is designed to introduce students to the study of early childhood education—preschool through the primary grades. The student will study the types, objectives and philosophies of various early childhood programs. The course addresses a wide range of issues related to young children and their education through lectures, discussion and observation.



# Courses of Instruction

## **1100 Observation and Guidance of Young Children (2L, 2CR):**

This course provides effective methods of observation and guidance to meet children's needs individually and in groups with an emphasis on promoting a positive and constructive climate in the early childhood setting. Topics include assessment, recording behaviors, planning environments, materials and equipment, scheduling, discipline and parent-teacher communication.

Prerequisite: Successful completion of EDEC 1020 with a grade of "C" or better or concurrent enrollment in EDEC 1020.

## **1105 Observation and Guidance of Young Children Lab (2LB, 1CR):**

This course provides supervised experience in the observation and guidance of young children at an early childhood center.

Prerequisite: EDEC 1100 (or concurrent enrollment). Enrollment in EDUC 2005 or documented DFS pre-screen or criminal background check within previous 24 months. 2 hours lab.

## **1200 Administration in Early Childhood Programs (3L, 3CR):**

This course is designed to develop skills in both business and human relations components of administering child care for young children. Content includes procedures in establishing early childhood centers, administering paperwork, fiscal management, selection, development and motivation of staff, parent and community involvement strategies, and program regulations and evaluation.

Prerequisite: Successful completion of or concurrent enrollment in EDEC 1020-Introduction to Early Childhood Education.

## **1300 Curriculum Planning and Development for Young Children (2L, 2CR):**

This course will focus on the development of skills in planning, implementing and evaluating developmentally appropriate experiences to encourage intellectual, physical, social, emotional, and creative growth in young children. The focus will be on the concept of optimum development of the whole child.

Prerequisite: EDEC 1020, FCSC 2121 with grades of "C" or better. 2 hours lecture.

## **1305 Curriculum Planning and Development for Young Children Lab (2LB, 1CR):**

This course will provide the opportunity for students to engage in supervised experiences in planning, implementing, and evaluating curricular activities in an early childhood program.

Prerequisite: Successful completion of or concurrent enrollment in EDEC 1300.

Enrollment in EDUC 2005 or documented DFS pre-screen or criminal background check within previous 24 months.

## **1480 CDA-Child Development Associate Seminar (3L, 3CR):**

This course is designed to prepare candidates for the assessment process for the Child Development Associate credential. This course is intended to assist the student in preparing the Professional Resource File, The Parent Opinion Questionnaire and prepare for the national examination and Verification visit.

Prerequisite: Students must be 18 years of age, hold a high school diploma or GED, have 480 hours of experience working with children within the past five years and have 120 clock hours of formal child care education within the past five years. This course is offered for a S/U grade only.

## **2000 Engaging Families in Early Childhood Settings (3L, 3CR):**

This course will focus on the philosophical, psychological, and sociocultural aspects of working with families in early childhood settings. 3 hours lecture.

## **Education-Elementary (EDEL)**

### **1410 Elementary School Math Seminar I (1L, 1CR):**

This course is designed to discuss strategies and instructional activities used in Numbers and Operations for Elementary School Teachers and to be a linkage between what the prospective teachers study and what they will teach. It provides the opportunity to discuss appropriate activities, strategies and programs in teaching areas related to problem solving and to the use of whole numbers, rational numbers, and real numbers.

Prerequisite: Concurrent enrollment in MATH 1100.

# Courses of Instruction

## **1430 Life Science in the Elementary School (1L, 1CR):**

Covers selection of basic life science concepts, materials and curricula appropriate for elementary school. This course parallels the content of Biology 1000 or 1010 and previous or concurrent enrollment is ideal, but not required.

## **1440 Physical Science in the Elementary School (1L, 1CR):**

Covers selection of basic physical science concepts, materials and curricula appropriate for elementary school. This course parallels the content in PHYS 1090 and previous or concurrent enrollment in a physics or chemistry course is ideal but not required.

## **1450 Earth Science in the Elementary School (1L, 1CR):**

This course covers the selection of basic earth science concepts to the teaching of elementary students. The course includes topics in geography, meteorology, geology, and astronomy.

## **2410 Elementary School Math Seminar II (1L, 1CR):**

This course is designed to discuss strategies and instructional activities used in Geometry and Measurement for Elementary School Teachers and to be a linkage between what the prospective teachers study and what they will teach. It provides the opportunity to discuss appropriate activities, strategies and programs in teaching areas related to probability, statistics, and geometric concepts.

Prerequisite: Concurrent enrollment in MATH 2120.

## **Education-Educational Foundations (EDFD)**

### **2020 Foundations of Education (3L, 3CR):**

A basic course for those preparing for a teaching career. This experience supplies a critical examination of educational thought and practice in the United States viewed as a phase of social progress. The study will include classroom observations as well.

Prerequisite: Concurrent enrollment in EDUC 2005 required.

### **2100 Educational Psychology (3L, 3CR):**

Students will demonstrate knowledge and understanding of psychological concepts, principles, and research relevant to teaching and

learning with an emphasis on the school setting. Prerequisite: EDFD 2020 with a grade of "C" or better.

### **2450 Lifespan Human Development (3L, 3CR):**

This course provides an overview of human growth and development from conception until the end of life. The course material combines theory, research and practical applications from developmental psychology. Lecture topics include prenatal and birth factors; genetic influences on development; physical, cognitive, social emotional, and cultural variables which influence development in infancy, childhood, adolescence, early-, middle-, and late adulthood.

### **2451 Life Span: Adulthood (1L, 1CR):**

This course provides a psychosocial overview of human development during the adult years. Issues of physical, psychological, social and emotional development will be explored. Prerequisite: PSYC 2300 with a grade of "C" or better or concurrent enrollment.

## **Education-Exceptional Children (EDEX)**

### **2484 Introduction to Special Education (3L, 3CR):**

This course is designed to meet the needs of education majors for a required course in special education.

Prerequisite: Successful completion of EDFD 2020 with a grade of "C" or better.

## **Electrical Apprenticeship (ELAP)**

### **1515 Electrical Apprenticeship I (2L, 2LB, 3CR):**

This course is designed to provide an electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. This course is designed to develop the basic uses of mathematics for electricity, electrical code, and electrical motors and transformers. The course meets the Wyoming statutory requirement for electricity related classroom training.

This course is offered for S/U grade only.

### **1525 Electrical Apprenticeship II (2L, 2LB, 3CR):**

This course is designed to provide an electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. This course is designed to develop the basic uses of mathematics for electricity, electrical code, and electrical motors

## Courses of Instruction

and transformers. This course meets the Wyoming statutory requirement for electricity related classroom training.

This course is offered for S/U grade only.

Prerequisite: Successful completion of ELAP 1515 or instructor approval.

### **1535 Electrical Apprenticeship III (2L, 2LB, 3CR):**

This course is designed to provide the second year electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. Topics of study include but not limited to safety, AC electricity, inductance, capacitance, transformers, motors and application of the National Electrical Code.

This course is offered for S/U grade only.

Prerequisite: Successful completion of ELAP 1525 or instructor approval.

### **1545 Electrical Apprenticeship IV (2L, 2LB, 3CR):**

This course is designed to provide the second year electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. Topics of study include but not limited to safety, AC electricity, inductance, capacitance, transformers, motors and application of the National Electrical Code.

This course is offered for S/U grade only.

Prerequisite: Successful completion of ELAP 1535 or instructor approval.

### **1555 Electrical Apprenticeship V (2L, 2LB, 3CR):**

This course is designed to provide the third year electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. Topics of study include but not limited to safety, blueprint reading, construction procedures, grounding and ground fault calculations, and service calculations based on the National Electrical Code.

This course is offered for S/U grade only.

Prerequisite: Successful completion of ELAP 1545 or instructor approval.

### **1565 Electrical Apprenticeship VI (2L, 2LB, 3CR):**

This course is designed to provide the third year electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. Topics of study include but not limited to safety, blueprint reading, construction procedures, grounding and ground fault calculations, and service calculations based on the National Electrical Code.

This course is offered for S/U grade only.

Prerequisite: Successful completion of ELAP 1555 or instructor approval.

### **1575 Electrical Apprenticeship VII (2L, 2LB, 3CR):**

This course is designed to provide the fourth year electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. Topics of study include but not limited to safety, motor controls, power distribution, solid state controls and programmable controllers based on the National Electrical Code.

This course is offered for S/U grade only.

Prerequisite: Successful completion of ELAP 1565 or instructor approval.

### **1585 Electrical Apprenticeship VIII (2L, 2LB, 3CR):**

This course is designed to provide the fourth year electrical apprentice with the necessary skills and knowledge to ensure safe and efficient work practices on the job. Topics of study include but not limited to advanced motor controls, branch and feeder circuits, service entrance and grounding calculations based on the National Electrical Code and review for the State exam.

This course is offered for S/U grade only.

Prerequisite: Successful completion of ELAP 1575 or instructor approval.

## **Electrical Technology (ELTR)**

### **1515 Electrical Concepts (2L, 2CR):**

This course introduces students to AC and DC electricity. This will include the principles of voltage, current, resistance and power. Students will use electrical meters for measuring and reinforcing Ohm's law.

## **Engineering Technology (ENTK)**

### **1510 Drafting I (1/2L, 1LB, 1CR):**

This course is an introduction to the fundamental techniques of drafting with the use of drafting instruments and freehand sketching of pictorial and multiview drawings, including the skills of dimensioning and lettering.

### **2501 Intro to Computer Aided Drafting I (1/2L, 1LB, 1CR):**

This course is an introduction to Computer Aided Drafting (CAD). The content of this course is designed to provide the student with a basic understanding of CAD program features and explore drafting and design essentials in a 2-dimensional format. Coursework is valuable

## Courses of Instruction

for anyone needing to prepare, interpret, or use virtually any type of drawings, plans, schematics, or other technical graphic communication documents.

Prerequisite: Previous experience with computers is recommended.

### **2506 Intro to Computer Aided Drafting II (1/2L, 1LB, 1CR):**

This course is a continuation of Computer Aided Drafting I. The content of this course is designed to provide the student with an advanced understanding of CAD program features and further explore drafting and design essentials in a 2-dimensional format. Coursework is valuable for anyone needing to prepare, interpret, or use virtually any type of drawings, plans, schematics, or other technical graphic communication documents.

Prerequisite: ENTK 2500 with a grade of “C” or better.

### **English (ENGL)**

#### **0100 English as a Second Language (3CR):**

This course is designed to develop the basic writing skills of the high-beginning level ESL learner through daily assignments, the development of the paragraph and essay, and the study of grammatical structures relevant to various writing genres. Learners will exam and practice writing three rhetorical forms: chronological process, spatial description and listing using specific descriptive details, reasons and examples.

Prerequisite: IBTTOEFL: 61 or Computer-based TOEFL: 173 or Paper-based TOEFL: 500  
3 hours lecture.

#### **0620 Foundations of Grammar (3L, 3CR):**

Study of English grammar with emphasis on word formation. Grading in this course will be based on student progress. A final grade of “C” or better does not necessarily indicate readiness for the next course in the sequence.

Prerequisite: Appropriate score on the placement examination.

#### **0630 Grammar and Writing Improvement (3L, 3CR):**

The study of English grammar with emphasis on sentence formation.

Prerequisite: Appropriate score on the placement examination.

#### **0640 Writing Skills (3L, 3CR):**

Instruction, reading, and writing practice in the organization of short compositions. Review of sentence elements and of usage as necessary. This course may be used as a preparatory course for students who plan to enroll in English 1010.

Prerequisite: Appropriate score on the placement examination or ENGL 0630 with a grade of “C” or better.

#### **1010 English I: Composition (3L, 3CR):**

Instruction, reading, and writing practice in the fundamentals of composition, including essay assignments such as expository, argumentative, persuasive, comparison and contrast, analysis, and research papers.

Prerequisite: ENGL 0640 with a grade of “C” or better or appropriate score on placement exam.

#### **1210 English Composition for International Students (3L, 3CR):**

This is a composition course for non-native speakers of English. It includes instruction in the fundamentals of composition, including writing assignments in definition, summary, classification, narration, description, exposition, argumentation, and comparison and contrast. There will be frequent reading and writing assignments. A student may not receive credit for both English 1010 and English 1210.

Prerequisite: English 0640 with a grade of “C” or better or appropriate score on placement exam.

#### **2001 Sophomore Project: Interdisciplinary Writing (3L, 3CR):**

This course is designed to be an interdisciplinary approach to research and essay writing, providing students with a variety of research skills and methods. It will stress the APA/MLA documentation style. Emphasis will be placed on critical thinking, analysis, and research. Passing the course with a grade of “C” or better satisfies the Outcomes Assessment activity for Interdisciplinary Studies majors.

Prerequisite: English 1010 with a grade of “C” or better.

#### **2020 Introduction to Literature (3L, 3CR):**

An introduction to the study of literature such as poetry, fiction, drama, novels, and literary nonfiction. This class will develop skills in written, oral, and digital communication.

Prerequisite: ENGL 1010 with a grade of “C” or better.

## Courses of Instruction

### **2050 Creative Writing—Introduction to Fiction (3L, 3CR):**

This course deals with an analysis of the forms of fiction and the practice of creative writing at an introductory level.

Prerequisite: ENGL 2020 with a grade of “C” or better.

### **2140 World Literature (3L, 3CR):**

This course focuses on the major literary works representative of the significant periods in the history of Western civilization. Through reading, study and discussion, students explore literature from Homer through the medieval period of Chaucer.

Prerequisite: ENGL 1020 with a grade of “C” or better.

### **2370 Western American Literature (3L, 3CR):**

A survey of works by major writers of Western fiction and nonfiction, including short stories, novels, and autobiographies. Includes works with both historical and modern settings.

Prerequisite: ENGL 1010 with a grade of “C” or better.

### **2425 Literatures in English I (3L, 3CR):**

A survey of major figures and literary movements in literatures written in English through 1750.

Prerequisite: ENGL 1010 with a grade of “C” or better.

### **2430 Literatures in English II (3L, 3CR):**

A survey of major figures and literary movements in literatures written in English from 1750 to 1865.

Prerequisite: ENGL 1010 with a grade of “C” or better.

### **2435 Literatures in English III (3L, 3CR):**

A survey of major figures and literary movements in literatures written in English from 1865 to the present.

Prerequisite: ENGL 1010 with a grade of “C” or better.

### **2440 Literary Genres: Short Story (3L, 3CR):**

Examination of the short story as a literary genre. Includes reading of short stories by writers of international rank, emphasizing but not necessarily limited to British, American, and Canadian writers. Includes writing essays of analysis.

Prerequisite: ENGL 1010 with a grade of “C” or better.

### **2480 Literary Genres: Drama (3L, 3CR):**

Reading of plays to acquaint students with problems and possibilities of drama as a genre.

Prerequisite: ENGL 2020 with a grade of “C” or better.

## **Entrepreneurship (ENTR)**

### **1500 Successful Entrepreneurship (2L, 2CR):**

An introductory course focusing on identification of the business skills, personal traits and characteristics necessary to succeed as an entrepreneur. Students analyze and determine how to obtain the skills needed to own, operate and manage a small business successfully.

Through guided self-analysis, students assess their own alignment with the passion, creativity and innovation that typifies entrepreneurial success. In addition, students explore the role of small business in both the U.S. and global economy, examine a variety of industries, businesses, entrepreneurial ventures and create a personal business preference profile.

Prerequisite: HMDV 0510 with a grade of “C” or better or appropriate score on placement exam.

### **1520 Creating a Business Plan (2L, 2CR):**

Students evaluate a business opportunity, collect and organize research data into a marketing plan and prepare a financial plan for their small business idea. In addition, students gain skills to be able to continue developing their business plan as they learn new information and gain ability to make a “go” or “no-go” determination. 2 hours lecture.

### **2500 Small Business Operations Management (2L, 2CR):**

Students develop skills for introducing new products and services, quality management, process design, job design, technology management and related business design decisions. Students also develop operations decision making skills for inventory, materials, scheduling and planning specific to the needs of a small business as it progresses through the business life cycle.

### **2520 Legal Issues for Entrepreneurs (2L, 2CR):**

A course focusing on the legal start-up, growth, management and exit strategies of small business. Students identify and analyze the legal and tax implications of the forms of business ownership. In addition, students examine the process of forming the various types of corporations.



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Student investigate human resource laws, contracts, reporting requirements, bankruptcy, collections and small claims court topics. Students also determine how to protect their business innovations with copyright, trademark, patents and intellectual property law.

### **2550 Principles of Marketing (3L, 3CR):**

An overview of marketing including the strategies for product, distribution, promotion, and pricing decisions; the relationship of these decisions to the external environment; global perspectives for tactical and strategic planning related to marketing; and ethics in marketing considerations. Students cannot earn credit for both ENTR 2540 and MKT 2100.

### **Equine Studies (EQST)**

#### **1570 Horseshoeing I (1/2L, 1LB, 1CR):**

This course will include a study of the hoof in general, shaping shoes, trimming, and placement.

#### **1580 Horseshoeing II (1/2L, 1LB, 1CR):**

This course deals with the detection of hoof problems, determination of causes for such problems, and the proper method of treatment to correct these problems. Students will be required to shoe a minimum of one horse without assistance before completion.

Prerequisite: EQST 1570 with a grade of "C" or better.

#### **1725 Rodeo Rough Stock I (1L, 2LB, 2CR):**

This is the first course in a series of rodeo rough stock events classes. Students will learn the rules of the different rough stock events, safety procedures for each of the events, proper equipment for each of the events, and the correct use for each piece of equipment. Lab sessions will deal with practical application of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. A student may enroll in only one rodeo event class or one rough stock class per semester.

#### **1730 Rodeo Rough Stock II (1L, 2LB, 2CR):**

This is the second course in a series of rodeo rough stock events classes. Students will learn about physical fitness for the rough stock competitor, development of a positive competitive attitude, communication skills as a rodeo competitor, humane treatment of bucking

horses and bulls, application of support devices for the competitor, entering rodeos, and selection of proper attire. Lab sessions will deal with practical application of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. A student may enroll in only one rodeo event class or one rough stock class per semester.

#### **1740 Rodeo Timed Events I (1L, 2LB, 2CR):**

This is the first course in a series of rodeo timed events classes. Students will learn the rules of the different timed events, safety procedures for each of the events, proper tack for the events, and rules and regulations regarding brand inspections and health certificates. Lab sessions will deal with practical applications of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. Students may enroll in only one rodeo event class or one rough stock class per semester.

#### **1750 Rodeo Timed Events II (1L, 2LB, 2CR):**

This is the second course in a series of rodeo timed events classes. Students will learn about physical fitness for the time event competitor, correct application of equine bandages, development of a positive competitive attitude, communication skills as a rodeo competitor, humane treatment of timed event stock, entering rodeos, and selection of proper attire. Lab sessions will deal with practical applications of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. Students may enroll in only one rodeo event class or one rough stock class per semester.

#### **2740 Rodeo Rough Stock III (1L, 2LB, 2CR):**

This is the third course in a series of rodeo rough stock events classes. Students will learn about selection of bucking horses and bulls, nutrition, immunization and parasite control for rough stock, safety in loading and hauling broncs and bulls, health certificate and brand inspection regulations pertinent to bucking stock, and financial transactions involved with rodeo. Lab sessions will deal with practical application of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. A student may enroll in only one rodeo event class or one rough stock class per semester.



## Courses of Instruction

### **2750 Rodeo Rough Stock IV (1L, 2LB, 2CR):**

This is the fourth course in a series of rodeo rough stock events classes. Students will learn techniques for judging each of the different rough stock events as well as public relations involving the rodeo competitor. Lab sessions will deal with practical application of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. A student may enroll in only one rodeo event class or one rough stock class per semester.

### **2760 Rodeo Timed Events III (1L, 2LB, 2CR):**

This is the third course in a series of rodeo timed events classes. Students will learn about selection of stock, nutrition, immunization and parasite control for the performance horse and the cattle, hauling horses, and financial transactions involved with rodeo. Lab sessions will deal with practical applications of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. Students may enroll in only one rodeo event class or one rough stock class per semester.

### **2770 Rodeo Timed Events IV (1L, 2LB, 2CR):**

This is the fourth course in a series of rodeo timed events classes. Students will learn techniques for judging each of the different timed events as well as public relations involving the rodeo competitor. Lab sessions will deal with practical applications of material that is presented in the lecture. A \$30 fee will be charged for this course. Verification of a NIRA card will be required. Students may enroll in only one rodeo event class or one rough stock class per semester.

## **Family and Consumer Science (FCSC)**

### **1010 Perspectives in Family and Consumer Science (2L, 2CR):**

This course is designed to explore the history, core concepts, professional experience and career options in the field of Family and Consumer Science. Students will gain experience in online education as well as assessment and goal setting to achieve expectations for professional competencies in the field. Students will begin to develop a professional portfolio as part of this course.

### **1140 Nutrition (3L, 3CR):**

This class will provide the students with a basic background in the six classes of nutrients and

the role of each nutrient in food selection, weight loss, and weight maintenance. Basic diet planning principles will be discussed and students will analyze diets in accordance with such principles and propose dietary changes to improve nutritional status. Nutritional status and needs throughout the life span will be presented. Students will become better consumers as they are introduced to reading and interpreting food labels, understanding labeling regulations, and evaluating nutritional claims made by food products and fad diets.

Prerequisite: Placement score for English 1010 or better and Compass score indicating no reading improvement class is required or appropriate ACT scores for English and reading.

### **1141 Principles of Nutrition (3L, 3CR):**

A study of the science of food as it relates to the attainment and the maintenance of health and/or contributes to specific pathologies. Course emphasis will include: principles of nutrition; scientific basis of nutrition; nutrients, their functions, requirements, and interactions; nutritional fads and fallacies; energy consumption; energy expenditure; and metabolism. Special topics will include national and world nutrition and laboratory situations.

### **2121 Child Development (2L, 3LB, 4CR):**

A course in the study of the various societal and cultural influences on the growth and development of children during the early childhood period. Emphasis will be placed on the period from conception to age eleven. Students will observe infants, toddlers, preschoolers, and primary grade children for a total of 30 hours during the semester in order to related theory to the actual behavior of children.

Prerequisite: Concurrent enrollment in EDUC 2005 or documented DFS Pre-Screen or criminal background check within previous 24 months and PSYC 1000 or consent of instructor.

### **2131 Family Relationships (3L, 3CR):**

This course will help the student develop understanding about patterns of interactions at different stages of the family life cycle and transactions between families and other social system.

# Courses of Instruction

## French-Language (FREN)

### **1010 1st Year French I (4L, 1LB, 4CR):**

Fundamentals of grammar, composition, reading, and conversation.

### **1020 1st Year French II (4L, 1LB, 4CR):**

Continuation of French 1010.

Prerequisite: FREN 1010 with a grade of “C” or better.

## Geography (GEOG)

### **1000 World Regional Geography (3L, 3CR):**

Covers the distributions, traits, and processes of the Earth’s peoples and landscapes through the perspective of regional geography, which is the study of the spatial relationships of natural environments and human societies.

### **1020 Human Geography (3L, 3CR):**

Analysis of spatial patterns of and interaction between the world’s great cultural systems. Topics include settlement patterns, behavior patterns, agricultural land use and resource utilization.

## Geology (GEOL)

### **1070 The Earth: Its Physical Environment (3L, 1LB, 4CR):**

Discusses selected topics from geology, astronomy, and meteorology illustrating fundamental concepts, processes, products and the interrelationships among them. Emphasizes nature of science and relationship between selected topics and society.

### **1100 Physical Geology (3L, 2LB, 4CR):**

The study of the earth’s physical make-up including rocks and minerals, streams, glaciers, geologic structures, earthquakes and plate tectonics. Laboratory sessions will cover rocks, minerals and topographic maps.

### **1470 Environmental Geology (3L, 3LB, 4CR):**

This course is an application of geologic principles to topical problems in environmental and resource geology. Topics include analysis of environmental issues such as earthquake disaster preparedness, landslides, land use, floods and human occupation, ground water withdrawal and contamination issues, volcanic and coastal hazards, and the response of landscapes and people to resource development (minerals/air/

water/energy). Laboratories will be used to analyze and debate data relevant to environmental problems from a geological perspective.

Prerequisite: Placement score for ENGL 0640 or better and no reading improvement required, or appropriate reading ACT score.

## German-Language (GERM)

### **1010 1st year German I (4L, 1LB, 4CR):**

Explores fundamentals of grammar, composition, conversation, and reading.

### **1020 1st year German II (4L, 1LB, 4CR):**

This course examines fundamentals of grammar, composition, conversation, and reading.

Prerequisite: GERM 1010 with a grade of “C” or better.

## Health Education-Physical & Health Education (HLED)

### **1006 Personal Health (3L, 3CR):**

A study of health problems as they relate to the development of personal health values leading to an understanding of the responsibility of oneself, the family, community, and the world.

### **1140 Nutrition (3L, 3CR):**

This class will provide the students with a basic background in the six classes of nutrients and the role of each nutrient in food selection, weight loss, and weight maintenance. Basic diet planning principles will be discussed and students will analyze diets in accordance with such principles and propose dietary changes to improve nutritional status. Nutritional status and needs throughout the life span. Students will become better consumers as they are introduced to reading and interpreting labels, understanding labeling regulations, and evaluating nutritional claims made by food products and fad diets.

Prerequisite: No reading improvement required.

### **1221 Standard First Aid & Safety (2L, 2CR):**

This course is a study of accident causes and preventions as well as assessment procedures for victims of accidents and/or sudden illness. The course contains all materials from the American Red Cross class “**Responding to Emergencies – Comprehensive First Aid/CPR/AED.**”

The class contains lectures as well as skill lessons, practices, and assessments as required by the

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AMR. Upon successful completion of the class, the student will be certified in the following: Adult CPR/AED/First Aid; Child/Infant CPR/AED/First Aid. There is a course fee attached to this class to cover the cost of certification.

**NOTE:** For students taking the class online, it is required that they travel to campus for a one day (Saturday or Sunday – TBA) skills lesson, practice, and assessment as required by the AMR for certification.

### **1280 Drug Use and Abuse (2L, 2CR):**

A general study of licit and illicit drugs and their metabolic and central nervous system alterations with special emphasis on the consequent impact on an individual, family, subculture, and world society, both in the past and the present.

### **Health Technology (HLTK)**

Criminal background checks are required for certain courses in this area. The background check will cover sexual offender information, general criminal history, and adult and child neglect information. Student financial aid may be used to cover the cost.

### **1220 Growth & Development (3L, 3CR):**

This course introduces the theories, processes and enhancement of the development of infants, young children, adolescents, and adults. Through research, discussion, and field observation/participation, the student will study life span growth and development.

### **1510 Nurse Assistant (3L, 2LB, 4CR):**

This course is designed to provide concepts and skills of caring for residents of long-term care facilities under the supervision of licensed nursing personnel. The successful student will be eligible for certification and to function in the field of long term care. It also prepares the student to take the competency exam to become certified in the State of Wyoming. The CNA certificate may be transferred out of state. This course is offered for S/U grade only.

### **1511 Certified Nursing Assistant II (1CR)**

This course is designed to provide additional education for a CNA who has completed fifteen hundred (1500) documented working hours in a healthcare setting. The classes will be offered to meet the needs of the community and are designed to provide additional concepts and skills

needed for the care of clients in long term care facilities and for the care of persons with chronic, stable conditions. The student will successfully complete the 40 hour course with a minimum score of 80% to become a CNA II in the state of Wyoming. This course is offered for S/U grade only.

Prerequisite: Wyoming Certified Nursing Assistant Certification(HLTK 1510), fifteen hundred (1500) documented work hours.

### **1525 Medication Assistant - Certified (4CR):**

This course is designed to prepare the student to assume the role and responsibilities of a medication aide after successfully completing the 40 hr CNA II course. The courses will be offered to meet the needs of the community and provide additional concepts and skills needed for the care of clients in long term care under the direction of a licensed nurse. The student will successfully complete the 100 hr course with a minimum score of 80% or better and will meet the requirements needed to take the competency exam given by the Board of Nursing to become certified in the State of Wyoming. This certification will permit the student to enter the healthcare settings with basic nursing care skills needed to become a Medication Aide-Certified. Prerequisite: Registered as a CNA with the Wyoming Board of Nursing  
100 Contact Hours

### **1560 Introduction to Health Careers (1L, 1CR):**

This course is designed to introduce the student to the U.S. Health Care Delivery System as well as the health related professions involved in patient care. In addition, other health related professions will be explored. Through classroom content and field observations, the student will investigate the various health/health-related careers.

### **1650 Advanced First Aid and Basic Emergency Care (2L, 4LB, 3CR):**

Provide training in fundamentals of emergency care. Follows State of Wyoming Guidelines to provide students with core knowledge, skills and attitudes to function in the capacity of a first responder.

### **1690 Emergency Medical Technology (2L, 4LB, 4CR):**

This course is a basic EMT class. The structure is dealing with emergency care. This course is

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offered for S/U grade only.

Prerequisite: High school diploma or High School Equivalency.

## **1695 Emergency Medical Technology II (2L, 2LB, 3CR):**

This course is a basic EMT class. The topics include advanced patient assessment, respiratory system, general pharmacology, and medical emergencies and medications.

Prerequisite: HLTK 1690, EMT I with a grade of "C" or better.

## **2005 Pre-Screen for Health Tech (OCR):**

This course completes the process necessary for the background check required prior to participating in HLTK 1510.

## **Heavy Equipment Operator (HEQP)**

### **1500 Heavy Equipment Operator (2L, 3LB, 5CR):**

The Heavy Equipment Operator course will be a five week (200 hours) course using the National Center for Construction Education and Research (NCCER) curriculum and use PROV national assessments for students. Successful students will receive a level one certification with opportunities to obtain a higher level certification. The NCCER level one certification is a nationally recognized certification by the heavy equipment industry. Students will learn about and operate different pieces of heavy equipment. The course will cover Core requirements, preventative maintenance, and safe operations of the equipment. Equipment used for this course include Scraper, Dozer, Backhoe/Trackhoe, Loader and Excavator. This course is offered for S/U grade only.

## **History (HIST)**

### **1110 Western Civilization I (3L, 3CR):**

An introductory course in the study of Western civilization with attention given to the political, social, and economic developments from the beginning of civilization to 1650.

### **1120 Western Civilization II (3L, 3CR):**

A continuation of History 1110. From 1650 to the present.

### **1211 U.S. to 1865 (3L, 3CR):**

A general survey course which reviews the United States' history from the colonial period to 1865. Emphasis is placed on the important events and personalities that shaped our nation's heritage. This course meets the requirements of the Wyoming statutes providing instruction in the provisions and principles of the United States and Wyoming constitutions.

Prerequisite: Placement score of ENGL 0640 or better and no reading improvement required, or appropriate ACT score.

### **1221 U.S. from 1865 (3L, 3CR):**

A general survey course which reviews the United States' history from 1865 to the present. Emphasis is placed on the important events and personalities that shaped our nation's heritage. This course meets the requirements of the Wyoming statutes providing instruction in the provisions and principles of the United States and Wyoming constitutions.

Prerequisite: Placement score of ENGL 0640 or better and no reading improvement required, or appropriate ACT score.

### **1251 History of Wyoming (3L, 3CR):**

A study of Wyoming history from the late 18th Century to the present.

### **1290 History of US West (3L, 3CR):**

An introductory course designed to acquaint students with the history of the Trans-Mississippi West. Emphasis is placed on the 19th Century.

### **1320 World Civilization to 1450 (3L, 3CR):**

A history of the world's peoples and civilizations from human prehistory to 1450, with an emphasis on the diversity and interconnectedness of human life in the past, including political, religious cultural, economic and social movements.

Prerequisite: Placement score of ENGL 0640 or better and no reading improvement required, or appropriate ACT score.

### **1330 World Civilizations from 1450 (3L, 3CR):**

A history of the world's peoples and civilizations from 1450 to present, with an emphasis on the diversity and interconnectedness of human life in the past, including political, religious cultural, economic and social movements.

Prerequisite: Placement score of ENGL 0640 or better and no reading improvement required, or appropriate ACT score.

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## **2055 Introduction to Asian Civilization (3L, 3CR):**

A survey course which emphasizes the cultural, economic, political, and social development of East Asia or monsoon Asia with special attention paid to India, China, Japan and Korea since the arrival of Europeans in East Asia. The impact of Western technology upon political ideas, cultural-religious values, and economics will be stressed.

## **2290 North American Indians (3L, 3CR):**

This course studies American Indian history through 500 years and across the continent. Considers Indian political, social and economic continuity and change. Focuses on how Indian peoples experienced and responded to times of dramatic change.

Prerequisite: ENGL 1010 with a grade of "C" or better.

## **Human Development (HMDV)**

### **0500 Bridge Reading (2LB, 1CR):**

This course is designed to develop reading comprehension and vocabulary, as well as general reading strategies. Students will study in a lab style setting where an individual course of study will be pursued until a passing score of 74 or better on the placement exam can be reached.

Prerequisite: Appropriate score on the placement examination.

### **0510 Fundamentals of Reading I (2L, 2LB, 3CR):**

This course is designed to develop reading comprehension and reading vocabulary, as well as general reading strategies. Students will spend 4 hours per week in the classroom. Special emphasis will be placed on reading content-related materials and developing a working vocabulary for general subject reading.

Prerequisite: Appropriate score on the placement examination.

### **0520 Fundamentals of Reading II (2L, 2LB, 3CR):**

This course is designed to develop reading comprehension and reading vocabulary, as well as general reading strategies. Students will spend 3 hours per week in the classroom and 1 hour per week in a reading lab. Special emphasis will be placed on reading content-related materials and developing a working vocabulary for general subject reading.

Prerequisite: Appropriate score on the placement examination.

## **1000 College Studies (1L, 1CR):**

This course is designed as a general orientation and a transition to college for all new students and all transfer students who have less than thirty semester hours. This course will enable the student to explore and understand the whole college environment, to identify and utilize campus resources (programs and other courses) that will enhance his/her academic experience. The course will assist the student to begin to develop short and long term academic and career goals. The course will assist the student to identify community resources which will also enhance his/her academic experience.

## **1025 Orientation to Distance Learning (1L, 1CR):**

This course provides an overview of the elements required for successful distance learning. Technological skills and learning strategies necessary for effective interaction with distance courses will be the focus of this interactive orientation. This course is highly recommended for anyone who enrolls in a distance education course. Distance learners may substitute for HMDV 1000 for EWC degree requirements. This course is offered for S/U or letter grade.

## **1050 Study Strategies (2L, 2CR):**

This course is designed to teach skills and attitudes which enable students to achieve their academic goals. Areas addressed will include note-taking, preparation for and taking tests, memory and concentration, effective listening, writing skills, time management, goal setting, and other related skills.

## **1250 Students by Design (1L, 2LB, 2CR):**

This course is designed as a specific orientation and a transition to college life for new students and transfer students who have less than thirty semester hours. This course will combine EWC-specific information with tools to enable the student to explore and understand the impact of economic class on individuals and communities. Investigating society's rules and resources provides a way to understand individuals, institutions, and society. Problem identification, analysis, and a structured process for change offer pathways to solutions for personal and community issues. Students will examine and begin to address the realities of political and economic systems and analyze their situations to achieve change in their own lives. This course may substitute for HMDV 1000 for EWC degree requirement.



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## **1500 Human Development: Empowerment (3L, 3CR):**

This course defines the personal qualities and characteristics that contribute to student success as it teaches the attitudes and study skills that contribute to academic achievement. Students become more aware, discover self-motivation, accept personal responsibility, and master self-management techniques through in-class exercises, take-home assignments, and journal writing. The course provides instruction in listening, reading, writing, note-taking, and test-taking skills so that students acquire the disciplines that distinguish life-long learners. This course may be substituted for both HMDV 1000 and HMDV 1050 for EWC degree and elective requirements.

## **1510 Success in the Workplace (1L, 1CR):**

A class designed to emphasize those concepts, skills, and attitudes needed by an individual to have a successful work-related experience. Topics include resumes, workplace ethics, customer relations, and other employment skills.

## **1550 Lifestyle Management (2L, 2CR):**

This class covers basic lifestyle topics to help students become more successful in life and in school. It includes topics in nutrition, exercise, goal setting, resume building, interviewing skills, mental and emotional health topics and working with community resources.

## **Information Management (IMGT)**

### **2400 Introduction to Information Management (3L, 3CR):**

Concerned with the role of information systems in managing organizations to make them more competitive and efficient. Specific topics include organizational and technical foundations of information systems and building and managing systems.

Prerequisite: Sophomore standing.

## **Instructional Technology-Education (ITEC)**

### **2360 Teaching With Technology (1 or 3CR):**

This course provides an introduction to effective utilization and integration of information technology with classroom instruction. Topics will include: hardware, software, integrated applications, grade books, Internet, world wide web, e-mail, educational media and evaluation,

and educational issues regarding information technology.

Contact hours vary depending on credit hours.

## **International Studies (INST)**

### **2350 Introduction to Global Studies (3L, 3CR):**

Turns an interdisciplinary eye on the contemporary world of consuming and global connections. Takes a broad overview of various approaches to the study of globalization while exploring the links between consumption, civil society, social justice, and ecological integrity.

## **Internet (INET)**

### **1580 Web Page Authoring (1L, 2LB, 2CR):**

This course is intended for the beginning Web page designer. It will familiarize students with HTML (Hypertext Markup Language), XHTML (Extensible Hypertext Markup Language) and CSS (Cascading Style Sheets). Using these tools, students will learn to design their own simple web pages for personal or business use.

### **1590 Web Page Design (2L, 2LB, 3CR):**

This is an introductory course on web page design using design techniques in Dreamweaver. Upon completion of this course, participants will have the necessary skills to design and publish basic custom web sites for viewing on the World Wide Web. Dreamweaver is a web design program used to create multimedia-rich web pages through interactive web pages containing text, images, animation, sounds, and video.

### **1610 Dynamic Web Graphics: Flash Web Design (2L, 2LB, 3CR):**

Dynamic Web graphics allows the Web designer to create animations and Web interfaces. Web pages are used by most businesses today, and skills acquired in this course will help the designer enhance the published Web page.

## **Journalism (JOUR)**

### **1010 Publications Production I (2LB, 1CR) (Max 4):**

Practical experience dealing with campus or campus-related affairs and events. Students may work in writing, editing, advertising, photographic, and/or production areas, including on-line publication. Sustained professional-level performance is required.



# Courses of Instruction

## Library Science-Education (LIBS)

### **2280 Literature for Children (3L, 3CR):**

Wide reading and discussion of the literature for children is emphasized in this course. Books that have won recognition as distinguished contributions to American and multicultural literature for children are examined. The selection of books for school, home, and public library is considered. In addition to becoming acquainted with a wide sampling of children's literature, students also establish criteria for evaluation and classroom use.

Prerequisite: ENGL 1010 with a grade of "C" or better.

## Machine Tool Technology (MCHT)

### **1500 General Machine Shop (1L, 2LB, 2CR):**

This is a course in the theory and practice of hand tools and shop equipment. You will learn the concepts of flatness, squareness, and parallelism. Emphasis is given to good work habits and attitudes needed to perform layout, drilling tapping, filing, grinding, metal cutting, drill sharpening, and letter stamping. Safety and accuracy will be the focus.

### **1610 Machine Tool Technology I (1L, 2LB, 2CR):**

A course providing instruction in turning fundamentals including safety, tooling, feeds, speeds, threading, boring, work holding, and machine maintenance on belt drive and geared head manual lathes. The student will also learn how to calibrate and read a micrometer and a dial caliper.

### **1620 Machine Tool Technology II (1L, 4LB, 3CR):**

This course provides the student with the technical understanding and skill required to do more advanced turning, threading, and boring on the lathe. This is followed by learning to set up and use the vertical mill to cut key seats.

Prerequisite: MCHT 1610 with a grade of "C" or better.

## Management-Business (MGT)

### **1000 Introduction to Supervision (3L, 3CR):**

This course seeks to develop an understanding and appreciation of the basic concepts of supervision, to include planning, organizing, human resources management, directing, and controlling. Topics covered also include motivation, delegation, leadership, communications, team-building, total quality

management, and discipline. The course should assist one to acquire the skills necessary for effective first-level management.

## Marketing (MKT)

### **1000 Sales (3L, 3CR):**

Students will acquire skills and knowledge necessary to achieve success in the sales profession. Students will develop knowledge and an understanding of how to prepare for a selling career, how to better understand their customers, selling techniques and procedures, and how to increase their sales effectiveness.

### **2100 Principles of Marketing (3L, 3CR):**

An overview of marketing including the strategies for product, distribution, promotion, and pricing decisions; the relationship of these decisions to the external environment; global perspectives for tactical and strategic planning related to marketing; and ethics in marketing considerations.

Prerequisite: Sophomore standing.

## Mathematics (MATH)

### **0900 Pre-algebra Arithmetic (3L, 3CR):**

This course is designed for those who are weak in basic skills, those who require a review of the fundamentals, and those who desire a chance to develop their self-confidence in mathematics.

This course is a comprehensive study of arithmetic including such topics as operations on whole numbers, primes, fractions, decimals, ratio and proportion, and percents, as well as the use of formulas and introductory algebra skills including the use of a scientific calculator.

Prerequisite: Appropriate score on mathematics placement exam within one year prior to registering for the course.

### **0903 Bridge Math (4LB, 1CR):**

This course is designed for those who need work in basic skills, those who require a review of fundamentals, and those who desire a chance to develop their self-confidence in mathematics.

This course is a comprehensive study of arithmetic including such topics as operations on whole numbers, primes, as well as the use of formulas and introductory algebra skills, including the use of the scientific calculator.

Prerequisite: Appropriate score on mathematics placement exam within one year prior to registering for the course.

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### **0906 Math Lab I (3LB, 1CR):**

If the student is having difficulty in Mathematics 0900, or if the student wishes to have lab work time on a regular basis with tutorial assistance, he/she may take the math lab. The lab would be on a to be arranged basis. The student will be able to register for the lab any time before midterm. This course is offered for S/U grade only.

Prerequisite: Concurrent enrollment in MATH 0900.

### **0915 Math 0920 Lab (3LB, 1CR):**

If a student is having difficulty in Mathematics 0920, or if the student wishes to have lab work time on a regular basis with tutorial assistance, he/she may take the math lab. The lab will be on a to be arranged basis. The student will be able to register for the lab any time before midterm. This course is offered for S/U grade only.

Prerequisite: Concurrent enrollment in MATH 0920.

### **0920 Elementary Algebra (3L, 3CR):**

This is a one-semester beginning course in algebra. Basic concepts of algebra will be studied, including real numbers, linear, quadratic, and rational equations, with emphasis placed on solving “word” or “story” problems.

Prerequisite: A grade of “C” or better in BADM 1005, or MATH 1515 or appropriate score on math placement exam within one year prior to registering for the course.

### **0930 Intermediate Algebra (3L, 3CR):**

Basic techniques and skills of algebra with applications. Topics include solving linear equations and inequalities, quadratic equations, rational expressions, factoring, exponents, graphing of linear equations and conic sections, and an introduction to functions and logarithms.

Prerequisite: MATH 0920 with a grade of “C” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course.

### **1000 Problem Solving (3L, 3CR):**

This course is specifically designed to satisfy basic mathematics requirements at many colleges for students not planning to enroll in Mathematics 1400 or a calculus course. The course treats modern topics chosen for their applicability and accessibility; it provides students with the mathematical and logical skills needed to

formulate, analyze, and interpret quantitative arguments in a variety of settings. Statistics is introduced and the use of a calculator is stressed in the course.

Prerequisite: MATH 0920 with a grade of “C” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 21.

### **1100 Math for Elementary Teachers I (3L, 3CR):**

This course is for prospective elementary school teachers. The purpose of this course is to prepare students to be competent in teaching the major concepts and practical skills related to the real number system with the four arithmetic operations. Students enrolling in this course must also enroll concurrently in EDEL 1410, Elementary School Math Seminar I.

Prerequisite: MATH 0930 with a grade of “C” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 21.

### **1400 Pre-Calculus Algebra (4L, 4CR):**

Algebraic equations and inequalities are studied as well as the following functions: polynomial, rational, exponential, and logarithmic. Emphasis is placed on graphing relations and functions.

Prerequisite: MATH 0930 with a grade of “C” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 23.

### **1405 Pre-Calculus Trigonometry (3L, 3CR):**

Topics include circular and trigonometric functions and their inverses, identities and equations, complex numbers, and vectors, and applications of these.

Prerequisite: MATH 1400 with a grade of “C” or better, or concurrent enrollment in MATH 1400 or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 25.

### **1450 Algebra and Trigonometry (5L, 5CR):**

This course will cover the topics of Math 1400 and Math 1405 in a single course. Students who have received credit in either of the above courses may not receive credit for Math 1450. Topics to be covered include algebraic equations and inequalities; algebraic functions (polynomial,

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rational, exponential and logarithmic) with an emphasis on graphing these and other relations; complex numbers; circular and trigonometric functions and their inverses; trigonometric identities and equations; and applications of all of the above.

Prerequisite: MATH 0930 with a grade of “C” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 23.

### **1515 Applied Technical Mathematics (3L, 3CR):**

A mathematics course for students in the technical fields with applications which stress problem solving techniques, measurement systems (both English and Metric), ratio and proportions, percentages, scale drawings, basic geometry and the use of geometric formulas, the interpreting of graphs and tables, and basic trig functions. This course may not be used to meet the math requirements for AA or AS programs. Prerequisite: MATH 0900 with a grade of “C” or better, or an appropriate score on the placement exam within one year prior to registering for the course.

### **2120 Math for Elementary Teachers II (3L, 3CR):**

This course is a continuation of MATH 1100. The purpose of this course is to prepare students to be competent in teaching the major concepts and practical skills related to data analysis, probability, geometry and measurement. Students enrolling in this course must also enroll concurrently in EDEL 2410: Elementary School Math Seminar II. Prerequisite: MATH 1100 with a grade of “C” or better.

### **2200 Calculus I (4L, 4CR):**

This course is designed for students in engineering, physics, chemistry, statistics, agriculture, mathematics, and others whose majors require a calculus sequence with emphasis on physical science applications. Mathematical topics included are: plane analytic geometry, differentiation, applications of the derivative, integration, and applications of integration. Students who have earned credit in Mathematics 2350 cannot earn additional credit in Mathematics 2200.

Prerequisites: MATH 1400 and MATH 1405 or MATH 1450 with grades of “C” or better, or appropriate score on mathematics placement

exam within one year prior to registering for the course or an ACT math score of 27.

### **2205 Calculus II (5L, 5CR):**

This is a continuation of Mathematics 2200. Topics covered are trigonometric, logarithmic, and exponential functions, techniques of integration, indeterminate forms, and polar coordinates.

Prerequisite: MATH 2200 with a grade of “C” or better.

### **2210 Calculus III (5L, 5CR):**

A continuation of Mathematics 2205 including infinite series, partial differentiation, and multiple integrals. Strong emphasis on vectors in analytic geometry and calculus, with physical applications. Prerequisite: MATH 2205 with a grade of “C” or better.

### **2250 Elementary Linear Algebra (3L, 3CR):**

Topics include linear equations and matrices, vector spaces, linear transformations, determinants, orthogonality, and eigenvalues and eigenvectors.

Prerequisite: MATH 2205 with a grade of “C” or better.

### **2310 Differential Equations (3L, 3CR):**

The study of the solutions of first order differential equations, differential operators, Laplace transforms, systems, power series solutions and applications.

Prerequisite: MATH 2205 with a grade of “C” or better.

### **2350 Business Calculus (4L, 4CR):**

Review of functions, their graphs and their algebra; derivatives and their applications; techniques of differentiation; the calculus for the exponential and logarithmic functions with applications to business; integration and applications; differential equations and applications. Students who have earned credit in Mathematics 2200 cannot earn additional credit in Mathematics 2350.

Prerequisite: MATH 1400 with a grade of “C” or better, or appropriate score on mathematics placement exam within one year prior to registering for the course or an ACT math score of 26.

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## **2355 Mathematical Applications for Business (4L, 4CR):**

Continues business and economic applications of mathematics from Math 2350. Topics include finance, linear algebra and matrices, linear programming, least squares, probability and statistics. A mandatory computer lab using spreadsheet software will meet one day per week. Prerequisites: MATH 2200 OR 2350 with a grade of "C" or better; or MATH 1400 with a grade of "C" or better.

## **Mining Technology (MINE)**

### **1870 MSHA Underground New Miner (2CR):**

This course provides 32 of the mandatory 40 hours of Mine Safety and Health Administration for the underground mine instruction. The remaining eight (8) hours of the onsite training is the student's responsibility and must be completed at an actual mine site. This course is offered for a grade of S/U only.

### **1875 MSHA Underground Annual Refresher (1/2CR):**

This refresher course is offered annually to any individual who has prior certification of completion of an Underground New Miner training program. This course provides eight (8) hours of mandatory MSHA (Mine Safety and Health Administration) training for underground mine workers. This course is offered for a grade of S/U only.

Prerequisite: Non-expired 5000-23, past proof of 5000-23, or signed agreement with employer as experienced miner.

## **Molecular Biology (MOLB)**

### **2220 Pathogenic Microbiology (3L, 3LB, 4CR):**

This course is a lecture and laboratory course which covers bacteria, parasites, viruses and fungi which cause human disease. Laboratory sessions emphasize the techniques used in the identification of disease-causing organisms. Students in biology, allied health, and preprofessional programs would benefit from this course.

Prerequisite: BIOL 1000 or BIOL 1010 with a grade of "C" or better, or approval of instructor.

## **Music (MUSC)**

### **1000 Introduction to Music (3L, 3CR):**

A basic appreciation course in which the student is introduced to the fundamental areas of music study and traditions.

### **1010 Music Fundamentals (2L, 2CR):**

For the non-music major, Music Fundamentals emphasizes the basic skills of reading, writing, and playing music. By the end of the course, each student will be able to play basic melodies, chords, and rhythms on such instruments as the recorder, drums, bells, and piano. Additional instruments may be added. This course does not equal MUSC 1030.

### **1030 Written Theory I (3L, 3CR):**

The study of the fundamentals of music and of written harmony. Prerequisite: Concurrent enrollment in MUSC 1035.

### **1035 Aural Theory I (2LB, 1CR):**

Ear training, sight singing, and keyboard harmony. Prerequisite: Concurrent enrollment in MUSC 1030.

### **1040 Written Theory II (3L, 3CR):**

Continuation of Music 1030. Prerequisites: MUSC 1030 with a grade of "C" or better and concurrent enrollment in MUSC 1045.

### **1045 Aural Theory II (2LB, 1CR):**

Continuation of Music 1035. Prerequisite: MUSC 1035 with a grade of "C" or better and concurrent enrollment in MUSC 1040.

### **1071 Applied Music-Instrument I (2LB, 1CR)(Max 4):**

Individual lessons on woodwind, brass, or percussion instruments. One lesson weekly per semester. For beginners, no previous training required.

### **1073 Applied Music Piano (2LB, 1CR)(Max 2):**

Individual lessons in piano for beginners, no previous training required. Twelve lessons per semester. Each lesson is approximately one hour. A computer lab accompanies each lesson. Instruction will concentrate on improving piano skills in technique, basic improvisation and harmonization.

### **1074 Applied Music Voice (2LB, 1CR)(Max 2):**

Individual lessons in voice. One lesson weekly per semester. For beginners, no previous training required.

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## **1150 Guitar I (2LB, 1CR)(Max 4):**

Individual lessons in guitar. One lesson weekly per semester. For beginners, no previous training required.

## **1280 Accompanying (2LB, 1CR)(Max 4):**

Supervised practice in the art of accompaniment with discussion of traditional usages as applicable to the various schools and periods of vocal and instrumental solo literature and group literature.

## **1378 College Band (2LB, 1CR)(Max 4):**

Band is open to all college students having previous experience with brass, woodwind, or percussion instruments. A wide variety of styles and musical abilities will be represented. 1 two-hour class period.

## **1390 Jazz Ensemble (2LB, 1CR)(Max 4):**

An ensemble for brass, woodwind, and rhythm players. Open to all students interested in performing jazz band literature. Members of the Jazz Ensemble who are specializing in music must be enrolled in another major ensemble.

## **1400 Collegiate Chorale (2LB, 1CR)(Max 4):**

### **1404 Master Chorus (2LB, 1CR):**

Master Chorus is open to all college students having little to no experience in voice. Although the music is challenging, emphasis is placed on learning and creating a choral repertoire for the group. Music ranges from classical to modern large choral works.

## **1415 Introduction to Music Technology (1L, 2LB, 2CR):**

A beginning course in Music Technology. This course will cover setting up a music workstation, choosing software and equipment. It will also cover the basics of several popular music software programs. In addition to the weekly lecture, students will be able to spend time with a computer music workstation.

## **2015 Introduction to the Music of the World's Peoples (3L, 3CR):**

This course introduces students to the music and cultures of the world's peoples. Students will study, hear, and research music from a wide variety of geographical areas of the world.

## **2018 Music for Elementary Classroom Teachers (3L, 3CR):**

A course designed for prospective, pre-service, or certified elementary teachers, or for those classroom teachers seeking recertification. Students acquire knowledge about materials, instruction, and methods pertaining to the integration of music in the elementary classroom. Hands-on demonstration and class participation are emphasized.

## **2030 Written Theory III (3L, 3CR):**

A continuation of Music 1030 and Music 1040 with added work in harmonic analysis and with some consideration of contrapuntal techniques. Prerequisites: MUSC 1040, MUSC 1045 with a grade of "C" or better, and concurrent enrollment in MUSC 2035.

## **2035 Aural Theory III (2LB, 1CR):**

A continuation of Music 1035 and Music 1045. Prerequisites: MUSC 1040, MUSC 1045 with a grade of "C" or better, and concurrent enrollment in MUSC 2030.

## **2040 Written Theory IV (3L, 3CR):**

Continuation of Music 2030. Prerequisites: MUSC 2030, MUSC 2035 with a grade of "C" or better, and concurrent enrollment in MUSC 2045.

## **2045 Aural Theory IV (2LB, 1CR):**

A continuation of Music 2035. Prerequisites: MUSC 2030, MUSC 2035, and concurrent enrollment in MUSC 2040.

## **2050 Music History Survey I (3L, 3CR):**

A historical survey of the history and literature of Western Music: Ancient Greece through the Baroque period (c.1750). The course examines the cultural context in which the music of a period was created, how music influenced that culture (or how culture influenced the music), and biographical studies of important musicians. May be taken out of sequence (See Music History Survey II).

## **2055 Music History Survey II (3L, 3CR):**

Continuation of Music 2050. A historical survey of the history and literature of Western Music: The Classical period (c.1750) through the present. The course examines the cultural context in which the music of a period was created, how music influenced that culture



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(or how culture influenced the music), and biographical studies of important musicians.

### **2071 Applied Music—Instrument (1 or 2CR)(Max 4):**

Individual lessons in advanced woodwind, brass, or percussion instrument, with a concentration on breath control, range, resonance, the study of appropriate literature for the student's instrument and ability. For those students with previous training in woodwind, brass, or percussion. Two credits will equal one (1) one-half hour lesson per week, 4 credits equal one (1) one hour lesson per week. Students are required to practice two hours per week, per credit and complete a practice log of practice sessions. Prerequisite: MUSC 1071 with a grade of "C" or better.

### **2073 Applied Music Piano (1 or 2CR)(Max 4):**

Individual lessons in piano for intermediate to advanced students or those students with previous training in piano. Students will continue to improve piano skills in technique, sight-reading, harmonization, and improvisation. Two credits will equal one (1) one-half hour lesson per week, four credits equal one (1) one hour lesson per week. Students are required to practice 2 hours per week, per credit and complete a practice log of practice sessions. Prerequisite: Applied Music-Piano MUSC 1073 with a grade of "C" or better.

### **2074 Applied Music Voice (1 or 2CR)(Max 4):**

Individual instruction in advanced vocal technique with concentration on breath control, range, resonance, placement of the voice, diction, and the study of appropriate literature for each student's voice and ability. For those students with previous training in voice. Two credits will equal one (1) one-half hour lesson per week, four credits equal one (1) one hour lesson per week. Students are required to practice 2 hours per week, per credit and complete a practice log of practice sessions. Prerequisite: Applied Music-Voice MUSC 1074 with a grade of "C" or better.

### **2150 Guitar II (2LB, 1CR)(Max 4):**

Individual lessons in guitar. Prerequisite: MUSC 1150 with a grade of "C" or better.

### **2455 Convocation (OCR):**

Monthly recital hour for student, faculty and guest performances. Required for all music majors and those non-music majors in second year Applied Music courses. This course is offered for S/U grade only. Meets monthly. Prerequisite: Concurrent enrollment in an Applied Music course.

## **Nursing (NURS)**

### **1100 Nursing Care: Health Promotion (6L, 9LB, 9 CR):**

This Professional Nursing Care in Health Promotion course introduces the learner to the concepts of health promotion, safety, clinical judgment, leadership, patient centeredness, and professionalism. Health promotion includes learning about self-health and health in children, adults, older adults, and the family experiencing a normal pregnancy. Learners will value evidence about healthy lifestyle patterns and risk factors for disease and illness, apply growth and development theory, develop therapeutic relationships, conduct age appropriate and culturally sensitive health assessment, and promote health using the nursing process and standards of professional nursing.

### **1200 Nursing Care: Chronic Illness (6L, 9LB, 9CR):**

This Professional Nursing Care of the Patient with Chronic Illness course introduces the learner to the patient and family with chronic illness using the concepts of health promotion, safety, clinical judgment, leadership, patient centeredness, and professionalism. Learners will use caring behaviors, therapeutic communication, and advocacy when providing care to patients with chronic illness across the lifespan. The learner will identify the roles and values of the members of the inter-professional healthcare team. The patient and family lived-experience is emphasized. Prerequisite: NURS 1100 with a grade of "C" or better.

### **2300 Nursing Care: Acute Illness (5L, 12LB, 9 CR):**

This Professional Nursing Care of the Patient with Acute Illness course introduces the learner to the patient and family with acute illness using the concepts of health promotion, safety, clinical judgment, leadership, patient centeredness, and professionalism. Learners will use caring behaviors, therapeutic communication and advocacy when providing care to patients with acute illness across the lifespan. The learner will



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facilitate the effectiveness of the inter-professional health care team. The patient and family lived-experience is emphasized.

Prerequisite: NURS 1200 with a grade of “C” or better.

### **2400 Nursing Care: Complex Illness (4L, 15LB, 9CR):**

This Professional Nursing Care of the Patient with Complex Illness course introduces the learner to the patient and family with complex illness using the concepts of health promotion, safety, clinical judgment, leadership, patient centeredness, and professionalism. This course is focused on the vulnerable patient which could include multisystem acute and chronic disease, process and physiological, mental and socioeconomic factors that put the patient at risk. The patient and family lived-experience is emphasized. This course includes the “capstone” experience with one-to-one assignment with a preceptor.

Prerequisite: NURS 2300 with a grade of “C” or better.

### **Nursing Studies (NRST)**

#### **1640 Basic Intravenous Therapy Course (2CR):**

This Basic Intravenous Therapy for Licensed Practical Nurses Course is directed toward establishing acceptable standards so the student is able to delineate the beginning skills and knowledge needed to administer and manage IV therapy. Basic Guidelines include: background information, legal aspects of IV systems, fluid and electrolyte balance, procedures for venipunctures, prevention and assessment of complications, principles of pharmacology as related to IV therapy, and demonstration and practice of required skills.

Prerequisite: Enrollment in HLTK 2005 or documented DFS pre-screen or criminal background check within previous 24 months.

### **Philosophy (PHIL)**

#### **1000 Introduction to Philosophy (3L, 3CR):**

This course will introduce the student to the meaning and method of philosophy. Critical examination of life occurs through contact with some of the major philosophers in Western culture. Drawing upon key sources in Western thought, the student will be challenged to begin his/her own critical look at life.

Prerequisite: ENGL 1010 with a grade of “C” or better.

#### **2300 Ethics in Practice (3L, 3CR):**

An examination of contemporary ethical conflicts to provide students with a grounding in the language, concepts and traditions of ethics and with the tools necessary to analyze moral dilemmas in a variety of areas.

Prerequisite: English 1010 with a grade of “C” or better.

### **PE Activity-Physical & Health Education (PEAC)**

All students, except those medically exempted, desiring to receive an Associate of Arts Degree or an Associate of Science Degree from Eastern Wyoming College are required to take two different physical education activity courses which must be taken in separate semesters. Students must select a minimum of one physical education activity course from Area II. Medical exemptions will be allowed only on the receipt of a signed form from the certifying doctor. Note: For those students transferring to the University of Wyoming or Chadron State College, general education credit may not be given for more than one physical education activity class per semester.

#### **1020 Fitness and Conditioning (2LB, 1CR):**

Students will evaluate their physical condition relative to cardiovascular endurance, strength, and flexibility. An individualized training program will be developed to improve and/or maintain these aspects of fitness based upon the student’s desire.

Concurrent enrollment in PEAC 1032, 1033, 1034, 1035, 1036, 1271, 1273, 1291 is not allowed.

#### **1032 Aerobic Conditioning I/Fitness Center (2LB, 1CR):**

This course is designed for individuals interested in improving total fitness through an aerobic based conditioning program. Orientation for the course will include screening, individual fitness assessments, and individualized exercise prescriptions based upon the student’s goals. Weight training equipment, bicycle ergometers, treadmills, a rowing machine, elliptical trainers, and other aerobic equipment will be used to improve cardiorespiratory fitness.

Prerequisite: **Students enrolling for a grade must attend an orientation. Students enrolling for an audit, must sign the course waiver upon registration, but need**

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## **not attend an orientation.**

Concurrent enrollment in PEAC 1020, 1033, 1034, 1035, 1036, 1271, 1273, 1291, 1305 and 2000 is not allowed. These classes are allowed access to the Fitness Center as part of the class. Minimum 2 lab hours per week.

### **1033 Aerobic Conditioning II/Fitness Center (2LB, 1CR):**

A continuation of Physical Education 1032, this course allows students the opportunity to attain a high level of total fitness. The course will include, but is not limited to: individual fitness evaluation, computerized analysis of test results, a prescribed exercise program, and an opportunity to attend fitness related seminars. Weight machines, bicycle ergometers, treadmills, ellipticals, a rowing machine, a stairmaster, a step mill, and other aerobic activities will be used to elicit improvements in total fitness. Students will be re-evaluated upon completion of 25 workouts in the Fitness Center.

Prerequisite: **Students enrolling for a grade must: 1) complete PEAC 1032 with a grade of “C” or better within the past calendar year; or 2) complete a re-evaluation if the student has satisfactorily completed PEAC 1032 outside of one calendar year. Student electing to audit the course must sign the course waiver upon registration and are not required to meet the prerequisites.**

Concurrent enrollment in PEAC 1020, 1032, 1034, 1035, 1036, 1271, 1273, 1291, 1305, 2000 is not allowed. These classes are allowed access to the Fitness Center as part of the class. Minimum of 2 lab hours per week.

### **1034 Aerobic Conditioning III/Fitness Center (2LB, 1CR):**

An advanced course in aerobic conditioning designed for individuals interested in attaining a higher level of total body fitness. The course will include individual fitness assessments, computerized analysis of test results, a prescribed exercise program, and the opportunity to participate in a series of fitness related seminars. Bicycle ergometers, mini-tramps, aerobicycles, treadmills, a computerized rowing machine, ellipticals, step mill, stairmaster and other aerobic conditioning activities will be coupled with weight machines to give each student a maximal workout.

Prerequisite: **Students enrolling for a grade must: 1) complete PEAC 1033 with a grade**

**of “C” or better within the past calendar year; or 2) complete a re-evaluation if the student has satisfactorily completed PEAC 1033 outside of one calendar year. Students electing to audit the course must sign the course waiver upon registration and are not required to meet the prerequisites.** Concurrent enrollment in PEAC 1020, 1032, 1033, 1035, 1036, 1271, 1273, 1291, 1305, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.

### **1035 Aerobic Conditioning IV/Fitness Center (2LB, 1CR):**

And advanced course in aerobic conditioning designed for individuals interested in attaining a higher level of total body fitness. The course will include individual fitness assessments, computerized analysis of test results, a prescribed exercise program, and the opportunity to participate in a series of fitness related seminars. Bicycle ergometers, mini-tramps, aerobicycles, treadmills, a computerized rowing machine, ellipticals, step mill, stairmaster and other aerobic conditioning activities will be coupled with weight machines to give each student a maximal workout.

Prerequisite: **Students enrolling for a grade must: 1) complete PEAC 1034 with a grade of “C” or better within the past calendar year; or 2) complete a re-evaluation if the student has satisfactorily completed PEAC 1034 outside of one calendar year. Students electing to audit the course must sign the course waiver upon registration and are not required to meet the prerequisites.** Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1036, 1271, 1273, 1291, 1305, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.

### **2000 Wellness: Physical Education Concepts/ Fitness Course (1L, 1LB, 1CR):**

A course designed to illustrate the relationship between lifestyle (nutrition, exercise, fitness, etc.) and personal wellness. Emphasis is placed on the role of exercise in wellness. Course will include lecture and laboratory experiences. Concurrent enrollment in 1020, 1032, 1033,

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1034, 1035, 1036, 1271, 1273, 1291 is not allowed.

### **1008 Lifetime Sports (2LB, 1CR):**

Students receive a brief introduction to individual and dual sports. Approximately two weeks (4 class periods) will be spent on each of the following: archery, badminton, bowling, golf, horseshoes, racquetball, table tennis, and tennis.

### **1012 Beginning Swimming (2LB, 1CR):**

A course designed for the beginning swimmer. Skills will be taught and measured according to the American Red Cross level for the beginning swimmer.

### **1040 Trap Shooting I (1/2L, 1/2LB, 1CR):**

PEAC 1040 is a course designed for students interested in the safe handling of firearms and beginning shotgun shooting skills and techniques. The course will include instruction concerning Wyoming Hunter Safety rules/regulations, with the discussion of the concept of 'fair chase' and the ethical hunter being emphasized. Approximately 1/2 class time will be spent in the classroom/lecture with the other 1/2 being spent on site at the Goshen County Sportsman Club Rifle Range. Students will pass a 50 point exam with 90% efficiency prior to being allowed to handle a weapon. All times spent at the shooting range will be supervised by a certified Hunter Safety Instructor. Students may provide his/her own shotgun or one will be provided for him/her.

### **1044 Trap, Skeet, and Sporting Clays (1/4L, 3/4LB, 1CR):**

PEAC 1044 is a course designed for the advanced shotgun shooter. The course will include instruction concerning gun safety, hunting regulations, and ethical considerations of the shooter. Instruction will be provided in the skills required to shoot trap, skeet, and sporting clays. Selection of proper equipment, reloading shells, and rules and regulations for ATA will be discussed. Approximately 1/4 class time will be spent in the classroom/lecture with the other 3/4 being spent on site at the Goshen County Sportsman Club Rifle Range. All times spent at the shooting range will be supervised by a certified Hunter Safety Instructor. Students

may provide his/her own shotgun or one will be provided for him/her.

Prerequisite: Trap Shooting I or Hunter's Safety Education Certification.

### **1050 Beginning Tennis (2LB, 1CR):**

A course designed to acquaint the student with the equipment, rules, etiquette, scoring, and skills of tennis. Instruction will cover grips, ground strokes, service, volley, and overhead strokes. Singles and doubles strategies will be discussed.

### **1252 Beginning Badminton (2LB, 1CR):**

A course designed to teach the student the following badminton skills: grips, footwork, serve, forehand strokes, backhand strokes, and overhead strokes. Singles and doubles strategies will also be discussed.

### **1253 Beginning Bowling (2LB, 1CR):**

A course designed to acquaint the student with equipment selection, rules and courtesies of bowling as well as the skills and scoring of bowling. Instruction will cover approach, timing, release (delivery), and aiming.

### **1255 Beginning Golf (2LB, 1CR):**

A course designed to acquaint the student with the selection and care of equipment, rules and etiquette of the game, and game skills. Instruction will cover swing, grip, putting, chipping, and driving.

### **1257 Beginning Racquetball (2LB, 1CR):**

A course designed to acquaint the student with rules, etiquette, safety measures, and skills of racquetball. Instruction will cover grip, forehand stroke, backhand stroke, overhand stroke, underhand stroke, and various serves. Singles and doubles strategies will be discussed.

### **1271 Weight Loss Conditioning (1L, 2LB, 1CR):**

Exercise and dietary modifications will be combined in the weight loss course. One classroom session will be held per week and will include information on nutrition, diet analysis, and eating behavior modification, as they relate to weight control and weight loss. Individual weight loss goals will be established for each student. In addition, an individualized exercise program utilizing the Eastern Wyoming Fitness Center will be developed for each student. Students are expected to follow the exercise program in the Fitness Center by working out a minimum of 2

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days per week and/or a maximum of 6 days per week.

Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1035, 1036, 1273, 1291 is not allowed.

## **1273 Heavy Resistance Conditioning (2LB, 1CR) (Max 2):**

A basic strength training program designed for students interested in developing muscular strength and size. An individualized weight program will be developed for each student in accordance with his/her goal. Students will meet in the Fitness Center, and under the supervision and direction of an instructor, proceed through their individualized programs.

Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1035, 1036, 1271, 1273, 1291 is not allowed.

## **1281 Beginning Casting and Angling (2LB, 1CR):**

A course designed to develop basic casting techniques for spin, bait, and fly fishing. Selection, care and repair of equipment will be discussed. Field trip experience will be required.

## **1305 Heavy Resistance Conditioning II (2LB, 1CR) (Max 2):**

An advanced course in basic strength training designed for students interested in developing muscular strength and size. An individualized weight program will be developed for each student in accordance with his/her goal. Students will meet in the Fitness Center, and under the supervision and direction of an instructor, proceed through their individualized programs.

## **2011 Intermediate Swimming (1CR):**

A course designed for the intermediate swimmer. Skills will be taught and measured according to the American Red Cross level for the intermediate swimmer.

Courses in Area III, listed below, do not apply toward the physical education activity requirement for any degree or certificate program.

## **1036 Fitness & Aerobic Conditioning (2LB, 1CR)(Max, Unlimited):**

This course provides students the opportunity to pursue individual fitness goals. Emphasis is placed on fitness as a lifelong pursuit with

wellness being the ultimate goal. This course will not apply toward any degree or certificate program offered through Eastern Wyoming College. This course is offered for S/U grade only.

Prerequisites: **Students enrolling for a grade must: 1) complete PEAC 1035 with a grade of “C” or better within the past calendar year; or 2) complete a re-evaluation if the student has satisfactorily completed PEAC 1035 outside of one calendar year. Students electing to audit the course must sign the course waiver upon registration and are not required to meet the prerequisites.**

Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1035, 1271, 1273, 1291, 1305, 2000 is not allowed. These classes are allowed access to the Fitness Center as a part of the class. Minimum of 2 lab hours per week.

## **1291 Individual Adapted Physical Education (2LB, 1CR):**

This course is designed to assist students and community members in rehabilitation of either surgeries or physical weaknesses. In order to enroll in this class, the student must be referred by his/her doctor and the doctor must prescribe the exercise program the student will perform. Students thus enrolled will be allowed access to the Fitness Center and must sign an “Assumption of Risk” form prior to his/her first workout. This course is offered for S/U grade only.

Prerequisites: Must have doctor’s authorization/prescription of program, and sign release (assumption of risk) form.

Concurrent enrollment in PEAC 1020, 1032, 1033, 1034, 1035, 1036, 1271, 1273 is not allowed.

## **Physical Education-Athletics (PEAT)**

Courses listed below do not apply toward the physical education activity requirement for any degree or certificate program.

## **2025 Rodeo Activities (1/2L, 1LB, 1CR)(Max 2):**

### **2051 Varsity Golf (1/2L, 1LB, 1CR):**

This course may be taken only one time for a grade.

### **2061 Varsity Golf (1/2L, 1LB, 1CR):**

This course is a continuation of PEAT 2051. Prerequisites: PEAT 2051

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**2062 Varsity Basketball (1/2L, 1LB, 1CR):**

This course may be taken only one time for a grade.

**2072 Varsity Basketball (1/2L, 1LB, 1CR):**

This course is a continuation of PEAT 2062.  
Prerequisites: PEAT 2062

**2064 Varsity Volleyball (1/2L, 1LB, 1CR):**

This course may be taken only one time for a grade.

**2074 Varsity Volleyball (1/2L, 1LB, 1CR):**

This course is a continuation of PEAT 2064.  
Prerequisites: PEAT 2064.

## Physical Education Professional-Physical & Health Education (PEPR)

**1005 Introduction to Physical Education (2L, 2CR):**

An introductory course designed to introduce and orient future teachers of health, physical education, and recreation to the purposes, objectives, obligations, concepts, and opportunities within these fields.

**1052 Prevention of Athletic Injuries/Illness (2L, 2LB, 3CR):**

Teaches prospective athletic trainer basic concepts of prevention of injury and illness by use of conditioning, taping, padding, physicals, nutrition and other means.

**1061 Majors Basketball (1L, 1LB, 1CR):**

Designed for physical education majors and minors, or those wishing a course in coaching basketball methodology. Course focuses on advanced skill development with emphasis on teaching progressions in basketball.

**1062 Majors Volleyball (1L, 1LB, 1CR):**

Designed for physical education majors and minors and for those pursuing careers in coaching. Course focuses on volleyball methodology and advanced skill development with emphasis on teaching progressions in volleyball.

**2012 Physical Education for Elementary Schools (3L, 3CR):**

This course prepares the instructor to plan and instruct a physical education program that will benefit the children of different age and

grade levels. Emphasis is placed on learning skill development and human movement of the elementary school child. Class includes a minimum of sixteen hours of field experience under the supervision of an elementary physical education specialist. Students enrolling in this course must also enroll concurrently in EDUC 2005 or have a documented DFS Pre-screen or criminal background check within previous 24 months.

**2017 Water Safety Instructor (1/2L, 1LB, 1CR):**

Procedures and standards as required by the American Red Cross in performance and teaching techniques of swimming. Learn to conduct the community water safety class and seven levels of learning to swim.

Prerequisite: Red Cross Instructor Candidate Training.

**2395 Physical Education Capstone Experience (1L, 2LB, 2CR):**

This course is designed as a capstone class in the area of physical education. As a capstone class, it is designed to be taken in the final semester that a transfer physical education major is in residence at Eastern Wyoming College. The intent of the class is to determine whether or not a graduating student can perform skills and has knowledge competencies of acceptable levels in physical education to merit advancement to junior status at a transfer institution. In each case, a student seeking an A.A. degree in physical education will work with the faculty member assigned to this class to complete skill competency testing, knowledge based competency testing, physical fitness testing, and theory testing. This course is offered for S/U grading only.

Prerequisite: Physical Education, Health and Recreation Major.

## Physics (PHYS)

**1110 General Physics I (3L, 3LB, 4CR):**

A course in elementary college physics designed for premedical, pre dental, pharmacy students, and others not having a calculus background. Students who have earned credit in Physics 1050 cannot earn additional credit in either Physics 1110 or Physics 1120.

Prerequisites: MATH 1400 and MATH 1405 or equivalent with a grade of "C" or better.

**1120 General Physics II (3L, 3LB, 4CR):**

A continuation of Physics 1110. Students who



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have earned credit in Physics 1050 cannot earn additional credit in either Physics 1110 or Physics 1120.

Prerequisite: PHYS 1110 with a grade of “C” or better.

## Political Science (POLS)

### **1000 American & Wyoming Government (3L, 3CR):**

Fundamental introductory course which meets the requirements of the Wyoming statutes providing instruction in the provisions and principles of the constitutions of the United States and Wyoming. Students cannot earn credit for both Political Science 1000 and Political Science 1050.

Prerequisite: Placement score of ENGL 0640 or better and no reading improvement required, or appropriate ACT score.

### **1050 Basics in United States and Wyoming Government (2L, 2CR):**

An introductory course emphasizing the basic structure and practices of United States and Wyoming government. The course is designed to serve the community college student seeking a two-year terminal degree and satisfies the state requirement. Students cannot earn credit for both Political Science 1050 and Political Science 1000.

### **1070 Election Campaign Politics (1-2CR)(Max 2):**

A course directed to an analysis of the election campaign in the election year. While emphasis will be directed to local and state campaigns, attention will also be devoted to the national campaign. Students will become acquainted with candidates, issues and political behavior associated with election campaigns.

Students taking the class for one hour will be required to meet basic course requirements while students taking class for two hours will be assigned a candidate to assist in the campaign.

### **1075 Current Issues in Political Science (1L, 1CR) (Max 2):**

A course designed to promote an interest and awareness of current issues in our political system and offer a forum for the expression and exchange of political opinion.

### **1100 Wyoming Government (1L, 1CR):**

This course provides an introduction to the Constitution and governmental process of Wyoming. Intended for students who have

earned credit for American Government at an out-of-state college or by Advance Placement but have not fulfilled the Wyoming Constitution requirement of University Studies. This course is offered for S/U grade only.

### **1200 Non-Western Political Cultures (3L, 3CR):**

This course will provide the student an opportunity to appreciate the basic aspects of non-western political cultures and philosophies that shape political institutions and practices in Africa, Asia, and the Middle East.

### **2000 Current Issues in American Government (3L, 3CR):**

The purpose of this course is to introduce the student to public analysis and the process of decision making. Attention will be devoted to current issues and topics in American government.

Prerequisite: POLS 1000 with a grade of “C” or better or approval of instructor.

### **2310 Introduction to International Relations (3L, 3CR):**

This course analyzes the nature of international relations, emphasizing various methods of explaining and interpreting international behavior of nation-states. This course illustrates contemporary problems of world politics.

### **2470 Internship I (6CR):**

This course will permit a student to become an intern to a Wyoming legislator during a general or budget session of the Wyoming legislature. The student will assist the legislator on a full-time basis and meet with other interns in a state-wide program under the direction of a state coordinator. 40 hours per week during session. Prerequisite: POLS 1000 with a grade of “C” or better.

## Psychology (PSYC)

### **1000 General Psychology (3L, 3CR):**

A general survey of psychology through lecture, discussion, and assigned readings. Major topics will include a brief history of the science of psychology, the scientific method as applied to psychology, and the physiological and psychological bases of behavior. Subtopics will include sensation and perception, motivation, emotion, learning, individuality and personality, mental health, and the life span development of the individual.



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## **2000 Research Psychological Methods (3L, 2LB, 4CR):**

An introduction to some of the methods of investigating psychological questions. Students are exposed to the various research strategies ranging from observational to experimental designs. Topics include identifying research questions, designing topic proposals, conducting basic research, gathering data, performing statistical analyses, interpreting results, critiquing published research, writing in scientific style, and developing familiarity with the APA format. Prerequisite: Completion of PSYC 1000 and ENGL 1010 with grades of "C" or better.

## **2080 Biological Psychology (3L, 3CR):**

Introduces biological bases of behavior. Includes ethology and comparative behavior, psychobiological development, physiological and sensory mechanisms of behavior, and evolution and behavioral genetics. Presents basic structural and functional properties of the nervous system. Prerequisite: PSYC 1000 General Psychology and BIOL 1000 Principles of Biology or BIOL 1010 General Biology I with grades of "C" or better.

## **2125 Forensic Psychology (3L, 3CR):**

This course introduces the criminal justice/social science major to the uses of psychology in the field. Topics covered include basic criminal profiling, suspect interviewing, psychological theories of crime/delinquency, victimology, legal applications of psychology in conducting assessments, and correctional psychology. Students cannot earn credit for both PSYC 2125 and CRMJ 2125. Prerequisite: PSYC 1000 General Psychology and CRMJ 2120 Introduction to Criminal Justice or permission of Instructor.

## **2210 Drugs and Behavior (3L, 3CR):**

A survey of the effects of various drugs on behavior. This course focuses on the behavioral, social, historical, and medical aspects of each major class of psychoactive drugs. Prerequisite: A grade of "C" or better in PSYC 1000.

## **2300 Developmental Psychology (3L, 3CR):**

The development and behavior of children from conception through adolescence is stressed. Emphasis is placed on the major roles played by

maturation and learning in the growth of a child. Prerequisite: A grade of "C" or better in PSYC 1000.

## **2330 Psychology of Adjustment (3L, 3CR):**

A study of the individual's adjustments to the problems of everyday life. Emphasis is given to the discovery of self and the identification of integrative and non-integrative adjustments as they affect self-fulfillment. Prerequisite: A grade of "C" or better in PSYC 1000.

## **2340 Abnormal Psychology (3L, 3CR):**

A survey of major mental and behavioral disorders which explores the identification of types of disorders, their etiology, and potential treatment methods. Prerequisite: A grade of "C" or better in PSYC 1000.

## **2380 Social Psychology (3L, 3CR):**

An exploration of social behavior through the viewpoint of psychological theories and research. Topics include, but are not limited to, the science and methods for exploring social behavior, social cognition, culture and socialization, the "self," interpersonal perception and attraction, conformity, leadership, aggression, and persuasion and propaganda. Prerequisite: A grade of "C" or better in PSYC 1000.

## **Range Ecology and Watershed Management (REWM)**

### **2000 Principles of Range Management (3L, 3CR):**

An introductory course that presents systems of grazing, livestock management on the range, measurement of grazing capacity and forage use, and range improvements including revegetation, weed control, and fertilization. Prerequisite: BIOL 1010 or BIOL 1000 with a grade of "C" or better or instructor approval.

### **2500. Rangeland Plant Identification. (1L, 2LB, 2CR):**

Sight identification and distribution of western U.S. rangeland plants. Prerequisite: BIOL 1010 or BIOL 1000 with a grade of "C" or better.

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## Religion (RELI)

### **1000 Introduction to Religion (3L, 3CR):**

An introduction to world religions. A multi-disciplinary approach is utilized to investigate the similarities and differences that exist between a variety of religions.

Prerequisite: ENGL 1010 with a grade of “C” or better.

## Renewable Resources (RNEW)

### **2100 Forest Management (3L, 3CR):**

A discussion of the objectives and the general principles of forestry, including identification of trees, forest production, methods of cutting and measuring forest, forest conservation, range management, wildlife management, and forest recreation.

Prerequisite: BIOL 1000 or 1010 with a grade of “C” or better.

## Safety Education (SAFE)

### **1510 OSHA General Industry Safety (1L, 1CR):**

This course is designed to familiarize students with OSHA rules and regulations pertaining to general industry. Students will be introduced to policies, procedures, and standards that relate to all aspects of general industry safety, and awareness on the job site.

### **1535 OSHA Construction Safety Refresher (1/2L, 1/2CR):**

This course is designed for anyone in the construction industry. The course reorients how one can prevent oneself and others from being injured in their work environments. A variety of topics come from the Occupational, Safety, and Health Act of 1970. This course is offered for S/U grade only.

### **1536 OSHA Industry Safety Refresher (1/2L, 1/2CR):**

This course is designed for industrial workers and supervisors with safety and health responsibilities. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. This course is offered for S/U grade only.

### **1705 OSHA Construction Safety (2L, 2CR):**

This course is designed to raise awareness within construction and industry working environments. The course illustrates how one can prevent

oneself and others from being injured in their work environments. A variety of topics come from the Occupational, Safety, and Health Act of 1970. This course is offered for S/U grade only.

## Social Science (SOSC)

### **2395 Social Science Capstone Experience (1L, 1CR):**

The Social Science Capstone Experience is directed toward the application of broad principles in the social sciences with specific attention given to the student’s discipline of study. The course seeks to enhance and enrich the student’s academic background, and involve the student in activities/experiences that demonstrate an ability to continue to study in the social science. This course is offered for S/U grade only.

Prerequisite: Sophomore standing, major in social science, semester of graduation.

## Social Work (SOWK)

### **2000 Introduction to Social Work (3L, 3CR):**

A foundation course designed to explore the institution and profession of social work and the field of Social Welfare.

## Sociology (SOC)

### **1000 Sociological Principles (3L, 3CR):**

An introductory course providing both a survey of the discipline and a foundation for other sociology courses. Major areas of interest being explored range from small groups and families to bureaucracies and social movements. Significant concepts and theories are introduced along with the tools of social research. Though much attention is given to contemporary American society, comparative and historical material is included.

### **1100 Social Problems (3L, 3CR):**

This course explores various approaches to defining and identifying social problems and applies basic sociological concepts and methods to the analysis of selected social problems and issues. Emphasis is placed on the contemporary society of the United States. Cross-cultural and historical comparisons are presented where relevant.

### **2200 Sociology of Human Sexuality (3L, 3CR):**

An investigation of human sexuality as a social and cultural phenomenon. Theoretical issues of human sexuality are related to empirical evidence in discussing social attitudes and actual behavior

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with American society.

Prerequisite: PSYC 1000 or SOC 1000 with a grade of “C” or better.

### **2350 Race and Ethnic Relations (3L, 3CR):**

Examines relations among minority and dominant groups with an emphasis on the society and culture of the United States. Relevant cross-cultural analysis will also be included.

Prerequisite: SOC 1000 or ANTH 1200 with a grade of “C” or better.

### **2400 Criminology (3L, 3CR):**

An introduction to the study of the nature and causes of criminal behavior. Biological, psychological, and sociological theories are examined. Types of criminal behavior, historical perspectives, crime statistics, and current trends are also covered. Students cannot earn credit for both SOC 2400 and CRMJ 2400.

Prerequisite: SOC 1000 with a grade of “C” or better.

## **Soil Science-Agriculture (SOIL)**

### **2200 Applied Soils (2L, 2LB, 3CR):**

An applied study of the composition and general properties of soils. Emphasis is given to the practical management of those properties and a study of those factors which must be considered in the proper management of those soils.

### **2300 Soil Science and Fertilizer Technology (2L, 2CR):**

A study of soil fertility and plant nutrition in crop production. Soil-plant relations, diagnostic techniques and methods of evaluating soil fertility are emphasized.

Prerequisite: CHEM 1010 with a grade of “C” or better.

## **Spanish-Language (SPAN)**

### **1010 1st Year Spanish I (4L, 1LB, 4CR):**

Fundamentals of grammar, composition, reading, and conversation.

### **1020 1st Year Spanish II (4L, 1LB, 4CR):**

A continuation of Spanish 1010.

Prerequisite: SPAN 1010 with a grade of “C” or better.

### **2030 2nd Year Spanish I (4L, 1LB, 4CR):**

Progressive reading of Spanish prose with additional review in verbs, idioms, and conversation.

Prerequisites: SPAN 1010 and SPAN 1020 each with a grade of “C” or better.

## **Speech Pathology & Audiology (SPPA)**

### **1050 Beginning Sign Language (2-3CR):**

This introductory course teaches the use of sign language to familiarize students with communication for the teaching of hearing impaired children. This course is offered for S/U grade only.

## **Statistics (STAT)**

### **2050 Fundamentals of Statistics (4L, 4CR):**

A presentation of the central ideas and applications of statistical inference. Topics include the collection and tabulation of data, statistical description of frequency distributions, elements of probability, applications of statistical distributions, confidence interval estimation, tests of hypotheses, analysis of variance for the one-way classification, and simple linear regression and correlation. Credit cannot be earned for both STAT 2050 and STAT 2070.

Prerequisite: MATH 1000 or MATH 1400 or equivalent with a grade of “C” or better.

### **2070 Introductory Statistics for the Social Sciences (4L, 4CR):**

This course presents central ideas of descriptive statistics and statistical inference, as applied to questions in social sciences. Includes graphs, averages, sampling, estimation, hypothesis-testing and relationships between variables. Introduces associated computer skills. Credit cannot be earned for both STAT 2050 and STAT 2070.

Prerequisite: MATH 1000 Problem Solving with a grade of “C” or better.

## **Technology (TECH)**

### **1005 Applied Technical Writing (3L, 3CR):**

This course focuses on developing the skills needed to write clearly and concisely on the job. Topics include: technical definitions, summary preparation, technical reports, memos, and business letters. The course also includes oral presentations, job search preparation, and word processing and e-mail correspondence in business. This course is intended for students in technical programs.

Prerequisite: Compass Placement Test Score of 31 or higher.

# Courses of Instruction

## **1750 Professional Development & Leadership**

**(1/2L, 1/2 LB, 1/2CR)(Max 2):**

In today's demanding marketplace, students need to be prepared to sell themselves and their skills. This course is an employability skill-building program designed to help students develop an extra edge and help employers gain valuable workers. By reinforcing school-to-work competencies of students, it is designed to develop the student in four areas: as an individual, as a team member, as a leader and as an employee.

## **1980 Cooperative Work Experience (1-8CR):**

An enhancement to the student's curriculum that can become a valuable part of the student's college education. It provides students the opportunity to apply their classroom learning in the work environment. A minimum of 100 hours of on-the-job training represents one semester hour.

## **Theatre & Dance (THEA)**

### **1000 Introduction to Theatre (3L, 3CR):**

A brief history of world theatre and the study of modern American theatre, movies, and television.

### **2050 Theatre Practice (1-3CR)(Max 5):**

A practical course in the application of scenic construction, set design, lighting design, make-up, costuming, publicity or performance. Students will work in the theatre shop, on crews, or in performance. This course is offered for S/U grade only.

A minimum of 30 lab hours per credit hour.

## **Truck Driving Training (TTD)**

### **1500 Novice CDL Training (5CR):**

This course prepares the student to take the state required CDL test. It is designed primarily for the energy service industry. On and off highway terrains are utilized as well as late model tractors and loaded trailers, tankers, and high center point of gravity loads may be used in training. Simulation may also be used to replicate dangerous, expensive, or hard-to-duplicate scenarios. Upon completion of this course, students must make arrangements to take the DOT test to be issued their commercial driver's license.

Prerequisite: Students attending this course must have completed written exams for the Department of Motor Vehicles and obtained a Commercial Driving Permit for class A or

class B vehicles with an Air Brake endorsement. Students must present a valid Federal Department of Transportation (DOT) medical examination certificate and valid Social Security card on the first day of class. This course is offered for S/U grade only.

80 hours lecture, 20 hours drive time.

## **Veterinary Technology (VTTK)**

Criminal background checks are required prior to entry into this program. The background check will cover sexual offender information, general criminal history, and adult and child neglect information. Student financial aid may be used to cover the cost.

Enrollment in Veterinary Technology courses is restricted to Veterinary Technology majors (unless approval is granted by the Division Chair for Sciences.)

### **1001 Animal Care I (1LB, 0CR):**

Students in the Veterinary Technology program are required to work a minimum of 1 hour per week caring for program and shelter animals and a minimum of 1/2 hour per month attending meetings on the Veterinary Technology program while they are enrolled in this course. The course is designed to enrich the material students are learning in the classroom as well as to promote high quality animal care. This course is offered for S/U grade only.

### **1002 Animal Care II (1LB, 0CR):**

This course is a continuation of Animal Care I. This course is offered for S/U grade only. Prerequisite: VTTK 1001 Animal Care I.

### **1500 Orientation to Veterinary Technology (2L, 2LB, 3CR):**

This course is an introductory course in veterinary technology. Lectures will include metric conversions, clinical sanitation, the profession of veterinary technology, veterinary technology ethics, communications in the veterinary hospital, patient history and physical examinations and breed identifications of dogs, cats, cattle, horses, sheep, pigs and goats. Laboratory sessions will cover restraint and physical examination of domestic species and veterinary instrument identification. Students will be assigned dates to be responsible for the care of dogs, cats and large animals kept by the Veterinary Technology Department. Prerequisite:

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Placement score for ENGL 0640 or higher and MATH 0900 or higher and no reading improvement required or consent of instructor. A substantial fee maybe required for this course in order to offset the cost of pre-exposure rabies vaccination for unvaccinated students.

### **1510 Clinical Techniques I (1L, 2LB, 3CR):**

This course is intended for students seeking a veterinary aide certificate. Lectures will include general office procedures, client communication in the veterinary hospital, inventory management, basic medical record keeping, clinical sanitation, basic understanding of common diseases and medical conditions seen in animals.

Prerequisite: Placement score for TECH 1005/ENGL 0640 or higher, MATH 0900 or higher and no reading improvement required.

### **1520 Clinical Techniques II (1L, 4LB, 4CR):**

Course lecture and laboratory sessions are designed for those students interested in learning elementary veterinary techniques associated with pharmaceutical calculations, pharmacology, urinalysis, hematology, parasitology and diagnostic imaging. Laboratory sessions includes practical application of clinical techniques commonly performed by veterinary aides in the treatment of animals. This course is required for the Veterinary Aide Certificate Program.

Prerequisite: Placement score for TECH 1005/ENGL 0640 or higher/MATH 0900 or higher and no reading improvement required.

### **1550 Practical Surgical & Medical Experience I (2L, 2LB, 3CR):**

Instruction and experience are provided in practical aspects of veterinary surgical and medical nursing. All diagnosing and surgery will be performed by a staff veterinarian. Both large and small animals are used for laboratory sessions. Prerequisite: VTTK 1600 and VTTK 1630 with a grade of "C" or better, VTTK 2500 with a grade of "C" or better or concurrent enrollment in VTTK 2500.

### **1600 Clinical Procedures (2L, 3LB, 3CR):**

This course continues with the professional activities of a Veterinary Technician. Lectures will cover veterinary medical records, patient histories, OSHA and safety in the veterinary hospital, general animal nursing, euthanasia of animals, grief counseling of clients, first aid care of animals, and an introduction to urinalysis and dentistry. Laboratory sessions include practical

application of clinical techniques commonly performed by veterinary technicians in the treatment of animals. Students will be assigned dates to be responsible for the care of dogs, cats, and large animals by the Veterinary Technology Department.

Prerequisite: VTTK 1500 with a grade of "C" or better.

### **1625 Laboratory Analysis (1/2L, 1LB, 1CR):**

Urinalysis is a lecture/laboratory course which provides instruction in the evaluation of physical and chemical properties of urine, as well as in the microscopic examination of urine sediment. Also included in this course is the instruction in the measurement of the chemical constituents of various body fluids, particularly serum and plasma. The relationship of the test results with organ function in health and disease are stressed.

### **1630 Veterinary Hematology (2L, 2LB, 3CR):**

This course provides instruction in the principles of obtaining and examining blood samples from different species of animals commonly seen in veterinary practice today. The laboratory sessions include a practical approach to staining and evaluating the blood of animals in both healthy and disease conditions. Emphasis is placed on the recognition of the types and development stages of erythrocytes and leukocytes. Blood coagulation mechanisms, the immune system, preparation and handling of cytology samples and training in the use of automated cell counters are also included.

### **1700 Medical Terminology (2L, 2CR):**

This course will introduce students to terminology that they will use in succeeding veterinary technology courses, report writing, professional practice, and professional reading. Emphasis will be placed on word usage, word meanings, and word pronunciations.

Prerequisite: Placement score for ENGL 0640 or higher and no reading improvement required.

### **1750 Veterinary Pharmacology (3L, 2LB, 4CR):**

This class introduces the basic principles of the uses of therapeutic agents in veterinary medicine and the classification of therapeutic agents in common use. Specific subject matter includes definitions and terminology; routes of administration and dosage forms; history of pharmacology; measurements used in pharmacology; actions and effects of drugs;



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assimilation and elimination of drugs in animals; regulation of the manufacture, sale, and use of drugs; factors that modify drug action; and study of classes and examples of specific drugs. Laboratory exercises allow the student to actually practice filling prescriptions, writing prescription labels, making entries into medical records and into both written and computerized drug logs. Compounding of medications is demonstrated and students are required to formulate percent solutions and mixed solutions (medical cocktails) under direct veterinary supervision.

Prerequisite: Placement score for ENGL 0640 or higher and MATH 0900 or higher and no reading improvement required and VTTK 1925 with a grade of “C” or better.

### **1751 Pharmaceutical Calculations (3L, 3CR):**

A course designed to introduce students to basic mathematical calculations used in the field of pharmacology. Major topics to be covered include: guidelines for writing prescriptions, abbreviations used in prescription writing, drug dose calculations using both the ratio and the factor label method, metric conversions, and medication dispensing.

Prerequisite: MATH 0900 with a grade of “C” or better or appropriate score on placement exam or MATH ACT of 21 or better.

### **1755 Veterinary Parasitology (2L, 1LB, 2CR):**

This course will introduce students to the macro-parasites that commonly infect veterinary species. Students will learn how to collect samples, perform diagnostic tests on these samples, identify parasites, and will gain hands-on experience in these areas. In addition, material covering prevention, treatment, life cycles, and clinical disease will be presented.

Prerequisite: BIOL 1000, or BIOL 1010, or CHEM 1000, or CHEM 1020, or AECL 1000 or VTTK 1925, or VTTK 1950 with a grade of “C” or better.

### **1925 Introductory Chemistry for Life Sciences (2L, 2CR):**

This is an eight week course in which students learn the basic facts, concepts, and terminology of Chemistry. An effort is made to relate content to students’ daily lives and provide a foundation for the study of biology and other science courses. Topics include matter and its physical states, atomic structure, the periodic table, simple nomenclature, chemical reactions

and rates, equilibriums, solution chemistry and concentrations, chemical bonding, gas laws, and acids, and buffers.

Prerequisite: MATH 0900 with a grade of “C” or better or concurrent enrollment in MATH 0900 or a placement test recommendation for MATH 0920 or a higher level course; no reading improvement required.

### **1950 Introductory Cellular Biology (2L, 2CR):**

This course is a half-semester, lecture-only course designed specifically for veterinary technology students to provide a basic understanding of cellular biology that will aid them in future vet tech classes. It is designed to follow the half-semester chemistry course (Introductory Chemistry for Life Sciences) for veterinary technology students. Topics to be discussed include biomolecules (proteins, carbohydrates, lipids, and nucleic acids), basic cell structure and function, energy and enzymes, cellular respiration, DNA structure and function, cellular division through both mitosis and meiosis, protein synthesis through transcription and translation, and basic genetics/patterns of inheritance.

Prerequisite: No reading improvement required.

### **2001 Animal Care III (1LB, 0CR):**

This course is a continuation of Animal Care II.

This course is offered for S/U grade only.

Prerequisite: VTTK 1002 Animal Care II.

### **2002 Animal Care IV (1LB, 0CR):**

This course is a continuation of Animal Care III.

This course is offered for S/U grade only.

Prerequisite: VTTK 2001 Animal Care III.

### **2500 Veterinary Anesthesia and Analgesia (2L, 2LB, 3CR):**

This course covers fundamental skills and knowledge necessary to administer anesthesia and provide pain relief to common domestic species. The laboratory portions are small groups of approximately 6 students and consist of hands on experience to safely manage small and large animals in all stages of anesthesia.

Prerequisite: VTTK 1600 and VTTK 1750 and VTTK 1751 and VTTK 2510 with a grade of “C” or better.

### **2505 Diagnostic Imaging (1L, 2LB, 2CR):**

This course provides instruction to safely produce diagnostic radiographic and ultrasound images. Topics will also include basic principles



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of advanced imaging. Laboratories introduce students to techniques to position and prepare dogs, cats and horses for radiographic and ultrasound studies.

Prerequisite: VTTK 1600, VTTK 1750, VTTK 1751 and VTTK 2510 with a grade of “C” or better.

### **2510 Clinical Experience I (1CR):**

First-year students spend a minimum of 40 hours at a veterinary clinic of their choice, approved by the instructor. The emphasis of this course will be on observation of the normal workings of a veterinary practice. Course requirements can be fulfilled at any time or times that do not conflict with regular semester courses, such as winter interim session, spring break, summer, or weekends during the regular semester. This course must be completed before the beginning of the third semester in veterinary technology. The instructor must have information identifying the site for the completion of VTTK 2510 five working days prior to the start date for Clinical Experience I.

Prerequisite: VTTK 1500 with a grade of “C” or better or concurrent enrollment in VTTK 1500.

### **2520 Clinical Experience II (1CR):**

This course is a continuation of Clinical Experience I, but emphasizes hands-on experience by the student. A minimum of 120 hours must be spent at a veterinary clinic of the student’s choice, approved by the instructor. Course requirements can be fulfilled at any time or times that do not conflict with regular semester courses, such as summer, winter interim session, spring break, or weekends during the regular semester. This course can be taken at the same clinic as Clinical Experience I. The requirements cannot be completed concurrently with Clinical Experience I, and must be completed before Clinical Experience III. The instructor must have information identifying the site for the completion of VTTK 2520 five working days prior to the start date for Clinical Experience II.

Prerequisite: VTTK 1500, VTTK 1550, VTTK 1600, VTTK 1630, VTTK 1755, and VTTK 2510 with a grade of “C” or better.

### **2550 Practical Surgical & Medical Experience II (2L, 2LB, 3CR):**

This course is a continuation and expansion of Veterinary Technology 1550. Instruction and

experience will continue in practical aspects of veterinary surgical and medical nursing. All diagnosing and surgery will be performed by a staff veterinarian. Both large and small animals are used for laboratory sessions.

Prerequisite: VTTK 1550 with a grade of “C” or better and VTTK 2500 with a grade of “C” or better.

### **2600 Diagnostic Microbiology (1 1/2L, 2LB, 2CR):**

This is a lecture and laboratory course which provides instruction in the fundamentals of microorganisms and their role in disease production. Laboratory exercises introduce the student to the techniques utilized in the identification of bacterial, fungal, and viral veterinary pathogens.

3 hours a week for 8 weeks lecture, 2 hours a week for 16 weeks lab.

### **2610 Infectious Diseases (3L, 3CR):**

Instruction is provided in the basic principles of infection, including etiologic agents, pathogenicity, and host’s immune response. Much of the course consists of descriptions of infectious diseases of veterinary and zoonotic importance. Topics covering the use and prevention of infectious agents which may be employed as weapons in bio-terrorism are also included.

### **2620 Noninfectious Diseases (3L, 3CR):**

An introductory course on the causes, appearance, and handling of noninfectious diseases in companion and economic animals. Instruction covers traumatic, metabolic, nutritional, immune-mediated, neoplastic, congenital, toxicologic, and physical causes of disease.

### **2700 Laboratory and Exotic Animals (2L, 2LB, 3CR):**

An introduction to the uses, care, housing, and diseases of laboratory and exotic animal species is provided, both in commercial usage and in the home/pet environment. Emphasis is on the mammalian species, with information also provided concerning reptiles and birds. The course includes hands-on laboratory training in animal handling and restraint along with training in blood collection, drug dosing and administration, anesthesia, and related techniques. Students will be assigned dates to

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be responsible for the care of all vivarian animals kept by the Veterinary Technology Department.

### **2750 Clinical Problems (2L, 2LB, 3CR):**

This course consists of one lecture hour per week of preparation for the job market, the comprehensive examination and the Veterinary Technician National Examination. One hour of lecture and two hours of lab per week will involve actual or developed veterinary clinical activities that faculty present for students to work through. The final examination for this course will be the Veterinary Technology Program Comprehensive Examination that students must pass with a 70% or better to successfully complete this course.

Prerequisites: All veterinary technology courses with a grade of "C" or better except VTTK 2950 (concurrent enrollment in veterinary technology courses is acceptable).

### **2810 Veterinary Office Procedures (1/2L, 1LB, 1CR):**

The course covers office procedures that a veterinary technician would be expected to participate in when working in a veterinary situation. Topics covered include medical records, computerized recordkeeping, veterinary ethics, telephone communications, and working relationships in the veterinary hospital.

### **2815 Large Animal Techniques (2LB, 1/2CR):**

The work in this lab course will be done by the students under supervision. Techniques to be studied include: physical restraint in various species, breeding soundness evaluation for bulls, castration of various species, dehorning of cattle and goats, reduction of genital prolapse in cattle and sheep, fluid therapy techniques in various species, venipuncture for blood collection and/or IV therapy in various species, paracentesis of the abdominal cavity in cattle, local and general anesthesia techniques in various species, and some obstetrical techniques. This course is offered for S/U grade only.

### **2816 Large Animal Techniques II (2LB, 1/2CR):**

This lab course is similar to Large Animal Techniques I; however, different procedures will be practiced. This course is offered for S/U grade only.

### **2900 Nutrition in Veterinary Medicine (3L, 3CR):**

(3 hours of UW Transferable Elective)

Topics in this course include a brief review

of chemical principles relevant to nutrition; classification of nutrients and feeds; basic anatomy and physiology of the digestive systems of domestic animals; basic nutritive processes including ingestion, digestion, absorption, circulation, metabolism, and excretion; specific feeding programs for various classes of cattle, swine, horses, and companion animals. Basic ration formulations for beef cattle and small animals are stressed as are other species on a comparative basis. Students cannot earn credit for both VTTK 2900 and ANSC 2900.

Prerequisite: VTTK 1925 or CHEM 1000 with a grade of "C" or better.

### **2950 Clinical Experience III (3CR):**

This course consists of 240 hours of work experience during which the student works in veterinary or veterinary-related institution that has been approved by the instructor. Evaluation forms are completed by the cooperating establishment. This course is offered for S/U grade only. The instructor must have information identifying the site for the completion of VTTK 2950 five working days prior to the start date for Clinical Experience III.

Prerequisites: VTTK 2520 with a grade of "C" or better or concurrent enrollment in VTTK 2520.

## **Welding Technology (WELD)**

### **0500 Intro to Shielded and Metal Arc Welding (2LB, 1CR):**

A 30 hour welding course using the shielded metal arc welding process. The course provides the training to weld light and medium thickness sheet and plate in all positions using E6010 and E7018 electrodes.

This course is offered for S/U only.

### **0600 Flux Cored Arc Welding (2LB, 1CR):**

A 30 hour welding course using the flux cored arc welding process. The course provides the training to weld medium and thick (3/4") in all positions using .045" electrode wire.

This course is offered for S/U only.

### **0700 Virtual Reality ARC Welding (1/2L, 1LB, 1CR):**

Instruction, study, and welding practice using a virtual reality welding simulator to supplement and enhance welding training.

### **0800 Maintenance and Repair Welding (2LB, 1CR):**

A 30 hour welding course using shielded metal arc welding (stick) and gas metal arc welding

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(wire) processes. The course provides the training to weld light and medium thickness sheet and plate in all positions.

This course is offered for S/U only.

### **1520 Welding for Fun (1L, 2LB, 2CR):**

This course will feature safety and basic welding procedures for those individuals who are interested in the more artistic aspects of welding. This course is not intended for those pursuing certification standards or job-entry level skills. 1 hour lecture, 2 hours lab.

### **1650 Print Reading: Welding Symbols (3L, 3CR):**

This course teaches the fundamentals of shop print interpretation as applied in the welding trade, including the standard American Welding Society (AWS) symbols used in design, fabrication, and construction.

### **1700 General Welding (1L, 5LB, 3CR):**

The study of shielded metal arc welding, oxyacetylene welding, cutting and brazing processes. The student will develop the skills necessary to produce good quality welds on mild steel joints using filler materials commonly used in industry. Manual oxyacetylene cutting of straight and bevel cuts. Safety practices will be included.

### **1755 Shielded Metal Arc Welding (1L, 9LB, 5CR):**

Training to develop the manual skill necessary to make high quality shielded metal arc welds in the flat and horizontal positions on mild steel plate, single and multiple pass. To weld using mild steel electrodes, low hydrogen electrodes and iron power electrodes using DC welding power sources.

### **1760 Advanced Shielded Metal Arc Welding (8LB, 4CR):**

This course provides the training in shielded metal arc welding (SMAW) to develop the manual skills necessary to produce high quality multipass fillet and groove welds on medium thickness mild steel plates with backing in all positions.

Prerequisite: WELD 1755.

### **1772 FCAW (4LB, 2CR):**

The study of flux cored arc welding (FCAW) fundamentals and safety. It provides training to develop the manual skills necessary to make high quality welds in all positions on mild steel plates.

### **1773 GMAW (4LB, 2CR):**

The study of gas metal arc welding (GMAW) fundamentals and safety. It provides training to develop the manual skills necessary to make high quality welds in all positions on mild steel plates.

### **1780 GTAW - Plate (6LB, 3CR):**

The study of gas tungsten arc welding (GTAW) fundamentals and safety. It provides training to develop the manual skills necessary to make high quality GTAW welds in all positions on mild steel, stainless steel and aluminum, using both direct and alternating current.

### **1850 Fundamentals of Fabrication (1L, 2LB, 2CR):**

This course will provide the fundamentals of layout and fabrication for general shop weldments. The course will teach the basic tools and techniques for common shop layout and fabrication. A minor project is required along with a complete set of plans. Prerequisite: WELD 1755 or WELD 1772 or WELD 1773 and WELD 1650 with a grade of "C" or better.

### **2500 Structural Welding (1L, 9LB, 5CR):**

This course provides training to develop the welding skills necessary to produce high quality groove welds with backing on 1" thick mild steel plates in all positions using the shielded metal arc welding and flux cored arc welding processes. Weld testing will be based on the American Welding Society Structural Welding Code D1.1.

### **2510 Pipe Welding I (1L, 7LB, 4CR):**

This course provides training to develop the welding skills necessary to produce high quality groove welds on open root steel pipe in the 2G, 5G, and 6G (45 degree fixed) positions using E6010 and E7010 electrodes with downhill travel. Weld testing will be based on the American Petroleum Institute (API 1104) pipeline welding practices.

### **2520 Pipe Welding II (1L, 8LB, 5CR):**

Shielded metal arc welding pipe (uphill)—the student will gain technical knowledge of pipe welding procedures and develop welding skills necessary to make high quality welds on open root mild steel pipe in the 2G, 5G, and 6G positions using E6010 and E7018 electrodes. Weld testing will be based on the American Society of Mechanical Engineers (ASME 1X) Boiler and Pressure Vessel Code.

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## **2540 Pipe Layout and Fabrication (1L, 2LB, 2CR):**

This course will provide the fundamentals of Layout and Fabrication of a weldment consisting of plate and typical pipe connections.

Prerequisite: MATH 1515 with a grade of “C” or better.

## **2645 SMAW and GTAW (4LB, 2CR):**

This course provides the student with a thorough technical understanding of Shielded Metal Arc Welding and Gas Tungsten Arc Welding preparation for pipe welding. It develops the skills necessary to produce quality groove welds on 2” and 4” schedule 80 carbon steel pipe in all positions using GTAW for the Root Pass and E7018 for fill and Cover Passes.

This course is offered for S/U only.

## **2670 Welding Inspection Technology (3L, 3CR):**

Students will study the theory of shielded metal arc welding (SMAW), oxyacetylene welding (OAW), cutting (OC), brazing (TB), and destructive and nondestructive testing methods. Attention will be given to the types of welds, joints, filler rods, and electrodes used with metals commonly joined by welding. Safety practices will be included.

## **2680 Welding Metallurgy (3L, 3CR):**

The study of gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), flux cored arc welding (FCAW), submerged arc welding (SAW), air carbon arc cutting (AAC), and plasma arc cutting (PAC) processes. Also the study of procedure and welder qualifications, basic welding metallurgy, metal identification, test positions, destructive and nondestructive testing methods, filler rods and electrodes, and various welding codes commonly used for welding of carbon and alloy steels, cast irons, and hardfacing applications.

## **Women’s Studies (WMST)**

### **1080 Introduction to Women’s Studies (3L, 3CR):**

Introduction to key issues in women’s studies. Topical examination of women’s participation in, and relationship to, institutions of society such as family and school, as well as processes and activities such as work, art, literature and politics in historical and cross-cultural analysis.

## **Zoology (ZOO)**

### **1500 Introduction to Human Anatomy and Physiology (3L, 3LB, 4CR):**

This lecture and laboratory course is an introductory study of the structure and function of the human body designed to meet the needs of students preparing for some LPN programs, medical office assistant programs, and some Health and Physical Education majors. Credit may NOT be earned for both ZOO 1500 and ZOO 2015/2025, nor does this course prepare a student to take ZOO 2025.

### **2015 Human Anatomy (3L, 3LB, 4CR):**

This lecture/laboratory course provides instruction concerning the structure of the human body with regard to its composition and arrangement. Students in biology, nursing, allied health, and pre-professional programs are encouraged to take this course. Prerequisite: BIOL 1000 or 1010 with a grade of “C” or better or approval of instructor.

### **2025 Human Physiology (3L, 3LB, 4CR):**

This lecture/laboratory course provides instruction concerning the function of the human body with regard to the manner in which the component parts interact with each other to ensure the survival of the organism. Students in biology, nursing, allied health, and pre-professional programs are encouraged to take this course. Prerequisite: ZOO 2015 with a grade of “C” or better or approval of instructor.

### **2450 Principles of Fish and Wildlife Management (3L, 3CR):**

An introductory course for the following majors: wildlife conservation, biology, agriculture, range management, extension agents, ecology, environmental science, recreation management, and education. The topics include wildlife values, habitat, ecology and management, population structure, natural history, and contemporary issues.

Prerequisite: BIOL 1000 or 1010 with a grade of “C” or better.



# Financial Aid



# Financial Aid

*The following information is subject to change at any time, without notice, due to changes in Federal, State, or Veterans Administration regulations, or institutional policies. Please visit [ewc.wy.edu](http://ewc.wy.edu) for the most up-to-date information.*

An important consideration for most students is financing a college education. This section provides information about the categories of aid available, how to apply for the various types of aid, and the criteria used in awarding and maintaining aid. The student and his/her family have the primary responsibility for financing a college education. However, EWC participates in a wide variety of federal, state, private, and institutional programs designed to assist families with college-related expenses when their own resources are insufficient. These programs include grants and scholarships, work programs, and low-interest loans. Financial aid packages are structured to meet the particular needs of each recipient and may vary according to financial resources available and the student's enrollment level. Students must reapply each academic year for most types of aid.

Student financial aid at Eastern Wyoming College is administered by the Financial Aid Office. To be considered for the maximum amount of aid possible, all students should:

1. Complete an EWC Application for Admission.
2. Submit an official high school transcript or high school equivalency certificate (GED, HiSET or TASC), and college transcripts. High school seniors are required to submit a sixth, seventh, or final official transcript to meet the March 15 priority deadline for EWC scholarships and federal financial aid consideration. Final official transcripts are required after high school graduation to receive aid disbursements.

To ensure receipt of the most beneficial aid package, students should apply for many types of aid from multiple sources, including:

- **FEDERAL (Title IV)**
  1. **Grant Programs**
    - a. **Federal Pell Grant** - This is the foundation of the federal aid programs, to which aid from other federal and non-federal sources might be added. The Federal Pell Grant is a need-based program for qualified undergraduates. The federal government

establishes the dollar limit for the Federal Pell Grant program each year.

- b. **Federal Supplemental Educational Opportunity Grant (FSEOG)** – FSEOG is a limited-fund program awarded to Pell-eligible undergraduates with specific financial need requirements.

- c. **Iraq and Afghanistan Service Grant (IASG)** – IASG provides money to college or career school students whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001.

2. **Federal Work-Study (FWS)**

This is a limited-fund, need-based program. Students may work up to 15 hours per week. Most positions are on-campus.

3. **Federal Direct Subsidized and Unsubsidized Loan**

Low-interest loans are available to students. Repayment of the principal is deferred until the borrower either completes the education program or ceases to be enrolled at least half time. There is a four-step process for students to accept Direct loans. See EWC's website for details.

4. **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

Parents may be able to borrow for a dependent student's educational expenses. Repayment begins within 60 days for a parent borrower. Parents apply for the PLUS online at [StudentLoans.gov](http://StudentLoans.gov).

For more information about Title IV Financial Aid programs visit [StudentAid.gov](http://StudentAid.gov).

- **STATE**
  1. Wyoming Hathaway Scholarship Program
  2. Tuition and fees waiver for survivors or dependents of emergency responders
- **INSTITUTIONAL**
  1. Scholarships
  2. Activity and Part-Time Grants
  3. Institutional Employment
- **STUDENT EMPLOYMENT**

Students are limited to working a maximum of 15 hours per week under the Institutional Employment or Federal Work-Study programs. A variety of positions are available.



# Financial Aid

Information is available in the Financial Aid Office and online at [ewc.wy.edu](http://ewc.wy.edu).

Federal Work Study will be awarded on a “first-come, first-served” basis to eligible students.

- **MILITARY**

1. Under Title 38, U.S. Code
  - a. Chapter 30 (Montgomery G.I. Bill)
  - b. Chapter 31 (Vocational Rehabilitation)
  - c. Chapter 32 (Post-Viet Nam Era)
  - d. Chapter 33 (Post-9/11 G.I. Bill)
  - e. Chapter 35 (Dependents Educational Assistance)
2. Under Title 10, U.S. Code
  - a. Chapter 1606 (Selected Reserve/National Guard Members)
  - b. Chapter 1607 (Reserve Education Assistance Program)
3. Federal Tuition Assistance
4. Wyoming National Guard Educational Assistance Plan
5. Wyoming Overseas Combat Veteran and Surviving Spouse or Orphan Tuition Reimbursement Program

The College is approved for attendance by those who are eligible for educational benefits provided by the Veterans Administration. Veterans wishing to use their education benefits must contact the VA Certifying Official in the EWC Records Office. Information is also available on the EWC website.

Veteran students and families are also encouraged to apply for scholarships and federal financial aid.

## Applying for Aid

### Applying for Federal Aid

For complete information on federal aid programs, visit [StudentAid.gov](http://StudentAid.gov). Individuals who plan to apply for federal aid must complete the Free Application for Federal Student Aid (FAFSA) every year. The application is available in English or Spanish. Students are encouraged to apply via the web at [fafsa.gov](http://fafsa.gov) for faster processing. The paper FAFSA may be obtained from EWC, from a high school counselor, or by calling 1.800.4FEDAID (800.433.3242). EWC’s Federal School Code **003929** must be listed on the FAFSA in order for the results to be sent to EWC’s Financial Aid Office.

Students should submit the FAFSA as soon as possible after January 1 of each year and before EWC’s priority deadline, March 15, to ensure priority consideration for limited-fund programs. Income information may be estimated on the FAFSA in order to meet the priority deadline, but once the student’s (and parent’s or spouse’s if applicable) tax returns are complete, a correction must be made to update filing status and estimated amounts. Applicants are encouraged to use the IRS Data Retrieval Tool to import tax information directly into the FAFSA.

The Financial Aid Office will review the FAFSA results received directly from the federal processor and follow federal regulations in determining eligibility and awarding federal aid. Submitting all information requested by the Financial Aid Office quickly ensures timely processing of aid. Students will receive notification of aid eligibility. Processing time may take up to 30 days or more, depending on when application and any required documentation is received. Students whose family’s financial situation has recently changed because of death, separation or divorce, or loss of job or benefits, should contact the Financial Aid Office.

Eastern Wyoming College does not participate in the Federal Perkins Loan Program, or the Teacher Education Assistance for College and Higher Education Grant (TEACH Grant).

### General Eligibility Requirements for Federal Aid

To be eligible to receive federal student aid, a student must:

- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security Number (unless from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau);
- Register for Selective Service, if required (see [sss.gov](http://sss.gov) for more information);
- Have a high school diploma or a high school equivalency certificate (GED, HiSET or TASC);
- Be enrolled as a regular student working toward a degree or certificate in an eligible program;

# Financial Aid

- Not owe a refund on a federal grant or be in default on a federal student loan;
- Have financial need (except for Federal Direct Unsubsidized and Federal Direct PLUS Loans);
- Not have a drug conviction for an offense that occurred while receiving federal student aid; and
- Be making Satisfactory Academic Progress.

Please note: Only classes that count toward your degree (or as an allowable elective) can be funded by federal financial aid.

## Verification of Federal Aid

An applicant may be required to verify or validate, by documentation, FAFSA application information. This process may be required if the application is selected for verification in the federal processing and edit systems; if the Financial Aid Office has reason to believe that any application information critical to the calculation of the student's expected family contribution (EFC) is inaccurate; or if application information is in conflict with other information. If an application is selected for verification, the Financial Aid Office will give notice to the applicant. The notice will specify what items of information must be verified and will detail what documents and procedures are required for verification. It will also specify the time period within which the applicant shall provide the required documentation and will advise the applicant of the consequences of the applicant's failure to comply within the specified period. The time period granted to the applicant for completion of required documentation may vary with the complexity of the requirements and with the time remaining in the school term for which funding is sought.

If the verification documents reveal inaccuracies in the application, the student's FAFSA will be corrected electronically for reprocessing. If incomplete or inadequate verification documents are submitted, the applicant is notified of deficiencies and instructed on how to correct them. Should review of an application for Title IV student aid indicate that the applicant may have engaged in fraud or other criminal misconduct in connection with his/her application, the Financial Aid Office must refer the student for

investigation on all relevant information to the Office of the Inspector General of the United States Department of Education. Examples of such information include (but, are not limited to): false claims of independent student status; false claims of citizenship; use of false identities; forgery of signatures or certificates; and false statements of income.

To review EWC's Verification Process please visit the Financial Aid pages online at [ewc.wy.edu](http://ewc.wy.edu).

## Withdrawals and Return of Title IV Federal Aid

To maintain federal financial aid eligibility during the semester, a student is expected to attend class and complete required coursework for the full scheduled term. According to federal regulations, if a student officially withdraws from all classes, stops attending classes (unofficial withdrawal), receives all "F" grades, or otherwise does not successfully complete classes during a semester, the Financial Aid Office is required to determine the percentage of federal aid the student earned based on the percentage of time attended during the term. A student may be required to repay a portion of the federal aid he/she received but did not earn for the semester. The date of a student's official withdrawal or the last date of attendance or participation in an academically-related activity during the semester is used to calculate how much aid a student earned during a semester and how much unearned aid may need to be returned to the appropriate federal aid program. A student who completes one module course but does not successfully complete any full-semester course may also be subject to Return of Title IV regulations. A student who never begins attendance at one or more classes may be subject to a recalculation of aid based on enrollment status. A student's last date of attendance is reported to the Department of Education, loan servicers and/or lenders, and subsequent loan disbursements may be cancelled.

The amount of assistance that the student earned is determined on a pro-rata basis by multiplying the percentage of the term attended by the Title IV aid received. That is, if a student completed 30 percent of the payment period, he/she earned 30 percent of the assistance he/she was originally scheduled to receive. Since aid is typically disbursed near the beginning of a semester, the student may be responsible for repaying unearned aid he/she has already received to the appropriate

## Financial Aid

federal program. Once the student has completed more than 60 percent of the payment period, he/she is considered to have earned 100% of his/her federal assistance.

After the amount of Title IV aid to be returned is calculated, a determination of how much must be returned by the institution and how much must be returned by the student is made. If a student owes a repayment, it will be applied to the appropriate programs in this order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other federal aid programs

If EWC is required to repay any portion of a federal education loan, the student or parent borrower is then responsible for repaying those funds to EWC. The student or parent borrower is responsible for the remainder of the loan in accordance with the terms of the Master Promissory Note. If the student is responsible for returning grant funds, the student must make arrangements with EWC or the Department of Education to return the funds. Any amount that the student has to return to the Department is considered a grant overpayment.

If a student receives a grant overpayment notification from the Financial Aid Office, he/she must repay those funds to EWC within 45 days of the notice. Failure to make the payment within that timeframe results in the student's inability to receive future federal assistance from EWC or any other post-secondary institution. Any funds returned by EWC on the student's behalf must be repaid by the student to EWC prior to attempting to register for subsequent terms. The requirements for returning Title IV program funds are separate from EWC's refund policy. Therefore, students may also owe funds to EWC for unpaid institutional charges.

Students who withdraw prior to receiving federal aid may be eligible to receive a "post-withdrawal disbursement" of earned funds to help pay for remaining institutional charges. The Financial Aid Office notifies students of amounts owed and aid earned but not disbursed within thirty days of performing the refund calculation. Post-

withdrawal disbursements of federal grants are applied automatically to a student's balance; post-withdrawal loan eligibility requires a student's permission (or parent's, in the case of PLUS loans) to use toward outstanding tuition, fee, room and/or meal plan charges.

Additional information and written examples of return of funds calculations are available in the Financial Aid Office upon request.

### **Applying for the Hathaway Scholarship**

Hathaway Scholarships, named after former Wyoming Governor Stan Hathaway, are designed to provide an incentive for Wyoming students to prepare for and pursue secondary education at Wyoming schools. The program consists of four separate merit scholarships, each with specific eligibility requirements, and a need-based scholarship for eligible students which supplements the merit awards. Students must complete a FAFSA to be considered for the need-based award. Students must complete the EWC Hathaway Scholarship Application within two years of high school graduation and submit final, official high school transcripts for the Financial Aid Office to determine eligibility. For more information on the Hathaway Scholarship, see EWC's website at [ewc.wy.edu](http://ewc.wy.edu) or visit <http://edu.wyoming.gov/beyond-the-classroom/college-career/scholarships/hathaway/>.

Please note that the Hathaway Scholarship can only pay for college-level courses (course numbers of 1000 or higher); remedial or developmental classes cannot be counted in enrollment status for Hathaway purposes.

### **Applying for Institutional Aid**

Students who wish to apply for institutional aid must meet all individual scholarship deadlines and requirements. Many institutional grants and scholarships have a priority deadline of March 15 for first-time freshman. Applications received after the deadline will be considered on a "first-come, first-served" basis. Other institutional, Foundation and outside scholarships may require a separate application process or information, or have different deadlines.

Institutional aid comes in many forms:

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## 1. ACTIVITY GRANTS

Activity grants are available to high school graduates with special ability in men's and women's basketball, women's volleyball, rodeo, golf, livestock judging, music and debate.

First-time students who do not have a high school diploma but who have special ability as determined by the activity sponsor may also qualify for activity grants.

## 2. DIVISION SCHOLARSHIPS

Division Scholarships are available to first-time students who meet the requirements as determined by the EWC Scholarship Committee. EWC students or transferring students must meet the Satisfactory Academic Progress Policies for Financial Aid to be eligible for Division Scholarships. Students receiving Division Scholarships must be seeking a degree in one of the majors within the respective Division.

## 3. INSTITUTIONAL and FOUNDATION SCHOLARSHIPS

Eastern Wyoming College provides a large number of scholarships for students. Students are encouraged to visit [ewc.wy.edu](http://ewc.wy.edu) to view the list of scholarships, requirements, and application process.

Continuing and transfer students may apply for scholarships online at [ewc.wy.edu](http://ewc.wy.edu) and by completing the Continuing Student Scholarship Application (available from the Financial Aid Office or online). Priority application deadline for continuing students is June 1 for the full academic year; February 1 for spring semester.

**Note:** *Since many scholarships are need-based, students are encouraged to complete the FAFSA.*

Institutional scholarships and activity grants are determined by selected individuals, departments and committees at Eastern Wyoming College. Students are notified only if awarded a scholarship or activity grant. Scholarships must be accepted by deadlines given; some also require the student to send a thank you note to the donor.

## APPLYING FOR MILITARY AID

### VETERANS BENEFITS

Eastern Wyoming College is approved for

attendance by those who are eligible for educational benefits provided by the Veterans Administration. Veterans wishing to use their education benefits should contact the Records Secretary, who is the VA Certifying Official, at 307.532.8334, for additional information.

To apply, students must complete the appropriate Application for VA Education Benefits. This form is available online at [gibill.va.gov](http://gibill.va.gov). For benefits other than those listed above, contact the Veterans Administration at 1-888-442-4551 or online at [gibill.va.gov](http://gibill.va.gov). Current rates are available at the [gibill.va.gov](http://gibill.va.gov) website.

Veteran students and their dependents are also encouraged to apply for scholarships and federal financial aid.

### WYOMING NATIONAL GUARD EDUCATIONAL ASSISTANCE PLAN

Subject to available state funds, all current members of the Wyoming Army or Air National Guard may be eligible to have full in-state tuition and fees paid. Contact the Records Secretary, who is the VA Certifying Official.

Students MUST complete an application each semester in order to receive funds.

### WYOMING EDUCATIONAL ASSISTANCE FOR VETERANS AND SURVIVORS

The State of Wyoming passed legislation to assist veterans and dependents of deceased veterans with tuition and fees at any eligible Wyoming College. (Wyoming Statute 19-14-106). This program is designed to help Vietnam Veterans, Overseas Combat Veterans, and their surviving dependents with tuition and fee assistance. The application is available on the EWC website.

## Awarding and Payment of Aid

### Method of Awarding Need-Based Aid

The basic need formula is represented by the following calculation:

$$\begin{aligned} &\text{Cost of Attendance} \\ &= \text{Expected Family Contribution} \\ &= \text{Financial Need} \end{aligned}$$

The goal of the EWC Financial Aid Office is to meet as much of the student's need as possible with available funds for which the student qualifies.

# Financial Aid

## **Cost of Attendance (COA)**

This is an estimate of the student's expenses for the period of enrollment. It includes allowances for:

- Tuition and fees
- Books and supplies
- Room and board
- Transportation
- Personal expenses

Please see EWC's website at [ewc.wy.edu](http://ewc.wy.edu) for current costs of attendance.

## **Expected Family Contribution (EFC)**

The EFC is calculated by the federal processing center using the information reported on the FAFSA. It represents the amount the student and his/her family can reasonably contribute toward educational expenses.

## **Method of Payment of Aid**

To ensure proper payment, all financial aid resources are reviewed either (1) after the first week of classes or (2) at the time of disbursement if aid is processed later in the semester. At the time of payment, financial aid will be based on the number of credit hours for which a student is enrolled, housing status, and residency classification. Awards are normally made in two disbursements, half in the Fall Semester, and half in the Spring Semester. Second disbursements of one-semester-only loans occur at mid-point in the semester.

Most initial awards are based on full-time attendance (12+ credits). Award amounts may be reduced, or awards cancelled for less than full-time enrollment. If a student's attendance level drops below full time after an award notice is sent, the financial aid office will adjust the award to the correct enrollment level. If a student drops courses during the 100 percent refund period, financial aid payments may be adjusted. Other situations that could affect payment include: withdrawing before the end of the term; stopping attendance (unofficial withdrawal); not starting a class; dropping a late-starting class before the start date; a cancellation of a late-starting class before the start date.

Awards are usually credited directly to the student's account. If anticipated awards exceed direct costs (tuition, fees, and on-campus housing), a student is allowed to charge books at the EWC Bookstore until the end of late

registration. If aid is processed by the end of the late registration period and a student is due a refund, the refund check will be available approximately one week after the last day of late registration. Funds received after that date will be processed, posted, and disbursed once a week throughout each semester. Torrington Campus students may obtain their financial aid checks from the Information Center on Fridays. For EWC Outreach Students, refund checks are mailed weekly.

Federal Work-Study/Institutional Employment paychecks are available to students the last day of each month worked.

## **Maintaining Financial Aid Eligibility**

The Education Amendments of 1987 require that a student must be making "satisfactory progress" in his/her course of study to be eligible for federal financial aid. In order to satisfy this requirement and prevent abuse of the intentions of the federal aid programs, students receiving any type of Title IV aid (Pell, FSEOG, FWS, Direct Loans, PLUS) must adhere to Satisfactory Academic Progress guidelines.

With the exception of Pell Grants, a student must enroll for six (6) or more credit hours per semester to receive federal financial assistance.

## **EWC SATISFACTORY ACADEMIC PROGRESS POLICIES FOR FINANCIAL AID**

To be eligible for federally funded financial aid programs, all student financial aid recipients must initially and continually meet Satisfactory Academic Progress (SAP). The Eastern Wyoming College standards of SAP measure a student's academic performance both qualitatively and quantitatively by reviewing the following three areas of performance: cumulative completion rate for attempted coursework, cumulative grade point average earned, and the maximum time allowed to complete a degree. The Financial Aid Office is responsible for ensuring that all students receiving financial aid are meeting these standards. SAP standards apply for all federal financial assistance programs including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study and the Federal Direct loan programs. Academic progress requirements for EWC



# Financial Aid

institutional awards and/or Foundation scholarships are defined by the respective donors and maintained in the EWC Financial Aid Office. These awards include scholarships, activity grants, and institutional employment.

Students receiving Hathaway Scholarships need to review the Hathaway Scholarship college requirements document mailed with the Hathaway award letter, maintained in the Financial Aid Office or online.

## Frequency and Interval of Review

Satisfactory Academic Progress will be reviewed prior to the awarding of any federal financial aid, institutional awards and/or foundation scholarships. It is also reviewed and monitored at the end of Fall, Spring and Summer semesters, and prior to the disbursement of aid the following semester. *Please note that your status can change depending on when you are initially awarded and when you are reviewed before disbursement because of semester completion, grade changes, or transfer credits accepted.*

## Establishing Initial Eligibility

In order to establish initial eligibility for federal financial aid, a student's past academic transcripts will be reviewed according to the following guidelines:

- a. Students who have never previously attended EWC will be considered in good standing with regard to minimum credits completed and minimum GPA requirements.
- b. Students who have previously attended EWC, including concurrent enrollment, dual enrollment, and Jump Start courses, will have their past academic transcripts reviewed *regardless of whether financial aid was received for any previous attendance.*
- c. Transfer credits from other institutions will be considered in determining eligibility under the Maximum Time Frame criteria.
- d. Students must be admitted/enrolled in a degree or certificate program.

## Maintaining Qualitative and Quantitative Eligibility

The following requirements are for all federal aid programs. Students are considered to be making Satisfactory Academic Progress and will be eligible for federal financial aid at EWC as long as all three of the following requirements are met at the end of each semester.

### a. Completion Rate (67% Pace Rule)

Students must, at a minimum, successfully complete at least 67% of attempted credits overall. This calculation is performed by dividing the number of cumulative credits earned by the cumulative credits attempted.

Withdrawals, audits, and grades of F, IP, X, IW or U are not considered successful completions for federal financial aid purposes.

### b. Minimum Cumulative Grade Point Average

Students must maintain at least a 2.0 cumulative GPA.

### c. Maximum Time Frame

Students who have completed a degree or certificate will be considered to have reached maximum time frame and aid will be suspended pending appeal approval.

Students must complete a degree or certificate program in no more than 150% of the average length of their program. Time frame limitations include all credits pursued, earned, dropped, repeated and failed. All applicable transfer hours accepted by EWC count as hours attempted as well as hours earned. All credit hours are counted regardless of whether the student received aid.

Students who change programs or pursue additional degrees are likely to reach Maximum Time Frame and aid will be suspended pending approval of an appeal. If an appeal is approved, only courses required for degree/certificate completion can be funded.

Degree-seeking students are strongly encouraged to submit a program evaluation signed by the student's academic advisor when they accumulate 48 attempted credit hours. Students are required to submit an appeal for Maximum Time Frame when they accumulate 80 or more attempted credit hours in order to continue receiving aid.

Students seeking a certificate will be required to submit an appeal for Maximum Time Frame when they accumulate 24 or more attempted credit hours for Skin Tech, Child Development and Entrepreneurship programs. Students in other certificate programs must submit an appeal when 35 credits have been attempted in order to continue receiving federal aid.



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## Other Factors

### a. Audits

Classes taken for audit will not be considered when determining semester award amounts and will not be considered as attempted credits toward the maximum time frame for completion. Audited classes are not eligible for federal student aid.

### b. Remedial/Development Courses

Students may receive federal aid for a maximum of 30 remedial/developmental credit hours. More than 30 remedial/developmental credit hours will count towards his/her attempted hours but not in enrollment status or cost of attendance for financial aid purposes.

### c. Academic Amnesty

EWC allows Academic Amnesty as part of its institutional academic policy but it does not affect a student's financial aid SAP status. Federal aid program regulations make no provisions for amnesty or academic renewal policies. Therefore, a school must always include all attempted courses in evaluating a student's Satisfactory Academic Progress for financial aid.

### d. Repeated Coursework

To count toward enrollment status for financial aid purposes, a previously passed course may only be repeated once. A failed course may be repeated until passed. All repeated courses are included in a student's cumulative attempted credits.

## Warning, Probation and Loss of Eligibility Status

Financial aid Probation and Loss of Eligibility apply only to a student's status for purposes of financial aid eligibility at EWC. This does not become part of the student's permanent record and is not transferable to other institutions. Please be aware, financial aid status may differ from academic status.

### a. Warning

Students who do not complete the minimum number of credits or who do not possess a satisfactory Grade Point Average will be placed on Warning status for their next semester of enrollment. A student remains eligible to receive financial aid while on Warning. If both the completion rate and cumulative GPA requirement are met at the end of the Warning term, the student will be removed from Warning status.

### b. Probation

If a student does not meet SAP requirements because of extenuating circumstances beyond the student's control, an appeal for reinstatement of aid may be completed. Students who have an appeal approved will have financial aid reinstated on a probationary status. Students on probation are required to complete all classes with grades of C or higher and not withdraw from any courses (after the 100% refund period) until SAP is regained.

### c. Loss of Eligibility

A student will lose federal financial aid eligibility if the requirements for maintaining eligibility are not met during the warning or probationary semester. A student whose financial aid eligibility has been suspended has two options for regaining his/her eligibility.

1. A student may qualify for reinstatement of financial aid eligibility by enrolling at his/her own expense and meeting all the necessary academic progress requirements outlined above. This may take one or more semesters, depending on how long it takes the student to be in compliance with this policy. Financial resources other than federal financial aid must be used to pay for educational expenses during these terms.
2. If circumstances beyond the student's control prevented him/her from making the progress required, the student may file an appeal for reconsideration. See appeal process below. A student whose appeal is approved by the Appeal Committee will be placed on financial aid probation status for the subsequent semester of enrollment.

Students who have reached or exceeded the Maximum Time Frame for completion will be placed on immediate Loss of Eligibility status. Students may potentially regain eligibility for federal aid if they change from a certificate program to an associate's program of study because of the increased hours required to complete the degree. Contact the Financial Aid Office to determine the effect of changing programs on aid status. Students may also regain eligibility for federal aid by appealing the suspension of aid. See appeal process below.

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## Reinstatement of Eligibility

### Completion Rate and Cumulative GPA

Students may appeal the loss of federal financial aid eligibility for any of the following reasons: personal injury, illness, death of a family member; or other extenuating circumstances beyond the student's control.

To appeal for any of the above situations, students must submit a complete appeal packet. The packet includes:

- 1) A written statement indicating what circumstance(s) prevented the student from meeting SAP standards and what steps the student plans to take to ensure future success;
- 2) A program evaluation signed by the student's current academic advisor;
- 3) An EWC Satisfactory Academic Progress Appeal form signed by the student's current academic advisor.

If an appeal is approved by the Appeal Committee, the student must sign an agreement indicating he/she understands the terms of the appeal approval, which includes satisfactorily completing all classes with grades of C or higher and not withdrawing from any courses until SAP is met. The student's federal aid is re-instated on a probationary status and re-evaluated at the end of the semester. A student who does not meet the terms of the agreement loses federal financial aid eligibility.

Financial aid awards will be based on funds available at the time of reinstatement. Reinstatement will be effective for the current term or next term of enrollment as determined by the Financial Aid Appeals Committee. Reinstatement of aid will not be effective retroactively for an already-completed term.

### Maximum Time Frame

Students are typically allowed only one appeal for maximum time frame. To file an appeal, a student must submit a complete appeal packet, which includes:

1. A written statement indicating why the student exceeded maximum time frame and why he/she should be allowed to continue;
2. A program evaluation signed by the student's current advisor;
3. An EWC Petition for Maximum Time Frame signed by the student's current academic advisor.

If an appeal is approved by the Appeal Committee, the student must sign an agreement indicating he/she understands the terms of the appeal approval, which includes satisfactorily completing all classes with grades of C or higher, not withdrawing from any courses, and only taking courses required for the degree program. The student's federal aid is re-instated on a probationary status and is re-evaluated at the end of the semester. A student who does not meet the terms of the agreement loses federal financial aid eligibility.

Students must also meet completion rate and cumulative GPA requirements. Financial aid awards will be based on funds available at the time of reinstatement. Reinstatement will be effective for the current term or next term of enrollment as determined by the Financial Aid Appeals Committee. Reinstatement of aid will not be effective retroactively for an already-completed term.

Appeal forms are available in the EWC Financial Aid Office or on EWC's web site. Appeals should be submitted as soon as possible following notification of suspension, but no later than mid-term of the semester for which the student is requesting aid.

### Additional Key Items

#### Federal Pell Grant Duration of Eligibility

Receipt of Federal Pell Grant has a lifetime limit of 12 full-time semesters or its equivalent.

#### Federal Direct Loan Limits

Federal Direct Loans have set annual and aggregate limits.

*Students may not appeal Pell or loan annual or aggregate limits.*

## Miscellaneous

### TRANSFER STUDENTS

Students who transfer to EWC from other postsecondary institutions may be eligible for federal aid in accordance with established U.S. Department of Education and EWC guidelines. Hours transferred from any prior institution(s) will be counted toward the maximum number of hours permissible for receiving federal aid at EWC. Prior student loan and Pell Grant accumulation may affect a student's federal

# Financial Aid

financial aid eligibility at EWC. A student's Satisfactory Academic Progress status from other institutions attended may be reviewed to determine financial aid eligibility as well.

**SPECIAL NOTE:** If you are transferring to EWC between the Fall and Spring semesters, please be aware that financial aid does not "automatically" transfer from one school to another. The amount and type of aid offered may differ due to variations in the schools' costs of attendance, funding available and academic requirements. Annual federal aid limits apply. Students must add EWC's school code, 003929, to their FAFSA in order for EWC to evaluate their federal aid eligibility. Official transcripts from all previous institutions must be submitted to EWC to determine credits for maximum time frame calculations. Contact the EWC Financial Aid Office for assistance with the transfer process.

## **CONSORTIUM AGREEMENTS**

Students can take classes at two or more institutions and receive federal aid for all enrollment under an agreement called a consortium. The degree-granting school is the Home institution; the other college where the student is enrolled in a course or courses is the Host institution. Students may only receive federal aid from one institution during a period of enrollment. A Consortium Agreement must be completed each semester a student is enrolled in multiple institutions.

When EWC is the Home institution, the student must enroll in at least one EWC course and the Host course(s) must apply to the student's EWC degree program.

## **CLOCK-HOUR PROGRAMS**

A program is considered to be a "clock hour" program if 1) The program must measure student progress in clock hours to receive state or federal approval or licensure and/or 2) The completion of clock hours is required for graduates to apply for licensure or the authorization to practice the occupation the student is intending to pursue. EWC's Hair Technician and Skin Technician certificates and Associate of Applied Science in Cosmetology are all clock hour programs. For these programs, Federal financial aid is awarded and disbursed according to completion of clock hours and weeks rather than credit hours. Students in clock-hour programs may qualify for

the Federal Pell Grant, Federal Direct Loans, and employment as well as EWC institutional and Foundation scholarships. Eligible Wyoming High School graduates may also apply for the Hathaway Scholarship.

For complete information on applying, receiving, and maintaining financial aid eligibility for clock-hour programs, visit EWC's web site. A packet may also be requested by contacting the Financial Aid Office.

## **GAINFUL EMPLOYMENT**

For more information about EWC graduation rates, the median debt of students who completed selected certificate programs, and other important information, please visit [ewc.wy.edu/future-students/financial-aid/career](http://ewc.wy.edu/future-students/financial-aid/career) and select the desired program for specific information.

## **CONSUMER INFORMATION**

In compliance with the Higher Education Act (HEA) of 1965, as amended by the Higher Education Opportunity Act (HEOA) of 2008, and the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, Eastern Wyoming College must disclose the availability of institutional and financial aid information to enrolled students. For complete information, please see our Consumer Information page online at <http://ewc.wy.edu/consumer-information/>.

# Academic Procedures



# Academic Procedures and Regulations

## Registration Procedures

Individual students select and develop programs of study for a given semester under the direction of an assigned faculty academic advisor.

The registration procedure observes the College's rules while providing efficient service to students. Procedures are constantly under review and changes are made as necessitated by enrollment increases and as permitted by developments in the processing of records.

Instructions are issued at each enrollment which consist of the following steps: (1) planning a program of study with an assigned advisor; (2) completing registration materials; (3) having enrollment materials checked and approved by academic advisor; and (4) assessment and payment of fees.

All information requested during enrollment is vital and important to the student and the College. Students must supply all information requested, accurately and completely, according to instructions. If address, legal name, field of study, advisor, telephone number, or other such information changes after enrollment, the student should inform the Records Office immediately. Falsification of records may result in suspension from classes.

EWC will accept no "Application for Admission" forms after the Friday before the start of the Fall or Spring semester. The College offers 8 week Block Classes during the second half of each semester for which admission may be granted once the Application for Admission has been completed, assessment testing has taken place, and application for appropriate financial aid has been completed.

## Change of Registration

Students desiring to drop or add courses (after Late Registration ends) should obtain the necessary form from the Records Office. After the student completes the form, "Change of Registration," and secures the proper signatures, the form is returned to the Records Office.

The following schedule applies to students adding and/or dropping classes:

1. No entry is made on the student's permanent academic record for classes dropped prior to the last day for late registration.
2. No classes may be added or dropped after the last day for late registration without the approval of the Financial Aid Office, the academic advisor, and the class instructor.

## Advisors

When students enroll at Eastern Wyoming College, they are assigned to an academic advisor who aids them in planning their program of study in selecting educational and vocational objectives, and in making personal adjustment to college life.

All degree-seeking students are required to take placement exams in English, math, and reading prior to the first day of classes to aid in proper class placement and to maximize academic success. Non degree-seeking students may be required to take the placement exams prior to enrolling in certain English and math courses. It is important for all college students to possess or acquire the math, reading, and English skills necessary for their program of study.

Academic advisors are usually assigned at the time placement exams are taken. The student and advisor then receive copies of the placement exam results to use in making decisions about program selection and course enrollment. Advisors are to be consulted whenever the student registers for classes, drops or adds classes, receives a deficiency notice, or when the student begins to make graduation/transfer plans. Advisors are important and students are urged to confer regularly with them.

## Change of Major or Advisor

Students who wish to change their major and/or advisor should contact the Records Office at 307.532.8207.

## Credits

EWC's **definition of one (1) credit hour** (55 minutes) is as follows:

- 1 hour of lecture for 15 weeks
- 2 hours of lab for 15 weeks
- Equivalent amount of work over a different amount of time or
- Other activities established by EWC



# Academic Procedures and Regulations

including internships, practicums, field experiences, self-directed studies, and online or distance education

A credit hour comprises work through one semester and normally requires an average of three hours of effort per week for each credit hour. (Classes with laboratory components require more contact time.) These three hours of effort may be occupied with lectures, recitations, laboratory work, reports, or assignments outside of the classroom.

The amount of credit for any course is governed by the catalog statement. Allowance for more or less credit than is listed in the current catalog will not be allowed.

## Credit Hour Load

Twelve credit hours is the minimum required for full-time status as defined by EWC and federal aid programs.

An average of 15 or 16 hours of credit each semester is considered a normal load. The maximum semester credit load is 18 hours. Students must have approval of the Vice President for Learning to exceed this maximum.

Only students of marked ability, whose grades average “B” or above, should enroll for more than the average number of hours. Students registering after the end of late registration may be restricted in the number of hours for which they can enroll. Restrictions in this case will be determined by the student’s advisor and the Vice President for Learning.

Certain programs outlined under the “Programs of Instruction” section of this catalog will identify a semester totaling 19 hours or more. Students should work with their advisors to determine the best way to accomplish the completion of all the program requirements. For some students it may be best to extend their academic planning to include an additional Summer session or semester in order to successfully complete a particular program.

## Institutional Challenge Exams

Institutional Challenge examinations are available for some courses. Students showing proficiency

by passing challenge examinations can be given credit up through the level of demonstrated proficiency. For details about challenge exam availability, the student should contact the appropriate division chair. Grades of S and U are given in all institutional challenge exams. Such credit is not included in a student’s grade point average (GPA). The grade of S would be equivalent to “C” or better. Entries will be made on the student’s transcript only if the grade of S is obtained and only if the student enrolls at EWC in a degree program. Students should be aware that while credit may be awarded through such exams by Eastern Wyoming College, not all institutions will accept transfer credit earned through these methods. A fee of \$10 will be assessed for each examination.

## Advanced Placement Examination

Students showing proficiency by passing examinations such as College Entrance Examination Board Advanced Placement Program (CEEB-APP) or American College Testing—Proficiency Examination Program (ACT-PEP) may earn EWC college credit for demonstrated proficiency to a maximum of 15 semester credit hours. Grades of S and U are given in all examinations. Credit by advanced placement examination is not included in the student’s grade point average but counts in hours earned toward graduation. The grade of S is the equivalent of “C” or better (APP score of 4 or 5). Entry on the student’s transcript for credit by examination is made only if a grade of S is obtained and is noted as a grade obtained by examination. Students should be aware that while credit may be awarded through exams for Eastern Wyoming College requirements, not all institutions will accept transfer credit earned through these methods.

## DSST

### (DANTES Subject Standardized Tests)

Students showing proficiency in content areas as demonstrated by the DANTES (Defense Activity for Non-Traditional Education Support) Subject Standardized Tests (DSST) may receive EWC college credit. Students may earn credit through these exams by scoring at or above the minimum scores established by Eastern Wyoming College. A maximum of 15 semester hours of credit by examination may be earned toward EWC graduation requirements. DSST examinations



## Academic Procedures and Regulations

are administered by appointment only in the Testing and Career Services Center. For copies of the DANTES policy and information about scheduling an appointment, call 307.532.8288. A fee is assessed for each DSST examination plus an administration fee of \$15.

### College Level Examination Program

Eastern Wyoming College administers subject examinations of the College Level Examination Program (CLEP). CLEP examinations may not be repeated within six months from the time the examinations were administered. Students may earn credit through the subject examinations by scoring at or above the score recommended by the Council on College-Level Examinations. Entries on the student's records will state that the credits earned were by CLEP examinations along with the title of the examination. A maximum of 15 semester hours of credit by examination may be earned toward EWC graduation requirements.

Students may designate the institution they wish to receive their scores and should be aware that not all colleges have the same policies regarding acceptance of credit by examination. Therefore, students should confirm with the college or university to which they are transferring that the credit by examination will transfer. The transfer of CLEP scores to EWC from other accredited institutions will be determined by the Vice President for Student Services.

CLEP examinations are administered by appointment only in the Testing and Career Services Center. For an appointment, call 307.532.8288. A fee is assessed for each CLEP examination plus an administration fee of \$15.

Eastern Wyoming College courses for which CLEP credit may be earned:

<b>EWC Courses</b>	<b>Semester Hours</b>	<b>Required CLEP Examination</b>	<b>(Minimum Computer-Based Testing Score) Required</b>
BIOL 1010	4	Biology	50
CHEM 1020	4	Chemistry	50
COSC 1200	3	Information Systems & Computer Apps	50
ECON 1010	3	Principles of Macroeconomics	50
ECON 1020	3	Principles of Microeconomics	50
EDFD 2100	3	Intro to Educational Psychology	50
EDFD 2450	3	Lifespan Human Development	50
ENGL 1010	3	College Composition	50
ENGL 2020	3	Introduction to Literature	50
GERM 1010 & 1020	8	German Language	50
HIST 1110	3	Western Civilization I	50
HIST 1120	3	Western Civilization II	50
HIST 1211	3	Hist of the US I: Early Colonization to 1877	50
HIST 1221	3	History of the US II: 1865 to Present	50
MATH 1000	3	Problem Solving	50
MATH 1400	4	College Algebra	50
MATH 1450	5	Precalculus	50
MATH 2200	4	Calculus	50
MKT 2100	3	Principles of Marketing	50
POLS 1000	3	American Government	50
PSYC 1000	3	Introductory Psychology	50
PSYC 2300	3	Human Growth & Development	50
SPAN 1010 & 1020	8	Spanish Language	50

# Academic Procedures and Regulations

## Independent Study

Independent study is available to those students who have demonstrated the self-discipline to study successfully with a minimum of structure and formal direction from an instructor. It is designed for use in exceptional circumstances and is not used routinely.

A student must develop a plan for independent study with his/her advisor and the faculty member who will supervise the work. The plan will be submitted to the appropriate Division Chair for approval. Independent study is subject to the same academic calendar as regularly scheduled coursework and is to be completed during the term.

## Grade Reports

Midterm deficiency notices are found on LancerNet and are alerts to those students whose work in any course is less than satisfactory. The purpose of midterm deficiencies are to call attention to the progress of each student at a point in the term which permits enough time for improvement. Students who receive deficiency notices (grade(s) below a "C") should confer with the instructor(s) and their advisor for recommendations and suggestions as to how their work can be improved.

Final grade reports are prepared immediately following the close of each semester. Grades will be available on LancerNet which can be accessed on the Internet at [ewc.wy.edu](http://ewc.wy.edu) after the close of the semester. A transcript may be obtained through a written request if access to LancerNet is not available to the student.

## Final Examinations

The last week of the semester is set aside for study and final examinations. Where possible, college-sponsored activities will not be scheduled during the final examination period. **No final exams will be rescheduled to accommodate travel arrangements.**

## Grades

It is the policy of the College that the value of the student's work is not determined entirely by

what he/she may know upon examination. His/her grade is determined by daily application and results, as well as by periodic examination.

**The student's performance is evaluated according to the following system of grades:**

<b>Grade</b>	<b>Value</b>	<b>Definition</b>
<b>A</b>	<b>4</b>	Exceptional
<b>B</b>	<b>3</b>	Very Good
<b>C</b>	<b>2</b>	Average or Acceptable
<b>D</b>	<b>1</b>	Poor
<b>*F</b>	<b>0</b>	Failure (Assigned as a grade for inadequate performance, nonattendance, or abandonment of class)
<b>*X</b>	<b>0</b>	Incomplete. A student who is unable to complete the coursework required in any designated course may receive an incomplete grade of X with an agreement between the student and instructor of the course. Such agreement(s) must be in the form of a "contract" between said instructor and student outlining the work and time designated for such coursework to be finished. These contract forms must be submitted to the appropriate Division Chair. The completion date designated by an instructor may not exceed one academic semester. If the coursework is not completed or graded within one year, the grade of X will revert to a grade of "F" or "W" at the discretion of the instructor.

<b>Grade</b>	<b>Value</b>	<b>Definition</b>
<b>W</b>	<b>0</b>	Withdrawal
<b>IW</b>	<b>0</b>	Institutional Withdrawal
<b>*IP</b>	<b>0</b>	In Progress. The IP grade notation is used for those courses which are still in progress beyond the scheduled end of the term. It is not considered a grade as such, but rather an indicator of a course in progress and is <u>not</u> included in the semester summary of grade points or hours completed. The temporary notation of IP is assigned for each student enrolled in the course until a permanent grade is issued by the instructor. If the course is not completed or graded within one year, the grade of IP will revert to a grade of IW.

<b>Grade</b>	<b>Value</b>	<b>Definition</b>
<b>S,*U</b>	<b>0</b>	Satisfactory and Unsatisfactory. The grade of S is interpreted as a grade of "C" or above and the grade of U is interpreted as a grade below "C".

# Academic Procedures and Regulations

S/U grades are intended primarily for on-the-job training courses and credit through institutional challenge examinations, credit through the College Level Examination Program (CLEP), credit by Advanced Placement Examinations, DANTES, and courses which are offered for S/U grade only. Students should be aware that while credit may be awarded through such exams for Eastern Wyoming College requirements, not all institutions will transfer credit earned through these methods.

Neither the S nor U grade carry grade points and neither will be included in the calculation of a student's grade point average. Both S and U grades will count as hours attempted and S grades will count as hours earned. Once issued, an S grade cannot be converted to a letter grade.

## **Grade Value Definition**

**\*AU 0** Audit. Students must signify at the time of registration whether or not they are taking courses for audit. There will be no opportunity to change this decision after enrollment.

\*For financial aid purposes, grades of F, X, W, IW, IP, U, and Audit do not count toward successful completion of classes.

## **Grade Point Average**

A grade point average (GPA) represents a weighing of all applicable credit hours and grades. For purposes of calculating the grade point average, grades are assigned the following point values: A=4, B=3, C=2, D=1, F=0. Courses in which a grade of IW, IP, X, W, S, U, or AU is assigned are not used in calculating the grade point average.

## **A student's GPA is derived by the following process:**

First the point value of the grades the student earned in each course is multiplied by the number of credit hours for that course. The products (credit hours multiplied by point value) for all the student's applicable courses are added together, and the total is divided by the number of applicable credit hours attempted. The result is the student's GPA.

## **For example, a student carrying 16 credit hours earned the following grades:**

3 hour course A (4)  
3 hour course C (2)  
4 hour course B (3)  
4 hour course A (4)  
2 hour course B (3)

## **The computation for the grade point average is as follows:**

3 hours X 4 = 12  
3 hours X 2 = 6  
4 hours X 3 = 12  
4 hours X 4 = 16  
2 hours X 3 = 6  
16 hours            52 points  
52 points divided by 16 hours = 3.25 GPA

- 1. Semester Grade Point Average:** The sum of all grade points earned in a semester divided by all applicable credits attempted.
- 2. Cumulative Grade Point Average:** The sum of all grade points earned at EWC divided by all applicable credits attempted at EWC. Only the credit and grade points earned in the course or last attempt of a repeated course are used in calculating the grade point average.

## **Challenges to the Record**

See EWC Notification of Rights Under FERPA for Postsecondary Institutions on page 146.

# Academic Procedures and Regulations

## Exit Assessment

All candidates for Associate of Arts or Associate of Science degrees are required to participate in exit assessments prior to graduation. The first assessment, known as an Outcomes Assessment, targets the student's specific program of study (major) and may include portfolios, exit interviews, papers, comprehensive exams, etc. The second assessment is the Collegiate Assessment of Academic Proficiency (CAAP). Administered in the Spring semester, the CAAP exams are a set of standardized tests developed to test core educational skills. This assessment targets selected general education skills typically attained in college such as reading, writing, mathematics, science reasoning, and critical thinking. Students graduating in the Fall term with their Associate of Arts or Associate of Science degrees are encouraged to take the CAAP exams in the Spring term before graduation.

All candidates for the Associate of Applied Science degrees and Certificates are also required to participate in an Outcomes Assessment prior to graduation. While the specific assessment method varies depending on degree and program, one portion will target the general education skills of reading, math, and writing. This exit assessment process will help students validate academic proficiency, identify broad academic strengths and weaknesses, and plan future educational choices more effectively. The results of the assessment process will also serve to evaluate Eastern Wyoming College's effectiveness in specific program training and overall general education preparation, and provide information that can be used for improvement. A summary of the results from past EWC outcomes assessment activities is available on the college's website ([ewc.wy.edu](http://ewc.wy.edu)) under About EWC-Data and Planning.

## Honor Roll

Students who achieve high scholastic grades are honored by being placed either on the President's Honor Roll or the Dean's Honor Roll. To be considered for the honor rolls, the student must carry a minimum credit load of 12 semester hours and must receive letter grades of A, B, C, D, F, or S/U. The student can receive no semester grades of X (Incomplete) or IP (In Progress) for honor roll purposes. In addition to the above criteria, the student must achieve a

4.00 GPA for the President's Honor Roll and at least a 3.50 GPA for the Dean's Honor Roll. The Dean's Part-time Student Honor Roll recognizes students who are enrolled in at least six credit hours, but less than twelve, and who have a GPA of at least a 3.50.

## Graduation

The College holds one annual commencement in May. Although attendance is optional, all December, May, and Summer candidates are encouraged to participate in the ceremony.

**Intent to Graduate cards and degree evaluations must be requested and turned in by mid-November for Spring and Summer graduation, and by March for December graduation.** If students are taking classes from other colleges, they need to submit transcripts at the end of each semester to the Records Office at EWC in Torrington if they are using those classes to meet graduation requirements.

Students who have an incomplete (X) and plan to graduate have one semester or the Summer session (whichever comes first) in which to finish the incomplete. If they do not finish the incomplete, the graduation date moves to the semester in which they finish the incomplete.

A student who graduates "With Distinction" has met, and exceeded, most measures of academic success. With a cumulative grade point average at or above 3.5 on a 4.0 point scale, this student is considered a model of dedication and perseverance.

A student who graduates "With High Distinction" has met, and exemplifies, the highest standards of academic rigor and scholarship. With a cumulative grade point average at or above 3.75 on a 4.0 point scale, this student sets the standard of academic excellence.

Students who have received Federal Direct Subsidized or Unsubsidized student loans while attending EWC must complete Exit Counseling online at [StudentLoans.gov](http://StudentLoans.gov) prior to graduation.

# Academic Procedures and Regulations

## Student Classification

Student classification is based on the number of semester credit hours earned.

### 1. Freshman

a) less than 30 semester hours

### 2. Sophomore

a) 30 semester hours or more, or students with degrees

## Transcripts

Official transcripts and records of college work may be obtained from the Records Office upon a signed, written request by the student. Request forms may be obtained in the Records Office or on the EWC website under "Current Students". **Oral requests are not accepted.** No transcripts or records will be released for students who have unpaid financial obligations with Eastern Wyoming College.

Official transcripts of credit earned at other institutions and other records which have been presented for admission or evaluation of credit become the official educational record. Actual acceptance of transfer credit is dependent on the curriculum pursued by the student. No transfer hours will be recorded until the student has enrolled and completed at least one credit course through Eastern Wyoming College.

Students are asked to anticipate transcript needs at least 5 days in advance. A minimum of 5 days is usually needed at the close of a semester to record grades and issue transcripts. There is not a charge to receive a transcript.

## Limitations of Courses Offered

Eastern Wyoming College reserves the right to cancel any course for which there is insufficient enrollment. Certain courses are offered irregularly and based on demand. The listing of available courses in this catalog does not imply a contractual obligation to offer these courses.

## Repeating Courses

With approval of the academic advisor, a student may repeat courses to better a previous grade. In such cases, both credit entries and both grades

appear on the student's record. The credit from any given course (or equivalent course on another campus) is applicable to degree requirements only once. The credit and the grade earned in the last attempt are used in calculating the cumulative grade point average. Variable credit courses are not considered as repeat courses unless the instructor provides written certification that the course content was, in fact, repeated. A student is not to repeat a course in which a grade of X (Incomplete) has been assigned. The proper procedure is to arrange with the instructor to complete the coursework.

Repeating courses may affect Veterans Educational benefits.

## Auditing Courses

The privilege of auditing a credit class is available with approval of the student's advisor and the class instructor. Though this auditing privilege carries full rights of class participation, it does not carry academic credit or a grade, and subsequent credit by special examination is not available. The auditing privilege is subject to the same fee schedule as credit courses. Students must signify at the time of registration whether or not they are taking courses for audit. Audited courses cannot be funded by financial aid.

## Attendance

**A student at Eastern Wyoming College is expected to attend all sessions of each course in which he/she is enrolled.** Active participation in all scheduled learning activities is essential for the student to satisfactorily achieve the educational objectives of any course. An instructor is authorized to withdraw a student from a course whenever:

- a) the student's absences in the course exceed 20% (twenty percent) of the scheduled sessions for the semester, or
- b) the student has been absent 6 (six) consecutive class hours in the course, or
- c) the student has not completed 20% (twenty percent) of the assigned learning activities.

Where a special program attendance policy varies from the above, that program policy will prevail.

A student who is withdrawn from a course on or before the school's official last day to drop

# Academic Procedures and Regulations

classes will receive a grade of W (Withdrawal) for the course. A student who is withdrawn after the official last day to drop classes will receive a grade of F (Failure), a grade of IW (Institutional Withdrawal), or a grade of W (Withdrawal) for the course.

It is the responsibility of the instructor to notify, in writing, the Vice President for Student Services that the student is being withdrawn. The instructor also must indicate what grade the student is to receive. The Vice President for Student Services will then notify the student of the action taken.

Due to the variation of course content and in types of classroom activity, make-up policies will vary from instructor to instructor and will be outlined in the course syllabus given to each student.

## Leave of Absence

A student who must be absent for an extended period of time because of health or other unavoidable circumstances may petition the Vice President for Academic Services for a leave of absence. A leave accounts for absences from classes, but does not relieve the student from making up all work missed, nor does it excuse the student from going through the regular withdrawal procedure (outlined below) if the student discontinues attendance for the remainder of the semester.

## Withdrawals

### A. WITHDRAWAL FROM INDIVIDUAL CLASSES

It is the responsibility of the student to drop her/his classes; ceasing attendance to classes does not constitute an official withdrawal from class. **A student wishing to withdraw from an individual class must obtain a change of registration card from the Records Office before withdrawal is official** (withdrawal cards are valid only for 72 hours after issuance). Students may withdraw from any or all classes before the last 28 calendar days of the semester and receive a grade of W (Withdrawal). For classes with a duration of less than 15 weeks, student withdrawal must be completed on a prorated basis to the 15 week semester. After this time, withdrawal

will be allowed only upon approval by the Vice President for Student Services if there are exceptional circumstances necessitating withdrawal. The student or an individual instructor will have the right to appeal this decision to the Curriculum and Learning Council. A Withdrawal (W) grade is not computed in the student's grade point average. Withdrawal from a class does not release a student from any unmet financial obligation.

### B. WITHDRAWAL FROM COLLEGE

Withdrawal from Eastern Wyoming College is the official discontinuance of attendance. Students wishing to withdraw are requested to obtain a withdrawal form from the Records Office, complete the form, and return the form to that office. A student who follows this procedure will receive a grade of W (Withdrawal) on his/her transcript for each of the classes in which the student is enrolled, and the grade of W is not computed in the student's grade point average. Discontinuance of attendance without completion of the withdrawal procedure may result in a grade of F (Failure) for each course in which the student is enrolled.

### C. INSTITUTIONAL WITHDRAWAL

The Vice President for Student Services may institutionally withdraw an individual from all classes in the event of a student's total abandonment of classes, a delinquent financial account, death, or other extenuating circumstances. The grade of IW (Institutional Withdrawal) is assigned to the student's classes and is not computed in the student's grade point average. The student will have the right to appeal this decision to the Curriculum and Learning Council.

## Academic Standing

### A. Coding

A student either currently or formerly enrolled shall have on his/her record one of the following academic status codes:

- 0 – Student not subject to probation or dismissal regulations; or a student who has attempted fewer than twelve cumulative credit hours.



# Academic Procedures and Regulations

- 1 – Good Standing - A student who has attempted twelve or more cumulative credit hours and has a Cumulative Grade Point Average of 2.00 or higher is making satisfactory academic progress and is in good standing.
- 2 – Academic Probation
- 3 – Academic Suspension
- 4 – Academic Dismissal

## B. Academic Probation & Academic Suspension

### Academic Probation

Academic Probation is a warning that the student's grades are below the academic standards of Eastern Wyoming College. **A student whose Cumulative Grade Point Average (GPA) falls below 2.00 will be placed on academic probation during the next semester in which he/she is enrolled.**

A student on Academic Probation will be allowed to re-enroll only after meeting with his/her assigned Academic Advisor. The student will be strongly advised to consider repeating classes in which he/she previously received either a "D" or "F". Students on Academic Probation will be invited to attend an academic success training session at the beginning of their first semester on Academic Probation. Students who do not attend this session forfeit their ability to file an initial appeal for Academic Reinstatement. Students on Academic Probation who attend classes at Outreach sites should contact their Outreach Coordinator.

If at the end of the probationary period, the student:

- a) Achieves a 2.00 Cumulative GPA or higher, he/she will be placed on Good Standing.
- b) Achieves a 2.00 Semester GPA or higher, but the Cumulative GPA is below 2.00, he/she will remain on Academic Probation.
- c) Fails to achieve a minimum Semester GPA of 2.00, he/she will be placed on Academic Suspension.

### Academic Suspension

A student who is subject to Academic Suspension is not permitted to re-enroll until he/she has:

- 1) Filed a Petition for Academic Reinstatement (obtained from the EWC Records Office) with the Vice President for Student Services

- (the student may be requested to appear for a personal interview with the Academic Reinstatement Committee), and;
- 2) The petition approved by the Academic Reinstatement Committee. The Academic Reinstatement Committee may elect to reinstate the student or to suspend the student for the period of one semester. After being suspended for one semester, the student may return under the conditions outlined in "Academic Suspension".

### Academically Suspended Student Who is Reinstated

If the student, at the end of the reinstatement period:

- a) Achieves a 2.00 Cumulative GPA or higher, he/she will be placed on good standing.
- b) Achieves a 2.00 Semester GPA or higher, but the Cumulative GPA is below 2.00, he/she will be placed on probation.
- c) Fails to achieve a minimum Semester GPA of 2.00, he/she will be subject to academic dismissal.

### Academic Dismissal

A student who has been academically dismissed is not permitted to re-enroll until he/she:

- 1) Meets with the Vice President for Student Services to agree on a plan for how the student will achieve academic Good Standing.
- 2) Once the plan is approved, the student may take no more than nine hours each semester from EWC all of which must be repeats of classes in which the student received either a "D" or "F" in previously.
- 3) If, after two semesters under the agreed upon plan, the student has not achieved academic Good Standing, he/she will be dismissed for one academic year.
- 4) After one year, the academically dismissed student may return to EWC but may take no more than nine hours each semester all of which must be repeats of classes in which the student received either a "D" or "F" in previously. This will continue until the student has achieved academic Good Standing.

# Academic Procedures and Regulations

## Academic Amnesty

Academic Amnesty permits students to eliminate one semester's credits and grades from their record. The courses and grades will appear on the transcript with a notation that the student was granted Academic Amnesty and that appropriately marked grades are no longer part of the cumulative grade point average, and will not help satisfy EWC graduation requirements. All credits and grades taken during the semester will be subject to Amnesty including those courses which were successfully completed.

Only returning EWC students may petition for Academic Amnesty. Application must be made after the posting of grades for which Amnesty is sought but no later than the 90th calendar day of the subsequent Fall or Spring semester of enrollment. The petition shall be submitted to the office of the Vice President for Student Services. Academic Amnesty may be applied only once and is irrevocable.

**Since Academic Amnesty may affect financial aid awards, students receiving financial aid should contact the Financial Aid Office prior to applying for Amnesty.**

The Petition for Academic Amnesty form can be found on the EWC website under Outreach Sites-Outreach Forms. Further information can be obtained in the EWC Records Office.

## Student Conduct

Colleges recognize the student as an adult pursuing an education. Just as a student does not lose citizenship rights upon enrolling at a college, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the college student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the College, honesty in academic work and all other activities, and observance of local, state, and federal laws.

When students enter Eastern Wyoming College, they take upon themselves certain responsibilities and obligations including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student

conduct, therefore, is not considered in isolation within the college community but as an integral part of the education process. All students are expected to know and abide by the Student Code of Conduct. A copy of the Student Code of Conduct is available upon request from the Office of the Vice President for Student Services and also contains the student grievance process.

## Academic Dishonesty

Eastern Wyoming College regards all forms of academic dishonesty as serious offenses that cannot be condoned. These forms include inappropriate dependence upon the aid of other persons in carrying out class or laboratory assignments; plagiarism; and cheating on quizzes, tests, or examinations. For a first offense, a student will be subject to the instructor's disciplinary action which may include a grade of zero on the affected coursework, lowering of the final grade in the course, receiving a grade of "F" in the course or withdrawal from the course. The student who commits such an offense a subsequent time will be assigned the grade of "F" and may be subject to dismissal from the College with the reason for dismissal specifically stated and retained in college records. A student who has been the subject of disciplinary action for academic dishonesty may follow the EWC Grievance Policy included in the Student Code of Conduct.

Turnitin is a cloud-based text review service utilized by EWC for originality checking, including improper citations or potential plagiarism. Student work in this course may be submitted to and retained by this service, though the student retains copyright of their written work. Students can view information regarding Turnitin's privacy and copyright policy at [http://www.turnitin.com/en\\_us/privacy-center/overview](http://www.turnitin.com/en_us/privacy-center/overview).

## Student Copyright Guideline

### Definition of Copyright

Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic

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works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted.

Eastern Wyoming College (EWC) encourages all faculty, staff, and students to respect the intellectual property of others through adherence to copyright laws.

## Copyright Laws and Technology

Copyright laws also extend to Peer-to-Peer (P2P) file sharing networks. P2P networks allow files (including, but not limited to music and video files) to be shared among, and stored on, the computers and devices that have access to that network. Though a P2P network itself is not illegal, the content that is shared may include copyrighted material. While using a P2P file sharing (or any file sharing) network - students who share, download, and/or otherwise obtain and use copyrighted material without permission, can be subject to the civil and criminal penalties stipulated for violating copyright laws (see below). Students who perform these actions while using an EWC computer, or while connected to a wired or wireless network affiliated with EWC, may be subject to additional College penalties and disciplinary action.

Applicable college, civil, and criminal penalties can apply even if the file's copyright was unbeknownst to the student. Students are still responsible for their interactions and engagement on all P2P and file sharing networks.

Additionally, EWC complies with all laws and cooperates with law enforcement agencies concerning the investigation of copyright infringement that may have allegedly occurred from a campus-based computer or device, or one connected to a wired or wireless computer network affiliated with EWC.

EWC does not actively "police" its wired and wireless networks to discover acts of copyright infringement. The College does reserve the right, however, to monitor the data traffic that passes through its wired and wireless computer networks, and may investigate anomalies from

expected levels and patterns of data usage. When anomalous activity is observed, measures will be taken to limit or suspend that activity at that time, and investigative measures may be employed to identify the user involved.

## Violations of the Copyright Law Can Have Serious Consequences:

1. **Eastern Wyoming College Disciplinary Action:** Copyright infringement can subject a student to disciplinary action under the Student Code of Conduct, since violation of law or College policy is grounds for discipline. First offenses will result in a notice from Computer Services to cease illegal activity. Failure to comply or further incidents of infringement may result in loss of network access for the infringing user or device. Sanctions may include suspension of network access and formal college disciplinary action, including Academic Suspension or Dismissal. These outcomes might prove harmful to future job prospects or academic pursuits, since many employers and graduate and professional schools require disclosure of College disciplinary action.
2. **Civil Liability:** Persons found to have infringed may be held liable for substantial damages and attorney(s) fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. In the cases filed by the RIAA against students at Princeton, RPI, and Michigan Tech, the recording industry sued for damages of \$150,000 for each recording infringed.
3. **Criminal Liability:** Copyright infringement also carries criminal penalties under the federal No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

## Safety

Correct safety instruction and practices are a vital concern within the instructional programs and it is the responsibility of all persons to practice correct safety measures.

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If an injury occurs, either during instruction or at any other time while on campus, the injured party must report the injury to the appropriate office (instructor or advisor) so that an “Accident and Injury Report” may be completed.

## **Eastern Wyoming College Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review their education records within 45 days of the day EWC receives a request for access.

Students should submit to the Vice President for Student Services, or other appropriate official, written requests that identify the record(s) they wish to inspect. The EWC official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask EWC to amend a record that they believe is inaccurate or misleading. They should write the EWC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If EWC decides not to amend the record as requested by the student, the College will notify the student of that decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials

with legitimate educational interests. A school official is a person employed by EWC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, EWC discloses education records with consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Eastern Wyoming College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Eastern Wyoming College, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from his or her educational records. However, EWC may disclose appropriately designated “directory information” without written consent unless the student has advised the College to the contrary in accordance with EWC procedures. The primary purpose of directory information is to allow EWC to include this type of information from student educational records in certain publications such as honor roll or other recognition lists, graduation programs, and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior

# Academic Procedures and Regulations

written consent. Students must submit written notification to the Records Office within ten (10) days of the beginning of the semester if they wish the personal directory information about them be withheld.

Eastern Wyoming College has designated the following information as directory information:

- Student's name
- Date and place of birth
- Dates of enrollment
- Affirmation of whether currently enrolled
- Full or part-time status
- Grade level
- Major field of study
- Address (local and permanent)
- Telephone listing (local and permanent)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent educational agency or institution attended
- Photograph
- Electronic mail address
- Degrees, honors, and awards received

The student is hereby notified of these rights and that a copy of the "Privacy Rights of Parents and Students" pertaining to Eastern Wyoming College may be obtained in the office of the Vice President for Student Services.

## Sexual Harassment Policy

### Definition

Eastern Wyoming College endorses the definition of sexual harassment provided under Title VII of the Civil Rights Act of 1964. Accordingly,

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work

performance or creating an intimidating, hostile, or offensive working environment.

### Policy Statement on Sexual Harassment

Eastern Wyoming College strives to create a work environment that is desirable for all employees and students.

Sexual harassment of employees or students is reprehensible, illegal, and will not be tolerated at Eastern Wyoming College. Such activity which influences employment decisions or the academic success of students is contradictory and antithetical to the environment provided by this institution, and prompt and remedial action will be taken by Eastern Wyoming College upon any finding of sexual harassment.

All complaints of sexual harassment will be investigated. Employee complaints should be filed with the complainant's immediate supervisor or the Affirmative Action Officer. Student complaints should be registered with the relevant Division Chair or the Affirmative Action Officer. If the complaint cannot be resolved at this level, the College Grievance Procedure under EWC/ Board of Trustees Grievance Policy No. 1.7 should be followed. Victims of sexual harassment are strongly encouraged to disclose any episode(s) of sexual harassment. Such disclosure will assist EWC in its attempts to prevent future episodes of sexual harassment.

Any Eastern Wyoming College agent or employee who is found to have engaged in sexual harassment of another employee or student will be subject to disciplinary sanctions which may include, but not limited to, written reprimand, demotion, transfer, required professional counseling, and/or termination of employment. Any student who violates this policy will be subject to prompt and appropriate discipline. Such discipline may result in the student being expelled from Eastern Wyoming College.

No employee or student shall suffer reprisal from Eastern Wyoming College as a consequence of filing a "good faith" complaint.



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## Complaint Log

Eastern Wyoming College maintains a record of all formal student complaints received in the office of the President, Vice President for Learning, or the Vice President for Student Services. Student complaints are defined as those which are nontrivial in nature, either academic or nonacademic, made formally in writing, signed by a student, and addressed to and submitted to an organizational officer with the responsibility to handle the complaint. The formal Complaint Log is maintained in the office of the Vice President for Student Services and contains the following information:

- A. Date the complaint was first formally submitted to an appropriate officer;
- B. Nature of the complaint (e.g. dispute about a grade, allegation of sexual harassment etc.);
- C. Steps taken by EWC to resolve the complaint;
- D. EWC's final decision regarding the complaint including referral to outside agencies; and
- E. Any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.).

EWC will maintain, at a minimum, records of complaints for a two year period. The log is available for review by college staff, representatives of accrediting agencies, and by other, appropriate outside agencies. The names of any individuals involved in the complaint (including the names of any student(s) or EWC staff directly involved) are not part of the log.

Complaints, at EWC, are first addressed through the Informal Grievance procedure as outlined in the EWC Student Handbook. Those complaints that are not resolved using the Informal Grievance procedure, are resolved using the Formal Grievance Procedure also outlined in the EWC Student Handbook. The Handbook contains the EWC Student Code of Conduct (Board of Trustee Policy 5.13) that addresses how behavioral and other issues, including student complaints, are addressed by the College.

### **INFORMAL GRIEVANCE PROCEDURE (As it pertains to students)**

In order to ensure the most complete processing of complaints or concerns within the environs of Eastern Wyoming College, the College adopts

the following procedures: The first procedure, the informal grievance procedure, is designed to permit an expedited and orderly processing of all complaints or concerns of students in an informal manner, while at the same time ensuring that the complaints are fully explored and that a reasonable effort has been made to resolve the difficulties without the necessity of formal grievance proceedings.

The informal complaint procedure may be utilized to resolve any student or personnel problems arising at the College. If the grievance cannot be resolved through this informal procedure, the person or persons involved may avail themselves of the formal grievance procedure.

The informal complaint process is limited to fifty (50) calendar days from the alleged event. Complaints of events exceeding 50 days prior to statement of the complaint shall be handled through the formal complaint procedure. Any student who has a complaint may utilize this informal complaint procedure. In implementing this procedure, the complaining party should proceed as follows:

1. A complaint should be discussed initially between the persons involved; many problems may be resolved on this one-to-one basis.
2. If the persons(s) concerned are unable to resolve the problem on a one-to-one basis, the following procedures should be followed:
  - (a) In the event that the grievance concerns the College President, the complaint will be submitted to a mediation committee of three individuals. One individual shall be selected the complainant, one by the College President, and the two selected individuals shall jointly select a third individual. This committee shall then make recommendations in an effort to resolve the matter.
  - (b) A student should define the complaint to the appropriate Division Chairperson regarding instructional personnel or matters; and to the appropriate student activities director regarding non-instructional personnel or matters.

This informal procedure does not rule out discussions among the complainant, his/her supervisors, or any other person who may assist in resolving the situation, including the Vice President



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in charge of the particular department or activity involved. The Board of Trustees should not be involved in any informal discussion of the grievance with any party involved.

In the event the above procedure does not result in a mutually agreeable solution, the student may file a formal grievance which will then be processed in accordance with the procedures set forth within the College's Formal Grievance Procedure.

### **FORMAL GRIEVANCE PROCEDURE (As it pertains to students)**

If the complaining party or parties have been unable or unwilling to resolve the complaint utilizing the procedures available under the "Informal Grievance Procedure," the complaining party or parties may proceed to file a formal grievance.

1. The formal grievance procedure begins with the filing of a written complaint. The written complaint must be filed within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally.  
  
The format of the written formal grievance shall contain the following:
  - a. A concise statement of the grievance;
  - b. A complete description of the action(s) of all parties involved;
  - c. A detailed description of the alleged events;
  - d. The date of the alleged occurrence;
  - e. The place of occurrence of the alleged events;
  - f. The relief or remedy sought by the complainant.
2. If the grievant is a student, the grievant shall submit the written complaint to the appropriate Division Chairperson, if the grievance involves instruction matters, and to the Vice President for Student Services if the grievance involves noninstructional matters. All formal student complaints are kept on file in the Vice President for Student Services' office. The Division Chairperson, or Vice President for Student Services, 1) shall notify the relevant parties in the dispute of the receipt of the formal grievance within five (5) working days; and 2) shall investigate, facilitate and answer the grievance in writing.

3. If either party is dissatisfied with the written decision from the Division Chairperson or Vice President for Student Services, either party may request a review by the Grievance Review Committee. Such request must occur within five (5) working days after receiving the written decision from the Division Chairperson or Vice President for Student Services. The Grievance Review Committee shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
4. If either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a review of the decision by the College President. The request must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The President shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
5. If either party is dissatisfied with the written decision of the College President, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the College President. The Board shall then conduct a formal hearing in accordance with its Rules of Practice For Contested Cases.
6. COLLEGE PRESIDENT. If the grievance or complaint concerns the College President, the formal Complaint shall be submitted directly to the Grievance Review Committee within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally. The Grievance Review Committee shall conduct an investigation of the matter within fifteen (15) working days after the Complaint has been submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed. If

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either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The Board shall then conduct a formal hearing in accordance with its Rules of Practice For Contested Cases.

7. Student Grievance Review Committee:
  - Administrator (Chairperson) appointed by the College President
  - Professional Staff Member appointed by the Chairperson
  - Faculty Member appointed by the Chairperson
  - Classified Staff Member appointed by the Chairperson
  - Student Senate Member recommended by Student Senate President

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Eastern Wyoming College is dedicated to providing opportunities and recognizing the talent of all people at our institution. The College is committed to a policy of equal employment opportunity for all persons on the basis of merit without regard to race, color, national origin, marital status, sexual orientation, sex, religion, political belief, veteran status, age, or disability. In accordance with the policy, Eastern Wyoming College affirms its commitment to non-discrimination in its employment practices as they relate to recruitment, hiring, selection, screening, testing, compensation, promotion, employment benefits, educational opportunities, access to programs, work assignments, application of discipline, access to grievance procedures, and any and all other conditions of employment which are provided by Eastern Wyoming College policy, regulation, rule or practice.

All administrators, faculty and staff committees and others involved in employment decisions are directed to comply with this policy. The Director of Human Resources is responsible for administering and coordinating the College's Affirmative Action/Equal Employment Opportunity Program.

Name, office location and telephone number are:  
Mr. Stuart Nelson  
Director of Human Resources  
Affirmative Action Officer  
Tebbet Building, 234  
Eastern Wyoming College  
3200 West "C" Street  
Torrington, WY 82240  
(307) 532-8330

## **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

Prepared for EWC students, faculty, staff and prospective students in accordance with the Crime Awareness and Campus Security Act of 1990.

### **Introduction**

Many students and parents are concerned about the issue of personal safety on college campuses. Eastern Wyoming College (EWC) employs security measures that help ensure students enjoy their time at the College as free as possible from any threats to safety and well-being.

Crime is a national problem that affects all communities and college campuses. To minimize the occurrence of crime incidents, college administrators, residence life and physical plant staff members, the city and county law enforcement authorities, and the students themselves must work together to ensure that students and their possessions are protected as much as possible.

### **The Crime Awareness and Campus Security Act of 1990**

The Campus Security Act (1990, 1994) and the Jeanne Clery Act (1998) are federal laws that require colleges and universities to disclose information about crime on and around their campuses to students, employees and prospective students. The Eastern Wyoming College (EWC) crime statistics may be found on the EWC website by clicking on "Consumer Information" located at the bottom of the home page. The EWC Crime Awareness and Campus Security policies, procedures and statistics are available upon request in the EWC Vice President for Student Services' Office.

Every prospective and admitted student is provided with a mailed notification that provides

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the website to access the information available in this report.

## Student Demographic Information

Eastern Wyoming College district operations include campuses in Torrington and Douglas, Wyoming. Torrington is the administrative center and main campus of the district, and Douglas functions as a branch campus. Enrollment is approximately 1900 credit students each semester with additional offerings in the community services and continuing education areas. Total headcount credit enrollment includes course offerings in ten other rural communities. The Torrington campus enrolls more traditional full-time students than the other areas, which serves primarily non-traditional, part-time students.

## Lighting/Physical Plant Concerns

The Physical Plant Department maintains all college buildings and grounds with a concern for safety and security. Staff inspect campus facilities regularly; promptly making repairs affecting safety and security, and responding immediately to reports of potential safety and security hazards, such as broken windows and locks. The campus is well-lighted. Lighting checks are conducted on a regular basis to ensure that lights are in proper working order.

## Local Police Provide Campus Security

Eastern Wyoming College (EWC) maintains a close working relationship with both the Torrington Police Department and the Goshen County Sheriff's Department. The Torrington police routinely patrol the streets and parking lots on campus as well as the residence hall areas. They respond to both routine and emergency calls, and provide the College with timely information relating to criminal activity in the community so that college employees and students may act to protect themselves and assist in crime prevention efforts. The EWC Board of Trustees and the Torrington Police Department cooperatively instituted a Campus Resource Officer program to enhance the quality of life on campus by providing safety and security, maintain a high level of visibility around the campus, maintain order, and provide a range of general and emergency services.

## Reporting of Crimes

Crimes in progress and other emergency situations in on-campus buildings can be reported directly to the Torrington Police Department by picking up any campus phone and dialing 9-9-1-1, and then following up by contacting the Vice President for Student Services. Upon receipt of the call, police dispatch will initiate the appropriate emergency response. Telephones are accessible in all buildings during normal hours of operation. Four 911 Emergency-Only telephones are located strategically along campus walkways and dial directly to the police dispatch office.

Non-emergency situations should be reported to the Vice President for Student Services located in the Student Services Office, 307.532.8257, between 7:30 am and 4:30 pm Monday through Friday. The Student Services Office serves as the student assistance and information center for the campus. The Vice President for Student Services and the staff are available to initiate crime reports and to respond to questions or concerns regarding personal safety on campus. The Director of Residence Life may be contacted at 307.532.8336 in Lancer Hall after regular working hours.

Victims of a crime who do not want to pursue action within EWC or the criminal justice system may still want to consider making a confidential report. With the victim's permission, the Vice President for Student Services can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential while taking steps to ensure the future safety of the victim and others. With such information, EWC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his/her license or certification are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

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They are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

## Timely Warnings

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Vice President for Student Services or Campus Resource Officer, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the LancerNet e-mail system to faculty, staff and students, and through the LancerAlert cell phone text messaging for those who have opted into that program. Warnings will also be issued on the EWC website at ewc.wy.edu and on the electronic bulletin boards at the Information Center and Student Services.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice will be posted in each residence hall, and at the front door of each on-campus classroom building. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Student Services by phone at 307.532.8257, in person at the EWC Student Services Office; or to the Campus Resource Officer at 307.532.7001 (Torrington Police Department).

## Crime Awareness and Prevention Activities

Programs sponsored by community/campus organizations, residence life, college staff and local law enforcement personnel provide sessions each academic year on topics including personal safety awareness and security, domestic violence/sexual assault, the prevention of theft and vandalism, and alcohol and drug abuse. Information on safety and security issues is provided to students and employees regularly through bulletins, crime alerts, posters, brochures and college/community newspapers.

## College Access

During business hours, EWC (excluding residence halls) is open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all EWC facilities is by key, if issued, or by admittance via

the Physical Plant staff. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities have individual hours which may vary at different times of the year. Examples are the Student Center, the Library and the Center for Tutoring and Learning. In these cases, the facilities will be secured according to schedules developed by the department responsible.

## Security Personnel

EWC does not employ a police staff. However, the Physical Plant staff who work past regular business hours have the authority to ask persons for identification and to determine whether individuals have lawful business at EWC. Criminal incidents are referred to the Campus Resource Officer or the local police department who have jurisdiction on the campus. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to local law enforcement, the Vice President for Student Services and/or the Physical Plant staff in a timely manner.

## Crime Prevention Programs

Crime prevention programs and sexual assault prevention programs are offered on a continual basis. Specific programs designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others include:

- Summer Pre-Registration programs for parents (2-3 times annually)
- Orientation activities (1 time annually)
- Residence Hall educational programming (2 times during academic year)
- Student Services educational programming (3 - 4 times each academic year)
- College Studies classes (every semester)

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibilities for their own security and the security of others. In

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addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, electronic displays, and videos. When time is of the essence, information is released to the College through security alerts posted prominently throughout campus, through e-mail messages to employees and through website notifications.

## Sexual Assault Prevention and Response

Eastern Wyoming College adheres to the requirements set forth in the Violence Against Women Act (VAWA) which became law in 2014. Information regarding the College's VAWA compliance efforts is located on the EWC website ([ewc.wy.edu](http://ewc.wy.edu)) under "Consumer Information."

Eastern Wyoming College educates the student community about sexual assaults and date rape through freshman orientations each Fall. The Goshen County Task Force on Family Violence and Sexual Assault offers sexual assault, education and information programs to college students and employees upon request. Educational programming and literature on date rape education, risk reduction and EWC response is available through Residence Life and other Student Services offices.

Victims of a sexual assault at Eastern Wyoming College should first get to a place of safety and then obtain necessary medical treatment. Student Services strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Residence Life staff member, the Vice President for Student Services, another college administrator or law enforcement. Filing a report will not obligate the victim to prosecute nor will it subject the victim to scrutiny or judgmental opinions from EWC employees. Filing a sexual assault report will:

1. Ensure that the victim receives the necessary medical treatment and tests.
2. Provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam).

3. Assure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts Eastern Wyoming College, the Torrington Police Department or Goshen County Sheriff's Office may be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and Eastern Wyoming College, or only the latter. A college employee will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the EWC Counseling Office. Counseling and support services outside EWC can be obtained through the Goshen County Task Force on Family Violence and Sexual Assault, and Peak Wellness.

Eastern Wyoming College's Student Code of Conduct prohibits "Participating in any actual or threatened non-consensual sexual act", and outlines disciplinary proceedings and guidelines for cases involving sexual misconduct. The accused and the victim will each be allowed to choose one person to accompany them throughout the formal grievance procedure. Both the victim and accused will be informed of the outcome of the grievance procedure. A student found guilty of violating the EWC Student Code of Conduct could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

The Eastern Wyoming College (EWC) crime statistics, policies, and procedures may be found on the website by clicking on "Consumer Information" at located at the bottom of the EWC home page.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, EWC is providing a link to the information regarding registered sex offenders in Goshen County available through



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<http://communitynotification.com> and in Wyoming available through <http://sheriffalerts.com>.

## Alcohol & Drug Enforcement Policies at EWC

The Eastern Wyoming College Board of Trustees has enacted a drug and alcohol policy stating that drugs and alcoholic beverages may not be present on campus or at college-sponsored activities. The policy states that the College may take disciplinary action for the following violations:

- The possession, use, sale, or distribution of narcotics, illegal drugs, or prescription drugs for which the person does not have a prescription, on college premises or at college-sponsored activities.
- The possession, use, sale, or distribution of alcoholic beverages on college premises or at college-sponsored activities.

Please refer to the alcohol/drug sections in the Student Code of Conduct and the “Alcohol & Drug Enforcement” policy for more detailed information on disciplinary measures related to illicit alcohol and drug use.

## Prevention Programs

EWC has a variety of methods to prevent the illicit use of drugs and abuse of alcohol by students and employees. The programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, College Studies classes, counseling services, referrals and college disciplinary actions. The EWC registration statement provided to every student includes the alcohol and drug enforcement policies at EWC.

## Wyoming Laws

**Illegal Possession:** Any person under the age of 21 who has any alcoholic beverage in his or her possession or who is under the influence of alcohol is guilty of a misdemeanor.

**Falsification of Identity:** Any person under the age of 21 who attempts in any manner to purchase alcoholic or malt beverages or who falsifies any identification or uses any false identification in order to obtain alcoholic or malt beverages is guilty of a misdemeanor.

**Driving While Under the Influence (DUI) – Under 21:** The legal blood alcohol concentration (BAC) for person under 21 is .02% as opposed to a BAC of .08% for those of legal age. A .02% BAC would result from consuming any alcohol.

**Consequences of a Misdemeanor:** The consequences upon conviction for violating any of the misdemeanors listed above shall be imprisonment for no more than 1 year, a fine of up to \$750, or both. Minors convicted of DUI may have additional consequences.

## STUDENT AND EMPLOYEE RESPONSIBILITIES

The cooperation and involvement of students and employees in a campus safety program is absolutely essential. Individuals must assume responsibility for their own personal safety and the security of their belongings. The following is a list of some precautions:

### Avoid Being a Victim

Walk with others when possible; be especially cautious during evening hours; keep keys ready, use sidewalks and well-lit pathways; be careful about whom you let approach you when alone. Call 9-911 in an on-campus building or utilize the Emergency-Only telephones outside on-campus if you notice something suspicious or believe yourself to be in danger.

### Lock It Up

Use the locks on exterior building doors, individual rooms and offices, and vehicles; keep windows secured; and store valuables out of sight. Weapons are not allowed in on-campus facilities and residence halls.

### Record All Serial Numbers

Maintain a list of serial numbers and descriptions for valuable property (cameras, bicycles, etc.) Items such as coats, books, CDs, and cell phones without identifying numbers should be labeled. An engraver suitable for metal, plastic or wooden objects is available through Residence Life.

### Be A Crime Stopper

Report all accidents, thefts or other criminal activities to the Torrington Police Department or the Vice President for Student Services as soon as possible. Help the Torrington Police do their job by cooperating when asked to provide a statement, sign a complaint, or testify in court. Stay calm and give accurate details when making



# Academic Procedures and Regulations

calls for assistance. Be concerned for the safety and property of everyone.

## **ON-CAMPUS HOUSING SECURITY**

The following represents a summary of the ways on-campus housing security is addressed:

### **Staffing**

The Residence Halls have staff members living in the buildings. Student Housing Staff (Resident Assistants and Residence Life work-study students) also reside in the building. Housing staff responsibilities include securing doors, observing activity in the facility and responding appropriately, reporting incidents and potential problems, reporting maintenance and safety concerns.

### **Procedures**

Eastern Hall has three exits and Lancer Hall has eight exits. All doors are locked 24 hours a day for the safety of the students. Keys are assigned to students to allow them access to the main entrance of the residence hall in which they reside.

The residence halls have a duty station near the front door which enables housing staff to keep track of which residents and visitors are in the building. This station is manned by Housing staff from 4 pm – 2 am, Sunday-Thursday, and from 6 pm – 6 am, Friday and Saturday. Housing staff are trained to enforce quiet hours and visitation hours. They make rounds of the building and respond to student requests. Visitors are required to sign-in and visitation hours end at 12 midnight Sunday-Thursday nights and at 2 am on Friday and Saturday nights. Residents are responsible for the conduct of their visitors.

During Fall and Spring orientation meetings all residence students are warned about the dangers of leaving their room doors unlocked and exterior door security measures. Fire safety, fire alarm and tornado procedures, theft prevention, and domestic violence/sexual assault issues are also addressed.

### **Key Control**

Student room door keys are not marked to indicate building or room number.

## **Crime Statistics**

Individuals can access the Eastern Wyoming College crime statistics report directly from the Office of Postsecondary Education.

## **The Crime Awareness and Disclosure of College Information**

Federal disclosure reports such as EWC's Graduation/Completion and Transfer-Out rates, Athletic Graduation/Completion and Transfer-Out rates are available on the EWC website at [ewc.wy.edu/](http://ewc.wy.edu/) (click on "Consumer Information" at the bottom on the home page). Other Student Right-To-Know information, such as Athletic Participation and Financial Support, is also available on the website at [ewc.wy.edu](http://ewc.wy.edu/), or upon request in the office of the Vice President for Student Services at Eastern Wyoming College.

All Eastern Wyoming College students are held individually responsible for the information and policies in this catalog and failure to read and comply with all stated regulations will not exempt a student from such personal responsibility.

## **Reporting Concerns Regarding Animal Treatment**

### **"Whistleblower Statement"**

All animals used at Eastern Wyoming College (EWC) must be handled, housed, treated, cared for, and transported in a humane and ethical manner in accordance with federal law and college rules. Any person having reason to question the treatment of animals at EWC is encouraged to report incidents involving perceived non-compliance without fear of retaliation.

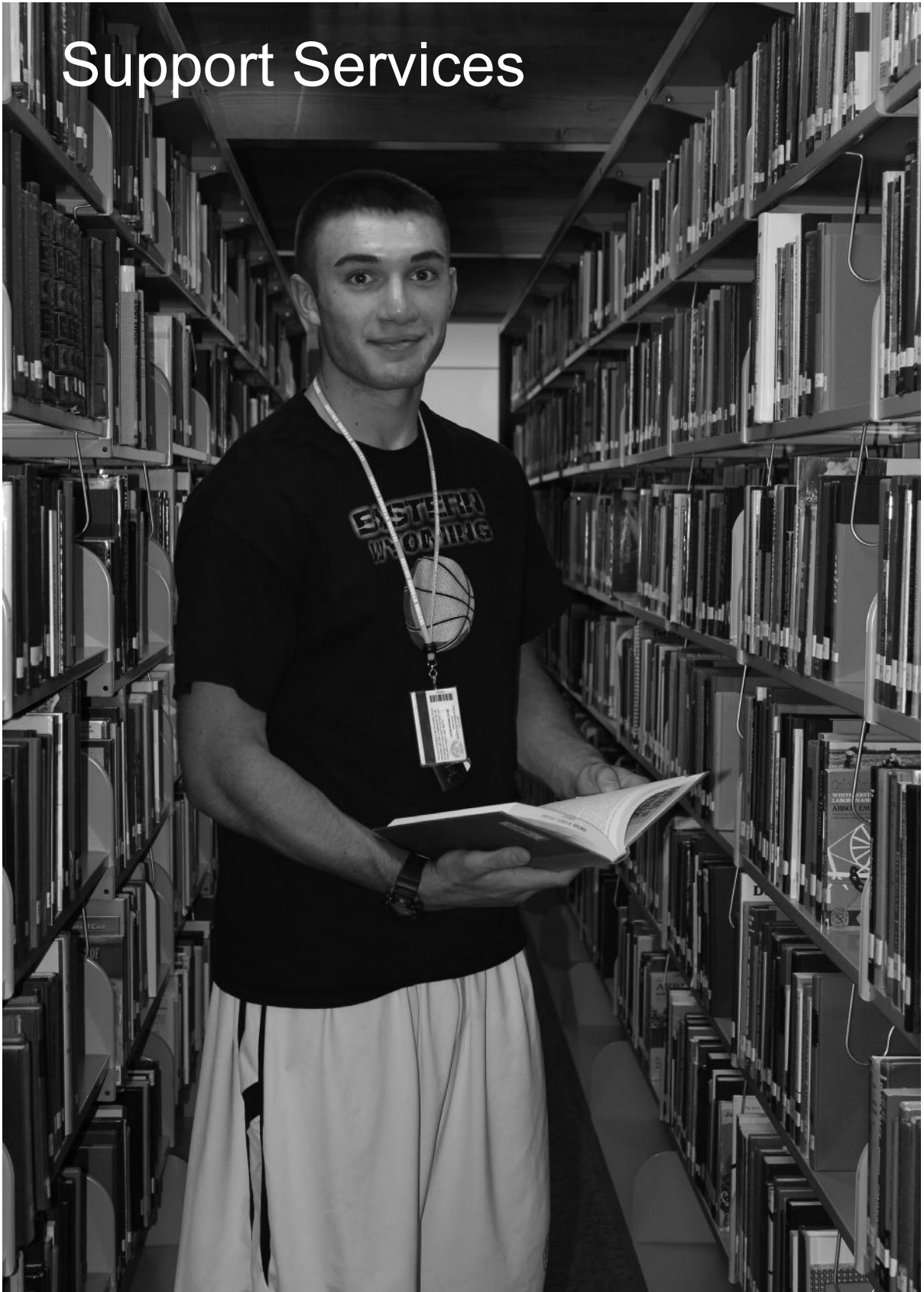
- Any person having reason to question the humane or ethical treatment of animals at the College should contact the Institutional Animal Care and Use Committee at the anonymous number 855.392.2273 (855-EWCCARE). No threat or retaliation will be made against anyone reporting perceived mistreatment or non-compliance. In addition, reports can be made to any standing member of EWC's Institutional Animal Care and Use Committee.

## Academic Procedures and Regulations

- All complaints and documentation will be brought to the attention of the Institutional Animal Care and Use Committee (IACUC).
- Anonymous concerns are acceptable and all reports will be investigated. Federal laws and college rules prohibit discrimination or reprisal for reporting violations of standards and regulations promulgated under the Animal Welfare Act. All concerns will be discussed by the IACUC and, if warranted, appropriate measures will be taken.
- All complaints, violations and recommendations for subsequent action will be forwarded to the Institutional Official.

\*The Institutional Animal Care and Use Committee (IACUC) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program. <http://www.iacuc.org/>

# Support Services



# Support Services

## Instructional Support Services

Instructional Support Services is composed of the Academic Testing Center, 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 correspondence and 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; COMPASS 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 exam through PAN Assessment Network. The Testing 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 Center also offers the Kuder Journey interest survey and career guidance tool to assist in indentifying appropriate career paths. 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.

## Support Services

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

All services are free to EWC students.

### **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 and interactive television, consultation and support for adding web components to traditional and non-Internet distance education courses, technical training for the interactive television classroom, 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 KeyTrain software technologies. Enrollment in the program begins by contacting the local Adult Education offices, Workforce Services, and/or Wyoming Family Literacy: Torrington. 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 main campus 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 Douglas, Guernsey, Glenrock, Hulett, LaGrange, Lusk, Moorcroft, Newcastle, Sundance, Wheatland and Upton campuses, 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

GEAR UP and Eastern Wyoming College work to help middle school and high school students prepare for college each step of the way. Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) focus time and effort in working closely with these students and helping them be successful in all aspects of education so that pursuing postsecondary education becomes a reality. This is an on-going service that helps students plan for college, explore career choices, provides tutoring and information on how to pay for college, campus tours, Summer activities, ACT prep, and scholarships.

## 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.

### Career Coaching

The EWC Career Services Center provides the Kuder Career Development system free of charge to students wanting to explore college majors, career choices, and educational opportunities. This is a comprehensive online based system that provides three inventories aimed at identifying skills, interests, and values. It offers extensive information regarding careers, occupational goals, salary and employment trends, vocational school, technical school, college and university information as well as required training/education for specific occupations. This powerful system includes access to job banks in all fifty states. Interested students can make appointments for career coaching with the EWC Career Services Center at 307.532.8288.

## 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:

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

or

Mr. Stuart Nelson  
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



# Campus Life



# Campus Life

## On-Campus Housing

On-campus housing provides students with an opportunity to easily meet individuals from a variety of backgrounds, to establish lifetime friendships, and participate in a variety of social and educational activities. This experience in community living can be both enjoyable and rewarding for students, as well as being convenient and economical.

Eastern Wyoming College has two residence halls on campus: Eastern Hall and Lancer Hall. Eastern Hall has double occupancy rooms with shared bathrooms for men and women on separate floors, as well as 2 bedroom (four-student) suites which share a bathroom. Lancer Hall has 2 bedroom (four-student) suites which share a bathroom. Basic cable television and Internet service (Internet service provided may not fully support some media-rich activities such as online gaming or video streaming) is provided in each living space as is local telephone service. (Telephone instruments are NOT provided.) Free use of washers and dryers is available in each building. Eastern Hall has a lounge with a television, DVD, Wii, refrigerator and microwave on each floor, and a game room in the basement. Lancer Hall has lounges and study rooms in each wing and a kitchen in the Atkins Commons area.

Housing staff resides in each residence hall. Professional and student staff members are trained to assist students with concerns relating to their total college experience.

To enable the College to offer students the best food service possible at reasonable costs, EWC requires all students who reside on campus to participate in a meal plan. Food Services offers a full meal plan of 17 meals per week along with two other plans that offer 14 meals per week or 10 meals per week; the last two have Munch Money that can be used in the Cafeteria or Student Center. The housing and food service charges are included under a single contract. Exceptions to the meal plan such as work conflict, religious reasons, class conflicts, vegetarian, weight loss, or health-related diets are not made. For further information concerning student housing, contact the Director of Residence Life at 307.532.8336.

## Campus Activities and Organizations

There are several student organizations on campus and, as interest increases, new organizations may be formed. Student extra-curricular involvement develops leadership, cooperative and service skills, rounds out one's education, and provides a much needed constructive diversion from academic stresses. Every student is urged to become an active member of the student body. Faculty and staff advisors are assigned to each college-sponsored club or activity.

**ART CLUB:** The EWC Art Club is an organization for students who love the visual arts, whether they have professional or amateur interests. The club works together to engage in and organize more extensive and intensive experiences in the visual arts. This group organizes enriching activities including field trips to museums and art communities, workshops, visiting artists, and collaboration with other creative disciplines. There will be no priority established based on style, content, media, or individual interests in art; all interested students are welcome.

**BLOCK AND BRIDLE CLUB:** Block and Bridle Club is a nationally recognized organization offered at numerous junior colleges and universities. Many of the members are involved in animal science studies, but all students are encouraged to join. The club participates in events with other Block and Bridle Chapters, sponsors social activities, plans and participates in community service projects, and travels to educational seminars such as The Range Beef Cow Symposium. One advantage of joining Block and Bridle is that your membership transfers to any other school that you attend that participates in Block and Bridle.

**COSMETOLOGY CLUB:** The Cosmetology Club is for the student enrolled in the Cosmetology curriculum and encourages leadership, unity, and advanced education. All Cosmetology Club members must maintain a minimum GPA of 2.0. As a club, students attend regional hair shows and educational field trips. The club is active in community services such as sponsoring food drives for the local food pantry.

## Campus Life

**CRIMINAL JUSTICE CLUB:** The EWC Criminal Justice Club is open to criminal justice majors who are in good academic standing. Former students who have graduated or transferred to other colleges, continuing their criminal justice education can also participate as associate members. The club engages in a number of fund-raising, college/community service, social, and academic activities throughout the year. These include tours of regional corrections, law enforcement, and criminal justice facilities and institutions.

**CULTURAL DIVERSITY CLUB:** The Eastern Wyoming College Diversity Club's purpose is to provide opportunities for the EWC community to learn and experience aspects of various cultures of the United States of America and of other countries worldwide. Appreciation and acceptance of worldwide cultures is encouraged through a number of social activities, community service projects, and educational trips. Membership is open to all students.

**GAY STRAIGHT ALLIANCE:** The Gay Straight Alliance brings together LGBTIQQA students (Lesbian, Gay, Bisexual, Transgendered, Intersexual, Queer, Questioning, and Allies) to have a voice on the EWC campus. This organization is established to raise awareness of LGBTQ individuals, their positions, issues and concerns; provide social and educational resources and connections; increase the visibility of LGBT persons and their allies; and increase tolerance and eliminate discrimination, prejudice and oppression. LGBT friendly social and educational activities are planned for all students. Membership is open to all students.

**GEAR-UP CLUB:** The GEAR-UP Club is open to students who were previously involved in their former high school's GEAR-UP program. Club goals include enriching the academic and social experience of college students, mentoring incoming GEAR-UP students, and conducting community service projects.

**HOUSING COUNCIL:** The Housing Council is an informal group of on-campus residents who are interested in improving the quality of on-campus living. The basic functions of the Housing Council are to:

1. Advise and implement, with approval of the Director of Residence Life, Vice President

for Student Services, and the College Board of Trustees, policies, regulations, and procedures for the improvement of residence hall living.

2. Coordinate housing activities.
3. Maintain close two-way communication between the student residents and the College.
4. Provide opportunities for the residents to participate in residence hall government.
5. Evaluate environmental factors which influence the general welfare of residents.

**INTERCOLLEGIATE ATHLETICS:** Eastern Wyoming College belongs to the National Junior College Athletic Association and is a member of Region IX. EWC is also a member of the National Intercollegiate Rodeo Association - Central Rocky Mountain Region. The intercollegiate athletic program for women consists of volleyball, basketball, and rodeo. The intercollegiate athletic program for men consists of basketball, golf and rodeo. Athletic scholarships/grants are available in all of these sports.

**INTRAMURALS:** The intramural program is available to enrolled EWC students and all students are encouraged to participate. Intramurals at Eastern Wyoming College are set up on team, dual, and individual basis. Activities include, but are not limited to, basketball, racquetball, softball, and volleyball.

**JOURNALISM CLUB:** The Journalism Club (along with the Publications Production class) produces *The Lancer Post*, a newspaper for Eastern Wyoming College students. The purpose of *The Lancer Post* is to inform and entertain readers while also offering a forum for readers to submit stories or author guest editorials. Students may participate in any or all of the following areas: writing, taking photographs, working on layout, production and/or distribution, and advertising sales.

**LIVESTOCK JUDGING/SHOW TEAM CLUB:** The mission of the club is to provide educational activities to interested EWC students through livestock judging and livestock showing. Objectives include development of the following skills: leadership skills as Club officers, communication skills through oral reasons and fundraising activities, social skills as club members, and decision-making skills through



## Campus Life

judging practices and show animal selection and contests. Livestock judging club members must be or have enrolled in ANSC 1210. In order to participate in trips, club members must actively participate in club fundraising activities. National contests like the American Royal and National Western preset the number of participating team members. Team members must be full-time students with a minimum 2.0 GPA and be currently passing all classes. Team selection will be based upon ability and participation.

**MUSIC CLUB:** The EWC Music Club is a group for music majors and non-majors to assist in building and supporting the music community at Eastern Wyoming College. In the past the club has done this by hosting jam sessions, music technology seminars, assisting with EWC Music events, assisting with Eastern Wyoming Arts Council events, and organizing trips to see concerts in the Denver metropolitan area. The club is open to all who have an interest in music of any type.

**PHI THETA KAPPA:** Phi Theta Kappa is an academic honor society that recognizes and promotes scholarship, leadership, and service. Full-time students who have attained a minimum 3.5 cumulative GPA in twelve or more credit hours in a degree program are eligible for membership. Phi Theta Kappa is the recognized academic honor society for community colleges in the United States and has approximately 800 chapters. The EWC chapter began in 1989 and initiates new members in the Fall and Spring semesters.

**RODEO CLUB:** The Rodeo Club is designed to promote intercollegiate rodeo at Eastern Wyoming College. It supports an increased interest in rodeos and other Western activities, and helps establish a closer relationship among students interested in this activity. The rodeo team is a member of the National Intercollegiate Rodeo Association.

**SHOOTING SPORTS CLUB:** The purpose of this organization is to create an environment that teaches and capitalizes on the joys of the shooting sports, specifically trapshooting, to develop intercollegiate competition, and to promote and uphold gun safety in the shooting sports. Club members must prove the successful completion of a Hunter's Safety Course.

**SkillsUSA:** The SkillsUSA professional chapter is an organization for students in technical, skilled, and service occupations including health occupations. It focuses on leadership, citizenship, and character development. The club offers Eastern Wyoming College students special opportunities to further enhance their schooling and skill development through activities, trips, community service, and competitions at the local, state, and national level.

**SkillsUSA / WELDING & MACHINE TOOL DIVISION:** EWC SkillsUSA / Welding and Machine Tool Division provides students who are welding and machine tooling majors the opportunity to participate in an "industrial-oriented" student organization. Students may participate in industry related field trips, develop leadership skills, attend club sponsored forums, compete at state competitions/leadership activities, community service, and social events. Activities are planned to enhance knowledge and awareness for all students involved.

**SkillsUSA / BUSINESS DIVISION:** EWC SkillsUSA/Business Division provides students who are business, computer science, and non-business majors the opportunity to participate in a "business-oriented" student organization. Students may participate in business/industry related field trips, develop leadership skills, community service, attend club sponsored forums, compete at state competitions/leadership activities, and social events. Activities are planned to enhance knowledge and awareness for all students involved.

**SPEECH AND DEBATE CLUB:** Provides students with the opportunity to learn about politics, engage in discussions, and hone their argumentation skills. Central to the club is discussion of current events and developing structured arguments that provide insight into local, regional, and world issues. The speech part of the club focuses upon analyzing literature, crafting speeches, and fostering change through interpretation of literature cuttings. The club is open to all students who are interested in learning about rhetoric and the world surrounding our lives.

**STUDENT AMBASSADORS:** The Student Ambassadors are a select group of students chosen for their positive attitudes, varying

## Campus Life

geographical residences, majors, and extra-curricular involvement. They must maintain a minimum 2.5 cumulative GPA. These students are ambassadors of the College and represent it at many social and recruitment/retention functions. Students interested should contact the Director for Enrollment Management.

**STUDENT SENATE:** The Student Senate is the governing agency of the EWC student body. Membership includes every segment of the student body as defined by the Senate Constitution. Student Senators are provided opportunities for leadership, service, enhanced education, and involvement. Officers for the succeeding academic year are elected each Spring semester with other representation selected early in the Fall. The mission of the Senate is to provide an active, equitable, and welcoming atmosphere for Eastern Wyoming College students. The Senate membership is involved in disbursement of student activity funds. All students are welcome to attend weekly Senate meetings.

**VETERINARY TECHNOLOGY CLUB:** The Veterinary Technology Club is designed to promote interest in the vocation of Veterinary Technology. Fundraising activities include operating the concession facility at EWC athletic events and sponsoring pet washes, and raffles. Recreational and academic activities include community service, picnics, and field trips. Field trips have included the National Western Stock Show and Rodeo, the Denver Zoo, the Denver Museum of Natural History, and veterinary technician seminars. Membership is open to all students who have an interest in Veterinary Technology.

### Motor Vehicle Information

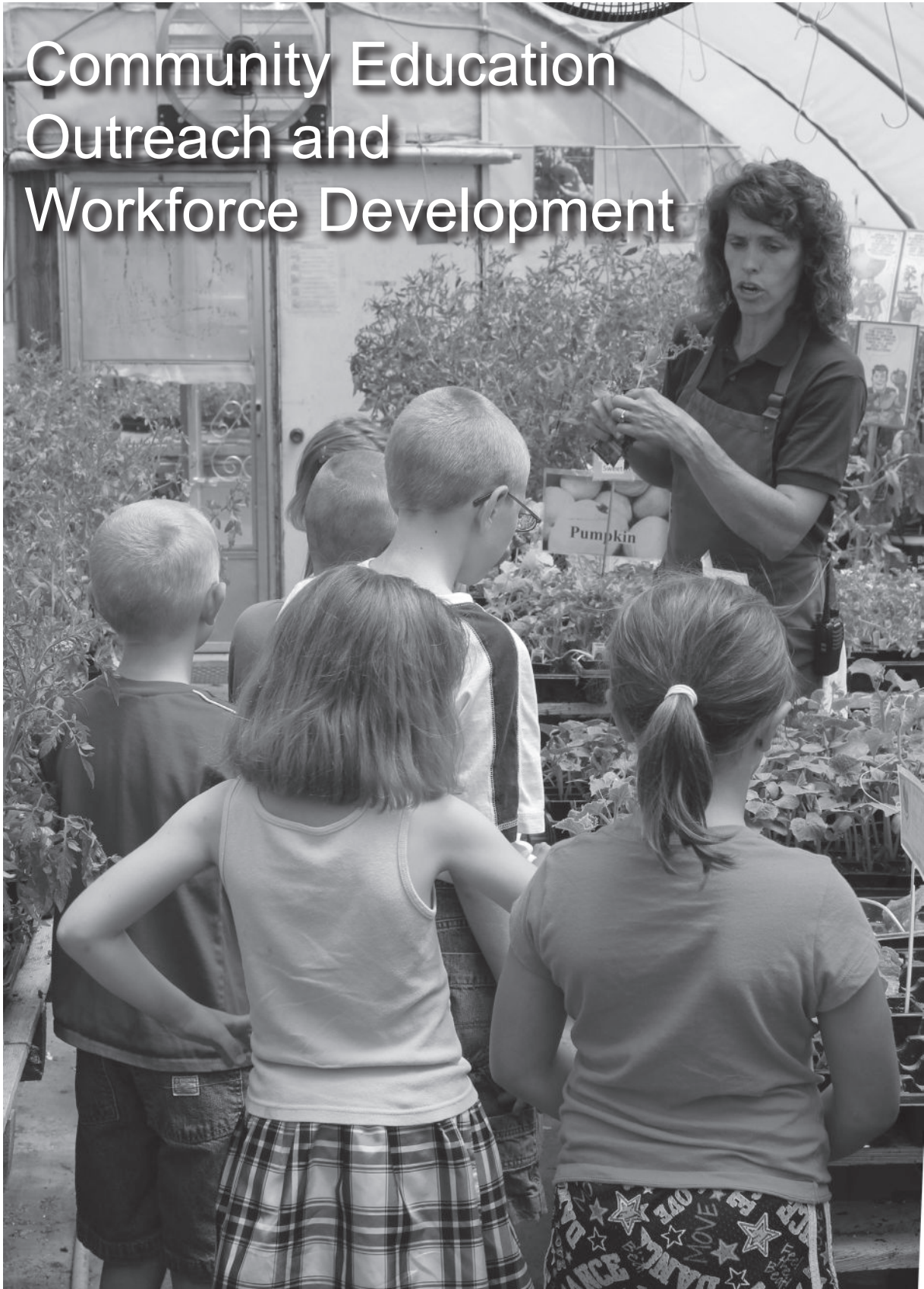
**Registration:** At the beginning of each semester all students must register motor vehicles which they own or operate. Students are allowed one week after a change in the registration to report the information—such as different car, change of license number, etc. to the Student Services Office.

**Traffic/Parking:** Students are subject to all Torrington traffic rules and regulations. Violations within the College area will be reported to the Torrington Police Department for whatever penalties may be imposed. Please remember that pedestrians have the right of way.

Residence hall students are required to leave their vehicles in the residence hall parking lots and not in the main campus parking lots. No parking is allowed in front of the main building along the drive. Parking spaces are marked and students may be ticketed if they park across the lines. Large vehicles and trailers must be parked behind the welding shop or in marked parking lanes on West C Street.

The Torrington Police Department (TPD) will ticket violators who illegally park in spots reserved on campus for those individuals with proper handicapped permits on their vehicles. The TPD will also issue tickets to those individuals who park in the fire lanes on campus. If necessary, the TPD may also have the illegally parked vehicles towed in addition to ticketing.

# Community Education Outreach and Workforce Development





# Community Education, Outreach & Workforce Development

## Evening and Weekend Courses

Eastern Wyoming College is committed to offering a large variety of courses at times which meet the needs of busy adults. Outreach Coordinators will disseminate schedules to their community members. Schedules are available on the web at [ewc.wy.edu](http://ewc.wy.edu). Phone-in registration is available.

## Distance Learning Options

There has never been a better time to get your degree through online and distance learning. Let EWC show you how!

Eastern Wyoming College wants to bring quality education to every part of our service area and through distance education, everyone can have an opportunity to take college credit courses and earn a degree. EWC is approved by The Higher Learning Commission to offer the following complete degree programs via distance.

- Interdisciplinary Studies AA degree and AS degree—This program offers a broad-based degree which includes all general education courses and lets the student choose among electives. Both of these degrees transfer well to four-year colleges and universities.
- Criminal Justice AA degree—Many career opportunities are offered with a criminal justice background. This program will help prepare you for this fast growing occupational field.
- Business Administration AAS degree—This flexible program provides an individual with entry level business skills with emphasis in accounting, office management, and computer areas. It will prepare the student to go to work in a variety of office and business occupations.
- Child Development Certificate—This certificate is designed to prepare students for employment in home-based or center-based early child care settings. This program provides professional training through a combination of coursework and

applied experiences working with children.

- Early Childhood Education AA degree –This program is designed to prepare students for employment as teachers or aides in early childhood programs, preschools, and Head Start Programs.
- Elementary Education AA degree –This degree is designed to provide students with the required coursework and skills necessary for continuing to pursue their goal of teacher certification at the university level.

Classes are offered via Internet, interactive video, and web conferencing modes. A three year rotation schedule of distance classes ensures that all program requirements are met for the above degrees by one of these three modes. Eastern Wyoming College offers courses in many core areas including general education, business, computer, criminal justice, education, social sciences, and human development.

Support services available to help students include technology support, student advising, registration, library, bookstore, counseling, financial aid, online registration, and online grade reports.

Consider the following:

- How comfortable are you with using technology such as computers, e-mail, and the Internet?
- Are you a self-directed, self-motivated, and self-disciplined student? It is important to stick to a schedule with distance courses.
- Are you comfortable with forms of interaction such as chat rooms, e-mail, or telephone calls?
- Do you have the time commitment to devote to a distance course? Distance courses require as much or more of your time than traditional classes.
- Are you willing to be an active participant and an advocate for your own education? Then distance learning may be for you!

For questions, please call the Instructional Technology Office at (307)532.8284, or check the web at [ewc.wy.edu/programs/distance](http://ewc.wy.edu/programs/distance).

# Community Education, Outreach & Workforce Development

Veteran education benefits may be adjusted when student enrolls in all distance education courses.

## Summer Session

One six-week summer session is offered each summer. Classes scheduled vary based upon student interest and demand. Short-term courses are frequently scheduled. Contact Registration and Records to request a summer schedule, or check on the web at [ewc.wy.edu](http://ewc.wy.edu).

## Adult Education

The Adult Education (AE) program at Eastern Wyoming College is located in the Center for Tutoring and Learning. AE offers instruction in workforce preparation, career pathways explorations, high school equivalency, English as a Second Language, and EL Civics. The program is a student-centered, individualized, oral-oriented program and is free to the general public. For additional information, please visit the EWC website.

### AE Hours

M-Th 8am - 4pm or by arrangement

### Educación de Adultos

El programa de Educación de Adultos (AE) de Eastern Wyoming College está localizado en el Centro de Aprendizaje y Tutoría. Este programa ofrece instrucción en la preparación para el mundo del trabajo, en la exploración de carreras, en la equivalencia de la escuela secundaria (high school), en el inglés como segundo idioma, y en historia y gobierno en inglés. Este es un programa estudiante-centrico, individualizado, oralmente orientado, y gratis para el público en general. Para información adicional, favor de consultar el sitio de internet del colegio EWC.

### Horario de del AE

M-Th 8am – 4pm o por el arreglo

## COMMUNITY CONNECTIONS 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.

### 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.

The college 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. Tell us what your needs are and we will customize a class for you. 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 individuals who are parents and meet certain income and other eligibility guidelines, to access grant funds. These federally funded grants, TANF (Temporary Assistance for Needy Families) and FBI (Families Becoming Independent) are made available by Wyoming Departments of Workforce and Family Services. For more information contact the FBI Grant Coordinator, Melissa Dishman at 307.532.8365.

# Community Education, Outreach & Workforce Development

## 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](http://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 Learning at 307.532.8346.

# Transferring



# Transferring

## University of Wyoming

The University of Wyoming maintains an outreach center on EWC's Torrington campus. Students who plan to transfer to the University of Wyoming should be aware of a number of things that make the process a simple matter.

1. Common Course Numbering – the University of Wyoming and all seven Wyoming Community Colleges have adopted a common course numbering system for equivalent courses. A student can count on English 1010 having the same number and title at all schools.
2. Transfer Guide – students may refer to the transfer guide to identify transfer course equivalents and how they fit into UW University Studies Program requirements.
3. Classes identified as fulfilling University Studies coursework – the University of Wyoming has University Studies requirements for students in any major or college. EWC offers classes that meet the lower level requirements of the University Studies program.
4. Articulation Agreement – students transferring to UW from any Wyoming community college with an Associate of Arts or Science Degree will have met the lower division USP requirements, except for the second math course. Students transferring to UW from any Wyoming community college without an AA or AS degree will have their transcripts reviewed with the Transfer Guide on a course by course basis.
5. It is beneficial for a student to complete an Associate Degree from EWC or other community college prior to transferring to the UW Outreach School. See the Academic Coordinator for details.
6. Community college graduates with an associate's degree (AAS, AS or AA) and work experience will be able to earn a degree from the University of Wyoming under a Bachelor's of Applied Science (BAS) Degree track.

UW provides access to the following degree, endorsement, and certificate programs in Torrington and at numerous outreach sites in the region.

## Bachelor's Degrees

- Agroecology (3 + 1 Program)
- Applied Science (BAS)
- Business Administration
- Criminal Justice
- Family and Consumer Sciences  
(Professional Child Development Option) - online
- Nursing (Accelerated Program)
- Psychology
- RN/BSN Completion - online
- Social Science

## Master's Degrees

- Business Administration - online
- Education: Curriculum and Instruction
- Education: Educational Leadership
- Education: Adult and Post-Secondary Education - Online
- Education: Instructional Technology – Online
- Education: Special Education
- English
- Executive MBA – Online
- Kinesiology and Health
- Nurse Educator Option – Online
- Public Administration
- Speech-Language Pathology
- Social Work

## Doctoral Degrees

- Ed.D. in Educational Leadership
- DNP in Nursing Practice

## Certificate & Endorsement Programs

- Early Childhood Mental Health Certificate
- Early Childhood Program Director – Online
- Early Childhood Special Education Endorsement
- Early Childhood Three to Five Endorsement
- Early Childhood Three to Eight Endorsement
- English as a Second Language Certificate/Endorsement
- Land Surveying Certificate
- Literacy Certificate/Endorsement
- Online Instruction Certificate
- Principal Certificate/Endorsement
- Social Work – School Social Work Graduate Preparatory - Certificate



# Transferring

- Special Education Endorsement/  
Certificate
- Special Education Director Endorsement
- Superintendent Certificate/Endorsement
- Teachers of American Indian Children

For additional information contact:  
Linda Day, Academic Coordinator  
University of Wyoming Outreach School  
Eastern Regional Center  
3200 West C Street  
Torrington, WY 82240  
307.532.8371, Fax: 307.532.8308  
Email: lday3@uwyo.edu  
Website: uwyo.edu/outreach

Other colleges that Eastern Wyoming College has articulation agreements with include the following. Students are encouraged to contact these colleges for further information to complete Bachelor's Degrees.

**American Public University**  
Charles Town, WV  
(304) 224-6936  
study@apu.com

**Ashford University**  
Clinton, IA  
Mark Young  
Director of Academic Partnerships  
(800) 798-0584 x3426  
mark.young@ashford.edu  
Website: <http://www.ashford.edu>

**Black Hills State University**  
Spearfish, SD  
Joe Rainboth  
(800) 255-BHSU  
(605) 642-6412  
joe.rainboth@BHSU.edu  
Website: <http://www.bhsu.edu>

**Chadron State College**  
Chadron, NE  
Staff  
(800) CHADRON  
Website: <http://www.csc.edu>

**National American University**  
Tim Schnabel  
Director of Admissions  
(605) 394-4939  
tschnabel@national.edu  
Website: <http://www.national.edu>

**Olds College**  
Alberta, Canada  
(800) 661-6537  
Website: [www.oldcollege.ca](http://www.oldcollege.ca)

**Regis University**  
Denver, CO  
Jill Garber  
Director of Community College Partnerships  
(303) 458-4326  
jgarber@regis.edu  
Website: <http://regis.edu>

**South Dakota School of Mines**  
Rapid City, SD  
Carol Racanelli  
Transfer Coordinator  
(605) 394-1608  
carol.racanelli@sdsmt.edu  
Website: [www.sdsmt.edu](http://www.sdsmt.edu)

**University of Phoenix**  
Potential Student Office  
(866) 766-0766  
Website: [www.phoenix.edu](http://www.phoenix.edu)

**University of Wyoming**  
Laramie, WY  
Eastern Wyoming Outreach Coordinator  
(307) 532-8371

Eastern Wyoming Outreach Secretary  
Joe Castro  
(307) 532-8204

Rob Dennis  
Associate Director of Admissions  
(307) 766-5161  
rdennis1@uwyo.edu

Education majors  
(307) 222-31344  
Website: <http://www.uwyo.edu>

**Upper Iowa University**  
Transfers to Fayette Campus  
Wendy Munger  
(563) 425-5330  
mungerw@uiiu.edu

Distance Education Program  
Dawn Novak  
(563) 425-5400  
novakd@uiiu.edu  
Website: <http://www.uiiu.edu>

# Transferring

## **Valley City State University**

Gary Thompson, Dean  
School of Education and Graduate Studies  
(800) 532-8641 x7197  
gary.thompson@vcsu.edu

or

Enrollment Services  
(800) 532-8641 x7101  
Website: <http://www.vcsu.edu>

## **Western International University**

[west.edu/easternwyoming](http://west.edu/easternwyoming)  
(800) 661-6537

## **Wyoming Law Enforcement Academy**

Brian Brooks  
307-358-3665  
Website: <http://www.wleacademy.com>

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## **Part-time Faculty**

Eastern Wyoming College employs a large number of part-time instructors. These people fortify our regular instructional program in day and extended classes, both on-campus and off-campus.

We wish to extend our appreciation to these people and regret that space does not permit us to list them individually.

# Administration, Faculty and Staff

## Staff Personnel

<b>TRAVIS ACKERMAN</b>	Buildings
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<b>SHAWN BOISSE</b>	Buildings
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<b>GAIL HEIMBUCK</b>	Guernsey

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<b>JASON GROENE</b>	Torrington High School
<b>KELLY GROENE</b>	Ag Business
<b>HEATHER HAAS</b>	Ag Business
<b>DEWEY HAGEMAN</b>	Ag Business
<b>DAVE HANSEN</b>	Pinnacle Bank
<b>DOUG HUBBARD</b>	Ag Business
<b>DAN KEENER</b>	Westco
<b>WHEATON KREMKE</b>	Points West Community Bank
<b>CHRISTINE MILLER</b>	Miller Feedlot
<b>RON MILLER</b>	TDS
<b>MATT MOORE</b>	Ag Business
<b>BRENT MULLOCK</b>	Ag Business
<b>BOB PEDULLA</b>	Scottsbluff High School
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<b>BOB KLEIN</b>	Mathison Tri Gas
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# Administration, Faculty and Staff

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Goshen County Sheriff  
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