



# **Eastern Wyoming College**

**2025-2026 Catalog**

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## Welcome to the Eastern Wyoming College (EWC) Official Online Catalog.

As an EWC student, this catalog serves as your comprehensive guide to official program and course requirements, helping you plan your academic journey and achieve your college completion goals. Use the links on the left to navigate through the various sections of the catalog.

The purpose of this catalog is to provide a valuable resource for students pursuing their education at EWC. Eastern Wyoming College reserves the right to modify its policies, procedures, and academic programs as necessary. Any updates or changes will be communicated through current class schedules, the college website, or email notifications to staff and students as determined by EWC.

If you have any questions regarding the EWC Online Catalog, please contact Academic Services at [acadserv@ewc.wy.edu](mailto:acadserv@ewc.wy.edu).

*Eastern Wyoming College does not discriminate on the basis of race, color, national origin, marital status, sexual orientation, gender, 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 the Director of Human Resources, 307-532-8330. Inquiries concerning Title IX may be directed to the Vice President of Student and Academic Services, 307-532-8257. Both may be reached at:*

Eastern Wyoming College  
3200 West C Street  
Torrington, WY 82240

Alternatively, you may contact:

Wyoming Department of Education  
Office for Civil Rights Coordinator  
2300 Capitol Avenue 2nd Floor  
Cheyenne, WY 82002-0050  
307-777-7675

## **ACADEMIC CALENDARS**

<b>Fall 2025 Semester</b>	
<b>Date</b>	<b>Detail</b>
August 20 (Wednesday)	Residence Halls Open at 9:00am
August 21 (Thursday)	Residence Halls Open at 9:00am
August 21 (Thursday)	Douglas Campus New Student Orientation at 10:00am
August 22 (Friday)	Torrington Campus New Student Orientation at 9:00am
August 22 (Friday)	New Admissions for <b>Non-Degree Seeking</b> Students Close at 4:00 pm
August 25 (Monday)	Regular Semester and Block A Classes Begin
August 28 (Thursday)	Last Day to Drop Block A (8 week) Classes for <b>100% Tuition and Fee Refund</b> at 4:00 pm.
August 29 (Friday)	Last Day to Add Block A (8 week) Classes at 4:00 pm
September 1 (Monday)	Labor Day / No Classes / Campus Closed
September 2 (Tuesday)	Last Day to Drop Regular Semester (16 week) Classes for <b>100% Tuition and Fee Refund</b> / Last Day to Drop Block A (8 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm.
September 3 (Wednesday)	Last Day to Add Regular Semester (16 week) Classes at 4:00 pm
September 8 (Monday)	Last Day to Drop Regular Semester (16 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm
September 10 (Wednesday)	First Scheduled Financial Aid Disbursement to Students' Accounts (Additional disbursements are scheduled each week on Tuesdays except when there is a holiday or break.)
October 2 (Thursday)	Last Day to Withdraw from Block A (8 week) Classes (8 week) at 4:00 pm / <b>No Tuition or Fee Refund</b>
October 10 (Friday)	Midterm / End of Block A (8 week) Classes
October 13 (Monday)	Block B (8 week) Classes Begin
October 16 (Thursday)	Fall Break / No Classes
October 17 (Friday)	Fall Break / No Classes
October 20 (Monday)	Classes Resume / Last Day to Drop Block B (8 week) Classes for <b>100% Tuition Only Refund</b> at 4:00 pm
October 21 (Tuesday)	Last Day to Add Block B (8 week) Classes at 4:00 pm
November 6 (Thursday)	Registration for Spring 2026 Semester Opens for Sophomores

## ACADEMIC CALENDARS

### Fall 2025 Semester

Date	Detail
November 10 (Monday)	Registration for Spring 2026 Semester Opens for All Students
November 14 (Friday)	Last Day to Withdraw from Regular Semester (16 week) Classes at 4:00 pm / <b>No Tuition or Fee Refund</b>
November 21 (Friday)	Last Day to Withdraw from Block B (8 week) Classes at 4:00 pm / <b>No Tuition or Fee Refund</b>
November 26 (Wednesday)	Thanksgiving Break / No Classes / Campus Closed
November 27 (Thursday)	Thanksgiving Break / No Classes / Campus Closed
November 28 (Friday)	Thanksgiving Break / No Classes / Campus Closed
December 1 (Monday)	Classes Resume
December 8 (Monday)	Finals Week Begins
December 11 (Thursday)	End of Semester
December 13 (Saturday)	Residence Halls Close at Noon

### Spring 2026 Semester

Date	Detail
January 9 (Friday)	New Admissions for Non-Degree Seeking Students Close at 4:00 pm
January 10 (Saturday)	Residence Halls Open at 9:00am
January 11 (Sunday)	Residence Halls Open at 9:00am
January 12 (Monday)	Regular Semester and Block A Classes Begin
January 15 (Thursday)	Last Day to Drop Block A (8 week) classes for <b>100% Tuition and Fee Refund</b> at 4:00 pm.
January 16 (Friday)	Last Day to Add Block A (8 week) Classes at 4:00 pm /
January 19 (Monday)	Wyoming Equality Day / No Classes / Campus Closed
January 20 (Tuesday)	Last Day to Drop Regular Semester (16 week) Classes for <b>100% Tuition and Fee Refund</b> at 4:00 pm / Last Day to Drop Block A (8 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm.
January 21 (Wednesday)	Last Day to Add Regular Semester (16 week) Classes at 4:00 pm
January 26 (Monday)	Last Day to Drop Regular Semester (16 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm
January 29 (Wednesday)	First Scheduled Financial Aid Disbursement to Students' Accounts (Additional disbursements are scheduled each week on Tuesdays except when there is a holiday or break.)

## ACADEMIC CALENDARS

### Spring 2026 Semester

Date	Detail
February 5 (Thursday)	Winter Break / No Classes
February 6 (Friday)	Winter Break / No Classes
February 9 (Monday)	Classes Resume
February 23 (Monday)	Last Day to Withdraw from Block A (8 week) Classes at 4:00 pm / <b>No Tuition or Fee Refund</b>
March 4 (Wednesday)	Midterm / End of Block A (8 week) Classes
March 5 (Thursday)	Block B (8 week) Classes Begin
March 9 (Monday)	Spring Break Begins / No Classes
March 15 (Monday)	Spring Break Ends / Classes Resume
March 17 (Tuesday)	Last Day to Drop Block B (8 week) Classes for <b>100% Tuition and Fee Refund</b> at 4:00 pm.
March 18 (Wednesday)	Last Day to Add Block B (8 week) Classes at 4:00 pm
March 19 (Thursday)	Last Day to Drop Block B (8 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm.
April 3 (Friday)	Easter Break Begins / No Classes / Campus Closed for Good Friday
April 7 (Tuesday)	Easter Break Ends / Classes Resume
April 9 (Thursday)	Registration for Fall 2026 Semester Opens for Sophomores Only
April 13 (Monday)	Registration for Fall 2026 Semester Opens for All Students
April 13 (Monday)	Last Day to Withdraw from Regular (16 week) Classes at 4:00 pm / <b>No Tuition or Fee Refund</b>
April 22 (Wednesday)	Last Day to Withdraw from Block B (8 week) Classes at 4:00 pm / <b>No Tuition or Fee Refund</b>
May 4 (Monday)	Finals Week Begins
May 7 (Thursday)	End of Semester
May 8 (Friday)	Graduation
May 9 (Saturday)	Residence Halls Close at Noon

### Summer 2026: Pre-Session – May 13 to July 10

Date	Detail
May 18 (Monday)	Last Day to Drop Summer Pre-Session (8 week) Classes for <b>100% Tuition and Fee Refund</b> at 4:00 pm.

## ACADEMIC CALENDARS

### Summer 2026: Pre-Session – May 13 to July 10

Date	Detail
May 19 (Tuesday)	Last Day to Add Summer Pre-Session (8 week) Classes at 4:00 pm
May 20 (Wednesday)	Last Day to Drop Pre-Session Summer (8 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm
May 25 (Monday)	Memorial Day / No Classes / Campus Closed
May 26 (Tuesday)	Classes Resume
June 30 (Tuesday)	Last Day to Withdraw Pre-Session Summer (8 week) Classes / <b>No Tuition or Fee Refund</b>
July 3 (Friday)	EWC Observed Fourth of July Holiday / No Classes / Campus Closed
July 10 (Friday)	Summer Pre-Session Ends

### Summer 2026: Regular Session – June 1 to July 10

Date	Detail
June 3 (Wednesday)	Last Day to Drop Summer Regular Session (6 week) Classes for <b>100% Tuition and Fee Refund</b> at 4:00 pm
June 4 (Thursday)	Last Day to Add Summer Regular Session (6 week) Classes at 4:00 pm
June 8 (Monday)	Last Day to Drop Summer Regular Session (6 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm
June 9 (Tuesday)	First Scheduled Financial Aid Disbursement to Students' Accounts (Additional disbursements are scheduled each week on Tuesdays except when there is a holiday or break.)
July 2 (Thursday)	Last Day to Withdraw Summer Regular Session (6 week) Classes / <b>No Tuition or Fee Refund</b>
July 3 (Friday)	EWC Observed Fourth of July Holiday / No Classes / Campus Closed
July 6 (Monday)	Classes Resume
July 10 (Friday)	Summer Regular Session Ends

## ACADEMIC CALENDARS

### Summer 2026: Flexible Session – June 1 to July 24

Date	Detail
June 4 (Thursday)	Last Day to Drop Summer Flexible Session (8 week) Classes for <b>100% Tuition and Fee Refund</b> at 4:00 pm
June 5 (Friday)	Last Day to Add Summer Flexible Session (8 week) Classes at 4:00 pm
June 8 (Monday)	Last Day to Drop Summer Flexible Session (8 week) Classes for <b>100% Tuition Refund Only</b> at 4:00 pm
July 3 (Friday)	EWC Observed Fourth of July Holiday / No Classes / Campus Closed
July 6 (Monday)	Classes Resume
July 14 (Tuesday)	Last Day to Withdraw Summer Flexible Session (8 week) Classes / <b>No Tuition or Fee Refund</b>
July 24 (Friday)	Summer Flexible Session Ends

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

## **GENERAL INFORMATION**

### **Development of Eastern Wyoming College**

Eastern Wyoming College was established in September 1948 in Torrington, Wyoming, Goshen County, as the Southeast University Center—an extension of the University of Wyoming and part of Torrington Public School District Number 3. In June 1956, voters in the School District approved the formation of the Goshen County Community College District as an independent political subdivision of the state with its own Board of Trustees. At that time, the institution's name was officially changed to Goshen County Community College.

Between the fall of 1956 and the fall of 1965, all public-school districts within Goshen County had voted to become part of the College District. In 1967, the institution was renamed Eastern Wyoming College, and in December 1968, the College District was officially designated as the Eastern Wyoming Community College District.

Following the reorganization in 1956, the institution experienced steady growth. Today, Eastern Wyoming College serves nearly 1,500 students in credit courses and approximately 500 students in non-credit activities. The College also operates a branch campus in Douglas and maintains Outreach Centers in Converse, Crook, Niobrara, Platte, and Weston counties.

### **Mission**

*Adopted 2017, Board Policy 1.0*

Student success is our first priority; as a learning community we provide opportunities that enable students to achieve their goals and enrich our unique region through work, partnerships, and student achievement.

### **Strategic Goals**

*Revised 2021, Administrative Regulation 1.01*

#### **Strategic Goal #1**

The College will advance student success through highly engaged educational practices that include associate degree opportunities and transferability, career and technical programs, certificate programs, dual credit, community and adult education, and workforce development to prepare students for the modern workforce.

##### **Objectives:**

- Create and implement an Academic Master Plan.

## **GENERAL INFORMATION**

- Create and implement a Strategic Enrollment Management and Student Success Plan.
- Create an environment that enhances a sense of diversity, inclusive excellence, and campus engagement.

### **Strategic Goal #2**

The College's practices, financial resources and services are poised to provide quality educational programs, services, and a safe environment to our students and employees. The College commits to developing and implementing an infrastructure that will support facilities, quality programs, and technological solutions to address current and future needs of the institution.

#### Objectives:

- Efficiently utilize human, economic and environmental resources.
- Attract, recruit, and retain high quality people.
- Update, implement, and evaluate a comprehensive, multi-year Institutional Technology Plan.
- Update, implement, and evaluate the Facilities Master Plan.
- Continuous commitment to campus safety.

### **Strategic Goal #3**

The College's structure and practices ensure clear and complete support for fair, ethical, and transparent processes to all that we serve.

#### Objectives:

- Foster a climate of inclusivity so that all students, employees, and visitors are welcomed, supported, and valued for their contributions.
- Advance a performance-based culture built on data-informed decisions and continuous improvement.

## **College Vision for the Future**

*Revised 2017, Board Policy 1.0*

Eastern Wyoming College will be an innovative learning environment for academic excellence and community enrichment that champions student success.

## **Student Philosophy Statement**

*Approved March 2025*

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

## **GENERAL INFORMATION**

ethical behaviors and personal responsibility for learning, and affording opportunities for student involvement in campus activities to enhance social development.

### **College Diversity Statement**

*Latest Revision November 14, 2017, Board Policy 1.0*

Eastern Wyoming College envisions a culture respective of our diverse communities, learners, and society. Through active dialogue we engage in enriching the lives of our students, faculty, staff, and community by providing the safe and free exchange of ideas, knowledge, and perspective. Central to our mission is the dynamic understanding of diversity to include but not limited to: age, culture, ethnicity, gender, class, creed, orientation, and perspective. Diversity at EWC forms the foundation of our values, skills, and learning- culminating into the norms for how we build relationships, communicate, and resolve conflict. As an institution, we affirm the holistic understanding of diversity and endeavor to foster an environment for its growth, support, and future as it reveals who we are today and whom we will become tomorrow.

### **Governance**

Eastern Wyoming College is a public institution established under the provisions of the Wyoming State Legislature Community College Act of 1951 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 operated by the Eastern Wyoming Community College District. It 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 Eastern Wyoming College Board consists of seven members elected to four-year terms by the eligible voters within the College District.

Regular meetings of the Board are held on the second Tuesday of each month. Special meetings are called by the Board Chairperson to conduct business as required. Additional governance information can be found within Board Policy 1.1

### **Board of Trustees**

First Elected	Term Expires	
2022	2026	Jackie Van Mark, Chairperson
2022	2026	Rick Vonburg, Vice Chairperson
2019	2028	Randy Adams, Secretary
2022	2028	Katherine Patrick, Treasurer
2017	2028	Bob Baumgartner
2022	2026	Doug Mercer
2020	2028	Kurt Sittner

## **GENERAL INFORMATION**

Advisory Board Member - Jim Willox (Annually appointed by the Converse County Commissioners)

### **Accreditation**

Eastern Wyoming College is accredited by the following professional organizations:

#### **The Higher Learning Commission**

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Telephone: 800-621-7440 or 312-263-0456  
[info@hlcommission.org](mailto:info@hlcommission.org)  
[www.hlcommission.org](http://www.hlcommission.org)

#### **American Veterinary Medical Association**

1931 N. Meacham Road, Suite 100  
Schaumburg, IL 60173-4360  
Telephone: 800-248-2862  
Fax: 847-925-1329  
[www.avma.org](http://www.avma.org)

#### **American Welding Society**

8669 NW 36 Street, Suite 130  
Miami, FL 33166-6672  
Telephone: 800-443-9353  
[www.aws.org](http://www.aws.org)

#### **Accreditation Commission for Education in Nursing**

3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
Telephone: 404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

#### **Wyoming State Board of Nursing**

130 Hobbs Avenue, Suite B  
Cheyenne, WY 82002  
Telephone: 307-777-7601  
[wsbn.wyo.gov](http://wsbn.wyo.gov)

To obtain additional accreditation information, contact the Vice President of Douglas Campus at 307-624-7000 or visit the [Accreditation web page](#).

## **GENERAL INFORMATION**

### **Equal Employment Opportunity Statement**

Eastern Wyoming College complies with all local, state and federal laws, and the college is dedicated to providing opportunities and recognizing the talent of all people within this institution. There is a commitment to a policy of equal employment opportunity for all persons on the basis of merit without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, marital status, political belief, veteran status, disability, or genetic information. In accordance with the policy, Eastern Wyoming College affirms its commitment to non-discrimination in all matters relating to its educational admissions, programs, services and its employment practices as they relate to recruitment, hiring, selection, screening, testing, training, compensation, promotions, 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 EWC policy, regulation, rule or practice (Board Policy 3.0).

All administrators, faculty and staff committees, and others involved in employment decisions will comply with this policy. The Director of Human Resources is responsible for administering and coordinating the college's Equal Employment Opportunity Program.

Name, office location, and telephone number are: Director of Human Resources, Affirmative Action Officer, Tebbet Building 270, Eastern Wyoming College, 3200 West C Street, Torrington, Wyoming, 307-532-8330.

## **ADMISSIONS**

### **Admission of Students**

Eastern Wyoming College is an open enrollment institution that grants admission to four types of students (Board Policy 5.0):

- Degree or Certificate Seeking Students, including transfers from another college
- Non-degree Seeking Students
- High School Concurrent, Dual Enrollment, or Jumpstart Students
- Non-Credit Students

### **General Admission Requirements**

#### Minimum Age

Persons who have reached the legal age of 18 or are emancipated and have reached 17 years of age may be admitted to EWC. The College President may grant a waiver of the minimum age based on extenuating circumstances unique to the roll and mission of the college.

#### Medical Requirement

Eastern Wyoming College strongly supports the use of vaccines to protect the health of the individual student and the campus community in general. Although not required by EWC, it is strongly recommended that all students born after 1956 receive an MMR immunization. Some academic programs have specific medical requirements.

- **Nursing:** consult the EWC Nursing Admission Requirements in the EWC Nursing Student Handbook.
- **Veterinary Technology/Veterinary Aide:** Rabies Vaccination Requirement

#### Athletics Insurance Requirements

Eastern Wyoming College is a member of the National Junior College Athletic Association (NJCAA) and the rules of this organization govern the eligibility of all student athletes competing in intercollegiate athletics. See the [NJCAA Eligibility Requirements website](#) for more information.

The Eastern Wyoming College Athletic Department requires all NJCAA student athletes to have proof of primary health insurance coverage.

## **ADMISSIONS**

### **Admission Process for Degree and Certificate Seeking Students**

#### Application

To be considered for admission (new or transfer) to EWC, prospective students must complete and submit an Admissions Application for the semester they wish to start a program. Students who have officially or unofficially withdrawn from EWC and not attended for a period of a fall or spring semester, or more, will be required to complete and submit a new admission application.

#### High School Transcripts, Graduation or Equivalency, Degree, or Transfer Credit

Students enrolling in a Title IV eligible degree or certificate must also submit one of the following to be admitted:

- **Official Final High School Transcript.** Students may be admitted with at least six (6) semesters of coursework showing on an unofficial transcript. However, EWC must receive an official final high school transcript before Title IV aid will be transmitted to the student's account.
- **Home Schooled Certificate.** Home schooled students must have completed a home-based educational program that meets the requirements of a basic education program as defined in [Wyoming law \(W.S. 21-4-101 et seq\)](#), or have completed a high school equivalency certificate accepted by the state in which the certificate was earned.
- **General Education Development (GED) credential**
- **High School Equivalency Test (HiSET)**
- **Associate Degree.** Official college transcript with degree conferred required.
- **Transfer College Credits.** Official college transcript for at least 60 completed credits from a regionally accredited college.

All official, final transcripts or other documentation are required to be sent directly to the EWC Admissions office from the issuing institution.

#### Acceptance for Admission

Acceptance to the college does not guarantee admission to all majors. Specific programs may have prerequisites designed to facilitate successful completion. Enrollment in high demand programs may be based on special screening tools and/or "first-come, first-serve" registration. The right is reserved to deny admission to any applicant to certain programs, as per established and published procedures.

#### Notifications

Applicants will be notified when they have been accepted for admission to EWC and provided guidance regarding the next steps to follow in order to fully become a student.

## **ADMISSIONS**

Persons who have been denied admission will receive timely notification.

### Denial of Admission, Continued Enrollment or Re-Enrollment

The College President may deny the admission, continued enrollment, or re-enrollment of:

- Any individual whose personal history and background indicates that his or her presence at the college would endanger the health, safety, welfare, or property of the college community or interfere with the orderly and effective performance of the college's functions; and/or
- Any individual who has misrepresented his/her credentials or background.

Consult Board Policy 5.0.1 for more information.

### **Admission Process for Non-degree Seeking Students**

Persons who wish to take courses for credit but are not working toward a degree or certificate from EWC must meet the General Admission Requirements and submit a Non-degree Seeking Application. No other documents are required. Non-degree Seeking students are not eligible for Title IV financial aid.

### **Admission Process for High School Concurrent, Dual Enrollment, or Jumpstart Students**

High school students in the EWC service area may take courses for college credit and may also earn high school credit. Students must meet the required course prerequisites to be eligible for admission.

### **Application & Enrollment**

Interested high school students must complete a special registration form which requires signed permission from parents or guardians and a high school official.

High school graduates who have completed coursework through this process and wish to enroll as a degree-seeking student must fulfill the requirements for admission.

### **Admission Process for Non-Credit Students**

Persons who wish to audit college courses or take non-credit courses for the purpose of self-advancement must complete a Non-degree Seeking Application.

### **Special Populations**

#### International Students

Persons with citizenship outside of the United States of America and meet the general admission requirements may be admitted with the following additional requirements (Board Policy 5.9):

- Demonstrate the necessary English language skills.
- Prove the financial ability to meet the costs of attendance.

## **ADMISSIONS**

- Provide documentation of an MMR immunization and a TB immunization, negative TB test, and/or TB Status prior to being admitted.
- Have, and show proof of, medical insurance at the time of application and during enrollment.
- Provide an official copy of a general document credential evaluation, completed through a NACES (National Association of Credential Evaluation Services) accredited credentialing service, showing US high school diploma equivalency and an English translation of all supporting educational documents.
- Applicants with post-high school/college credits must provide a course-by-course level evaluation.

All application materials and correspondence must be in English.

### **Veteran Students**

EWC welcomes veterans and assists them with planning their academic programs and with securing financial aid under the provisions of the Veterans Readjustment Benefits Act of 1966, the War Orphans Educational Assistance Act of 1956, and the Disabled Veterans Act.

## **Residency**

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

### **Residence Classification Policy**

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

### **Classification Procedures**

1. Residence classification shall be initiated for each student at the time the application for admission is accepted.
2. The following students are considered non-residents:

## **ADMISSIONS**

- a. Individuals who are not U.S. citizens or permanent residents except as provided by C.2 or C.3 as follows.
- b. Individuals holding a valid Nonimmigrant status in the following categories: F-1 and F-2; H-3 and H-4; J-1; K-1; and J-2; M-1 and M-2; Q-1; and R-2 visas except as provided by C.2 or C.3 as follows.

### **Wyoming Residency**

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

1. A financial dependent or under the age of 24 with a parent, guardian, or spouse who lives in the State of Wyoming. (Provide the most recent tax return for verification of dependent status. Additional documents may be required to show length of residency in Wyoming.)
2. A graduate of a Wyoming high school. (High school transcript or diploma may be required.)
3. A student who earned a high school equivalency in Wyoming and also qualifies for a Hathaway Scholarship. (Verification of Hathaway eligibility is required as well as completion of high school equivalency.)
4. An active member of the Wyoming National Guard or U.S. Armed Forces member stationed in Wyoming, or the dependent of one. (Provide military enlistment papers or transfer orders.)
5. A Wyoming resident who was temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary absence. (Provide military discharge (Form DD 214), institution transcript/certificate, etc., and proof of residency.)
6. A student who has been awarded resident tuition status at another Wyoming Community College or the University of Wyoming. (Submit documentation showing resident tuition status.)
7. The spouse or financial dependent of an individual who is a Wyoming resident pursuant to these Guidelines. (Provide a copy of marriage license and verification of spouse's residency.)
8. A legal dependent under age 24 of a Wyoming community college graduate. (Provide the graduate's name, Wyoming community college, graduation date, and verification of dependent status.)
9. Has a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, a variety of factors are considered and no one factor determines residence status (see Wyoming Community Colleges Application for Residency Reclassification form for examples). Documentation must show six months continual presence in Wyoming.

## **ADMISSIONS**

10. A veteran or eligible individual, as described in 38. U.S.C. 3679 (c) (2), and is providing:

- a. A certificate or other evidence of the veteran's or uniformed service members' qualifying service of 90 days or more in the uniformed services of the United States.
- b. Other documented evidence as outlined on the Wyoming Community Colleges Application for Residency Reclassification form.

The Wyoming Community Colleges Application for Residency Reclassification form can be requested from the EWC Registrar's Office.

### **Entrance Placement Testing**

Prospective students must have an appropriate ACT or SAT score or take placement exams prior to registration and enrollment to aid in proper class placement and maximize academic success. Placement tests are administered in the EWC Academic Testing Center for a \$20 initial fee. Placement exam results are valid for one year.

Students will be allowed to retest within a year of the original test date at no additional charge. Third and fourth retakes will be offered for a fee of \$7.50 per test.

Please refer to the following course placement guides for additional information.

NOTE: All Next Generation ACCUPLACER Scores subject to change without notice.

<b>Writing Placement Guide</b>		
<b>Course Placement</b>	<b>ENGL 1009*</b>	<b>ENGL 1010</b>
Next Gen ACCUPLACER (WRITING)	200-249	250-300
ACT WRITING	0-17	18
SAT WRITING	10-30	31-40

\* ENGL 1009 is a corequisite that allows a student to take ENGL 1010

<b>Reading Placement Guide</b>		
<b>Course Placement</b>	<b>BIOL 1009*</b>	<b>BIOL 1010</b>
Next Gen ACCUPLACER (READING)	200-247	248-300
ACT READING	0-20	21
SAT READING	10-29	30-40

\* BIOL 1009 is a corequisite that allows a student to take BIOL 1010

## ADMISSIONS

Mathematics Placement Guide					
Course Placement	MATH 0950* MATH 1009** MATH 1100 MATH 1500 BADM 1005  BIOL 1009	MATH 1000 MATH 1409**  CHEM 1000 BIOL 1010 PHYS 1050	MATH 1400  CHEM 1020 COSC 1010	MATH 1405	MATH 2200† MATH 2350  PHYS 1110 PHYS 1310††
Readiness Assessment Exam (RAE)‡	NO Requirements	1000 RAE	1400 RAE	1405 RAE	2200 RAE 2350 RAE
Next Gen ACCUPLACE R	NO Requirements	QAS 250-300 OR AAF 225-249	AAF 250-300	Not Available	AAF 290-300
If an ACCUPLACER score is within 5 points of the cutoff, students may seek desired placement with a Math Placement Coordinator.					
ACT Math	NO Requirements	21-22	23-24	23-24 & 1405 RAE	25+
SAT Math	NO Requirements	25-30	31-35	31-35 & 1405 RAE	36-40
Students at the high end of an ACT/SAT range may seek desired placement with a Math Placement Coordinator.					
HS Transcript in conjunction with SAT/ACT/ACCUPLACE R score	NO Transcript Requirements	One unit each of Algebra 1 and Geometry with a B average or better	One unit each of Algebra 1, Geometry, and Algebra 2 with a B average or better		

\* MATH 0950 Sections 01-03 placement to be determined by Advisor and/or Math Placement Coordinator (Section 01 one credit hour, 02 two credit hours, 03 three credit hours).

\*\* MATH 1009 and MATH 1409 are corequisites that allow a student to take MATH 1000 or MATH 1400, respectively.

† MATH 2200 requires MATH 1405 as a prerequisite.

†† PHYS 1310 requires MATH 2200 which may be taken concurrently.

‡ Readiness Assessment Exam (RAE): These exams are created by the EWC Math department to ensure students have the correct prerequisite knowledge needed to be successful in the course and are available in the Testing Center.

### Semester Tuition and Fee Schedule

Tuition and fees are due in full by the first day of each semester. Payments can be made online through the MyEWC student portal, by mail, or in person at the Business Office. Payment plans

## **ADMISSIONS**

are available from the Business Office for those students who qualify. Failure to pay tuition and fees may result in being administratively withdrawn from classes. Late payment fees may also apply. Students administratively withdrawn from classes for a delinquent balance are responsible for the entire balance owed. Students should be aware that unpaid/past due accounts may be turned over to a collection agency. Should this occur, no corrections to the student's account will be made by EWC. Tuition rates are subject to change without notice upon approval of the Wyoming Community College Commission. The Board of Trustees reserves the right to change fees at any time.

### **Tuition Rates (2025-2026)**

- **In State:** \$105 per Credit Hour
- **WUE:** \$158 per Credit Hour
- **Out-of-State:** \$315 per Credit Hour

The Western Undergraduate Exchange (WUE) tuition rate is calculated at approximately 1½ times the in-state 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.

The Out-of-State tuition rate for out-of-state residents (excluding WUE) and international residents is calculated at three times (3x) the in-state tuition rate.

### **On Campus Fees (Torrington & Douglas Campuses)**

In addition to tuition costs each student will be charged a fee of \$44 per credit hour, as follows:

- Student Activities: \$8
- Instructional Support: \$25
- Technology: \$11

**Total Fees per Credit Hour (Torrington & Douglas Campuses): \$44**

### **Outreach Fees (Chugwater, Glendo, Glenrock, Hulett, Lusk, Moorcroft, Newcastle, Sundance, Wheatland, and Upton)**

In addition to tuition costs each student will be charged a fee of \$19 per credit hour, as follows:

- Outreach Support: \$8
- Technology: \$11

**Total Fees per Credit Hour (Outreach): \$19**

## **ADMISSIONS**

### 2025-2026 Tuition and Fees

<u>2025-2026 Tuition and Fees: Torrington and Douglas Campuses</u>			
<b>Credit Hours</b>	<b>In-State</b>	<b>WUE</b>	<b>Out-of-State</b>
1	\$149	\$202	\$359
2	\$298	\$404	\$718
3	\$447	\$606	\$1,077
4	\$596	\$808	\$1,436
5	\$745	\$1,010	\$1,795
6	\$894	\$1,212	\$2,154
7	\$1,043	\$1,414	\$2,513
8	\$1,192	\$1,616	\$2,872
9	\$1,341	\$1,818	\$3,231
10	\$1,490	\$2,020	\$3,590
11	\$1,639	\$2,222	\$3,949
12	\$1,788	\$2,424	\$4,308
13	\$1,937	\$2,626	\$4,667
14	\$2,086	\$2,828	\$5,026
15	\$2,235	\$3,030	\$5,385

### 2025-2026 Tuition and Fees: Outreach Sites (Glendo, Chugwater, Glenrock, Hulett, Lusk, Moorcroft, Newcastle, Sundance, Wheatland, and Upton)

<b>Credit Hours</b>	<b>In-State</b>	<b>WUE</b>	<b>Out-of-State</b>
1	\$124	\$177	\$334
2	\$248	\$354	\$668
3	\$372	\$531	\$1,002
4	\$496	\$708	\$1,336
5	\$620	\$885	\$1,670
6	\$744	\$1,062	\$2,004

## ADMISSIONS

2025-2026 Tuition and Fees: Outreach Sites (Glendo, Chugwater, Glenrock, Hulett, Lusk, Moorcroft, Newcastle, Sundance, Wheatland, and Upton)			
Credit Hours	In-State	WUE	Out-of-State
7	\$868	\$1,239	\$2,338
8	\$992	\$1,416	\$2,672
9	\$1,116	\$1,593	\$3,006
10	\$1,240	\$1,770	\$3,340
11	\$1,364	\$1,947	\$3,674
12	\$1,488	\$2,124	\$4,008
13	\$1,612	\$2,301	\$4,342
14	\$1,736	\$2,478	\$4,676
15	\$1,860	\$2,655	\$5,010

***NOTE: Students pay either on-campus or outreach use fees depending upon their primary home location, but not both. On-campus includes Torrington and Douglas campuses and applies to face-to-face and online classes.***

For enrollment in more than 15 credits, multiply the total number of enrolled credits for the term by appropriate tuition/fee charges (e.g. in-state) rate listed for the 1 credit line.

### Senior Citizens

Senior citizens who are at least 60 years of age and are residents of Wyoming shall be allowed to enroll without tuition charges in any or all credit courses sponsored by EWC. They are expected to pay for all books and incidental charges for classes in which they enroll, including fees (Board Policy 5.4).

### **Tuition and Fee Refunds**

Students who have complied with established policies and procedures may be entitled to a refund of tuition and fees for credit courses which they officially drop based upon the date of receipt of the appropriate forms in the Registrar's Office. No refunds will be processed for students who do not officially drop courses through the Registrar's Office (Administrative Regulation 5.2.1).

- Students enrolled in non-credit courses (including continuing education) will not be issued a refund after the course has started.
- Refunds will be processed within a reasonable period. Any money owed to EWC will be withheld before any refunds are made.

## ADMISSIONS

- Extenuating circumstances in reference to a refund may be considered by following the student grievance process as defined in the Student Handbook.

Below is the refund table for tuition and fees for courses of different lengths that are offered at EWC. **Full semester and block courses, refunds are calculated from the start date of the term or block. For other course lengths greater than 14 calendar days, refunds are calculated from the first class meeting.**

<u>Tuition &amp; Fee Refund Schedule</u>				
Course Length	Refund Rates & Refund Period			
	100% Tuition 100% Fees	100% Tuition 100% Fees	100% Tuition 0% Fees	0% Tuition 0% Fees
Full Semester (16 weeks)	Before Day 1	Days 1 - 8	Days 9 - 15	After Day 15
12 weeks	Before Day 1	Days 1 - 6	Days 7 - 12	After Day 12
Blocks (8 weeks)	Before Day 1	Days 1 - 4	Days 5 - 8	After Day 8
6 weeks	Before Day 1	Days 1 - 3	Days 4 - 6	After Day 6
4 weeks	Before Day 1	Days 1 - 2	Days 3 - 4	After Day 4
3 weeks	Before Day 1	Day 1	Day 2 - 3	After Day 3

For courses that meet for 14 calendar days or less:

Refunds must be requested prior to the close of business before the course begins. Once the course begins, there will be no refund of tuition and fees.

For students who have received scholarships, grants, or state aid:

All or a portion of the refund may be returned to the funding source.

For students with federal financial aid:

Please refer to Withdrawals and Return of Title IV Aid in the Financial Aid section.

## Semester Housing and Meal Plan Schedule

Residence halls and flexible cafeteria meal plans are available on the Torrington campus, providing students with on-campus housing, on-campus parking, scheduled meals, and the ability to build friendships with their classmates. Semi-private rooms with suites up to four student roommates are available, and private rooms may be available at an additional cost, in two different residence halls.

Housing and meal plan fees are due in full by the first day of each semester. Payments can be made online through the MyEWC student portal, by mail, or in person at the Business Office. Payment plans are available from the Business Office for those students who qualify. Late payment

## **ADMISSIONS**

fees may also apply. Students administratively withdrawn from EWC for a delinquent balance are responsible for the entire balance owed. Students should be aware that unpaid/past due accounts may be turned over to a collection agency. Should this occur, no corrections to the student's account will be made by EWC.

### Residence Hall Fees, per Semester (2025-2026)

<u>Eastern Hall</u>		
<u>Standard Room</u>	Semi-Private (Option 1)	Private (Option 2)
Housing per Semester	\$1,798	\$2,410
Meal Plan per Semester	\$2,300	\$2,300
Total per Semester	\$4,098	\$4,710
<b>Total Annual Cost</b>	<b>\$8,196</b>	<b>\$9,420</b>
<u>Suite Room</u>	Semi-Private (Option 3)	Private (Option 4)
Housing per Semester	\$2,005	\$2,686
Meal Plan per Semester	\$2,300	\$2,300
Total per Semester	\$4,305	\$4,986
<b>Total Annual Cost</b>	<b>\$8,610</b>	<b>\$9,972</b>

<u>Lancer Hall</u>		
<u>Suite Room</u>	Semi-Private (Option 5)	Private (Option 6)
Housing per Semester	\$2,101	\$2,815
Meal Plan per Semester	\$2,300	\$2,300
Total per Semester	\$4,401	\$5,115
<b>Total Annual Cost</b>	<b>\$8,802</b>	<b>\$10,230</b>

## ADMISSIONS

<u>Lancer Hall</u>		
<u>Suite Room</u>	Semi-Private (Option 5)	Private (Option 6)
<u>Summer 2026</u>		
Housing only per 5-day week M-F	\$140	\$185

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.

### Meal Plans (per semester)

The cafeteria offers 19 meals a week: three meals a day Monday-Friday plus two meals each day Saturday-Sunday. All meal plan options are provided at \$2,300 per semester for 2025-2026.

Meal Plans each semester include three options:

- Option 1: 19 cafeteria meals a week
- Option 2: Any 14 cafeteria meals a week plus \$145 Munch Money
- Option 3: Any 10 cafeteria meals a week plus \$335 Munch Money

All students in the residence halls **MUST** participate in a meal plan; off-campus students **MAY** participate in a meal plan or may purchase meals individually. Munch Money can be used in the Student Center. All meal plans and Munch Money are per semester and do not carry over from one semester to the next.

### Residence Hall & Meal Plan Refunds

If an on-campus resident withdraws from college or moves out of on-campus housing before the start of the semester or within the first eight (8) calendar days of the start of the semester, they shall forfeit 25% of the semester housing and meal plan charges assessed and 100% of the housing security deposit. Students moving out of college housing after eight (8) calendar days from the beginning of the semester shall forfeit 100% of the housing and meal plan charge assessment but will receive 100% of the housing security deposit if they officially checkout of their room with a Housing Staff member (i.e., NO HOUSING AND MEAL PLAN REFUNDS after eight (8) days). Students moving off campus may request to remain on their meal plan. If, before midterm, there are circumstances clearly beyond the student's

## ADMISSIONS

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. Please refer to the Residence Life Handbook for additional Residence Life information.

<u>Housing &amp; Meal Plan Refund Schedule</u>			
Full Semester	Refund Period & Refund Rates		
	Before Day 1	Days 1 - 8	After Day 8
Housing Deposit	0%	0%	100%*
Housing Plan	75%	75%	0%
Meal Plan	75%	75%	0%

\* If working with a Housing Staff member to officially checkout of the room.

### 2025 - 2026 Cost of Attendance (Budget based on estimated 2025-2026 costs)

The two tables below provide an estimate of the average annual cost of attendance for a full-time student. One table is for those living on the Torrington campus, the other is for those living off-campus. The tuition and fees are based on a 15-credit hour semester. Estimated Cost of Attendance figures for financial aid budgets and awarding may differ from these figures.

2025 - 2026 Estimated Annual Cost of Attendance, Living on Torrington Campus			
Expense	WY Resident	WUE	Out-of-State
Tuition and Fees	\$4,470	\$6,060	\$10,770
Housing (average of all options)	\$4,606	\$4,606	\$4,606
Meals	\$4,600	\$4,600	\$4,600
*Course Fees (average)	\$400	\$400	\$400
Books, Course Materials, Supplies, and Equipment	\$1,500	\$1,500	\$1,500
Personal Expenses (varies)	\$1,660	\$1,660	\$1,660
Transportation (varies)	\$700	\$1,700	\$1,700
<b>Total Estimated Cost Per Year</b>	<b>\$17,936</b>	<b>\$20,526</b>	<b>\$25,236</b>

## **ADMISSIONS**

2025 - 2026 Estimated Annual Cost of Attendance, Living off-campus in Torrington				
Expense	WY Resident		WUE	Out-of-State
	Living w/ parents	Living on own		
Tuition and Fees	\$4,470	\$4,470	\$6,060	\$10,770
**Housing (varies)	\$3,000	\$6,000	\$6,000	\$6,000
Meals	\$3,000	\$4,200	\$4,200	\$4,200
*Course Fees (average)	\$400	\$400	\$400	\$400
Books, Course Materials, Supplies, and Equipment	\$1,500	\$1,500	\$1,500	\$1,500
Personal Expenses (varies)	\$1,660	\$1,660	\$1,660	\$1,660
Transportation (varies)	\$700	\$700	\$1,700	\$1,700
<b>Total Estimated Cost Per Year</b>	<b>\$14,730</b>	<b>\$18,930</b>	<b>\$21,520</b>	<b>\$26,230</b>

\* Some programs have course fees that directly affect the total estimated cost per year, and some years are different from others.

\*\* Students attending at the Douglas Campus may experience higher costs for housing.

### Other Fees

Special Fees and Charges	
Item	EWC Charge
Audit Class Fee	Same as for-credit students
CLEP Examinations (per test) plus CLEP Fee (paid directly to CLEP)	\$15 proctor fee
Course Fees (See listing below)	Variable
Distance Course Fee	\$25 per course
DSST Examinations (per test) plus DSST Fee (paid directly to DSST)	\$15 proctor fee

## ADMISSIONS

Special Fees and Charges	
Item	EWC Charge
Field Studies Fee	Variable
*Graduation Fee	\$50
Institutional Challenge Examination (per test)	\$20 per credit hour
Nursing - TEAS-VII Exam	\$70
Official Transcript Fee	\$5.50/ea + \$2.90 processing
Placement Test Fee (per session)	\$20
Placement Test Retake Fee (per test if taken within one year of the original test) First retake is free. Subsequent retakes are given with advisor approval only.	\$7.50 per test
Rodeo Fee	\$30
Test Proctoring Fee for Out-of-State College (per test)	\$15
Workforce Development Fee	Variable
WorkKeys Assessment Fee/complete battery of three exams (Graphic Literacy, Applied Math & Workplace Documents)	\$55
WorkKeys Retakes	\$20 per individual exam

These fees are subject to change without notice.

\* The graduation fee is mandatory for all students regardless of participation in the graduation ceremony. The fee will be assessed once the intent to graduate process is complete. Should a student fail to complete the required courses to graduate, the graduation fee is not refunded and will be reassessed in the semester the student plans to complete the requirements for graduation.

## ADMISSIONS

Course / Lab Supply Fees	
Course	Fee
AECL 1000 - Agroecology	\$25.00
AGTK 1810 - Beginning Hydraulics	\$50.00
AGTK 1910 - Preventative Equipment Maintenance And Repair	\$50.00
ANSC 1010 - Intro to Animal Science	\$25.00
ANSC 1110 - Management of Reproduction	\$150.00
ANSC 2020 - Feeds and Feeding	\$25.00
ANSC 2110 - Beef Production	\$25.00
ART 2410 - Ceramics I	\$40.00
BARB 1510 - Intro to Barbering	\$850.00
BARB 1525 - Barbering Hair Fundamentals I	\$25.00
BARB 1530 - Barbering Hair Fundamentals II	\$80.00
BARB 1615 - Chemical Applications for Barber Stylist	\$50.00
BARB 1675 - Barbering Assessment	\$25.00
BARB 2500 - Barbering Crossover	\$2,250.00
BARB 2600 - Barbering Crossover for Hair Stylist	\$2,550.00
BIOL 1000 - Principles of Biology	\$34.00
BIOL 1010 - General Biology I	\$34.00
BIOL 2020 - General Biology II	\$34.00
CHEM 1000 - Intro to Chemistry	\$35.00
CHEM 1020 - General Chemistry I	\$50.00
CHEM 1030 - General Chemistry II	\$50.00
CHEM 2420 - Organic Chemistry I	\$50.00
CHEM 2440 - Organic Chemistry II	\$50.00

## **ADMISSIONS**

Course / Lab Supply Fees	
Course	Fee
CRMJ 2781 - Use of Force I	\$50.00
CRMJ 2791 - Use of Force II	\$50.00
CROP 2100 - Diverse Agricultural Crops	\$25.00
CSMO 1505 - Nail Technology Lab	\$450.00
CSMO 1575 - Nail Technician Assessment	\$25.00
CSMO 1605 - Skin Technology Lab	\$375.00
CSMO 1610 - Esthetics Concepts I	\$25.00
CSMO 1675 - Esthetics Assessment	\$25.00
CSMO 1700 - Intro to Hair Technology	\$725.00
CSMO 1703 - Intro to Hair Technology II	\$25.00
CSMO 1705 - Hair Fundamentals	\$25.00
CSMO 1715 - Hair Fundamentals II	\$25.00
CSMO 1730 - Cosmetology Chemistry I	\$75.00
CSMO 1740 - Cosmetology Overview and Test Preparation	\$25.00
CSMO 1875 - Cosmetology Assessment	\$100.00
EDEX 2484 - Intro to Special Education	\$25.00
EDFD 2020 - Foundations of Education	\$25.00
EDUC 0010 - Prescreen for Prac in Teaching	\$95.00
EDUC 2100 - Practicum in Teaching	\$25.00
ELTR 1515 - Modern Ag Electric Systems	\$50.00
ENTO 1001 - Insect Biology	\$25.00
GUNS 1500 - Intro to Firearms and Firearms Safety	\$10.00
GUNS 1505 - Firearms Bench Metal	\$75.00

## ADMISSIONS

Course / Lab Supply Fees	
Course	Fee
GUNS 1510 - Firearms Machine Shop I	\$75.00
GUNS 1515 - Stock Duplicating	\$25.00
GUNS 1520 - Stockmaking	\$350.00
GUNS 1525 - Firearms Conversion	\$375.00
GUNS 1700 - Knifemaking	\$50.00
GUNS 1715 - Advanced Stock Duplicating	\$25.00
GUNS 1720 - Color Case Hardening	\$50.00
GUNS 1725 - Hand Loading and Ballistics	\$25.00
GUNS 1730 - Gunstock Checkering	\$100.00
GUNS 1735 - CNC (Computer Numerical Control)	\$25.00
GUNS 2500 - Firearms Machine Shop II	\$75.00
GUNS 2505 - Firearms Repair and Restoration	\$75.00
GUNS 2525 - Custom Gunmaking	\$75.00
GUNS 2550 - Firearms Metal Finishing	\$75.00
GUNS 2700 - Advanced Knifemaking	\$50.00
GUNS 2725 - Pistol Smithing	\$25.00
GUNS 2730 - Advanced Gunstock Checkering	\$25.00
HLED 1221 - Standard First Aid and CPR	\$35.00
HLTK 0010 - Prescreen for Health Technology	\$95.00
HMSV 0010 - Prescreen for Field Experience in Human Services	\$95.00
ITEC 2360 - Teaching and Learning With Educational Technology	\$25.00
MCHT 1620 - Machine Tool Technology II	\$100.00
MEDA 1520 - Clinical Role of the Medical Assistant I	\$75.00

## ADMISSIONS

Course / Lab Supply Fees	
Course	Fee
MEDA 1525 – Clinical Role of the Medical Asst II	\$75.00
MEDA 1530 – Pharmacology for the Medical Assistant	\$50.00
MEDA 1800 – Phlebotomy Principles in Practice	\$100.00
MOLB 2210 – General Microbiology	\$45.00
NRST 0010 – Prescreen for Certified Nursing Assistant	\$95.00
NRST 1510 – Nursing Assistant	\$265.00
NRST 1550 – Certified Nursing Assistant II	\$75.00
NRST 1600 – Medication Aide	\$30.00
NURS 1100 – Professional Nursing Care in Health Promotion	\$550.00
NURS 1200 – Professional Nursing Care of the Patient with Chronic Illness	\$550.00
NURS 2300 – Professional Nursing Care of the Patient with Acute Illness	\$550.00
NURS 2400 – Professional Nursing Care of the Patient with Complex Illness	\$550.00
REWM 2000 – Principles of Rangeland Management	\$25.00
SOIL 2010 – Intro to Soil Science	\$25.00
VTTK 1500 – Orientation to Veterinary Tech	\$150.00
VTTK 1510 – Clinical Techniques I	\$75.00
VTTK 1520 – Clinical Techniques II	\$75.00
VTTK 1550 – Practical Surgical and Medical Experience I	\$150.00
VTTK 1600 – Clinical Procedures	\$150.00
VTTK 1625 – Laboratory Analysis	\$110.00
VTTK 1628 – Urinalysis	\$75.00
VTTK 1629 – Clinical Chemistry	\$50.00
VTTK 1630 – Veterinary Hematology	\$110.00

## ADMISSIONS

Course / Lab Supply Fees	
Course	Fee
VTTK 1640 - Large Animal Procedures	\$150.00
VTTK 1750 - Veterinary Pharmacology	\$100.00
VTTK 1755 - Veterinary Parasitology	\$100.00
VTTK 2500 - Veterinary Anesthesia and Analgesia	\$150.00
VTTK 2505 - Diagnostic Imaging	\$150.00
VTTK 2550 - Practical Surgical and Medical Experience II	\$150.00
VTTK 2555 - Veterinary Dentistry	\$150.00
VTTK 2600 - Diagnostic Microbiology	\$110.00
VTTK 2610 - Animal Health I - Infectious	\$50.00
VTTK 2615 - Veterinary Anatomy and Physiology	\$150.00
VTTK 2620 - Animal Health II - Non-Infectious	\$50.00
VTTK 2700 - Laboratory and Exotic Animals	\$200.00
VTTK 2750 - Clinical Problems	\$150.00
VTTK 2815 - Large Animal Techniques	\$150.00
VTTK 2816 - Large Animal Techniques II	\$75.00
WELD 1700 - General Welding	\$100.00
WELD 1755 - Shielded Metal Arc Welding	\$167.00
WELD 1760 - Adv Shielded Metal Arc Welding	\$167.00
WELD 1772 - Flux Cored Arc Welding	\$100.00
WELD 1773 - Gas Metal Arc Welding	\$100.00
WELD 1780 - Gas Tungsten Arc Welding - Plate	\$100.00
WELD 1781 - GTAW for Gunsmithing	\$75.00
WELD 2500 - Structural Welding	\$167.00

## ADMISSIONS

Course / Lab Supply Fees	
Course	Fee
WELD 2510 – Pipe Welding I	\$167.00
WELD 2520 – Pipe Welding II	\$167.00
WELD 2645 – SMAW and GTAW	\$100.00
WELD 2790 – Semiautomatic Pipe Welding	\$100.00

Course fees and lab fees are subject to change without notice.

## **FINANCIAL AID**

Financial Aid at Eastern Wyoming College is governed by Board Policy 5.1. 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 the [Financial Aid web page](#) for more information.

An important consideration for most students is funding 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 their family have the primary responsibility for financing post-secondary 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, employment 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.

### **Requesting Aid**

Student financial aid at EWC 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 official college transcripts. High school seniors are required to submit a sixth or seventh semester transcript to meet the March 15 priority deadline for EWC scholarships. Final official transcripts are required after high school graduation to receive federal aid disbursements.
3. Complete the Free Application for Federal Student Aid (FAFSA) at the [Federal Student Aid website](#) in addition to state and institutional aid applications. The Hathaway Need-Based Scholarship, Kickstart Wyoming's Tomorrow/Wyoming's Tomorrow Scholarship program, and all institutional scholarships require FAFSA information to determine eligibility.

### **Communication Policy**

The Financial Aid Office primarily communicates with students via their student email account and within the MyEWC student portal. Students will receive each year's initial offer

## **FINANCIAL AID**

notification through email, and updated offer notifications will be available online in the MyEWC student portal where students can print a current offer notification, view their financial aid status, view a list of missing documentation (with active links to forms), review billing, and much more. Students may contact the EWC Financial Aid Office at 307-532-8224 to request all information be sent through the mail. Please note: Students who request information only be mailed may experience slight delays in receiving information compared to their peers who access information via the MyEWC student portal.

Students will receive email alerts regarding missing information or documentation. They will then need to visit the MyEWC student portal to determine what items may be needed. Some information may be provided online, by secure email, or in person on either campus.

### **Types of Aid**

To ensure receipt of the most beneficial aid package, students should apply for many types of aid from multiple sources, including:

#### **Federal Aid (Title IV)**

For more information about Title IV Financial Aid programs, visit the [Federal Student Aid website](#).

*PLEASE NOTE: Only classes that apply to a student's declared program of study or as an approved elective can be funded by federal financial aid. Classes not listed as requirements on a student's degree audit/program evaluation will not be included in enrollment status for federal aid.*

#### Grant Programs

- **Federal Pell Grant** – The Federal Pell Grant is a need-based program for qualified undergraduate students. The federal government establishes the dollar limit for the Federal Pell Grant program each year.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** – FSEOG is a limited fund program awarded to Pell eligible undergraduate students with the greatest amount of financial need.

#### Federal Work-Study (FWS)

This is a limited-fund, need-based employment program. Students may work up to 15 hours per week. Most positions are on-campus.

#### 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 the [EWC Federal Direct Loans web page](#) for details.

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### Federal Direct Parent Loan for Undergraduate Students (PLUS)

Parents may be able to borrow for a dependent student's educational expenses. Parents who are credit-worthy, as demonstrated in a credit check, must generally begin repayment 60 days after the loan has been fully disbursed to the student's tuition account. The Financial Aid Offer Letter will include the maximum amount a parent can borrow, but the PLUS loan must be requested at the Federal Student Aid website.

### Teacher Education Assistance for College and Higher Education Grant (TEACH Grant)

Unfortunately, EWC does not participate in this program.

### **State Aid**

- Wyoming Hathaway Scholarship Program
- Kickstart Wyoming's Tomorrow Scholarship Program
- Tuition and fees waiver for survivors or dependents of emergency responders
- Wyoming Overseas Combat Veterans tuition and fees waiver

### **Institutional Aid**

- Institutional Scholarships and Foundation Awards
- Activity Grants, Part-Time Student Grants, and Outreach Student Grants
- 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.

Information is available in the Financial Aid Office and online at the [EWC Work Study web page](#). All students must complete a FAFSA each year to be considered for student employment options.

### **Military Aid**

#### Under Title 38, U.S. Code

- Chapter 30 (Montgomery G.I. Bill)
- Chapter 31 (Vocational Rehabilitation)
- Chapter 32 (Post-Vietnam Era)
- Chapter 33 (Post-9/11 G.I. Bill)
- Chapter 35 (Dependents Educational Assistance)

#### Under Title 10, U.S. Code, Chapter 1606 (Selected Reserve/National Guard Members)

- Federal Tuition Assistance
- Wyoming National Guard Educational Assistance Plan
- Surviving Spouse or Orphan Tuition Reimbursement Program

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs

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(VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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 Financial Aid Office.

Information is also available on the EWC website at the [Veterans Assistance web page](#).

Veteran students and families are also encouraged to apply for federal financial aid and scholarships.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs [VA]. More information about education benefits offered by VA is available at the [VA Benefits Education and Training website](#).*

### **Applying for Aid**

#### **Federal Aid**

For complete information on federal aid programs, visit the Federal Student Aid website. Individuals who wish to be considered for federal aid must complete the Free Application for Federal Student Aid (FAFSA) online at the [Federal Student Aid website](#) every year. The application is available in English or Spanish. EWC's Federal School Code 003929 must be listed on the FAFSA to have results sent to EWC's Financial Aid Office.

Students can complete the FAFSA as early as October 1 every year for the next academic year. Students, parents, and spouses (if filing separately) will need to consent to Federal Tax Information (FTI) download from the IRS directly into the FAFSA to receive aid other than unsubsidized loans starting in the 2024-2025 award year. EWC's priority application date is March 15.

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 via email of aid eligibility. Processing time may take up to 30 days or more, depending on when application(s) are completed and/or all 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 to discuss options for additional assistance. Special or unusual

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circumstances may apply. If a student believes they have a special or unusual circumstance, they can complete a form found on the [EWC Financial Aid Special and Unusual Circumstances web page](#). The student may be required to provide additional information to EWC's Financial Aid Office to determine eligibility. Additional information can be found at the [EWC Financial Aid website](#).

### 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);
- 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;
- Not owe a refund on a federal grant or be in default on a federal student loan;
- Have financial need (Federal Direct Unsubsidized and Federal Direct PLUS Loans are exempt from this requirement); and
- Be making Satisfactory Academic Progress.

### Verification of Federal Aid

An applicant may be required to provide documentation to verify or validate FAFSA 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 Aid Index (SAI) is inaccurate; or if application information is in conflict with other information. If additional documentation is required, the Financial Aid Office will notify the applicant via email. A student will not be eligible to receive a financial aid offer until all required documents have been submitted and reviewed. Students can see the real-time status of their account by logging into EWC Self-service within the MyEWC student portal. 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 of all relevant information to the Office of the Inspector General of the

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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.

Review the [EWC Financial Aid Verification web page](#) for more details.

### 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 they 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 a portion of a course but does not successfully complete any full semester course may also be subject to Return of Title IV regulations (Administrative Regulation 5.1.2). A student who never begins attendance in 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 canceled. Please note: EWC does not have a formal Leave of Absence policy.

The amount of assistance that a student earns 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, they earned 30 percent of the assistance they were originally scheduled to receive. Since aid is typically disbursed near the beginning of a semester, the student may be responsible for repaying unearned aid they have already received to the appropriate federal program. Once the student has completed more than 60 percent of the payment period, they are considered to have earned 100% of their 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. Repayments are applied to the appropriate programs in this order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan

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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 the college. 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 and possibly also the Department of Education to return the funds. Any amount that the student has to return directly to the Department is considered a grant overpayment.

If a student receives a grant overpayment notification from the Financial Aid Office, they must repay those funds to EWC within 45 days of the notice. Failure to make the payment within that time frame results in the referral of the overpayment to the Department of Education for collection and the student's subsequent inability to receive future federal assistance from EWC or any other post-secondary institution until the overpayment is resolved. Any funds returned by EWC on the student's behalf must be repaid by the student to EWC prior to registering 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 30 days of performing the refund calculation. EWC notifies students with post-withdrawal disbursements via a mailed letter that they have 30 days to request the Title IV funds to use towards outstanding tuition, fees, room, and meal charges. 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.

### **State Aid**

#### Hathaway Scholarship Program

Hathaway Scholarships, named after former Wyoming Governor Stan Hathaway, are designed to provide an incentive for Wyoming students to prepare for and pursue post-secondary education at Wyoming community colleges or the University of Wyoming. 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***

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**award.** Students must complete the EWC Hathaway Scholarship Application and submit final, official transcripts to the Financial Aid Office prior to the first day of class for their program to be eligible to initiate the Hathaway Scholarship for the term. For more information on the Hathaway Scholarship, see the [EWC Hathaway Scholarship web page](#) or the [Hathaway Scholarship website](#).

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.

### Kickstart Wyoming's Tomorrow/Wyoming Tomorrow Scholarship Program

Kickstart Wyoming's Tomorrow/Wyoming Tomorrow is a new state-funded scholarship program for adults enrolling at one of Wyoming's community colleges, or the University of Wyoming, to pursue a degree or certificate. Students can receive up to \$1,800 per semester if enrolled in 12 credit hours or more, for up to four full-time academic terms.

### **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. Applications received after the deadline will be considered on a "first-come, first-served" basis. Students apply for the majority of EWC's scholarships within the MyEWC student portal and clicking the Scholarship App button. All institutional scholarships also require a completed FAFSA for the corresponding academic year(s) prior to disbursement of funds. Other institutional, Foundation, and outside scholarships may require a separate application process or information, or have different deadlines. Visit the [EWC Scholarships & Grants web page](#) for details.

Institutional aid comes in many forms:

#### Activity Grants

Activity Grants are available, at the coach's discretion, to high school graduates with special ability in men's and women's basketball, women's volleyball, men's and women's rodeo, men's and women's golf, Esports, livestock judging, and livestock showing.

#### Department Scholarships

Department Scholarships are available to students who meet the requirements as determined by the EWC Scholarship Committee. Current EWC students or transferring students must also meet the Satisfactory Academic Progress Policies for Financial Aid to be eligible for Department Scholarships. Students receiving Department Scholarships must be seeking a degree in one of the majors within the respective Department. Students can apply through the MyEWC student portal.

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### Institutional and Foundation Scholarships

Eastern Wyoming College provides a large number of scholarships for students.

Students are encouraged to view the list of scholarships and requirements on the [EWC Scholarships & Grants web page](#).

***Note: A complete FAFSA application is required to be eligible for disbursement of these awards excluding some Foundation Scholarships.***

The EWC online Scholarship Application through the MyEWC student portal is designed to allow students to quickly enter important data that helps determine eligibility for institutional or Foundation scholarships. Students may stop at any time during the application process and return to continue/check data and complete individual application requirements. Students can provide general demographic information, and complete academic and qualification questions by visiting the MyEWC student portal and clicking the Scholarship App button. Students should sign into their accounts regularly to check for new scholarship opportunities that may require additional information. For a list of other scholarships available from EWC or opportunities for scholarships awarded and administered by outside organizations, please go to the [EWC Scholarships & Grants web page](#). Students can request a list of Financial Aid and Scholarships from the Financial Aid Office.

***Note: Since many scholarships are need-based, students are strongly encouraged to complete the FAFSA first; ALL institutional scholarships REQUIRE FAFSA completion.***

Activity grants, Department Scholarships, and institutional awards specifically for tuition and/or fees are limited to 18 credits per academic semester. Enrollment in more than 18 credits will not be included in tuition/fee scholarship amounts and tuition/fee charges must be paid through other resources. Institutional scholarships and Activity Grants are determined by selected individuals, departments, and committees at EWC. Students are notified only if awarded a scholarship or grant and are not sent "denial letters." Scholarships must be accepted by deadlines given; some also require the student to send a thank you note to the donor and provide a copy of it to the EWC Financial Aid Office. Institutional scholarships are "last pay," meaning that other grant and scholarship aid is considered first against a student's estimated Cost of Attendance; EWC awards may need to be reduced in the case of total awards exceeding the student's annual Cost of Attendance.

### **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 VA Certifying Official at 307-532-8327 for additional information.

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To apply, students must complete the appropriate Application for VA Education Benefits. This form is available online at [vets.gov](http://vets.gov). For benefits other than those listed above, contact the Veterans Administration at 1-888-442-4551 or online at the [VA Benefits Education and Training website](http://www.benefits.va.gov). Current rates are available at that website as well.

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 VA Certifying Official in the Financial Aid Office for information.

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/or fee assistance. Please see related information on the [EWC Veterans Assistance web page](http://ewc.vets.rrs.wy.gov).

## **Awarding and Payment of Aid**

### **Method of Awarding Need-Based Aid**

The basic need formula is represented by the following calculation:

Cost of Attendance minus Student Aid Index (SAI) equals Financial Need

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.

### Cost of Attendance (COA)

A student's Cost of Attendance is an estimate of living and educational expenses for a period of enrollment. It includes allowances for:

- Tuition and fees
- Books and supplies
- Housing
- Meals
- Transportation
- Personal expenses

Depending on when a student's financial aid package is determined, it is likely that the Financial Aid Office will calculate the Cost of Attendance assuming full-time enrollment (12+ credit hours). The Cost of Attendance will be recalculated after the add/drop

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deadline, at which point it will be based on the student's actual enrollment. This may require that financial aid be recalculated. Please see the [EWC Tuition & Fees web page](#) for current costs of attendance. Federal and state regulations as well as institutional policy limit a student's total aid to the annual Cost of Attendance; only in rare circumstances are awards over a student's COA allowed.

### Student Aid Index (SAI)

The Student Aid Index (SAI) is an eligibility index number that the financial aid office uses to determine how much federal student aid a student would receive while attending the school. This number results from the information provided by the student on their FAFSA form. This number is not a dollar amount of aid eligibility or what a student's family is expected to provide. A negative SAI indicates the student has a higher financial need. Since the SAI is generated only on the FAFSA, this application is required for any need-based aid, including the Hathaway Need-Based Scholarship, all institutional and many Foundation scholarships.

### 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 at 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 or certificate program.

### **Method of Payment of Aid**

To ensure proper payment, all financial aid resources are reviewed either (1) after the second week of classes on "census day," 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 actively 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 canceled for less than full-time enrollment. If a student's attendance level drops below full time after an offer notification is generated, the financial aid office will adjust the award to the correct enrollment level. If a student drops courses during the 100% tuition refund period, financial aid awards may be adjusted. Other situations that could affect

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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; cancellation of a late starting class before the start date.

***PLEASE NOTE: Only classes that apply to a student's Title IV-aid eligible degree or certificate can be funded by federal financial aid. Classes not listed as requirements on a student's degree audit/program evaluation (or as an approved and required elective) will not be included in enrollment status for federal aid.***

Awards (other than student employment earnings) are usually credited directly to the student's EWC account balance. If anticipated awards exceed direct costs (tuition, fees, on-campus housing, and meal plans), or if a student has a book award or a credit balance, a student with a credit balance after other direct expenses are covered can use the credit to charge books at the EWC Bookstore. Signing the receipt for the books is the student authorization to use their aid balance. However, if a student changes enrollment and their credit balance changes, they could be responsible for covering those charges at the bookstore through their student account. Students are allowed to charge books at the EWC Bookstore until the end of late registration. If aid is processed by the end of the 100% tuition refund period and a student is due a refund, the refund will be available approximately one week after that period. Funds received after that date will be processed, posted, and disbursed weekly throughout each semester. Students who have signed up for direct deposit will receive their refund to their account on Fridays after disbursement (unless there is a holiday or school is closed). Students who do not sign up for direct deposit will have their refund checks mailed to their permanent address weekly. The first refund date of each semester is listed in the online Academic Calendar.

Federal Work-Study/Institutional Employment paychecks are available to students the last day of each month worked.

### **Maintaining Financial Aid Eligibility**

The Higher Education Act (HEA) of 1965, as amended, requires a student to make "satisfactory progress" in their 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 Loan programs) must adhere to Satisfactory Academic Progress guidelines.

Students must enroll for six or more credit hours per semester to be eligible for Federal Direct Loans.

### **EWC Satisfactory Academic Progress Policies for Financial Aid**

U.S. Department of Education (ED) mandates the establishment and enforcement of a Satisfactory Academic Progress (SAP) Policy for all institutions participating in federal Title IV

## **FINANCIAL AID**

aid programs (Administrative Regulation 5.1.1). Federal Title IV aid programs include Pell Grant, SEOG, Direct Student/Parent Loans, and Work Study. The regulations require the measurement of cumulative GPA, rate of progression, and maximum time frame. A change of program does not reset the SAP calculation. Students are making SAP at EWC if they:

- Maintain a cumulative GPA of at least 2.00.
- Complete at least 66.6667% of attempted credits.\*
- Do not attempt more than 150% of the number of credits required to complete the program in which the student is enrolled.

As an example, for those enrolled in CSMO AAS, it takes 76 credits to graduate. The maximum time frame for this program would be 114 attempted credits ( $76 \times 150\%$ )

\* Attempted credits are any credits for which the student enrolled, whether or not the student received federal financial aid. Attempted credits include withdrawn, incomplete, failed, remedial, and repeated coursework. Transferred credits accepted by EWC are included in the cumulative credits attempted and completed. The table below illustrates how graded courses impact Financial Aid SAP.

<u>Graded Courses and Financial Aid SAP</u>			
Grade	Cumulative GPA	Attempted Credit	Completed Credit
A - D	Yes	Yes	Yes
F	Yes	Yes	No
S	No	Yes	Yes
U, W	No	Yes	No
X (incomplete)**	No	Yes	No
Repeats	Most Recent Grade	Yes	Yes
Transferred and accepted by EWC	No	Yes	Yes

\*\* When completed OR the student receives an F grade due to failure to complete the coursework as required, the new grade is used to calculate SAP when calculated at the end of the Spring semester. The updated letter grade is treated per the table above when SAP is recalculated.

### Process

All students enrolled in Title IV eligible coursework are monitored for financial aid satisfactory academic progress (SAP) at the end of each Spring semester. Students who are

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approaching, reach or exceed maximum time frame and/or have less than a 2.00 cumulative GPA and/or have less than a 66.6667% completion rate are no longer eligible for federal Title IV financial aid and any state or institutional awards that require SAP. These students receive a TRM (terminated due to not meeting the required GPA or completion rate) or MAX (reached or exceed maximum time frame) status. Students with Title IV aid are notified via email they are not eligible for federal financial aid. The email includes information about how to regain eligibility and the appeal process.

Transfer students with transfer credits that total the number of credits needed to complete their degree or certificate must submit an SAP Appeal when the FAFSA for the upcoming academic year is received to complete the financial aid process. This is done to ensure that the student's credits required for the degree/certificate can be completed within the max time frame. Students who cannot complete their degree before they reach the maximum time frame are placed on Probation with an Academic Plan for the estimated number of terms to complete the degree/certificate.

Students with TRM or a probation status are monitored at the end of each academic term of enrollment to determine if they are now making SAP OR adhering to the terms of their probation. Students with a FAFSA on file are notified via email of their newly calculated SAP status. The student's most recent SAP status is also viewable in the MyEWC student portal.

### Appeal Process

Students have the right to appeal their SAP status if they have mitigating or unusual circumstances they believe prevented them from maintaining or achieving SAP. Mitigating circumstances include, but are not limited to: illness, death in the family, family emergency, catastrophic incidents, divorce, births, etc. The student may submit a letter of appeal (SAP Appeal Form) and relevant supporting third-party documentation to the Financial Aid Office for review. Appeals without appropriate third-party documentation (death certificate, hospital bill, etc.) may be denied, depending on circumstances surrounding the appeal.

Appeals may be submitted:

- **IN PERSON:** Financial Aid Office - EWC Student Services - AC 209
- **BY MAIL:**  
Financial Aid Office  
3200 West C Street  
Torrington, WY 82240
- **BY FAX:** 307-532-8222
- **BY EMAIL:** [financialaid@ewc.wy.edu](mailto:financialaid@ewc.wy.edu)

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If the appeal is denied, the student may regain financial aid eligibility by meeting the SAP requirements in the student's next semester of enrollment. The student will remain on TRM status for future terms until the SAP requirements are met. Students with a TRM status who are also exceeding the maximum time frame credit allowance cannot regain Title IV financial aid eligibility without an appeal.

If the appeal is approved and it is possible and probable for the student to meet the SAP requirements within one (1) semester of attendance, the student is placed on Probation with a PA1 (one allowed term of Probation) status. Students on Probation are Title IV aid eligible for one semester. At the end of the student's next semester of enrollment, the student receives the calculated SAP status based on their cumulative GPA, pace, and time frame.

If the appeal is approved and it is not possible or probable that the student will be able to meet the SAP requirements within one (1) semester of attendance, the student is placed on Probation with an Academic Plan. Appeals approved with an academic plan require the student to complete the enrolled term with 100% of courses enrolled for the term and a 2.00 term GPA or higher. The student receives a PA1-8 SAP status, with the number (1-8) representing the estimated number of terms required to complete the student's current degree/certificate program.

MAX students with approved appeals have their SAP status calculated at the end of each term of enrollment. Students who continue to meet the terms of their probation (2.00 term GPA, 100% term completion) will continue on probation with a status of Petition for Extension Approved (PEA), and will be monitored each semester to ensure they are meeting terms of appeal.

MAX students who fail to meet the probation requirements receive the calculated SAP status based on their cumulative GPA, pace, and time frame and will be ineligible for any financial aid until they regain good academic standing.

TRM status students with approved appeals to a probation status whose cumulative GPA and pace do not calculate to SAP, but the student meets the terms of their probation, will continue on probation . If the student meets SAP when calculated at the end of the Spring semester based on cumulative GPA, pace, and attempted credits, the student will calculate to satisfactory (SAT) instead of probation.

TRM status students with approved appeals to a probation status (PA8-PA1) who do not meet the probation requirements receive the calculated SAP status based on their cumulative GPA, pace, and attempted credits at the end of the semester of enrollment.

Students are notified of the outcome of their appeal via email and can view their SAP status in the MyEWC student portal.

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### Financial Aid SAP vs. EWC SAP

Financial Aid Office SAP policy may differ from the academic SAP policy of EWC. While a student may be considered in 'good standing' with EWC, they may not be making Financial Aid SAP. For more information, please refer to the Academic Standing section of the catalog under Academic Procedures and Regulations.

*[Federal Student Aid Manual](#), Volume 1 Student Eligibility, Chapter 1 School Determined Requirements, Satisfactory Academic Progress (SAP)*

### **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 annual and aggregate limits set by the U.S. Department of Education.

*Note: Students may not appeal Pell or loan annual or aggregate limits. View aggregate limits at the [Federal Student Aid website](#).*

### **Transfer Students**

Students who transfer to EWC from other post-secondary 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) are counted in both attempted and completed hours for Satisfactory Academic Progress and Maximum Time Frame calculations.

Students who transfer to EWC mid-year and who used federal aid at another college during the same academic year will have their federal aid eligibility reduced as federally mandated annual maximums must be considered.

***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 and aggregate 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.*

### **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, EWC must disclose the availability of institutional and financial

## **FINANCIAL AID**

aid information to enrolled students. For complete information, please see the [EWC Consumer Information web page](#).

## **ACADEMIC PROCEDURES AND REGULATIONS**

### **Student Information**

All EWC 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.

### **Registration**

#### **Academic Advisors**

When students have completed the admissions process at EWC, they are assigned an academic advisor. Students should speak with their advisor about academic planning and progress, and must consult advisors in order to request academic changes and to initiate graduation or transfer plans.

#### **Admission Catalog**

Students are expected to follow the degree requirements outlined in the catalog at the time of their initial admission. Those who change their major or interrupt their studies for one academic year will be subject to the degree requirements of the most current catalog, which may be different. Students may also opt to transition to the latest catalog version; however, this can only be done between semesters and requires completion of all degree requirements specified in the updated catalog.

#### **Student Classification**

Student classification is based on the number of credit hours earned.

- **Freshman:** less than 30 credit hours
- **Sophomore:** 30 credit hours or more, or students with degrees

Student registration will typically open to sophomores, then freshmen, then new students.

#### **Registration Requirements**

Only students who have completed and met all admission requirements may register for classes.

If placement testing is necessary, students must complete that process prior to meeting with their academic advisor. See the Admissions section of the catalog.

## **ACADEMIC PROCEDURES AND REGULATIONS**

Students shall meet with their assigned academic advisor to review their academic goals, confirm their chosen major, and build a plan of study. Students shall work with their academic advisor to develop a class schedule and register for the current semester.

Students shall make appropriate arrangements with the Financial Aid Office and the Business Office to fulfill financial obligations with the college.

All information requested during registration is vital and important to the student and the college. Students must supply accurate and complete information as requested. If address, legal name, field of study, advisor, telephone number, or any other such information changes after enrollment, the student shall promptly inform the Registrar's Office. Falsification of records may result in suspension from classes.

Academic holds or financial holds will impede the registration process and should be addressed as soon as possible.

### **Change of Registration**

#### Add & Drop Periods

Students desiring to add or drop courses after their initial registration for each semester should obtain the necessary Add/Drop Form from their academic advisor. After the student completes the form and secures the proper signatures, the form is returned to the Registrar's Office for processing by the published deadlines. Refer to the academic calendar at the front of this catalog or the EWC website for these dates.

The following applies to students adding and/or dropping classes:

- No grade is recorded on the student's permanent academic record for classes dropped prior to the Last Day to Drop as published each semester.
- Classes may be added after the start of the course through the Last Day to Add with approval of the Financial Aid Office, the academic advisor, and the student.
- Classes added after the Last Day to Add require signature of the student and approval from the Financial Aid Office, instructor of the course, associated program director/department head, and the Executive Dean of Academics.

#### Withdrawal Period

Withdrawing from a course is a special type of drop that happens after the Last Day to Drop and runs through the Last Day to Withdraw From Classes. Refer to the academic calendar at the front of this catalog or the EWC website for these dates.

There are three types of withdrawals:

#### Withdrawal From Individual Classes (Board Policy 5.2)

It is the responsibility of the student to officially withdraw from classes; ceasing attendance in classes does not constitute an official withdrawal from a class. A student wishing to withdraw from an individual class must obtain a Student Initiated Course

## **ACADEMIC PROCEDURES AND REGULATIONS**

Withdrawal form from their academic advisor. Students may withdraw from individual classes before the withdrawal deadline for each course to receive a grade of W (Withdrawal). The completed form must be submitted to the Registrar's Office for processing. A grade of W (Withdrawal) is not computed in the student's grade point average. Withdrawal from a class does not release a student from any unmet financial obligation.

### *Withdrawal From College (Board Policy 5.2)*

Withdrawal from Eastern Wyoming College is the official discontinuance of attendance. Students wishing to withdraw must obtain a College Withdrawal form from the Registrar's Office. The completed form must be returned to the Registrar's Office. A student who follows this procedure will receive a grade of W (Withdrawal) on their transcript for each of the classes in which the student is enrolled, and the grade of W will not compute into 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. Withdrawal from college does not release a student from any financial obligations. Withdrawal from college must occur before the withdrawal deadline for full semester classes.

### *Institutional Withdrawal (Board Policy 5.3)*

The Vice President of Student and Academic Services may institutionally withdraw an individual from all classes in the event of a student's total abandonment of classes, a delinquent financial account, violation of the Student Code of Conduct, 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 according to the EWC Student Grievance Policy 5.13

### **Limitations of Courses Offered**

Eastern Wyoming College reserves the right to cancel any course. 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 cannot repeat a course in which a grade of X (Incomplete) has been assigned. Repeating courses may affect Veterans Educational benefits and Federal Aid.

## **ACADEMIC PROCEDURES AND REGULATIONS**

### **Auditing Courses**

The privilege of auditing a credit class is available with approval of the student's academic 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 tuition and 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 because they are not applicable to degree requirements.

### **Independent Study**

Independent study is determined on a case-by-case basis by an instructor and approved by the Executive Dean of Academic Services. Independent studies are considered exceptional circumstances and are not used routinely.

Independent study is subject to the same academic calendar as regularly scheduled coursework and is to be completed during the term.

### **Change Degree Program, Certificate, Catalog or Academic Advisor**

This procedure is applicable to degree or certificate seeking students. Non-degree seeking students must submit an Application for Admission to switch to a degree or certificate seeking. To clarify, non-degree seeking students cannot utilize the Change in Degree Program, Certificate, Catalog, or Advisor form to declare a degree or certificate program. They may utilize the form to request a change of academic advisor.

The Change in Degree Program, Certificate, Catalog, or Advisor form is available from the student's academic advisor or the Registrar's Office. The student must obtain the appropriate signatures for the change being requested to include academic advisor(s) signatures and a financial aid representative signature, even if the student is not currently utilizing financial aid funds. Eligibility for some federal financial aid programs is contingent upon the type of degree a student is seeking (certificate program or associate degree), the length of that program (less than one year, one year, or two years), as well as previously attempted and earned credits, as well semester and cumulative grade point average.

Completed Change in Degree Program, Certificate, Catalog, or Advisor forms must be returned to the Registrar's Office for processing. Change forms submitted before or during the drop/add period at the start of each semester will be effective immediately. Change forms submitted after this deadline are effective at the start of the subsequent semester.

### **Initial Assignment of Degree/Certificate and Educational Goal**

Initial degree/certificate and educational goal is assigned in the system based on a student's application for Admission to EWC. Students who wish to pursue a program or educational goal which varies from the program and educational goal listed on student's

## **ACADEMIC PROCEDURES AND REGULATIONS**

original Application for Admission must complete and sign the Change in Degree Program, Certificate, Catalog, or Advisor form. Students who submit an application for admission to a selective admissions program (such as nursing or gunsmithing) and are not admitted to the selective admission program will be required to complete a Change in Degree Program, Certificate, Catalog, or Advisor form before being activated for advising and registration.

### Catalog Change

Students must complete and sign a Change in Degree Program, Certificate, Catalog, or Advisor form when changing to a catalog which is different from the catalog assigned based on the student's Application for Admission or the catalog in effect at the time of a previous change form.

### Changing from an Associate's Degree to a Certificate Program (or Certificate to Associate's Degree)

Students must complete and sign a Change in Degree Program, Certificate, Catalog, or Advisor form when seeking a change from an associate's degree to a certificate program or vice versa.

### Adding a Degree Program or Certificate

Students wishing to add a degree program or certificate to the current degree or certificate program declared on their student record must complete the Change in Degree Program, Certificate, Catalog, or Advisor form.

### **Credit Hour**

Eastern Wyoming College awards credit on a semester term system. The EWC Board (Board Policy 4.3) requires the following information be adhered to when student contact hours are computed to ensure accurate credit and student contact hour requirements in the published course and program requirements. The standard measurement of class time is a "Base Contact Hour" which is equivalent to a minimum of 750 minutes. In online and hybrid courses, a portion of these contact hours may take place online as indicated in the course syllabus. Contact hours for directed study and independent study classes represent the expectation that the student will work the same number of hours on their own, with faculty oversight. The "Base Contact Hour" does not include the time that students are expected to spend studying and preparing for class (approximately two hours for every hour in class).

### Credit hour

A unit of measure representing the equivalent of "an hour" (50 minutes) of instruction per week over the entire term. This measurement unit is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other recognized postsecondary credential. For most instructional types at Eastern

## **ACADEMIC PROCEDURES AND REGULATIONS**

Wyoming College, fifty (50) minutes is considered “an hour of classroom or direct faculty instruction.” For Internships, and Practicums, sixty (60) minutes is considered “an hour.”

### Base Contact Hour

The Faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction.

### Full-time Equivalency (FTE)

A calculation that translates student credit hours into an equivalent number of full-time, full-year students. The calculation varies depending on the level of the student. The full-time equivalent for an undergraduate student is 45 student credit hours, or 15 credits for three terms.

### Semester System Term

**One Base Contact Hour** = a minimum of 750 minutes. This translates to a minimum of fifteen 50-minute hours per semester.

**One Credit Hour** = 50 minutes contact + 100 minutes outside work over 15 weeks for a total of 2,250 minutes of student effort.

### **Credit Hour Load**

Enrollment in twelve credit hours in a semester 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 obtain and complete the Semester Overload Request Form from their academic advisor for authorization to exceed the limit of 18 credit hours.

Certain programs outlined under the Programs of Instruction section of the catalog will identify a semester totaling 19 hours or more. Students should work with their academic advisors to determine the best way to complete all program requirements.

### **Challenge Exams**

#### **Institutional Challenge Exams**

Eastern Wyoming College offers Institutional Challenge Examinations for some courses, allowing students enrolled in an EWC program to earn credit by demonstrating proficiency. To inquire about exam availability, students must contact the appropriate Department Head or Program Director. If there is a challenge exam available, students must submit the Application for Institutional Challenge Exams to the instructor and Department Head/Program Director. If approved by the instructor, Department Head/Program Director, and Executive Dean of

## **ACADEMIC PROCEDURES AND REGULATIONS**

Academics, a fee of \$20 per credit hour will be assessed and then the exam can be administered. 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 is equivalent to C or better. Entries will be made on the student's transcript only if the grade of S is obtained.

### **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 as credit 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 EWC 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 EWC. A maximum of 15 semester hours of credit by examination may be earned toward EWC graduation requirements. DSST examinations are administered by appointment only in the EWC Academic Testing 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 (payable to vendor) plus a \$15 administration fee (payable to EWC Business Office).

### **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

## ACADEMIC PROCEDURES AND REGULATIONS

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 Executive Dean of Academics.

CLEP examinations are administered by appointment only in the EWC Academic Testing Center. For an appointment, call 307-532-8288. A fee is assessed for each CLEP examination (payable to vendor) plus a \$15 administration fee (payable to EWC Business Office).

<u>Eastern Wyoming College courses for which CLEP credit may be earned</u>			
EWC Courses	Sem Hours	Required CLEP Examination	Minimum Score Required
BIOL 1010	4	Biology	50
CHEM 1020	4	Chemistry	50
CMAP 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	Human Growth and Development	50
ENGL 1010	3	College Composition	50
ENGL 2205	3	Analyzing and Interpreting Literature	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 1400	4	College Mathematics	50
MATH 2200	3	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 & SPAN 1020	8	Spanish Language	50

CLEP exams may be subject to change, contact the EWC Academic Testing Center for current listing.

## **ACADEMIC PROCEDURES AND REGULATIONS**

### **Grades**

#### **Grade Reports**

Midterm Deficiency grades are found in EWC Self-service through the MyEWC student portal and are alerts to those students whose work in any course is less than satisfactory. Students who receive deficiency grade(s) below a C should confer with the instructor(s) and their academic advisor for recommendations.

Final grades are posted in the week immediately following the close of each semester. Final grades are available to students in EWC Self-service through the MyEWC student portal under Grades.

#### **Final Examinations**

The last week of the semester is set aside for final examinations. Where possible, college-sponsored activities will not be scheduled during the final examination period. No final examinations will be rescheduled to accommodate travel arrangements that include leaving campus before the student's last scheduled exam. Requests to change a final exam must be approved by the Vice President for Academic and Student Services.

### **Grades**

It is the procedure of the College that the value of the student's work is not determined entirely by what the student may know upon examination. The student's 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:

<u>Grading System</u>		
Grade	Value	Definition
A	4	Exceptional
B	3	Very Good
C	2	Average or Acceptable
D	1	Poor
*F	0	Failure (Assigned as a grade for inadequate performance, nonattendance, or abandonment of class)
*X	0	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

## ACADEMIC PROCEDURES AND REGULATIONS

<u>Grading System</u>		
		coursework to be finished. These contract forms must be submitted to the appropriate Department Head/Program Director. The completion date designated by an instructor may not exceed one academic semester. If the coursework is not completed or graded by the end of the subsequent academic semester, the grade of X will revert to a grade of F or W at the discretion of the instructor.
W	0	Withdrawal
IW	0	Institutional Withdrawal
S,*U	0	Satisfactory and Unsatisfactory.
*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.

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.

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 EWC 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.

\*For financial aid purposes, grades of F, X, W, IW, U, and Audit do not count toward successful completion of classes.

The Grade Appeal Policy (Board Policy 5.13, AR 5.13.3) will be followed for disputed grades.

### 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, X, W, S, U, or AU is assigned are not used in calculating the grade point average.

## **ACADEMIC PROCEDURES AND REGULATIONS**

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 points)
- 3 hour course C (2 points)
- 4 hour course B (3 points)
- 4 hour course A (4 points)
- 2 hour course B (3 points)

The computation for the grade point average is as follows:

	Grade	Course
Hours	Points	Points
3	x 4	= 12
3	x 2	= 6
4	x 3	= 12
4	x 4	= 16
2	x 3	= 6
Totals 16		52

52 points divided by 16 hours = 3.25 GPA

### Semester Grade Point Average

The sum of all grade points earned in a semester divided by all applicable credits attempted.

### 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. Grades earned for transfer credits are excluded from the EWC Cumulative GPA.

### **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) for

## **ACADEMIC PROCEDURES AND REGULATIONS**

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.

### **Academic Standing – Satisfactory Academic Progress**

#### Coding

A student either currently or formerly enrolled shall have on their 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.
- 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

#### Academic Probation

Academic Probation is a warning that the student's grades are below the academic standards of EWC. *A student whose Cumulative Grade Point Average falls below 2.00 will be placed on Academic Probation during the next semester in which the student is enrolled.* A student on Academic Probation will be allowed to re-enroll only after meeting with the student's assigned academic advisor. The student will be strongly advised to consider repeating classes in which the student previously received either a D, F, or Unsatisfactory (U). Students on Academic Probation will be required 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.

If, at the end of the probationary period, the student:

- Achieves a 2.00 Cumulative GPA or higher, the student will be placed on Good Standing.
- Achieves a 2.00 Semester GPA or higher, but the Cumulative GPA is below 2.00, the student will remain on Academic Probation.
- Fails to achieve a minimum Semester GPA of 2.00, the student will be placed on Academic Suspension.

#### Academic Suspension

A student who is subject to Academic Suspension is not permitted to re-enroll until the student has:

1. Filed a **Petition for Academic Reinstatement** (obtained from the EWC Registrar's Office) with the Vice President of Student and Academic Services (the student may

## **ACADEMIC PROCEDURES AND REGULATIONS**

be requested to appear for a personal interview with the Academic Reinstatement Committee), and;

2. 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:

- Achieves a 2.00 Cumulative GPA or higher, the student will be placed on Good Standing.
- Achieves a 2.00 Semester GPA or higher, but the Cumulative GPA is below 2.00, the student will be placed on Academic Probation.
- Fails to achieve a minimum Semester GPA of 2.00, the student will be subject to Academic Dismissal.

### Academic Dismissal

A student who has been academically dismissed is not permitted to enroll for one academic semester. After the non-attendance, the student:

1. Files a **Petition for Academic Reinstatement** (obtained from the EWC Registrar's Office) with the Vice President of Student and Academic Services (the student may be requested to appear for a personal interview with the Academic Reinstatement Committee), and;
2. Meets with the Vice President of Student and Academic Services to agree on a plan for how the student will achieve academic Good Standing.
3. Once the plan is approved, the student may take no more than nine hours each semester from EWC all of which must be repeated attempts of classes in which the student received either a D, F, or Unsatisfactory (U) previously.
4. If, after two semesters under the agreed-upon plan, the student has not achieved academic Good Standing, the student will be dismissed for one academic year.
5. After one year, the academically dismissed student may return to EWC but must follow steps 1-3 listed above. This will continue until the student has achieved academic Good Standing.

### **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.

## **ACADEMIC PROCEDURES AND REGULATIONS**

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 of Student and Academic 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 and further information can be obtained in the EWC Registrar's Office.

### **Transcripts**

Official transcripts of college work may be obtained through the EWC website by clicking on the "Transcript Request" link at the top of the site. A transcript can be sent electronically, mailed or picked up in the Registrar's office. Please allow 3-5 business days after the request has been submitted for pick-up. A fee of \$5.50 per copy and a processing fee of \$2.90 will be assessed for transcript orders. Oral requests are not accepted.

Official transcripts of credit earned at other institutions and other records submitted for admission become the official educational record. Actual acceptance of transfer credit is dependent on the curriculum pursued by the student.

### **Graduation**

The College holds one annual commencement at the Torrington campus in May. Although attendance is optional, all December, May, and Summer candidates are encouraged to participate in the ceremony.

### **Intent to Graduate**

Students must submit an Intent to Graduate application at the beginning of the semester they plan to graduate (January or August). Anticipated summer graduates wishing to participate in May graduation ceremonies must submit this application by March 15. This application is done through Self-service in the MyEWC student portal.

### **Specific Course Situations**

If students are taking classes from other colleges, they need to submit transcripts at the end of each semester to the EWC Registrar's Office 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.

## **ACADEMIC PROCEDURES AND REGULATIONS**

### **Honorary Success**

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.

### **Exit Counseling for Student Loans**

Students who have received Federal Direct Subsidized or Unsubsidized student loans while attending EWC must complete Exit Counseling online at [studentaid.gov](http://studentaid.gov) prior to graduation.

### **Outcomes Assessment**

All candidates for Associate of Arts, Associate of Science, Associate Degree in Nursing, Associate of Applied Science degrees and certificates are required to participate in an outcomes assessment activity prior to graduation. This targets the learning outcomes of a student's specific program of study (major) and may include portfolios, exit interviews, papers, comprehensive exams, standardized tests, etc.

### **Catalog Under Which a Student may Graduate**

The catalog in use at the time a student first enrolls and completes credit classes offered through EWC 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**

Students who wish to do so may earn more than one degree at Eastern Wyoming College if the areas of concentration are different.

- Students must consult an advisor when planning a degree. The advisor must approve the planned program of study for the additional degree.
- Students must complete the degree requirements listed in the current year's catalog for the second degree.

## **ACADEMIC PROCEDURES AND REGULATIONS**

- A student may receive as many different degrees at graduation as they have earned at that point.
- A maximum of 52 semester hours of credit from the first degree may be applied toward the second degree.
- For each degree earned, 15 credit hours must be un-duplicated courses.

Please review the Financial Aid Academic Progress section regarding second degrees.

### **Expected Institutional Learning Outcomes for EWC Graduates**

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculum 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.

Students who complete an Associate Degree at Eastern Wyoming College, by virtue of successful completion of their general education core requirements, will be able to:

- Demonstrate **effective communication** through listening, speaking, writing, and responsible use of information resources.
- Solve problems through **critical analysis and quantitative reasoning**.
- Apply **civic responsibility** in a variety of social contexts.
- Apply the **scientific method** to investigate behaviors or phenomena related to their content area.
- Interpret the complexity of the human experience through the **arts and culture**.
- Differentiate with respect to **diverse perspectives** on community, national and international issues related to their content area.
- Identify ways to work with their individual personal beliefs, values, and biases to **interact respectfully** with others.

### **Student Conduct**

Eastern Wyoming College recognizes 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 EWC, 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

## **ACADEMIC PROCEDURES AND REGULATIONS**

college community, but as an integral part of the education process. All students are expected to know and abide by the EWC Student Code of Conduct (Board Policy 5.12).

### **Attendance**

Students are expected to attend all sessions of each course in which the student 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 for excessive, unexcused absences that exceed 20% of the scheduled sessions for the semester or if the student has been absent six (6) consecutive class hours in the course.

Students shall be responsible for all course requirements from the start of the course, not from the time at which the course was added to their schedule. Each instructor shall establish an attendance requirement for each course and publish it in the course syllabus (Board Policy 5.8).

### **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 of Academic and Student Services for a leave of absence. Although a leave of absence accounts for absences from classes, it does not relieve the student from making up all work missed, nor does it excuse the student from going through the regular withdrawal process if the student discontinues attendance for the remainder of the semester.

### **Academic Dishonesty**

Eastern Wyoming College regards all forms of academic dishonesty as serious offenses that cannot be condoned. Actions constituting violations of academic integrity include, but are not limited to, the following:

#### **Cheating**

Includes, but is not limited to, using any unauthorized assistance for academic work, use of unauthorized electronic devices, and use of resources beyond those authorized by a faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments. Also included is acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.

#### **Collusion**

Includes, but is not limited to, assisting another to commit an act of academic dishonesty such as paying or coercing someone to acquire unauthorized academic material, taking a test, completing or working on an assignment for someone else, unauthorized group work, or allowing someone to do these things for one's own benefit.

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### Fabrication

Includes, but is not limited to, falsifying data, information, or citations in completing an academic assignment or other institutional document. This also consists of providing false or deceptive information to an instructor concerning the completion of an assignment.

### Plagiarism

Includes, but is not limited to, using someone else's words, ideas, or other original material that is not common knowledge without attribution to the source. This definition applies to all student-submitted work, including discussions, assignments, and assessments. Examples include submitting someone else's words, ideas, or materials as one's own, including printed or on-line materials, manuscripts, oral discussion, and the work of other students; inadequate paraphrasing and/or direct copying of material without academic citations, failure to acknowledge the use of AI-generated content, and self-plagiarism, which includes the unauthorized submission for credit of academic work that was previously submitted for credit or grade in another course.

For a first offense, a student will be subject to disciplinary action by the instructor, 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 Procedure included in the Student Grievance and Student Complaint Policy (Board Policy 5.13, AR 5.13.1 & 5.13.2).

### **Interventions**

Faculty may also make use of technology to assist in detecting plagiarism or protecting the integrity of the testing environment. Students may be required to install certain software on their devices if using them for coursework.

Turnitin is a cloud-based text review service utilized by EWC for originality checking, including improper citations or potential plagiarism, and the use of AI-generated content. Student work in a course may be submitted to and retained by this service, though the student retains copyright of their written work. Students can view information regarding the [Turnitin privacy and copyright policy at their website](#).

Respondus LockDown Browser is free computer software used to lock down the testing environment such that students are unable to copy, print, access other applications, or visit other websites during an online exam. Students may also be required to use a webcam to record themselves during an online exam using Respondus Monitor. Students can view privacy

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information regarding the [Respondus Lock-down Browser](#) and [Respondus Monitor](#) at the Respondus website.

### **Sexual Harassment Policy**

Eastern Wyoming College strives to create a working and learning environment that is desirable for all employees and students and adheres to all state and federal guidelines. Eastern Wyoming College endorses the definition of sexual harassment provided under A) Title VII of the Civil Rights Act of 1964 with reference to B) Title IX of the Educational Amendments Act of 1972, i.e., below:

- A. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.
- B. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment of employees or students is reprehensible, illegal and will not be tolerated at EWC. 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 EWC upon any finding of sexual harassment (Board Policy 3.12).

All complaints of sexual harassment will be investigated. Student complaints should be registered with the Vice President of Student and Academic Services or the Human Resources Director. 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 student who violates this policy will be subject to prompt and appropriate discipline. Such discipline may result in the student being expelled from EWC. No employee or student shall suffer reprisal from EWC as a consequence of filing a "good faith" complaint. Further information can be found under the Student Code of Conduct (Board Policy 5.12) policy.

### **Complaint Log**

Eastern Wyoming College maintains a record of all formal student complaints received in the office of the President, or the Vice President of Academic and Student Services. Student complaints are defined as those which are non trivial 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 of Student and Academic Services and contains the following information:

- Date the complaint was first formally submitted to an appropriate officer

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- Nature of the complaint (e.g. dispute about a grade, allegation of sexual harassment etc.)
- Steps taken by EWC to resolve the complaint
- Eastern Wyoming College's final decision regarding the complaint including referral to outside agencies
- Any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.)

Eastern Wyoming College 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.

### **Student Grievance and Student Complaint Policy**

Complaints 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 Policy 5.12) that addresses how behavioral and other issues, including student complaints, are addressed by the College.

Please see Board Policy 5.13 for Student Grievance and Student Complaint Policy.

### **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 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 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

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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.

Eastern Wyoming College 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**

#### 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 Information Technology 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.

#### Civil Liability

Persons found to have infringed may be held liable for substantial damages and attorney(s) fees. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed.

For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

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### 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 five (5) years in prison and a fine of \$250,000.

For more information, please visit the [U.S. Copyright Office website](http://www.copyright.gov).

### **Eastern Wyoming College Notification of Rights under FERPA for Postsecondary Institutions**

#### **PRIVACY RIGHTS OF PARENTS AND STUDENTS – Buckley Amendment General Statement**

Eastern Wyoming College has the responsibility for effectively supervising any access to and/or release of official data/information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy and must be appropriately disposed of when the justification for its collection and retention no longer exists (Board Policy 5.7).

In this regard, EWC is committed to protecting to the maximum extent possible the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of such records is restricted to the student concerned, to others with the student's written consent, to officials within the college, to a court of competent jurisdiction, and otherwise pursuant to law. Students will receive annual notification regarding the Family Educational Rights and Privacy Act (Statute: 20 U.S.C. 1232 g; Regulation S: 34 CFR Part 99).

Only the personal representative (executor/executrix) or parents of a deceased student may authorize the release of education record information regarding the deceased student, for a period of ten years after the death of the student. Beyond such time, access to anyone requesting the deceased student's education records is permitted without permission.

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 and Academic 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.

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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 by contacting the Vice President of Student and Academic Services, who is responsible for the record. Students should 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 their 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 (PII) 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
- A student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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 EWC to comply with the requirements of FERPA. Persons wishing to file a complaint under FERPA or PPRA should do so by completing the FERPA or PPRA complaint form at the [U.S. Department of Education File A Complaint web page](#).

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that EWC, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from their 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

## **ACADEMIC PROCEDURES AND REGULATIONS**

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 written consent. Students must submit written notification to the Registrar's Office within ten (10) days of the beginning of the semester if they wish 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 EWC may be obtained in the office of the Vice President of Student and Academic Services.

### **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 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.

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Crime is a national problem that affects all communities and college campuses. To minimize the occurrence of crime incidents, college administrators, residence life and facilities 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 crime statistics may be found on the [EWC Consumer Information web page](#). The EWC Campus Crime and Security policy (Board Policy 2.1, AR 2.1.1, and AR 2.1.2), procedures, and statistics are available upon request from the Vice President of Student and Academic Services.

Every prospective and admitted student is provided with a mailed notification that provides 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 1,200 credit students each semester with additional offerings in the community services and continuing education areas. Total headcount credit enrollment includes course offerings from throughout the EWC service area communities.

### **Lighting/Facilities Concerns**

The Facilities 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. Lighting checks are conducted on a regular basis to ensure that lights are in proper working order.

### **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 (Board Policy 3.11).

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 academic advisor) so that an "Accident and Injury Report" may be completed.

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### **Local Police Provide Campus Security**

Eastern Wyoming College 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.

For students on the Douglas campus, EWC works closely with the Douglas Police Department and the Converse County Sheriff's Department.

### **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 911, and then following up by contacting the Vice President of Student and Academic 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. Five 911 Emergency-Only telephones are located strategically along campus walkways on the Torrington campus and dial directly to the police dispatch office.

Non-emergency situations should be reported to the Vice President of Student and Academic Services located in the Student Services Office, 307-532-8260, between 8:00 am and 5:00 pm Monday through Friday. The Student Services Office serves as the student assistance and information center for the campus. The Vice President of Student and Academic Services and the staff are available to initiate crime reports and 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 of Student and Academic 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 is not considered to be a campus security

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authority and is not required to report crimes for inclusion into the annual disclosure of crime statistics. 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.

Students on the Douglas Campus may use the 911 system for emergencies. Non-emergency situations should be reported to the Vice President of Douglas Campus Office, 307-624-7010, between 8:00 am and 5:00 pm Monday through Friday.

### **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.

### **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:

- Orientation activities (one (1) time annually)
- Residence Hall educational programming (3-4 times during academic year)
- College Studies classes (every semester)
- Employee in-service activities (two (2) times each academic year)

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 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.

### **Timely Warnings**

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Vice President of Student and Academic Services, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the EWC email system to faculty, staff and students, and through the CivicReady text messaging system. Warnings will also be issued on the [EWC website](#) and on the electronic bulletin boards at the Information

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Center and Student Services. For the Douglas Campus, the Vice President of the Douglas Campus determines when a warning should be issued. Warnings for the Douglas campus also appear on the EWC website and local electronic bulletin boards (Board Policy 2.11).

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 of Student and Academic Services by phone at 307-532-8260, in person at the EWC Student Services Office, or to the Torrington Police Department at 307-532-7001. For the Douglas campus, please contact the Vice President of Douglas Campus Office, 307-624-7010, or the Douglas Police Department Phone: 307-358-3311.

### **Sexual Assault Prevention and Response**

Eastern Wyoming College adheres to the requirements set forth in the Violence Against Women Act (VAWA). Information regarding the College's VAWA compliance efforts is located on the EWC [Consumer Information web page](#).

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. Students in Douglas can find similar resources at the Converse Hope Center. 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 EWC 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 of Student and Academic 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 EWC, 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

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investigation to be pursued through the criminal justice system and EWC, or only the latter. A college employee will guide the victim through the available options and support the victim in their 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. For the Douglas campus, please contact the Douglas Police Department Phone: 307-358-3311.

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 EWC crime statistics, policies, and procedures may be found on the EWC website by clicking the "Consumer Information" link located at the bottom of any web 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 provides a link to the information regarding registered sex offenders anywhere in the United States, available through [Community Notification website](#).

### **College Access**

During business hours, Eastern Wyoming College facilities (excluding residence halls) are 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 facilities staff. Over extended breaks, the doors of all residence 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 Student Success Center. In these cases, the facilities will be secured according to schedules developed by the department responsible.

### **Security Personnel**

Eastern Wyoming College does not employ a police staff. However, the facilities 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 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

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local law enforcement, the Vice President of Student and Academic Services and/or the facilities staff in a timely manner.

### **Alcohol and Illegal Drug Policy at EWC**

The following regulations of Eastern Wyoming College conform to the City of Torrington and Wyoming State Laws and Regulations affecting alcohol and controlled substance abuse. For the Douglas campus, the City of Douglas laws, ordinances and regulations will apply.

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the EWC campus, in residence halls, or at any college-sanctioned events is prohibited. Such an act is a crime under Wyoming State Laws.
- Possession and/or use of alcoholic beverages is prohibited on the EWC campus, in residence halls, or any college sanctioned event except as allowed by Board Policy 2.14.

Per Wyoming State Statute 12-6-101: Any person under the age of 21 who has any alcoholic or malt beverage in their possession or who is drunk or under the influence of alcoholic liquor, malt beverages, or a controlled substance on any street or in any public place is guilty of a misdemeanor under Wyoming State Law (Board Policy 3.14, AR 3.14.2).

In addition, students who violate the College Alcohol and Illegal Drug Policy (Board Policy 2.1) on campus or at college activities off campus are subject to discipline under the Student Code of Conduct (Board Policy 5.12) and, when appropriate, may be referred to counseling.

*Students who are recipients of federal aid must notify the college within five (5) days of any criminal drug statute conviction for a violation occurring on or off college premises while receiving federal aid. Students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.*

Please refer to the Student Code of Conduct (Board Policy 5.12) for more detailed information on disciplinary measures that can be taken by the college related to illicit alcohol and drug use.

### **Prevention Programs**

Eastern Wyoming College 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 confirmation email provided to every student includes the alcohol and drug enforcement policies at EWC.

## **ACADEMIC PROCEDURES AND REGULATIONS**

### **Wyoming Laws**

#### **Illegal Possession**

Any person under the age of 21 who has any alcoholic beverage in their 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 persons under 21 is 0.02% as opposed to a BAC of 0.08% for those of legal age. A 0.02% 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 one (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:

#### **Reducing Risk**

- Walk with others when possible
- Be especially cautious during evening hours
- Keep keys ready
- Use sidewalks and well-lit pathways
- When walking alone, be careful about those approaching from any direction
- Call 911 in an on-campus building or utilize the Emergency-Only telephones found outside on the Torrington campus if suspicious activity is noticed or danger is impending

#### **Lock It Up**

- Use the locks on exterior building doors, individual rooms and offices, and vehicles
- Keep windows secured
- Store valuables out of sight

## **ACADEMIC PROCEDURES AND REGULATIONS**

### **Weapons**

Weapons are not allowed on EWC campuses through June 30, 2025. The Wyoming legislature has enacted legislation regarding certain concealed weapons. Prior to July 1, 2025, Eastern Wyoming College will be implementing changes to its policies and administrative regulations which will be updated in the EWC Board Policies.

### **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 local police department or the Vice President of Student and Academic Services as soon as possible. Help the 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 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, and 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 through 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 midnight Sunday-Thursday nights and at 2 am on Friday and Saturday nights (Saturday and Sunday mornings). Residents are responsible for the conduct of their visitors.

## **ACADEMIC PROCEDURES AND REGULATIONS**

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 by building or room number.

### Crime Statistics

Individuals can access the EWC crime statistics report directly from the [EWC Consumer Information web page](#).

## **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 Consumer Information web page](#). Other Student Right-To-Know information, such as Athletic Participation and Financial Support, is also available on the Consumer Information webpage, or upon request in the office of the Vice President of Student and Academic Services.

## **Reporting Concerns Regarding Animal Treatment**

### **Whistleblower Statement**

All animals used at EWC must be handled, housed, treated, cared for, and transported in a humane and ethical manner in accordance with federal law and college rules (Board Policy 3.23). 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 (IACUC)\* 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 IACUC.
- All complaints and documentation will be brought to the attention of 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 IACUC and, if warranted, appropriate measures will be taken.
- All complaints, violations and recommendations for subsequent action will be forwarded to the IACUC Institutional Official by calling the EWC Information Office at 307-532-8200 who will direct the call to a member of the IACUC team.

\* The [Institutional Animal Care and Use Committee](#) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research or

## **ACADEMIC PROCEDURES AND REGULATIONS**

instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program.

## **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 to 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.

Visit the [EWC Housing web page](#) for more information.

### **Food Services**

Eastern Wyoming College Food Services is a home away from home, offering nutritious and comforting meals designed to enhance the college experience. In partnership with Sodexo, EWC proudly provides sophisticated, industry-leading dining options tailored specifically to the diverse tastes and nutritional needs of students. Students can conveniently explore daily menus, view detailed nutrition information, and stay informed about special dining events using a mobile app, ensuring a satisfying and well-rounded experience on campus.

Beyond daily dining, EWC Food Services, in collaboration with Sodexo, offers an extensive array of catering services perfect for clubs, organizations, and special campus events. Whether for a casual gathering, formal banquet, or anything in between, the Sodexo catering team delivers delicious, high-quality cuisine that meets the specific needs of any event. To explore detailed meal plan options, menus, and learn more about the exceptional food service offerings available at EWC, please visit the [dedicated EWC web page at Sodexo](#).

### **Student Center**

The EWC Student Center is where fun, food, and friends collide, creating one of the most memorable spaces on campus. Whether challenging classmates at the foosball or pool tables, or cheering favorite teams on big-screen TVs, there is always something engaging happening here. The welcoming front atrium offers abundant natural light, making it an ideal spot for studying, relaxing between classes, or simply hanging out with friends.

As part of the convenient food service plan, the Student Center also serves delicious grill-style options guaranteed to delight and nourish students throughout the day. Located amongst other campus amenities, the Student Center serves as the central hub for student life, ensuring that when grabbing a quick bite or spending downtime with friends, everything a student needs is just steps away. Visit the [Student Center web page](#).

## **CAMPUS LIFE**

### **Motor Vehicle Information**

#### **Traffic**

State and local laws apply to the college campus. Violations may be reported to local law agencies for enforcement. Please remember that pedestrians have the right of way.

#### **Parking**

The college has designated handicap spaces throughout its campus which may be used for parking of vehicles by individuals possessing a proper permit. Additionally, there is restricted parking marked throughout the campus. Any driver who illegally parks a vehicle on campus is subject to a citation, and the college may have the vehicle towed at the owner's expense.

#### Torrington Campus

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. Large vehicles and trailers must be parked in the unpaved areas west of CTEC or in marked parking lanes on West C Street.

### **Campus Activities and Organizations**

There are student organizations on campus and, as interest increases, new organizations may be formed. Student extracurricular 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 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.

#### **Barbering Club**

The Barbering Club is a student organization whose purpose is to educate the students at EWC in barbering and community endeavors, while also developing personal, and professional behaviors.

#### **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 who have an interest in agriculture, regardless of major. The

## **CAMPUS LIFE**

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 National Block and Bridle Convention. One advantage of joining Block and Bridle is that membership transfers to any other college/university that participates in Block and Bridle.

### **Campus Ventures**

Campus Ventures is an interdenominational Christian ministry in Wyoming, Nebraska, and South Dakota. Their motto is, “To figure out life and faith.” This happens through individual or small group mentoring—or discipling relationships among Christ followers. This is done in an effort to equip college and university students with Godly vision, character, and skills to prepare them for His Glory and service to the body of Christ. Learn more from the [Campus Ventures website](#).

### **Cosmetology Club**

The Cosmetology Club is for students 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 educational field trips and are active in community services such as sponsoring food drives, donations for other organizations, and campus activities.

### **Douglas Campus Student Senate**

The Douglas Campus Student Senate (DCSS) is the governing agency of the EWC Douglas student body. Membership (at-large) includes all academic credit fee-paying students attending the Douglas Campus. The mission of the DCSS is to promote student awareness of self and environment, improve educational facilities and student environment, foster the recognition of rights and responsibilities of students to the college and the community, promote positive relationships and mutual understanding among and between students, faculty, staff and administration, encourage the spirit of loyalty and respect for the College and its endeavors, and organize, promote and sponsor college functions, clubs and activities for students on the Douglas campus. Elected members and representatives of the DCSS are provided opportunities for leadership, service, and involvement. The DCSS membership is involved in disbursement of student activity funds. All Douglas students are welcome to attend monthly meetings. This group is available only on the Douglas campus.

### **Gender and Sexuality Alliance**

The Gender & Sexuality Alliance brings together LGBTQ+ students (Lesbian, Gay, Bisexual, Transgendered, Queer/Questioning, and others) and allies to have a voice on the EWC campus. This organization exists to raise awareness of LGBTQ+ individuals, their positions, issues and concerns; to provide social and educational resources and connections; and, to increase the visibility of LGBTQ+ persons and their allies. The GSA plans social and educational opportunities for all students. Membership is open to all students.

## **CAMPUS LIFE**

### **Golf Club**

The main purpose of the Golf Club is to fundraise money for the Mens and Womens Golf teams, primarily through the annual Foundation golf tournament, calcutta, auction, golf in the halls, and the golf kids camp. The Golf Club also promotes the teams in a positive manner and are representatives of athletics at EWC.

### **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 work with administration to advise and implement, policies, regulations, and procedures for the improvement of residence hall living; coordinate housing activities; maintain close two-way communication between the student residents and the college; provide opportunities for the residents to participate in residence hall government; and, evaluate environmental factors which influence the general welfare of residents.

### **Intercollegiate Athletics**

Eastern Wyoming College belongs to Region IX of the National Junior College Athletic Association. It is also a member of the Livestock Judging Coaches Association and the National Intercollegiate Rodeo Association – Central Rocky Mountain Region. The intercollegiate competitive programs for women consist of: volleyball, basketball, golf, rodeo, and Esports. The intercollegiate athletic programs for men consist of: basketball, golf, rodeo, and Esports. Athletic scholarships/grants are available in all of these sports.

### **Line & Swing Dancing Club**

This club meets every Thursday at 6:30 p.m. in the Auditorium on campus. All students & faculty are welcome to come and learn how to dance to outstanding western and pop music. The club is also open to the public.

### **Livestock Judging Team**

The livestock judging team is a competitive organization with the goal of instilling decision-making, leadership, and public speaking skills in students that participate. The team attends contests and practices country-wide throughout the entirety of the school year. Sophomore team members have the opportunity to participate in national competitions including the National Western Stock Show, Houston Livestock Show and Rodeo, American Royal, and the North American International Livestock Exposition. Members must maintain a 2.0 GPA, be enrolled in a minimum of 12 credit hours per semester, and attend all practices held.

### **Livestock Fitting and Showing Club**

The Livestock Fitting and Showing Club is designed to increase participant knowledge about the livestock show industry and to promote a higher scholastic standard and closer

## **CAMPUS LIFE**

relationship among students interested in the show industry. The club helps support the EWC Show Team which follows the National Code of Show Ring Ethics.

### **Phi Theta Kappa**

Phi Theta Kappa is the recognized academic honor society for community colleges. The Alpha Omicron Lambda chapter at EWC was established in 1989. This esteemed organization 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 are eligible for membership. Students who qualify are asked to join in the fall and spring semesters and, upon gaining membership, are encouraged to become involved in supporting academic success, civic duty, and service to others.

### **Rodeo Club**

The Rodeo Club is designed to promote intercollegiate rodeo at EWC. It supports an increased interest in rodeos and other western activities and helps establish a closer relationship among students interested in those activities. The rodeo team is a member of the [National Intercollegiate Rodeo Association](#).

### **SkillsUSA**

SkillsUSA is proud to champion the skilled trades in America. It is a student-led partnership of education and industry that builds the future skilled workforce this nation depends on with graduates who are career ready on day one. Students may participate in industry-related field trips, leadership skill development, community service, social events, attend club-sponsored forums, and compete at state/national competitions/leadership activities. Activities are planned to enhance knowledge and awareness for all students involved.

### **Student Ambassadors**

The Student Ambassadors are a select group of students chosen for their positive attitudes and ability to share with others what makes EWC special. They are ambassadors of the college and represent it at many social and recruitment functions. They also provide tours of the Torrington campus to prospective students and community members. Interested students should contact the Director of Admissions and Enrollment Management or the Admissions Coordinator.

### **Student Nurses Association**

EWC-SNA is a charter division of the National Student Nurses Association (NSNA). This group falls under the umbrella of the American Nurses Association (ANA), a group geared toward the advocacy of nursing and healthcare. EWC-SNA focuses on creating student nurse leaders in the classroom and community. To join, students must be accepted into the EWC Nursing program. The group teaches in the community and holds fundraising events. This group is available on both the Douglas and Torrington campuses.

## **CAMPUS LIFE**

### **Student Senate**

The Student Senate is the governing agency of the college 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 EWC students. The membership is involved in disbursement of student activity funds. All students are welcome to attend regular Senate meetings.

### **Tabletop Gaming Club**

The purpose of the Tabletop Gaming Club is to enable students to engage in critical thinking and interpersonal communication while simultaneously providing many students an outlet for some fantastical fun, friendship, and camaraderie. The Club provides an entertaining pastime for a variety of students through acting, tactics, and shared storytelling experiences; teaches individuals how to participate and start their own groups for tabletop gaming events far and wide; and, protects the campus from imminent dragon attacks and similarly fantastical incursions.

### **Veterans Club**

Through local and regional networking, the Veterans Club brings together veterans, their families, and student members to forge a path toward achievement and success by connecting members with necessary resources.

### **Veterinary Technology Club**

The Veterinary Technology Club is designed to promote interest in the profession of veterinary technology. Students practice their skills by offering monthly dog washes to the public as a fundraiser. Other activities include dog park cleanup, vaccination clinics, Trunk-or-Treat, picnics, and educational field trips. Past trips have included the Denver Zoo, Downtown Aquarium, and Denver Museum of Natural History. Club members have the opportunity to attend a national veterinary conference in Orlando or Las Vegas their second year. The Club owns a small cow herd and students help calve-out the cows. Membership is open to all students who have an interest in veterinary medicine and animal care.

## **SUPPORT SERVICES**

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

### **Academic Testing Centers**

There are Academic Testing Centers on both EWC Campuses offering proctored testing for:

- EWC exams
- Course exams for other colleges or universities
- ACCUPLACER Placement Tests
- HiSET - High School Equivalency Certification Exams
- WorkKeys - Qualification exam for either the Hathaway Scholarship or National Career Readiness Certificate
- TEAS - Nursing Program admittance requirement
- CLEP - College Level Examination Program

Please visit the [EWC Testing Services web page](#) for more information about these services.

### **Douglas Campus**

The Testing Center on the Douglas Campus is located in the main building, Room 139. This center is set up for direct proctor observation with computer stations for online testing and tables for paper exams. Online proctoring is also available. Twenty-four hours notice is required for all testing appointments and only offered between the hours of 8:00am - 5:00 pm, Monday through Friday.

### **Torrington Campus**

The Testing Center on the Torrington Campus is located in Tebbet Building room T133. This center has a multi-station computer lab that includes cameras for observation and direct computer supervision and has work tables for paper exams. A private room is also available for users needing accommodations such as a distraction-reduced testing environment, a reader, a scribe, and/or increased time. Twenty-four hours notice is required for all testing appointments and only offered between the hours of 8:00am - 5:00 pm, Monday through Friday, and some online proctoring is available.

This center also offers **PathwayU**, a free online predictive guidance platform connecting students to an education-to-vocation pathway.

## **SUPPORT SERVICES**

### **Library**

Located on the Torrington Campus 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 EWC. Resources are selected to support the instructional and recreational needs of the college and community. The Library also provides access to online databases, on and off campus, all of which make the library part of the world-wide library community. These databases can be accessed through the [EWC Library website](#).

The Library is open during the day, four 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 library, access is provided through interlibrary loan. For the convenience of library patrons, free wireless printing is available. The Library operates under the [Library Bill of Rights](#) which guarantees the unbiased provision of materials and protects patron privacy.

### **Student Success Center**

The Student Success Center, which is located in the Tebbet Building room T140 on the Torrington Campus, is open 8:00am - 8:00 pm, Monday through Friday.

#### **Student Success Center Mission**

The Student Success Center provides a student-centered learning environment that offers academic support services to EWC students. Our goal is to cultivate an environment conducive to academic achievement and success. We work to empower all of our students to thrive while fostering personal development.

#### **Tutoring Services**

Our peer-to-peer services are available in several subjects. They can also help you set goals, create schedules, and assist with study skills. No appointment required.

#### **Other Services**

- NetTutor: Free, 24/7, online tutoring that can be accessed through Canvas.
- Workspace for online tutoring or Zoom testing
- Space available for student study groups
- Private study spaces
- Computer lab
- Free printing

#### **Food Pantry**

The Student Success Center houses the student food pantry.

## **SUPPORT SERVICES**

### **Becoming a Tutor**

Tutors must have received a grade of B or better in the course(s) they will tutor and should have a cumulative GPA of at least 3.0. Tutors are generally hired based on their academic records and recommendations from faculty.

Tutors must complete the Tutor Essential online course that equips them with the tools and tactics necessary to become great tutors. Tutor Essential aligns with the College Reading and Learning Association (CRLA) Certification Training and counts towards four hours of Level 1 Certification training.

Students may tutor either for pay or for credit. Students tutoring for pay must determine their eligibility for payment through the Financial Aid office.

### **Accommodations**

Eastern Wyoming College is committed to providing information, accommodation services, and agency referral to students with any type of documented physical, cognitive, or psychological disability (Board Policy 5.14). Our goal is 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 EWC 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.

Visit the [EWC Accommodations web page](#) for available services and contact information.

### **Bookstore Information**

The EWC Bookstore is a one-stop destination for textbooks, supplies, EWC apparel, snacks, beverages, and gift items. The bookstore is conveniently located in the main building on the Torrington campus next to Student Services and Financial Aid.

Classroom instructors have carefully selected textbooks and materials ensuring each student may benefit from a quality education at EWC. Bookstore staff will assist students in navigating online and in-person delivery of textbooks and materials. Students will need to bring in their schedule to shop for their books in the store (students using their financial aid to purchase books will need to use their EWC student ID). All books will be in alphabetical order by class and section.

We encourage students to go online and order books and school supplies at the [EWC Follett Bookstore website](#). Students may simply click on the textbook icon and shop using their Student ID or select their materials by course. Students may choose purchase or rental options, and they may have their books and school supplies shipped to their home or to the store for free pick-up. The college will be providing online access to materials at reduced costs for students who prefer electronic versions.

## **SUPPORT SERVICES**

Shopping online is a stress-free way for the student to get their books and all school supplies without having to stand in line during the busy first week of classes. In the event the book is not in stock, bookstore staff will access every Follett store in the country to quickly provide the course materials to students. Book returns are allowed for 30 days after purchase with store receipt. Store hours are Monday - Friday 8 am - 5 pm during semester rush. The rest of the year, store hours are Monday - Thursday, 8 am - 5 pm and Friday 8 am - 1 pm Summer hours: Monday - Thursday 9 am - 3 pm and Friday 8 am to 12 pm.

### **Counseling Services**

The Counseling Office is committed to promoting student's academic, social, and personal success. The primary objective is to provide comprehensive support, enabling students to overcome challenges and thrive throughout their college journey.

Counselors provide a comprehensive, on-campus approach that is both free of charge and confidential. It includes crisis intervention, individual counseling, group counseling, preventative services, outreach and education, referral services, crisis response, accessibility and inclusivity, and stigma reduction. Visit the [LancersCARE web page](#) for more information.

### **College and Career Readiness Center**

The College and Career Readiness Center has locations throughout the EWC service area and all classes are free to the public. Programs of study include testing, cognitive learning, PowerPath screenings, career explorations, and employability/work readiness skills. Participants benefit from a program of study that utilizes individual career pathways and curriculums aligned to the College and Career Readiness standards. Throughout the program, participants employ participatory learning strategies, participate in flipped classrooms, prepare for postsecondary education and/or workforce, learn the social capital skills necessary to become gainfully employed, and are offered the opportunity to participate in job shadowing, internships, and/or apprenticeships whenever possible.

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

The Center offers professional development courses for local employers, transitions to college, concurrent enrollments in postsecondary education, instruction in career pathways tracks, workforce literacy, English language acquisition, and high school equivalency preparation.

For more information, visit the [EWC College and Career Readiness web page](#).

### **Community Education / Continuing Education**

The mission of Community Education is to provide life-long learning opportunities for residents of eastern Wyoming that include a wide variety of fun, educational, and general interest

## **SUPPORT SERVICES**

non-credit learning opportunities such as bus trips, personal enrichment classes, music classes, cooking classes, art and craft classes, fitness/wellness classes, computer classes, and youth classes. Community Education also offers [ED2GO](#) classes for online, independent learning. The classes are designed to expand learners' horizons and to keep them inspired. The classes vary in length from one session for a few hours to multiple class sessions over several weeks. It is the goal of Community Education to offer new and exciting classes each year, while maintaining community favorites. Visit the [Community Education web page](#) for a schedule of offerings or call 307-532-8213.

Community Education works with Goshen County residents who are parents and meet certain income and other eligibility guidelines, to access grant funds. This federally funded grant, TANF (Temporary Assistance for Needy Families) is made available by Wyoming Department of Family Services. For more information, contact the Community Education Director, 307-532-8213 or commed@ewc.wy.edu.

### **Outreach Program**

The college works cooperatively with its K-12 partners in the six-county service area of eastern Wyoming to provide a wide variety of classes, programs, activities, and services. Many of the high schools offer concurrent enrollment classes, an option whereby high school students may earn college credit while taking classes in their high schools from high school instructors who have been approved by EWC. Students may also take dual enrollment classes whereby they enroll in online or face to face classes that are taught by EWC faculty. For dual enrollment, the high school must approve the college credits as part of the high school curriculum.

In addition, the college has outreach coordinators who serve the communities in the EWC service area by planning and coordinating credit and non-credit classes.

The college has a branch campus in Douglas which offers day and evening course offerings in general education, health technology, nursing, mathematics, gunsmithing, social sciences, and workforce development.

Eastern Wyoming College offers quality education to every part of the service area through online education, providing students the opportunity to take college credit classes and earn a degree. Courses are offered in many core areas, including general education, health technology, business, education, social sciences and human development. Visit the [Outreach web page](#) to learn more.

The Associate of Arts Degree, the Associate of Science Degree, the Associate of Applied Science Degree, or certificates may be earned entirely in the EWC outreach service area, providing the student completes a minimum of 25% of the credit hour requirements for the selected program through EWC.

## **SUPPORT SERVICES**

For questions about outreach please contact the Vice President of Douglas Campus at 307-624-7000.

### **Workforce Development & Continuing Education**

Eastern Wyoming College has a comprehensive workforce training and continuing education program. Training includes, but is not limited to business development, health care, certifications and industry training, safety, computer technology, and welding. Continuing education is provided for construction trades licensure, real estate agents, insurance agents, education personnel, medical personnel, law enforcement, businesses, and others. The department works with community groups, agencies, and businesses to enhance economic development efforts in the EWC service area.

#### **Commercial Driver License**

Workforce Development offers a non-credit Commercial Driver License Entry Level Driver Training Program for individuals interested in entering the field of transportation. The 40-50-hour program is offered on a regular basis with daytime, evening, and weekend options. The goal of the program is to provide total training for CDL endorsements. The college is an approved third-party testing agency, so the entire process can be completed through this CDL program. All training and testing meet the Federal Motor Carrier Safety Administration's regulations requiring entry-level drivers to complete training via a FMCSA registered program. The program offers training for entry-level drivers, Class B to Class A upgrade, Hazmat Endorsement, Passenger and School Bus Endorsement, and Restricted Class A for Hotshot drivers. There is also a CDL training option for high school seniors in their second semester. For more information, call the Director of the CDL program at 307-532-8365.

#### **Customized Training**

Workforce Development also offers customized training classes which cater to the business community and can be offered in a short-term, flexible format, with delivery as quickly as possible. Classes are customized to fit the needs of employers and employees. Topics include: management training, lean and continuous improvement, accounting, inventory management, and many more. Serving the needs of the workforce is vitally important to EWC. These classes may be scheduled anywhere in the EWC service area and can be offered as credit or non-credit depending on individual interest and need. Call the Dean of Workforce and Career Technical Education at (307)534-2925 for more information.

### **GEAR UP**

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally-funded, statewide grant in Wyoming that provides services to 2,000 seventh through twelfth grade, income-eligible students as well as first-year college freshmen each year.

## **SUPPORT SERVICES**

The GEAR UP goal of increasing the number of eligible students who are prepared to enter and succeed in post-secondary education is accomplished by:

- Providing academic support, college preparation, and family services through GEAR UP offices located in each of the seven community colleges in Wyoming.
- Providing educator training and school improvement initiatives through a partnership with the Wyoming Department of Education.

For more information, please visit the [EWC GEAR UP website](#).

GEAR UP Wyoming is funded through a grant from the U.S. Department of Education totaling \$4,019,424 annually with an additional \$4,019,424 provided by in-kind and scholarship contributions.

### **Instructional Technology**

The purpose of this department is to support faculty as they develop distance learning courses and expand distance learning offerings. With training in instructional design 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 systems, consultation and support for adding web or video components to traditional courses, training in distance delivery strategies and technologies, and training to use campus classroom technology. The department also provides faculty access to graphic, audio, and video production and editing.

### **Information Technology**

The Information Technology Department provides a wide range of services to the students and staff of EWC. 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 on evenings and weekends in the Student Success Center and Library.

High speed internet access is provided to users on the Torrington campus (up to 10 Gbps!!), and the Douglas campus (up to 1 Gbps) in both wired and wireless formats. Residence halls on the Torrington campus provide both wired and wireless internet access in student rooms.

Similar, but more limited, computer access and internet services are available to students enrolled at the Guernsey, Glenrock, Hulett, Lusk, Moorcroft, Newcastle, Sundance, Wheatland and Upton outreach sites, in partnership with host agencies.

All EWC students are eligible for a free license of Office 365. Contact [itservicedesk@ewc.wy.edu](mailto:itservicedesk@ewc.wy.edu) to get your copy.

## **SUPPORT SERVICES**

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 (Board Policy 7.3).

## **TRANSFERRING**

Students wishing to transfer credits or associate degrees from EWC are strongly encouraged to work with an advisor at the institution where they plan to enroll at least one semester prior to completing credits at EWC. Students can review an unofficial transcript from within EWC Self-service from the MyEWC student portal. Transferring students will need to request an official transcript from EWC to complete enrollment at another institution, which can also be ordered through EWC Self-service or from the Transfer Request link at the top of the EWC homepage.

### **University of Wyoming**

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.

- 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 ENGL 1010 having the same number and title at all schools.
- Students transferring to UW from any Wyoming community college without an AA or AS degree will have their transcripts reviewed with the Transfer Catalog on a course by course basis.
- It is beneficial for a student to complete an Associate Degree from EWC or other community college prior to transferring to the UW. See the UW Academic Coordinator for details.
- Community college graduates with an associate of applied science degree (AAS) may 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 degrees, endorsements, and certificate programs in Torrington.

For additional information contact: Isaiah Tafoya (itafoya1@uwyo.edu), Academic Coordinator University of Wyoming or visit the [UW Educational Opportunity Centers web page](#).

### **Other Colleges**

Eastern Wyoming College has articulation agreements with other educational institutions, including the following. Students are encouraged to contact these colleges for further information to complete Bachelor's Degrees after graduation from EWC.

[Black Hills State University](#)

Spearfish, SD

[Chadron State College](#)

Chadron, NE

## **TRANSFERRING**

[National American University](#)

Rapid City, SD

[Olds College](#)

Alberta, Canada

[Regis University](#)

Denver, CO

[South Dakota School of Mines](#)

Rapid City, SD

[University of Phoenix](#)

Phoenix, AZ

[University of Wyoming](#)

Laramie, WY

[Upper Iowa University](#)

Fayette, IA

[Valley City State University](#)

Valley City, ND

[Wyoming Law Enforcement Academy](#)

Douglas, WY

## **PROGRAM INFORMATION**

### **General Education Philosophy Statement**

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculum offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary with a given discipline.

### **Distance Learning**

Every student within the EWC service area has the opportunity to take college credit courses through distance education.

Classes are offered via the Internet, using both synchronous and asynchronous interaction. Eastern Wyoming College offers courses in many core areas including general education, business, science, agriculture, criminal justice, education, social sciences, and human development.

Support services available to help students include technology support, student advising, library, bookstore, counseling, financial aid, tutoring, online registration, and online grade reports.

Students interested in taking distance classes should consider:

- Are you very comfortable 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 e-mail, messaging systems, online discussions, or web conferences?
- 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?

If the answer is yes, distance learning may be for you!

For questions, please call the Instructional Technology Office at either 307-534-2912 or 877-392-4678 (877-EWC-INST) menu item 3 or visit the [EWC Distance Learning web page](#).

Veteran education benefits may be adjusted when a student enrolls in only distance education courses.

## PROGRAM INFORMATION

### Institutional Learning Outcomes

By successfully completing their general education core requirements, students who complete an Associate Degree at Eastern Wyoming College will be able to:

- Demonstrate **effective communication** through listening, speaking, writing, and responsible use of information resources.
- Solve problems through **critical analysis and quantitative reasoning**.
- Apply **civic responsibility** in a variety of social contexts.
- Apply the **scientific method** to investigate behaviors or phenomena related to their content area.
- Interpret the complexity of the human experience through the **arts and culture**.
- Differentiate with respect to **diverse perspectives** on community, national and international issues related to their content area.
- Identify ways to work with their individual personal beliefs, values, and biases to **interact respectfully** with others.

### General Education Requirements

General Education Course Requirements are criteria established by the EWC Curriculum and Learning Council to apply when considering if a course should be designated as a general education course. These criteria include laboratory science, quantitative reasoning, communication, social and behavioral science, U.S. and Wyoming Constitution, arts, culture, and humanities, and freshman foundations.

#### Laboratory Science Requirement

As a result of completing general education courses in this area, students will be able to comprehend and apply the basic principles of science and scientific inquiry methods.

Courses in this category are concerned with the natural processes that govern Earth and its inhabitants, as well as the universe, through systematic observations and experimentation, formation and verification of theories, and computational methods in a laboratory setting. In these courses, students will:

- Use scientific methods as a way of understanding the world
- Learn content and principles within the natural sciences
- Evaluate claims from a scientific perspective.

Courses used to satisfy the general education laboratory science requirement for graduation must be selected from the following courses:

AECL 1000 – Agroecology, 4 credits

ANTH 1100 – Intro to Biological Anthropology, 4 credits

BIOL 1000 – Principles of Biology, 4 credits

## **PROGRAM INFORMATION**

BIOL 1010 - General Biology I, 4 credits

\*\*BIOL 2400 - General Ecology, 3 credits

\*\*BIOL 2410 - Intro to Field Ecology, 2 credits

***\*\* Note: Both BIOL 2400 and BIOL 2410 must be taken to meet the Laboratory Science Requirement.***

CHEM 1000 - Intro to Chemistry, 4 credits

CHEM 1020 - General Chemistry I, 4 credits

\*CSMO 1705 - Hair Fundamentals, 4 credits

GEOL 1100 - Physical Geology, 4 credits

GEOL 1470 - Environmental Geology, 4 credits

PHYS 1050 - Intro to Physics, 4 credits

PHYS 1110 - General Physics I, 4 credits

MOLB 2210 - General Microbiology, 4 credits

MOLB 2240 - Medical Microbiology, 4 credits

\*VTTK 1625- Laboratory Analysis, 1 credit

\*VTTK 1630 - Veterinary Hematology, 3 credits

\*VTTK 1755 - Veterinary Parasitology, 2 credits

\*VTTK 2610 - Animal Health I - Infectious, 4 credits

\*WELD 1755 - Shielded Metal Arc Welding, 5 credits

ZOO 2015 - Human Anatomy, 4 credits

ZOO 2025 - Human Physiology, 4 credits

\* Permitted for AAS Programs Only

### **Quantitative Reasoning Requirement**

As a result of completing general edition courses in this area, students will be able to comprehend and use quantitative concepts and methods to interpret and critically evaluate data and effectively problem-solve in a variety of contexts demanding quantitative literacy.

Courses that fulfill the quantitative reasoning requirement aim to develop critical skills in quantitative analysis and deductive reasoning by:

- Representing mathematical and quantitative information symbolically, graphically, numerically, and verbally

## **PROGRAM INFORMATION**

- Applying quantitative methods to investigate routine and novel problems, using calculations/procedures, mathematical and/or statistical modeling, prediction, and evaluation
- Interpreting mathematical and quantitative information, and drawing logical inferences from representations such as formulas, equations, graphs, tables, and schematics.

Courses used to satisfy the quantitative reasoning requirement for graduation must be selected from the following courses:

\*BADM 1005 – Business Mathematics I, 3 credits

MATH 1000 – Problem Solving, 3 credits

MATH 1100 – Number and Operations for Elementary School Teachers, 3 credits

MATH 1400 – College Algebra, 4 credits

MATH 1405 – Trigonometry, 3 credits

\*MATH 1500 – Applied Technical Mathematics, 3 credits

MATH 2200 – Calculus I, 4 credits

MATH 2205 – Calculus II, 5 credits

MATH 2350 – Business Calculus, 4 credits

STAT 2050 – Fundamentals of Statistics, 4 credits

\*VTTK 1751 – Pharmaceutical Calculations, 3 credits

\* Permitted for AAS Programs Only

### **Communication Requirement**

As a result of completing general education courses in this area, students will be able to effectively use the English language to write and speak with clarity, coherence, and persuasiveness.

Courses in this category are concerned with the effective use of the English language from a variety of perspectives, both oral and written, and for a variety of purposes.

Students in AA, AS, and ADN programs are required to complete ENGL 1010 and need to verify with their advisers which other communication course is approved for their specific degree requirement.

Students in AAS programs are required to complete ENGL 1005 or ENGL 1010.

Courses used to satisfy the second communication requirement for graduation include the following:

BADM 1020 – Business Communications, 3 credits

## **PROGRAM INFORMATION**

COMM 2010 – Public Speaking, 3 credits

ENGL 2020 – Literature, Media, and Culture, 3 credits

### **Social and Behavioral Science Requirement**

As a result of completing general education courses in this area, students will have developed a deeper understanding of the scientific study of human society, social relationships, and human action and behavior in society.

Courses used to satisfy the human behavior requirement for graduation must be selected from the following courses:

AGEC 1010 – Agricultural Macroeconomics, 3 credits

ANTH 1200 – Intro to Cultural Anthropology, 3 credits

ANTH 1300 – Intro to Archaeology, 3 credits

CRMJ 2020 – Fundamentals of Leadership, 3 credits

ECON 1010 – Macroeconomics, 3 credits

ECON 1020 – Microeconomics Credits; 3

\*ENTR 1500 – Intro to Entrepreneurship, 2 credits

\*ENTR 1520 – Creating a Business Plan, 2 credits

\*ENTR 2500 – Small Business Operations Management, 2 credits

GEOG 1000 – World Regional Geography, 3 credits

GEOG 1020 – Human Geography, 3 credits

MGT 2020 – Fundamentals of Leadership, 3 credits

MKT 2100 – Principles of Marketing, 3 credits

POLS 1000 – American and Wyoming Government, 3 credits

POLS 1200 – Non-Western Political Cultures, 3 credits

PSYC 1000 – General Psychology, 3 credits

PSYC 2000 – Research Psychological Methods, 3 credits

PSYC 2080 – Biological Psychology, 3 credits

PSYC 2210 – Drugs and Behavior, 3 credits

PSYC 2300 – Psychology of Child Development, 3 credits

PSYC 2330 – Psychology of Adjustment, 3 credits

PSYC 2340 – Psychopathology, 3 credits

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PSYC 2380 – Social Psychology, 3 credits  
SOC 1000 – Sociological Principles, 3 credits  
SOC 1100 – Social Problems, 3 credits  
SOWK 2000 – Intro to Social Work, 3 credits

\* Permitted for AAS Programs Only

### **U.S. and Wyoming Constitution Requirement**

The following courses can be used to satisfy the U.S. and Wyoming constitutions requirement:

HIST 1211 – U.S. to 1865, 3 credits  
HIST 1221 – U.S. from 1865, 3 credits  
POLS 1000 – American and Wyoming Government, 3 credits  
\*POLS 1050 – Basics in U.S. and Wyoming Government, 2 credits  
\*\*POLS 1100 – Wyoming Government, 1 credit

\* Permitted for AAS Programs Only

\*\* This course is intended to complete the Wyoming Government component when the U.S. Constitution requirement is met through transfer credit from another state.

### **Arts, Culture and Humanities Requirement**

As a result of completing general education courses in this area, students will have a deeper appreciation and understanding of:

- The creative process, artistic expression
- The role and value of the arts in society and culture
- The role of the value of the human condition and human experiences
- The role of diversity, culture and its expression

Courses used to satisfy the arts, culture and humanities requirement for graduation must be selected from the following:

AMST 2110 – Cultural Diversity in America, 3 credits  
ART 1000 – General Studio Art, 3 credits  
ART 1005 – Drawing I, 3 credits  
ART 1010 – Intro to Art, 3 credits  
ART 1110 – Foundation: Two-Dimensional, 3 credits  
ART 1120 – Foundation: Three-Dimensional, 3 credits

## **PROGRAM INFORMATION**

ART 1130 – Foundation: Color Theory, 3 credits

ART 1178 – Adobe Photoshop I, 3 credits

ART 2005 – Drawing II, 3 credits

ART 2010 – Art History I, 3 credits

ART 2020 – Art History II, 3 credits

ART 2074 – Art for the Elementary and Middle School Teacher, 3 credits

ART 2210 – Painting I, 3 credits

ART 2310 – Sculpture I, 3 credits

ART 2410 – Ceramics I, 3 credits

BADM 2460 – Field Studies: Business Ethics Case Study, 3 credits

COMM 1000 – Intro to Mass Media Credits; 3

COMM 1030 – Interpersonal Communication, 3 credits

COMM 1040 – Intro to Communication Theory, 3 credits

COMM 2010 – Public Speaking, 3 credits

EDEL 2280 – Literature for Children, 3 credits

ENGL 2011 – Literature for Young Adults, 3 credits

ENGL 2020 – Literature, Media, and Culture, 3 credits

ENGL 2050 – Creative Writing – Intro to Fiction, 3 credits

ENGL 2205 – Intro to Literature, 3 credits

ENGL 2420 – Literary Genres;, 3 credits

ENGL 2425 – Literatures in English I, 3 credits

ENGL 2430 – Literatures in English II, 3 credits

ENGL 2435 – Literatures in English III, 3 credits

\*ENTK 2501 – Intro to Computer Aided Drafting I, 1 credit

\*GUNS 1520 – Stockmaking, 5 credits

\*GUNS 1730 – Gunstock Checkering, 2 credits

HIST 1110 – Western Civilization I, 3 credits

HIST 1120 – Western Civilization II, 3 credits

HIST 1211 – U.S. History to 1865, 3 credits

## **PROGRAM INFORMATION**

HIST 1221 – U.S. History from 1865, 3 credits

HIST 1290 – History of U.S. West, 3 credits

HIST 1320 – World History to 1500, 3 credits

HIST 1330 – World History from 1500, 3 credits

HIST 2290 – History of North American Indians, 3 credits

HIST 2460 – Field Studies: History, 3 credits

MUSC 1000 – Intro to Music, 3 credits

MUSC 1378 – College Band, 1 credit

MUSC 1390 – Jazz Ensemble, 1 credit

MUSC 1400 – Collegiate Chorale, 1 credit

MUSC 2018 – Music for Elementary Classroom Teachers, 3 credits

PHIL 1000 – Intro to Philosophy, 3 credits

RELI 1000 – Intro to Religion, 3 credits

SOSC 1000 – Intro to Religion, 3 credits

SOSC 2300 – Ethics in Practice, 3 credits

\* Permitted for AAS Programs Only

### **Freshman Foundation Requirement**

As a result of completing general education courses in this area, students will have a deeper appreciation of the importance of persistence for success in college. These courses provide students with the academic, personal, and life management tools needed to function effectively and complete their course of study and revolve around three major issues: Navigating the system, academic focus, and transition to college.

The following courses can be used to satisfy the freshman foundation requirement:

AGRI 1000 – Issues in Agriculture Credits; 3

CRMJ 1010 – Current Issues in Criminal Justice Credits; 3

EDFD 1101 – Intro to Education, 2 credits

HMDV 1000 – College Studies, 1 credit

HMDV 1500 – Human Development: Empowerment, 3 credits

HMSV 1010 – Orientation to Human Services, 3 credits

VTTK 1505 – Intro to Veterinary Science, 1 credit

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WELD 1505 - Intro to Welding and Machining, 1 credit

### **Associate of Arts Degree and Associate of Science Degree Requirements**

Students seeking the associate of arts or associate of science degree must complete a minimum of 32 hours in general education at the 1000-1499 level and 2000-2499 level, including a course in the U.S. and Wyoming Constitutions. Students must fulfill the minimum course requirements of the categories listed below. Students must select the remainder of their courses from required courses and approved electives in their degree programs. Students must complete the program with a cumulative grade point average of 2.00 or better and take a minimum of 15 semester hours from EWC applicable towards graduation. These degrees are considered transfer degrees.

<b>AA &amp; AS Required Course Categories</b>	
<b>Categories</b>	<b>Min Credit Hours Required</b>
Laboratory Science	4
Quantitative Reasoning	3
Communication <ul style="list-style-type: none"><li>● ENGL 1010</li></ul>	3
Social and Behavioral Science <ul style="list-style-type: none"><li>● U.S. and Wyoming Constitutions course</li></ul>	3
Arts, Culture and Humanities	3
General Education Electives to be chosen from categories above	9
Freshman Foundation	1
<b>Total General Education Requirements</b>	<b>32</b>
<b>Total Academic Department Requirements</b>	<b>28</b>
<b>Total Minimum Degree Credits</b>	<b>60</b>

### **Associate Degree in Nursing Degree Requirements**

Students seeking the associate degree in nursing must complete program prerequisites in quantitative, science, and English courses. Students must take 36 hours in general education at the 1000-1499 level and 2000-2499 level, including a course in the U.S. and Wyoming Constitutions, an Arts, Culture, and Humanities elective course, and 36 hours of nursing course work. Students

## **PROGRAM INFORMATION**

must select the remainder of their courses from required courses and approved electives in the Nursing program. Students must complete the program with a cumulative grade point average of 2.50 or better and take a minimum of 15 semester hours from EWC applicable towards graduation. This is considered a transfer degree.

<b>ADN Required Course Categories</b>	
<b>Categories</b>	<b>Min Credit Hours Required</b>
Laboratory Science	16
Quantitative Reasoning	4
Communication <ul style="list-style-type: none"><li>● ENGL 1010</li></ul>	3 3
Social and Behavioral Science <ul style="list-style-type: none"><li>● U.S. and Wyoming Constitutions course</li></ul>	3 3
Arts, Culture and Humanities	3
Freshman Foundation	1
<b>Total General Education Requirements</b>	<b>36</b>
<b>Total Academic Department Requirements</b>	<b>36</b>
<b>Total Minimum Degree Credits</b>	<b>72</b>

### **Associate of Applied Science Degree Requirements**

Students seeking the associate of applied science degree must complete a minimum of 15 credits in general education, including a course in the U.S. and Wyoming Constitutions. Students must complete at least one course in each of the three general education areas indicated below. Students must select the remainder of their courses from required courses and approved electives in their degree programs. Students must complete the program with a cumulative grade point average of 2.00 or better and take a minimum of 15 semester hours from EWC applicable towards graduation. These degrees are considered non-transfer degrees, though some may transfer into a BAS program.

## **PROGRAM INFORMATION**

<b>AAS Required Course Categories</b>	
<b>Categories</b>	<b>Min Credit Hours Required</b>
Quantitative Reasoning	3
Communication	3
U.S. and Wyoming Constitutions course	2
Freshman Foundation	1
General Education Electives: to be chosen from the following categories: <ul style="list-style-type: none"><li>● Laboratory Science</li><li>● Social and Behavioral Science</li><li>● Arts, Culture and Humanities</li></ul>	6
<b>Total General Education Requirements</b>	<b>15</b>
<b>Total Academic Department Requirements</b>	<b>45</b>
<b>Total Minimum Degree Credits</b>	<b>60</b>

### **Certificate Requirements**

Certificates will be awarded to students in certificate programs who complete curriculum requirements specified for the respective programs, with a cumulative grade point average of 2.00 or better.

## **PROGRAMS OF INSTRUCTION**

<b>Program Listing</b>	
<b>Program Name</b>	<b>Program ID</b>
Agriculture Business and Sciences (AS)	AGBSS.AS
Agriculture - Beef Production (Cert 1 Yr)	AGBP.CD
Agriculture - Crop Production (Cert 1 Yr)	AGCP.CD
Agriculture - Farm And Ranch Management (AAS)	FRCH.AAS
Agriculture - Modern Agriculture Systems (Cert 1 Yr)	AGPC.CD
Art (AA)	ART.AA
Biology (AS)	BIOL.AS
Business Administration (AAS)	BSAD.AAS
Business Administration (AS)	BADM.AS
Communication (AA)	COMM.AA
Computer Applications (Cert Less Than 1 Yr)	CAPS.C
Cosmetology (AAS)	CSMO.AAS
Cosmetology - Barber Stylist Technician (Cert 1 Yr)	BARS.CD
Cosmetology - Barbering Technician (Cert 1 Yr)	BARB.CD
Cosmetology - Esthetics (Cert Less Than 1 Yr)	CSST.C
Cosmetology - Hair Technician (Cert 1 Yr)	CSHT.CD
Cosmetology - Nail Technician (Cert Less Than 1 Yr)	CSNT.C
Criminal Justice (AA)	CJCR.AA
Education - Elementary and Early Childhood (AA)	ELED.AA

## **PROGRAMS OF INSTRUCTION**

<b>Program Listing</b>	
<b>Program Name</b>	<b>Program ID</b>
Education - Secondary (AA)	SCED.AA
English (AA)	ENGL.AA
Entrepreneurship (Cert Less Than 1 Yr)	ENTR.C
Gunsmithing (AAS)	GUNS.AAS
Human Services (AA)	HMSV.AA
Interdisciplinary Studies (AA)	INST.AA
Interdisciplinary Studies (AS)	INST.AS
Mathematics (AS)	MATH.AS
Medical Assistant (Cert 1 Yr)	MEDA.CD
Nursing - Associate Degree In Nursing (ADN)	NURS.ADN
Pre Health Science (AS)	PHSC.AS
Pre-Professional Veterinary Medicine (AS)	PVET.AS
Social Science (AA)	SOSC.AA
Veterinary Aide (Cert 1 Yr)	VTAD.CD
Veterinary Technology (AAS)	VTTK.AAS
Welding and Joining Technology (AAS)	WJTK.AAS
Welding and Joining Technology (Cert 1 Yr)	WJTK.CD
Welding - Machine Tool Technology (Cert 1 Yr)	MTT.CD
Welding - Plate (Cert Less Than 1 Yr)	WJTK.C
Welding - Specialist (Cert 1 Yr)	WJSP.CD

## **PROGRAMS OF INSTRUCTION**

### **Agriculture – Beef Production Certificate (1 Year)**

The Beef Production Certificate provides the foundation of education and training in beef production. Successful students in this program will have the basic knowledge to raise cattle. Graduates will have the knowledge needed to complete the online certification for Beef Quality Assurance (BQA) and take the Wyoming State Artificial Insemination Exam. Students completing this certificate have the courses needed to move into the Farm and Ranch Management degree.

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

#### **Freshman Year**

##### Fall Semester

- AGRI 1000 – Issues in Agriculture, 3 credits
- AGRI 1010 – Computer Technology in Agriculture, 3 credits
- Approved Program Electives, 10 credits

Total Credits: 16

##### Spring Semester

- AGEC 2010 – Farm-Ranch Business Records, 3 credits
- ANSC 2020 – Feeds and Feeding, 4 credits
- ANSC 2110 – Beef Production, 3 credits
- Approved Program Electives, 6 credits

##### Outcome Assessment

- AGBP 0099 – Program Assessment Activity, 0 credits

Total Credits: 16

**Total Program Credits: 32**

#### **Approved Program Electives:**

AECL 1000 – Agroecology, 4 credits

AGEC 1970 – Internship, 2 credits

AGEC 2020 – Farm-Ranch Business Management, 3 credits

AGEC 2150 – Agri-Business Finance, 3 credits

AGEC 2300 – Agricultural Marketing, 2 credits

AGRI 1470 – Agricultural Internship I, 1 - 7 credits

AGRI 2470 – Agricultural Internship II, 1 - 7 credits

ANSC 1110 – Management of Reproduction, 4 credits

ANSC 1210 – Livestock Judging I, 2 credits

## **PROGRAMS OF INSTRUCTION**

ANSC 2320 - Livestock Health and Management, 3 credits

CROP 2300 - Crop Science, 3 credits

ELTR 1515 - Modern Ag Electric Systems, 2 credits

REWM 2000 - Principles of Rangeland Management, 3 credits

TTD 1500 - Novice CDL Training, 5 credits

WELD 1700 - General Welding, 3 credits

### **Agriculture - Crop Production Certificate (1 Year)**

The Crop Production Certificate provides the foundation of education and training in crop production. Successful students in this program will have the basic knowledge to produce a wide range of crops. This program will prepare students to take the Wyoming Commercial Applicators License Exam. Students completing this certificate have the courses needed to move into the Farm and Ranch Management degree.

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

#### **Freshman Year**

##### Fall Semester

- AECL 1000 - Agroecology, 4 credits
- AGRI 1000 - Issues in Agriculture, 3 credits
- AGRI 1010 - Computer Technology in Agriculture, 3 credits
- AGTK 1920 - Precision Ag 1-Mechanical Systems, 3 credits
- CHEM 1000 - Intro to Chemistry, 4 credits

Total Credits: 17

##### Spring Semester

- CROP 2300 - Crop Science, 3 credits
- Approved Program Electives, 13 credits

##### Outcome Assessment

- AGBP 0099 - Program Assessment Activity, 0 credits

Total Credits: 16

**Total Program Credits: 33**

#### **Approved Program Electives:**

AGEC 1970 - Internship, 2 credits

AGEC 2010 - Farm-Ranch Business Records, 3 credits

AGRI 1470 - Agricultural Internship I, 1 - 7 credits

## **PROGRAMS OF INSTRUCTION**

AGRI 2470 - Agricultural Internship II, 1 - 7 credits

CROP 1150 - Pesticide Safety and Application, 3 credits

ELTR 1515 - Modern Ag Electric Systems, 2 credits

SOIL 2010 - Intro to Soil Science, 4 credits

SOIL 2200 - Applied Soils, 3 credits

TTD 1500 - Novice CDL Training, 5 credits

WELD 1700 - General Welding, 3 credits

### **Agriculture – Farm & Ranch Management, AAS**

The Associate of Applied Science Degree in Farm and Ranch Management provides the knowledge and skills needed to efficiently operate a farm or ranch and gain employment in many other jobs within the ag industry. This degree is designed for those who want to enter the workforce directly after graduation rather than transferring to a four-year university.

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

#### **Freshman Year**

##### Fall Semester

- AGRI 1000 - Issues in Agriculture, 3 credits
- AGRI 1010 - Computer Technology in Agriculture, 3 credits
- ANSC 1010 - Intro to Animal Science, 4 credits
  - or -
  - AECL 1000 - Agroecology, 4 credits
- Approved Program Electives, 6 credits

Total Credits: 16

##### Spring Semester

- AGEC 2010 - Farm-Ranch Business Records, 3 credits
- ANSC 1010 - Intro to Animal Science, 4 credits
  - or -
  - AECL 1000 - Agroecology, 4 credits
- ANSC 2020 - Feeds and Feeding, 4 credits
  - or -
  - CROP 2300 - Crop Science, 3 credits
- Approved Program Electives, 5 credits

Total Credits: 15 - 16

## **PROGRAMS OF INSTRUCTION**

### **Sophomore Year**

#### Fall Semester

- AGEC 1970 - Internship, 2 credits
- AGEC 2020 - Farm-Ranch Business Management, 3 credits
- MATH 1000 - Problem Solving, 3 credits

- or -

- MATH 1500 - Applied Technical Mathematics, 3 credits

- Approved Program Electives, 6 credits

Total Credits: 14

#### Spring Semester

- AGEC 2150 - Agri-Business Finance, 3 credits
- AGEC 2300 - Agricultural Marketing and Sales, 2 credits
- ENGL 1005 - Applied Technical Writing, 3 credits
- Constitutional Requirements, 2-3 credits
- Approved Farm/Ranch Elective, 3 credits

#### Outcome Assessment

- AGEC 2395 - AG Capstone Project, 2 credits

Total Credits: 15 - 16

**Total Program Credits: 60 - 62**

### **Approved Program Electives**

Take any course at the 1000 or above level with the following prefixes: AGEC, AGRI, AGTK, ANSC, BIOL, CHEM, CROP, ELTR, ENTO, REWM, SOIL, STAT, TTD, WELD, or ZOO

### **Agriculture – Modern Agriculture Systems Certificate (1 Year)**

This program provides students with the knowledge and skills needed to successfully incorporate precision agriculture into a business operation. Upon completion of this certificate, students will be prepared to take the FAA UAV pilot's license exam. Students completing this certificate have the courses needed to move into the Farm and Ranch Management degree.

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

### **Freshman Year**

#### Fall Semester

- AGRI 1000 - Issues in Agriculture, 3 credits
- AGRI 1010 - Computer Technology in Agriculture, 3 credits
- AGTK 1910 - Preventive Maintenance and Management, 2 credits
- AGTK 1920 - Precision Ag 1-Mechanical Systems, 3 credits

## **PROGRAMS OF INSTRUCTION**

- Approved Program Electives, 5 credits

Total Credits: 16

### Spring Semester

- AGTK 1940 - Precision Ag 2-Software Systems, 3 credits
- ELTR 1515 - Modern Ag Electric Systems, 2 credits
- Approved Program Electives, 12 credits

### Outcome Assessment

- AGPC 0099 - Program Assessment Activity, 0 credits

Total Credits: 17

**Total Program Credits: 33**

### **Approved Program Electives:**

AECL 1000 - Agroecology, 4 credits

AGEC 1970 - Internship, 2 credits

AGRI 1470 - Agricultural Internship I, 1 - 7 credits

AGRI 2470 - Agricultural Internship II, 1 - 7 credits

AGTK 1810 - Beginning Hydraulics, 3 credits

AGTK 1930 - UAV License and Registration, 2 credits

AGTK 1950 - Precision Hardware and Software, 3 credits

CROP 1150 - Pesticide Safety and Application, 3 credits

SOIL 2200 - Applied Soils, 3 credits

TTD 1500 - Novice CDL Training, 5 credits

WELD 1700 - General Welding, 3 credits

### **Agriculture Business and Sciences, AS**

The Agriculture Business and Science Associate in Science degree program is designed to develop a foundation in agriculture studies and prepare students to continue their education at a four-year college or university. Students may work with their advisors to focus their studies toward general agriculture, agribusiness, agricultural communications, agroecology/agronomy, or animal science. Other colleges or universities may have other requirements and students should work with their EWC advisors to plan for other college requirements.

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

## **PROGRAMS OF INSTRUCTION**

### **Freshman Year**

#### Fall Semester

- AECL 1000 - Agroecology, 4 credits
- AGRI 1000 - Issues in Agriculture, 3 credits
- AGRI 1010 - Computer Technology in Agriculture, 3 credits
- ENGL 1010 - English Composition I, 3 credits
- Approved Program Electives, 3 credits

Total Credits: 16

#### Spring Semester

- BIOL 1010 - General Biology I, 4 credits
- ECON 1020 - Microeconomics, 3 credits
- Communication Electives, 3 credits
- Approved Program Electives, 4 credits

Total Credits: 14

### **Sophomore Year**

#### Fall Semester

- AGEC 1010 - Agricultural Macroeconomics, 3 credits
- CHEM 1000 - Introduction to Chemistry, 4 credits
  - or -
  - CHEM 1020 - General Chemistry I, 4 credits
- MATH 1400 - College Algebra, 4 credits
- Constitutional Requirements, 3 credits

Total Credits: 14

#### Spring Semester

- Arts, Culture & Humanities, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 4 credits
- Approved Program Electives, 7 credits

#### Outcome Assessment

- AGEC 2395 - AG Capstone Project, 2 credits

Total Credits: 16

**Total Program Credits: 60**

### **Approved Program Electives**

Take any course numbered 1000 - 1499 or 2000 - 2499 with the following prefixes: ACCT, AGEC, AGRI, AGTK, ANSC, CHEM, COMM, CROP, ECON, ENTO, REWM, SOIL, or STAT.

Or any of the following courses:

## **PROGRAMS OF INSTRUCTION**

BIOL 2020 - General Biology II, 4 credits

MATH 2350 - Business Calculus, 4 credits

### **Art, AA**

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 is 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.

#### **Freshman Year**

##### Fall Semester

- ART 1005 - Drawing I, 3 credits
- ART 1110 - Foundation: Two-Dimensional, 3 credits
- Constitutional Requirements, 3 credits
- Freshman Foundations, 1 credit
- Quantitative Reasoning, 3 - 4 credits
- Approved Electives, 3 credits

Total Credits: 16 - 17

##### Spring Semester

- ART 1130 - Foundation: Color Theory, 3 credits
- ART 2005 - Drawing II, 3 credits
- ENGL 1010 - English Composition I, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 6 credits

Total Credits: 15

#### **Sophomore Year**

##### Fall Semester

- ART 1120 - Foundation: Three-Dimensional, 3 credits
- ART 2010 - Art History I, 3 credits
- ART 2210 - Painting I, 3 credits
- Communication Electives, 3 credits
- Social & Behavioral Science, 3 credits

Total Credits: 15

## **PROGRAMS OF INSTRUCTION**

### Spring Semester

- ART 2020 - Art History II, 3 credits
- ART 2310 - Sculpture I, 3 credits
- Laboratory Science, 4 credits
- Approved Program Elective, 3 credits

### Outcome Assessment

- ART 2141 - Professional Practices in the Arts, 1 credit

Total Credits: 14

**Total Program Credits: 60 - 61**

### **Approved Electives**

#### Approved Electives

Take any course numbered 1000 - 1499 or 2000 - 2499.

#### Approved Program Electives

ART 1000 - General Studio Art, 3 credits

ART 1010 - Intro to Art, 3 credits

ART 1178 - Adobe Photoshop I, 3 credits

ART 2074 - Art for the Elementary and Middle School Teacher, 3 credits

### **Biology, AS**

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 grade of "C" or better.

### **Freshman Year**

#### Fall Semester

- BIOL 1010 - General Biology I, 4 credits
- CHEM 1020 - General Chemistry I, 4 credits
- ENGL 1010 - English Composition I, 3 credits
- MATH 1400 - College Algebra, 4 credits
- Freshman Foundations, 1 credit

Total Credits: 16

#### Spring Semester

- BIOL 2020 - General Biology II, 4 credits
- CHEM 2300 - Intro to Organic Chemistry, 4 credits

## **PROGRAMS OF INSTRUCTION**

- MATH 1405 – Trigonometry, 3 credits
- Communication Electives, 3 credits

Total Credits: 14

### **Sophomore Year**

#### Fall Semester

- COSC 1010 – Intro to Computer Science I, 3 credits
- MATH 2200 – Calculus I, 4 credits
- Social & Behavioral Science, 3 credits
- Approved Program Electives, 6 credits

Total Credits: 16

#### Spring Semester

- STAT 2050 – Fundamentals of Statistics, 4 credits
- Arts, Culture & Humanities, 3 credits
- Constitutional Requirements, 3 credits
- Approved Program Electives, 4 credits

#### Outcome Assessment

- BIOL 0099 – Program Assessment Activity, 0 credits

Total Credits: 14

**Total Program Credits: 60**

### **Approved Program Electives**

AECL 1000 – Agroecology, 4 credits

BIOL 1390 – Intro to Science Research I, 1 - 4 credits

BIOL 2400 – General Ecology, 3 credits

BIOL 2410 – Intro to Field Ecology, 2 credits

ENTO 1001 – Insect Biology, 4 credits

GEOL 1100 – Physical Geology, 4 credits

GEOL 1470 – Environmental Geology, 4 credits

LIBS 1000 – Library Research Methods, 1 credit

MOLB 2210 – General Microbiology, 4 credits

REWM 2000 – Principles of Rangeland Management, 3 credits

SOIL 2010 – Intro to Soil Science, 4 credits

ZOO 2450 – Fish and Wildlife Management in the Anthropocene, 3 credits

## **PROGRAMS OF INSTRUCTION**

### **Business Administration, AAS**

The purpose of this program is to provide students with entry level business skills that meet a broad variety of industry demands. It emphasizes the areas of accounting, office management, and computer applications. This degree is designed for students who plan to earn a two-year degree and enter the business workforce post-graduation.

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

#### **Freshman Year**

##### Fall Semester

- ACCT 2010 - Principles of Accounting I, 3 credits
- ENGL 1005 - Applied Technical Writing, 3 credits
- or -
- ENGL 1010 - English Composition I, 3 credits
- FIN 1000 - Personal Finance, 3 credits
- Freshman Foundations, 1 credit
- Approved Program Electives, 3 credits
- Approved Electives, 2 credits

Total Credits: 15

##### Spring Semester

- BADM 1000 - Intro to Business, 3 credits
- BADM 1005 - Business Mathematics I, 3 credits
- Constitutional Requirements, 3 credits
- Approved Program Electives, 3 credits
- Approved Electives, 3 credits

Total Credits: 15

#### **Sophomore Year**

##### Fall Semester

- BADM 1020 - Business Communications, 3 credits
- ECON 1010 - Macroeconomics, 3 credits
- MKT 2100 - Principles of Marketing, 3 credits
- Arts, Culture & Humanities, 3 credits
- Approved Electives, 3 credits

Total Credits: 15

##### Spring Semester

- ACCT 2110 - Quickbooks Accounting, 2 credits
- MGT 2100 - Principles of Management, 3 credits

## **PROGRAMS OF INSTRUCTION**

- Approved Program Electives, 3 credits
- Approved Electives, 4 credits

### Outcome Assessment

- BADM 1395 – Business Administration Capstone, 3 credits

Total Credits: 15

**Total Program Credits: 60**

### **Approved Electives**

#### Approved Program Electives

Take any course at the 1000 or above level with the following prefixes: ACCT, AGEC, BADM, ECON, ENTR, IMGT, MGT, or MKT.

#### Approved Electives

Take any course at the 1000 or above level.

### **Business Administration, AS**

The Associate of Science degree in Business Administration provides students with a strong foundation in business principles while completing the first two years of coursework toward a bachelor's degree. During this program, students pursuing majors such as accounting, marketing, management, and finance follow a common curriculum, ensuring a well-rounded introduction to key business concepts.

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

### **Freshman Year**

#### Fall Semester

- ACCT 2010 – Principles of Accounting I, 3 credits
- ENGL 1010 – English Composition I, 3 credits
- MATH 1400 – College Algebra, 4 credits
- Constitutional Requirements, 3 credits
- Freshman Foundations, 1 credit

Total Credits: 14

#### Spring Semester

- ACCT 2020 – Principles of Accounting II, 3 credits
- STAT 2050 – Fundamentals of Statistics, 4 credits
- Arts, Culture & Humanities, 3 credits
- Laboratory Science, 4 credits

Total Credits: 14

## **PROGRAMS OF INSTRUCTION**

### **Sophomore Year**

#### Fall Semester

- COMM 2010 - Public Speaking, 3 credits
  - or -
  - ENGL 2020 - Literature, Media, and Culture, 3 credits
- ECON 1010 - Macroeconomics, 3 credits
- IMGT 2400 - Intro to Information Management, 3 credits
- MATH 2350 - Business Calculus, 4 credits
- MKT 2100 - Principles of Marketing, 3 credits

Total Credits: 16

#### Spring Semester

- BADM 2010 - Legal Environment of Business, 3 credits
- ECON 1020 - Microeconomics, 3 credits
- MATH 2355 - Mathematical Applications for Business, 4 credits
- MGT 2100 - Principles of Management, 3 credits
- Approved Elective, 3 credits

#### Outcome Assessment

- BADM 0099 - Program Assessment Activity, 0 credits

Total Credits: 16

**Total Program Credits: 60**

### **Approved Electives**

Take any course numbered 1000-1499 or 2000-2499.

### **Communication, AA**

Because there are so many possible majors within the field of communications, 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 approved electives, with a grade of "C" or better.

### **Freshman Year**

#### Fall Semester

- ENGL 1010 - English Composition I, 3 credits

## **PROGRAMS OF INSTRUCTION**

- MATH 1000 - Problem Solving, 3 credits
- or -
- MATH 1400 - College Algebra, 4 credits
- Freshman Foundations, 1 credit
- Social & Behavioral Science, 3 credits
- Approved Communication Electives, 3 credits

Total Credits: 13 - 14

### Spring Semester

- COMM 1040 - Intro to Communication Theory, 3 credits
- COMM 2010 - Public Speaking, 3 credits
- ENGL 2020 - Literature, Media, and Culture, 3 credits
- Laboratory Science, 4 credits
- General Education Electives for AA, AS, and ADN Programs, 3 credits

Total Credits: 16

### **Sophomore Year**

#### Fall Semester

- COMM 1030 - Interpersonal Communication, 3 credits
- Constitutional Requirements, 3 credits
- Approved Program Electives, 9 credits

Total Credits: 15

#### Spring Semester

- Approved Program Electives, 15 credits

#### Outcome Assessment

- COMM 2395 - Capstone: Communication, 1 credit

Total Credits: 16

**Total Program Credits: 60 - 61**

### **Approved Electives**

#### Approved Program Electives

Take any course numbered 1000 - 1499 or 2000 - 2499 with the following prefixes: ART, AMST, ANTH, ECON, ENGL, FCSC, FREN, GEOG, HIST, MKT, MUSC, PEAC, PHIL, PHYS, POLS, PSYC, RELI, SOC, SOSC, SOWK, SPAN, or STAT.

#### Approved Communication Electives

BADM 1020 - Business Communications, 3 credits

COMM 1000 - Intro to Mass Media, 3 credits

COMM 2050 - Crisis Intervention, 3 credits

## **PROGRAMS OF INSTRUCTION**

COMM 2100 – Media Writing, 3 credits

### **Computer Applications Certificate (Less than 1 Year)**

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 with a grade of "C" or better.

#### **Freshman Year**

##### Fall or Spring Semester

- CMAP 1500 – Computer Keyboarding, 1 credit
- CMAP 1610 – Windows, 1 credit
- CMAP 1715 – Word Processing Applications, 2 credits
- CMAP 1765 – Spreadsheet Applications, 2 credits
- CMAP 1900 – Integrated Applications I: Microsoft Office, 2 credits
- CMAP 1915 – MS Office-Advanced Concepts and Techniques, 2 credits
- CMAP 2630 – Presentation Graphics, 1 credit
- Freshman Foundations, 1 credit

##### Outcome Assessment

- CMAP 0099 – Program Assessment Activity, 0 credits

**Total Program Credits: 12**

*Note: Federal Financial Aid is not available for this certificate program.*

### **Cosmetology – Barber Stylist Technician Certificate (1 Year)**

The Barber Stylist Technician Certificate program is a 1,250 clock hour program of barbering course work as required by Wyoming law with addition of chemicals. It combines theory classes, practical work and hands-on clientele practice. Completion of this program prepares the student for national testing in barbering stylist technology.

The Cosmetology Department is required to register every new incoming student with the Wyoming Board of Barber Examiners within 10 days of the first day of classes. The following documents are required to complete enrollment: proof of education; copy of a government issued picture ID; verification of Social Security card; and proof of lawful presence in the United States.

The Wyoming Board of Barber Examiners may refuse to grant a license to any person who has, at any time, been found guilty of a felony. Students with a felony conviction should advise the program director for information on how to proceed. Failure to do so may result in not being permitted to apply for the Board exam and becoming licensed.

## **PROGRAMS OF INSTRUCTION**

Completion of this program does not guarantee licensure. All students graduating from the Barber Stylist Technician program are required to successfully pass a Board exam administered by the Wyoming Board of Barber Examiners in order to become licensed in the State of Wyoming.

Students wishing to practice as a barber stylist in another state should be aware that licensure requirements vary from state to state. It is the student's responsibility to investigate any state laws and regulations for any additional state they wish to become licensed in.

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

### **Freshman Year**

#### Fall Semester

- BARB 1510 – Introduction to Barbering, 4 credits
- BARB 1525 – Barbering Hair Fundamentals I, 6 credits
- BARB 1550 – General Science of Barbering, 3 credits
- BARB 1615 – Chemical Applications for Barber Stylist, 4 credits

Total Credits: 17

#### Spring Semester

- BARB 1500 – Clinical Applications I, 6 credits
- BARB 1505 – Clinical Applications II, 6 credits
- BARB 1520 – Business of Barbering, 3 credits
- BARB 1530 – Barbering Hair Fundamentals II, 2 credits

Total Credits: 17

#### Summer Semester

- BARB 1535 – Clinical Applications III, 4 credits
- BARB 1625 – Techniques in Barbering, 2 credits

#### Outcome Assessment

- BARB 1675 – Barbering Assessment, 1 credit

Total Credits: 7

**Total Program Credits: 41**

### **Cosmetology – Barbering Technician Certificate (1 Year)**

The Barbering Technician Certificate program (no chemicals) includes the 1,000 hours of barbering course work as required by Wyoming law. It combines theory classes, practical work and hands-on clientele practice. Completion of this program prepares the student for national testing in barbering technology.

The Cosmetology Department is required to register every new incoming student with the Wyoming Board of Barber Examiners within 10 days of the first day of classes. The following

## **PROGRAMS OF INSTRUCTION**

documents are required to complete enrollment: proof of education; copy of a government issued picture ID; verification of Social Security card; and proof of lawful presence in the United States.

The Wyoming Board of Barber Examiners may refuse to grant a license to any person who has, at any time, been found guilty of a felony. Students with a felony conviction should advise the program director for information on how to proceed. Failure to do so may result in not being permitted to apply for the Board exam and becoming licensed.

Completion of this program does not guarantee licensure. All students graduating from the Barbering Technician program are required to successfully pass a Board exam administered by the Wyoming Board of Barber Examiners in order to become licensed in the State of Wyoming.

Students wishing to practice barbering in another state should be aware that licensure requirements vary from state to state. It is the student's responsibility to investigate any state laws and regulations they wish to become licensed in.

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

### **Freshman Year**

#### Fall Semester

- BARB 1510 – Introduction to Barbering, 4 credits
- BARB 1525 – Barbering Hair Fundamentals I, 6 credits
- BARB 1550 – General Science of Barbering, 3 credits

Total Credits: 13

#### Spring Semester

- BARB 1500 – Clinical Applications I, 6 credits
- BARB 1505 – Clinical Applications II, 6 credits
- BARB 1520 – Business of Barbering, 3 credits
- BARB 1530 – Barbering Hair Fundamentals II, 2 credits

#### Outcome Assessment

- BARB 1675 – Barbering Assessment, 1 credit

Total Credits: 18

**Total Program Credits: 31**

### **Cosmetology – Esthetics Certificate (Less than 1 Year)**

This program prepares 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.

The Cosmetology Department is required to register every new incoming student with the Wyoming Board of Cosmetology within 10 days of the first day of classes. The following

## **PROGRAMS OF INSTRUCTION**

documents are required to complete enrollment: proof of education; copy of a government issued picture ID; verification of Social Security card; and proof of lawful presence in the United States.

The Wyoming Board of Cosmetology may refuse to grant a license to any person who has, at any time, been found guilty of a felony. Students with a felony conviction should advise the program director for information on how to proceed. Failure to do so may result in not being permitted to apply for the Board exam and becoming licensed.

Completion of this program does not guarantee licensure. All students graduating from the Esthetics program are required to successfully pass a Board exam administered by the Wyoming Board of Cosmetology in order to become licensed in the State of Wyoming.

Students wishing to practice esthetics in another state should be aware that licensure requirements vary from state to state. It is the student's responsibility to investigate any state laws and regulations for any additional state they wish to become licensed in.

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

***Note: Federal Financial Aid is not available for this certificate program.***

### **Freshman Year**

#### Spring Semester

- CSMO 1600 - Intro to Skin Technology, 3 credits
- CSMO 1605 - Skin Technology Lab, 3 credits
- CSMO 1610 - Esthetics Concepts I, 2 credits
- CSMO 1795 - Clinical Applications IV, 6 credits

Total Credits: 14

#### Summer Semester

- CSMO 1725 - General Cosmetology Science II, 3 credits
- CSMO 1810 - Clinical Applications VIII, 1 - 6 credits

#### Outcome Assessment

- CSMO 1675 - Esthetics Assessment, 1 credit

Total Credits: 10

**Total Program Credits: 24**

### **Cosmetology – Hair Technician Certificate (1 Year)**

The Hair Technician 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.

## **PROGRAMS OF INSTRUCTION**

The Cosmetology Department is required to register every new incoming student with the Wyoming board of Cosmetology within 10 days of the first day of classes. The following documents are required to complete enrollment: proof of education; copy of a government issued picture ID; verification of Social Security card; and proof of lawful presence in the United States.

The Wyoming Board of Cosmetology may refuse to grant a license to any person who has, at any time, been found guilty of a felony. Students with a felony conviction should advise the program director for information on how to proceed. Failure to do so may result in not being permitted to apply for the Board exam and becoming licensed.

Completion of this program does not guarantee licensure. All students graduating from the Hair Technician program are required to successfully pass a Board exam administered by the Wyoming Board of Cosmetology in order to become licensed in the State of Wyoming.

Students wishing to practice hair technology in another state should be aware that licensure requirements vary from state to state. It is the student's responsibility to investigate any state laws and regulations for any additional state they wish to become licensed in.

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

### **Freshman Year**

#### Fall Semester

- CSMO 1700 - Intro to Hair Technology, 4 credits
- CSMO 1720 - General Cosmetology Science, 3 credits

Total Credits: 7

#### Spring Semester

- CSMO 1703 - Intro to Hair Technology II, 2 credits
- CSMO 1705 - Hair Fundamentals, 4 credits
- CSMO 1715 - Hair Fundamentals II, 2 credits
- CSMO 1780 - Clinical Applications I, 3 credits
- CSMO 1785 - Clinical Applications II, 3 credits

Total Credits: 14

#### Summer Semester

- CSMO 1745 - Techniques in Cosmetology, 3 credits
- CSMO 1810 - Clinical Applications VIII, 1 - 6 credits (5 credits required)

#### Outcome Assessment

- CSMO 1775 - Hair Technician Assessment, 1 credit

Total Credits: 9

**Total Program Credits: 30**

## **PROGRAMS OF INSTRUCTION**

### **Cosmetology – Nail Technician Certificate (Less than 1 Year)**

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.

The Cosmetology Department is required to register every new incoming student with the Wyoming Board of Cosmetology within 10 days of the first day of classes. The following documents are required to complete enrollment: proof of education; copy of a government issued picture ID; verification of Social Security card; and proof of lawful presence in the United States.

The Wyoming Board of Cosmetology may refuse to grant a license to any person who has, at any time, been found guilty of a felony. Students with a felony conviction should advise the program director for information on how to proceed. Failure to do so may result in not being permitted to apply for the Board exam and becoming licensed.

Completion of this program does not guarantee licensure. All students graduating from the Nail Technician program are required to successfully pass a Board exam administered by the Wyoming Board of Cosmetology in order to become licensed in the State of Wyoming.

Students wishing to practice nail technology in another state should be aware that licensure requirements vary from state to state. It is the student's responsibility to investigate any state laws and regulations for any additional state they wish to become licensed in.

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

#### **Freshman Year**

##### Fall or Spring Semester

- CSMO 1500 – Intro to Nail Technology, 3 credits
- CSMO 1505 – Nail Technology Lab, 5 credits
- CSMO 1720 – General Cosmetology Science, 3 credits
- CSMO 1795 – Clinical Applications IV, 6 credits

##### Outcome Assessment

- CSMO 1575 – Nail Technician Assessment, 1 credit

Total Credits: 18

#### **Total Program Credits: 18**

*Note: Federal Financial Aid is not available for this certificate program.*

### **Cosmetology, AAS**

The Cosmetology program is a 1,600 clock-hour program that covers curriculum set by Wyoming law and includes additional studies to broaden the scope of opportunities in the field.

## **PROGRAMS OF INSTRUCTION**

Graduates of this program should possess a salable skill and be prepared to take the national examination for entry into the field of cosmetology.

The Cosmetology Department is required to register every new incoming student with the Wyoming Board of Cosmetology within 10 days of the first day of classes. The following documents are required to complete enrollment: proof of education; copy of a government issued picture ID; verification of Social Security card; and proof of lawful presence in the United States.

The Wyoming Board of Cosmetology may refuse to grant a license to any person who has, at any time, been found guilty of a felony. Students with a felony conviction should advise the program director for information on how to proceed. Failure to do so may result in not being permitted to apply for the Board exam and becoming licensed.

Completion of this program does not guarantee licensure. All students graduating from the Cosmetology program are required to successfully pass a Board exam administered by the Wyoming Board of Cosmetology in order to become licensed in the State of Wyoming.

Students wishing to practice cosmetology in another state should be aware that licensure requirements vary from state to state. It is the student's responsibility to investigate any state laws and regulations for any additional state they wish to become licensed in.

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

### **Freshman Year**

#### Fall Semester

- CSMO 1500 – Intro to Nail Technology, 3 credits
- CSMO 1505 – Nail Technology Lab, 5 credits
- CSMO 1700 – Intro to Hair Technology, 4 credits
- CSMO 1720 – General Cosmetology Science, 3 credits
- ENTR 1500 – Intro to Entrepreneurship, 2 credits
  - or -
  - ENTR 1520 – Creating a Business Plan, 2 credits
  - or -
  - ENTR 2500 – Small Business Operations Management, 2 credits
- Freshman Foundations, 1 credit

Total Credits: 18

#### Spring Semester

- BADM 1005 – Business Mathematics I, 3 credits
  - or -
  - MATH 1500 – Applied Technical Mathematics, 3 credits
- CSMO 1600 – Intro to Skin Technology, 3 credits

## **PROGRAMS OF INSTRUCTION**

- CSMO 1605 – Skin Technology Lab, 3 credits
- CSMO 1610 – Esthetics Concepts I, 2 credits
- CSMO 1703 – Intro to Hair Technology II, 2 credits
- CSMO 1705 – Hair Fundamentals, 4 credits
- CSMO 1715 – Hair Fundamentals II, 2 credits
- CSMO 1785 – Clinical Applications II, 3 credits

Total Credits: 22

### **Sophomore Year**

#### Fall Semester

- CSMO 1730 – Cosmetology Chemistry I, 3 credits
- CSMO 1735 – Cosmetology Chemistry II, 3 credits
- CSMO 1790 – Clinical Applications III, 6 credits
- CSMO 1795 – Clinical Applications IV, 6 credits

Total Credits: 18

#### Spring Semester

- CSMO 1740 – Cosmetology Overview and Test Preparation, 3 or 6 credits (3 credits required)
- CSMO 1800 – Clinical Applications V, 6 credits
- CSMO 1805 – Clinical Applications VI, 1 - 6 credits (2 - 6 credits required)
- ENGL 1005 – Applied Technical Writing, 3 credits

- or -

ENGL 1010 – English Composition I, 3 credits

- Constitutional Requirements, 2 - 3 credits

#### Outcome Assessment

- CSMO 1875 – Cosmetology Assessment, 1 credit

Total Credits: 17+

#### Optional Summer Semester Courses

- CSMO 1745 – Techniques in Cosmetology, 3 credits
- CSMO 1810 – Clinical Applications VIII, 1-6 credits

Total Credits: 4 - 9

**Total Program Credits: 75+**

### **Criminal Justice, AA**

This program introduces students to the criminal justice system through instruction in its theoretical and legal frameworks. It incorporates elements of various fields within criminal justice in order to provide students a strong foundation of coursework as well as practical skills necessary to enter the workforce. Coursework includes introductory criminal justice courses central to the

## **PROGRAMS OF INSTRUCTION**

field and specialized electives allowing students opportunity to pursue a specific focus. Students should work closely with their advisor to select electives best suited to fulfill their transfer/career needs.

*Program Note: Those considering a career in a criminal justice field should be aware of strict admissions criteria employed by state standards and criminal justice agencies. Factors that may disqualify candidates for employment in the profession include conviction of a crime, history of drug abuse, psychological problems, and various physical conditions. Certain classes in this program may also be restricted to individuals for the same reasons. Please consult with a department faculty advisor for any concerns in this area.*

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

### **Freshman Year**

#### Fall Semester

- CRMJ 1001 – Intro to Criminal Justice, 3 credits
- CRMJ 1010 – Current Issues in Criminal Justice, 3 credits
- ENGL 1010 – English Composition I, 3 credits
- POLS 1000 – American and Wyoming Government, 3 credits
- SOC 1000 – Sociological Principles, 3 credits

Total Credits: 15

#### Spring Semester

- CRMJ 2040 – Police Science I, 3 credits
- CRMJ 2210 – Criminal Law I, 3 credits
- CRMJ 2420 – Juvenile Justice, 3 credits
- MATH 1000 – Problem Solving, 3 credits

– or –

- MATH 1400 – College Algebra, 4 credits
- PSYC 1000 – General Psychology, 3 credits

Total Credits: 15 - 16

### **Sophomore Year**

#### Fall Semester

- COMM 2010 – Public Speaking, 3 credits
- CRMJ 2020 – Fundamentals of Leadership, 3 credits
- CRMJ 2350 – Intro to Corrections, 3 credits
- CRMJ 2400 – Criminology, 3 credits
- Laboratory Science, 4 credits

Total Credits: 16

## **PROGRAMS OF INSTRUCTION**

### Spring Semester

- CRMJ 2130 – Criminal Investigation I, 3 credits
- PSYC 2000 – Research Psychological Methods, 4 credits
- SOSC 2300 – Ethics in Practice, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 4 credits

### Outcome Assessment

- CRMJ 2395 – Criminal Justice Capstone Project, 1 credit

Total Credits: 15

**Total Program Credits: 61 - 62**

### **Education – Elementary and Early Childhood, AA**

The Elementary and Early Childhood Education Program prepares students to make meaningful contributions in early childhood and elementary education. With transferable coursework leading to a baccalaureate degree, the program combines theory and practice through classroom observations in partner school districts. Students can also become certified substitute teachers in the state of Wyoming, gaining professional experience while contributing to the community and earning a degree.

These hands-on opportunities build confidence and skills, preparing scholars for student teaching and careers in education or childcare. To ensure readiness, students must pass a criminal background check. Graduates may qualify for roles such as childcare worker, preschool teacher, substitute teacher, center director, nanny, or K-6 teacher in a public, private, or alternative school setting.

*Notice of background check: All education students are subject to background checks for selected educational coursework involving student contact and future employment as professionals in education and related fields. Student financial aid may be used to cover the cost.*

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

### **Freshman Year**

#### Fall Semester

- EDEC 1020 – Intro to Early Childhood Education (Even Fall), 3 credits
  - or –
  - EDEC 2000 – Engaging Families in Early Childhood Settings (Odd Fall), 3 credits
- EDFD 2020 – Foundations of Education, 3 credits
- EDUC 1470 – Classroom Observation and Substitute Training, 3 credits
- ENGL 1010 – English Composition I, 3 credits
- MATH 1100 – Number and Operations for Elementary School Teachers, 3 credits

## **PROGRAMS OF INSTRUCTION**

Total Credits: 15

### Spring Semester

- BIOL 1000 - Principles of Biology
  - or -
- CHEM 1000 - Introduction to Chemistry
- EDFD 2450 - Human Lifespan Development, 3 credits
- ENGL 2020 - Literature, Media, and Culture, 3 credits
  - or -
- COMM 2010 - Public Speaking, 3 credits
- MATH 1105 - Data Analysis, Probability, and Algebra for Elementary School Teachers, 3 credits
- PSYC 1000 - General Psychology, 3 credits

Total Credits: 16

### **Sophomore Year**

#### Fall Semester

- EDEC 1020 - Intro to Early Childhood Education (Even Fall), 3 credits
  - or -
- EDEC 2000 - Engaging Families in Early Childhood Settings (Odd Fall), 3 credits
- EDFD 2100 - Educational Psychology, 3 credits
- ITEC 2360 - Teaching with Technology, 3 credits
- POLS 1000 - American and Wyoming Government, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 3 credits

Total Credits: 15

#### Spring Semester

- EDEL 2140 - Teaching Literacy in the Elementary School (Odd Spring), 3 credits
- EDEL 2280 - Literature for Children, 3 credits
- EDEX 2484 - Intro to Special Education, 3 credits
- EDUC 2100 - Practicum in Teaching, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 3 credits

#### Outcome Assessment

- (Included in ITEC 2360)

Total Credits: 15

**Total Program Credits: 61**

### **Education – Secondary, AA**

The Associate of Arts degree in Secondary Education includes freshman and sophomore level courses required for most students majoring in secondary education. With transferable coursework

## **PROGRAMS OF INSTRUCTION**

leading to a baccalaureate degree, the program combines theory and practice through classroom observations in partner school districts. Students can also become certified substitute teachers in the state of Wyoming, gaining professional experience while contributing to the community and earning a degree.

With transferable coursework leading to a baccalaureate degree, the program provides students with the knowledge and skills necessary to become teachers in the following content areas: agriculture, science, math, history, social studies, and English.

Students should consult and work closely with their academic advisor to ensure successful transfer to other institutions. While transfer institutions are similar in most instances, each institution has unique degree requirements that only academic advisors may be aware of. It is in the best interests of the student to work with an advisor who can help facilitate the transfer.

*Notice of background check: All education students are subject to background checks for selected educational coursework involving student contact and future employment as professionals in education and related fields. Student financial aid may be used to cover the cost.*

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

### **Freshman Year**

#### Fall Semester

- EDFD 2020 – Foundations of Education, 3 credits
- EDUC 1470 – Classroom Observation and Substitute Training, 3 credits
- ENGL 1010 – English Composition I, 3 credits
- MATH 1000 – Problem Solving, 3 credits
  - or -
  - MATH 1400 – College Algebra, 4 credits
- Approved Program Electives, 3 credits

Total Credits: 15 - 16

#### Spring Semester

- ENGL 2020 – Literature, Media, and Culture, 3 credits
  - or -
  - COMM 2010 – Public Speaking, 3 credits
- PSYC 1000 – General Psychology, 3 credits
- Constitutional Requirements, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 6 credits

Total Credits: 15

## **PROGRAMS OF INSTRUCTION**

### **Sophomore Year**

#### Fall Semester

- EDFD 2100 - Educational Psychology, 3 credits
- ITEC 2360 - Teaching and Learning with Educational Technology, 3 credits
- Arts, Culture & Humanities, 3 credits
- Laboratory Science, 4 credits
- General Education Electives for AA, AS, and ADN Programs, 3 credits

Total Credits: 16

#### Spring Semester

- EDEX 2484 - Intro to Special Education, 3 credits
- EDUC 2100 - Practicum in Teaching, 3 credits
- Approved Program Electives, 9 credits

#### Outcome Assessment

- (Included in ITEC 2360)

Total Credits: 15

**Total Program Credits: 61 - 62**

### **Approved Program Electives**

Take any course numbered 1000 - 1499 or 2000 - 2499 with the following prefixes: ACCT, AGEC, AGRI, AECL, AMST, ANSC, ANTH, ART, BIOL, BADM, CHEM, COMM, ECON, EDEC, EDEL, EDFD, ENGL, FCSC, FREN, GEOG, GEOL, HLED, HIST, MGT, MKT, MATH, MOLB, MUSC, PHIL, PEAC, PEAT, PEPR, PHYS, POLS, PSYC, REWM, RELI, SOC, SOSC, SOWK, SOIL, SPAN, STAT, or ZOO.

### **English, AA**

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 their 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

- ENGL 1010 - English Composition I, 3 credits
- MATH 1000 - Problem Solving, 3 credits
  - or -

MATH 1400 - College Algebra, 4 credits

## **PROGRAMS OF INSTRUCTION**

- Constitutional Requirements, 3 credits
- Freshman Foundations, 1 credit
- Approved Foreign Language Elective, 4 credits

Total Credits: 14 - 15

### Spring Semester

- ENGL 2020 - Literature, Media, and Culture, 3 credits
- Laboratory Science, 4 credits
- Social & Behavioral Science, 3 credits
- Approved Foreign Language Elective, 4 credits

Total Credits: 14

### **Sophomore Year**

#### Fall Semester

- Arts, Culture & Humanities, 3 credits
- Approved ENGL Elective, 3 credits
- Approved Program Electives, 10 credits

Total Credits: 16

#### Spring Semester

- PSYC 1000 - General Psychology, 3 credits
- Approved ENGL Electives, 3 credits
- Approved Program Electives, 10 credits

#### Outcome Assessment

- ENGL 0099 - Program Assessment Activity, 0 credits

Total Credits: 16

**Total Program Credits: 60 - 61**

### **Approved Electives**

#### Approved Foreign Language Electives:

FREN 1010 - First Year French I, 4 credits

SPAN 1010 - First Year Spanish I, 4 credits

#### Approved ENGL Electives:

Take any course numbered 2000 - 2499 with the ENGL prefix.

***Note: When available, English majors should take ENGL courses as electives.***

#### Approved Program Electives:

AMST 2110 - Cultural Diversity in America, 3 credits

ANTH 1100 - Intro to Biological Anthropology, 4 credits

## **PROGRAMS OF INSTRUCTION**

ANTH 1200 – Intro to Cultural Anthropology, 3 credits

ART 1010 – Intro to Art, 3 credits

ART 2010 – Art History I, 3 credits

ART 2020 – Art History II, 3 credits

COMM 1000 – Intro to Mass Media, 3 credits

COMM 1030 – Interpersonal Communication, 3 credits

COMM 1040 – Intro to Communication Theory, 3 credits

COMM 2010 – Public Speaking, 3 credits

COMM 2100 – Media Writing, 3 credits

EDEL 2280 – Literature for Children, 3 credits

ENGL 1009 – Co-Requisite for ENGL 1010, 2 credits

ENGL 2011 – Literature for Young Adults, 3 credits

ENGL 2050 – Creative Writing – Intro to Fiction, 3 credits

ENGL 2205 – Intro to Literature, 3 credits

ENGL 2420 – Literary Genres:, 3 credits

ENGL 2425 – Literatures in English I, 3 credits

ENGL 2430 – Literatures in English II, 3 credits

ENGL 2435 – Literatures in English III, 3 credits

HIST 1110 – Western Civilization I, 3 credits

HIST 1120 – Western Civilization II, 3 credits

HIST 1211 – U.S. to 1865, 3 credits

HIST 1221 – U.S. from 1865, 3 credits

HIST 1290 – History of U.S. West, 3 credits

HIST 1320 – World History to 1500, 3 credits

HIST 1330 – World History from 1500, 3 credits

HIST 2290 – History of North American Indians, 3 credits

HIST 2460 – Field Studies: History, 3 credits

LIBS 1000 – Library Research Methods, 1 credit

MUSC 1000 – Intro to Music, 3 credits

## **PROGRAMS OF INSTRUCTION**

PHIL 1000 - Intro to Philosophy, 3 credits

PSYC 2340 - Psychopathology, 3 credits

PSYC 2380 - Social Psychology, 3 credits

RELI 1000 - Intro to Religion, 3 credits

SOSC 1000 - Intro to Religion, 3 credits

SOSC 2300 - Ethics in Practice, 3 credits

SOC 1000 - Sociological Principles, 3 credits

SOC 1100 - Social Problems, 3 credits

SOC 2200 - Sociology of Human Sexuality, 3 credits

SOC 2350 - Race and Ethnic Relations, 3 credits

SOC 2400 - Criminology, 3 credits

### **Entrepreneurship Certificate (Less than 1 Year)**

The Entrepreneurship Certificate program provides students who have the desire to start a business with an understanding of the concepts needed 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.

*Note: Federal Financial Aid is not available for this certificate program.*

#### **Freshman Year**

##### Fall Semester

- ACCT 1005 - Practical Accounting I, 2 credits
- CMAP 1685 - Using Computers In:, 0.5 - 1 credit (1 Credit Required)
- ENTR 1500 - Intro to Entrepreneurship, 2 credits
- ENTR 1520 - Creating a Business Plan, 2 credits
- ENTR 2500 - Small Business Operations Management, 2 credits
- ENTR 2520 - Legal Issues for Entrepreneurs, 2 credits
- MKT 1000 - Sales, 3 credits
- MKT 2100 - Principles of Marketing, 3 credits
- Approved Elective, 1 credit

##### Outcome Assessment

- ENTR 0099 - Program Assessment Activity, 0 credits

Total Credits: 18

## **PROGRAMS OF INSTRUCTION**

**Total Program Credits: 18**

### **Approved Electives**

Take any course at the 1000 or above level.

### **Gunsmithing, AAS (Available at Douglas Campus Only)**

The Gunsmithing Associate of Applied Science program will prepare students to make, reproduce, maintain and modify firearms according to blueprints or custom specifications using specialized hand tools and machines. This program will provide students with hands-on training to learn the gunsmithing trade and skills to gain employment as a gunsmith.

Please note that this program has strict admittance requirements, including a background check. For more information, visit the [EWC Gunsmithing program web page](#) or contact the EWC Gunsmithing instructor at 307-624-7000.

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

### **Freshman Year**

#### Fall Semester

- GUNS 1500 - Intro to Firearms and Firearm Safety, 1 credit
- GUNS 1505 - Firearms Bench Metal, 4 credits
- GUNS 1510 - Firearms Machine Shop I, 4 credits
- GUNS 1515 - Stock Duplicating, 2 credits
- Freshman Foundations, 1 credit
- Quantitative Reasoning, 3-4 credits

Total Credits: 15 - 16

#### Spring Semester

- ENGL 1005 - Applied Technical Writing, 3 credits
  - or -
  - ENGL 1010 - English Composition I, 3 credits
- GUNS 1520 - Stockmaking, 5 credits
- GUNS 1525 - Firearms Conversion, 4 credits
- WELD 1781 - GTAW Welding for Gunsmithing, 2 credits
- Approved Program Elective, 2 credits

Total Credits: 16

### **Sophomore Year**

#### Fall Semester

- GUNS 2500 - Firearms Machine Shop II, 4 credits
- GUNS 2505 - Firearms Repair and Restoration, 4 credits

## **PROGRAMS OF INSTRUCTION**

- Constitutional Requirements, 2-3 credits
- General Education Electives for AAS Programs, 3 credits
- Approved Program Electives, 2 credits

Total Credits: 15 - 16

### Spring Semester

- GUNS 1960 - Field Studies, 1 credit
- GUNS 2525 - Custom Gunmaking, 5 credits
- GUNS 2550 - Firearms Metal Finishing, 2 credits
- Approved Program Electives, 6 credits

### Outcome Assessment

- GUNS 0099 - Program Assessment Activity, 0 credits

Total Credits: 14

**Total Program Credits: 60 - 62**

### **Approved Program Electives**

Take any course at the 1000 or above level with the GUNS prefix.

### **Human Services, AA**

The Associate of Arts in Human Services will prepare students to work in fields such as psychology, rehabilitation, social work, health care, community health, corrections, and parenting support.

**Notice of background check:** All Human Services students are subject to background checks for the field experience coursework. Student financial aid may be used to cover the cost.

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

### **Freshman Year**

#### Fall Semester

- HMSV 1010 - Orientation to Human Services, 3 credits
- MATH 1000 - Problem Solving, 3 credits
  - or -
  - MATH 1400 - College Algebra, 4 credits
- SOC 1000 - Sociological Principles, 3 credits
  - or -
  - PSYC 1000 - General Psychology, 3 credits
- Communication Electives, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 3 credits

Total Credits: 15 - 16

## **PROGRAMS OF INSTRUCTION**

### Spring Semester

- EDFD 2450 - Human Lifespan Development, 3 credits
- ENGL 1010 - English Composition I, 3 credits
- HMSV 0010 - Prescreen for Field Experience in Human Services, 0 credits
- HMSV 1060 - Case Management for Human Services, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 6 credits

Total Credits: 15

### **Sophomore Year**

#### Fall Semester

- HMSV 1460 - Field Experience in Human Services I, 3 credits
- Constitutional Requirements, 3 credits
- Laboratory Science, 4 credits
- Approved Program Electives, 6 credits

Total Credits: 16

#### Spring Semester

- SOSC 2300 - Ethics in Practice, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 8 credits

#### Outcome Assessment

- HMSV 2460 - Field Experience in Human Services II, 3 credits

Total Credits: 14

**Total Program Credits: 60 - 61**

### **Approved Electives**

Take any course numbered 1000 - 1499 or 2000 - 2499 with the following prefixes: AMST, ANTH, BADM, BIOL, CHEM, COMM, CRMJ, EDUC, EDFD, EDEX, FCSC, HIST, HLED, PSYC, SOC, SOWK, SPAN, STAT, or ZOO.

### **Interdisciplinary Studies, AA**

The purpose of this program is to offer students 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 essential that students work with their academic advisor to select appropriate classes. Degree requirements vary greatly at four-year institutions, so the student should consult the catalog of the college or university of their choice for information on specific program requirements.

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

## **PROGRAMS OF INSTRUCTION**

### **Freshman Year**

#### Fall Semester

- ENGL 1010 - English Composition I, 3 credits
- Freshman Foundations, 1 credit
- Quantitative Reasoning, 3 - 4 credits
- General Education Electives for AA, AS, and ADN Programs, 7 credits

Total Credits: 14 - 15

#### Spring Semester

- Communication Electives, 3 credits
- Social & Behavioral Science, 3 credits
- Approved Electives, 9 credits

Total Credits: 15

### **Sophomore Year**

#### Fall Semester

- Arts, Culture & Humanities, 3 credits
- Constitutional Requirements, 3 credits
- Laboratory Science, 4 credits
- Approved Electives, 6 credits

Total Credits: 16

#### Spring Semester

- Arts, Culture & Humanities, 3 credit
  - or -
  - Social & Behavioral Science, 3 credits
- Approved Electives, 12 credits

#### Outcome Assessment

- INSTAA 0099 - Program Assessment Activity, 0 credits

Total Credits: 15

**Total Program Credits: 60 - 61**

### **Approved Electives**

Take any course numbered 1000 - 1499 or 2000 - 2499.

### **Interdisciplinary Studies, AS**

The purpose of this program is to offer students the opportunity for a broad-based degree rather than focusing on any one major. Specific courses listed meet the general education requirements for EWC. It is essential that students work with their academic advisor to select appropriate classes. Degree requirements vary greatly at four-year institutions, so students should

## **PROGRAMS OF INSTRUCTION**

consult the catalog of the college or university of their choice for information on specific program requirements.

*Note: Depending on choices made in General Education selections, students may need as few as 22 or as many as 28 program elective credits to reach the degree minimum of 60 total hours.*

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

### **Freshman Year**

#### Fall Semester

*Note: If 1 credit hour of freshman foundations is chosen, then 8 credits of General Education Electives must be taken to reach a minimum of 15 credits for the semester.*

- ENGL 1010 - English Composition I, 3 credits
- Freshman Foundations, 1 - 3 credits
- Quantitative Reasoning, 3 - 4 credits
- General Education Electives for AA, AS, and ADN Programs, 6 - 8 credits

Total Credits: 15 - 16

#### Spring Semester

- Communication Electives, 3 credits
- Social & Behavioral Science, 3 credits
- Approved Electives, 9 credits

Total Credits: 15

### **Sophomore Year**

#### Fall Semester

- Arts, Culture & Humanities, 3 credits
- Constitutional Requirements, 3 credits
- Laboratory Science, 4 credits
- Approved Electives, 5 credits

Total Credits: 15

#### Spring Semester

- Laboratory Science, 3 - 4 credits
  - or -
  - Quantitative Reasoning, 3 - 4 credits
- Approved Electives, 12 credits

#### Outcome Assessment

- INSTAS 0099 - Program Assessment Activity, 0 credits

Total Credits: 15 - 16

## **PROGRAMS OF INSTRUCTION**

**Total Program Credits: 60 - 62**

### **Approved Electives**

Take any course numbering 1000 - 1499 or 2000 - 2499

### **Mathematics, AS**

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.

#### **Freshman Year**

##### Fall Semester

- ENGL 1010 - English Composition I, 3 credits
- MATH 2200 - Calculus I, 4 credits
- Freshman Foundations, 1 credit
- Laboratory Science, 4 credits
- Approved Electives, 3 credits

Total Credits: 15

##### Spring Semester

- MATH 2205 - Calculus II, 4 credits
- STAT 2050 - Fundamentals of Statistics, 4 credits
- Communication Electives, 3 credits
- Laboratory Science, 4 credits

Total Credits: 15

#### **Sophomore Year**

##### Fall Semester

- COSC 1010 - Intro to Computer Science, 3 credits
- MATH 2210 - Calculus III, 4 credits
- Laboratory Science, 4 credits
- Social & Behavioral Science, 3 credits

Total Credits: 14

##### Spring Semester

- MATH 2250 - Elementary Linear Algebra, 3 credits

## **PROGRAMS OF INSTRUCTION**

- Arts, Culture & Humanities, 3 credits
- Constitutional Requirements, 3 credits
- Approved Electives, 7 credits

### Outcome Assessment

- MATH 0099 - Program Assessment Activity, 0 credits

Total Credits: 16

**Total Program Credits: 60**

### **Approved Electives**

Take any course numbered 1000 - 1499 or 2000 - 2499.

### **Medical Assistant Certificate (1 Year)**

This certificate prepares a student to work as a manager of the healthcare team in ambulatory care facilities, including outpatient centers, clinical and physicians' offices. Medical assistants perform administrative and clinical tasks under the direction of a physician or licensed healthcare provider. Students will learn to draw blood, collect lab specimens, administer medications, document health records, and assist in clinical procedures. Medical assistants may also take medical histories and record vital signs. A criminal background check and urine drug screen are required to be eligible for practicum experiences.

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

### **Freshman Year**

#### Fall Semester

- BADM 1005 - Business Mathematics I, 3 credits
  - or -
  - MATH 1400 - College Algebra, 4 credits
- HIT 1550 - Medical Office Administrative Skills, 3 credits
- HLTK 0010 - Prescreen for Health Technology, 0 credits
- HLTK 1200 - Medical Terminology, 3 credits
- MEDA 1520 - Clinical Role of the Medical Assistant I, 3 credits
- ZOO 1200 - Human Biology, 3 credits
  - or -
  - ZOO 2015 - Human Anatomy, 4 credits

Total Credits: 15 - 17

#### Spring Semester

- COMM 1030 - Interpersonal Communication, 3 credits
- MEDA 1525 - Clinical Role of the Medical Assistant II, 3 credits
- MEDA 1530 - Pharmacology for the Medical Assistant, 3 credits
- MEDA 1800 - Phlebotomy Principles in Practice, 3 credits

## **PROGRAMS OF INSTRUCTION**

- MEDA 1970 – Medical Assistant Practicum, 3 credits

### Outcome Assessment

- MEDA 0099 – Program Assessment Activity, 0 credits

Total Credits: 15

**Total Program Credits: 30 - 32**

### **Nursing, ADN**

The 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 prerequisites with a grade of "C" or better and meet the minimum cumulative GPA of 2.5.

Admission into the Day Cohort at the Douglas Campus occurs every two years on the EVEN years (Admission: Fall 2026, 2028, 2030). Admission into the Night Cohort at the Douglas and Torrington campuses occurs every two years on the ODD years (Admission: Fall 2025, 2027, 2029).

Please note that this program has strict admittance requirements. Please view the [Nursing web page for information about pre-requisites and an application checklist](#). That web page includes a link to the Nursing Handbook. Be sure to review the information within the handbook for specific requirements of students in the program. For more information contact the EWC Director of Nursing at 307-624-7026.

*Program Note: Those considering a career in the Nursing field should be aware of strict admission criteria by state standards and clinical agencies. Factors that may disqualify candidates for employment in the profession include conviction of a crime, history of drug abuse, psychological problems, and various physical conditions. Certain classes in this program may also be restricted to individuals for the same reasons. Please consult with the Nursing Director for any concerns in this area.*

This program is designed to articulate with the BSN program at the University of Wyoming. Students should work closely with an advisor if they intend to pursue a bachelor's degree at the University of Wyoming.

The Associate Degree Nursing program at Eastern Wyoming College at the Torrington and Douglas campuses located in Torrington, WY and Douglas, WY is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

## **PROGRAMS OF INSTRUCTION**

Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the [ACEN website Search Programs page](#).

### **Program Prerequisites**

Program prerequisites include the following courses and requirements. The prerequisite courses will count toward the total program credits:

- BIOL 1010 - General Biology I, 4 credits
- ENGL 1010 - English Composition I, 3 credits
- MATH 1400 - College Algebra, 4 credits
- ZOO 2015 - Human Anatomy, 4 credits
- Arts, Culture & Humanities, 3 credits
- Freshman Foundations, 1 credit
- Test of Essential Academic Skills (TEAS)
- Active Wyoming CNA certificate

(If you are currently working in the healthcare field or you are working as a CNA in another state, please contact the Nursing Director regarding this requirement.)

Total Credits: 19

### **Freshman Year**

#### Fall Semester

- NURS 1100 - Professional Nursing Care in Health Promotion, 9 credits
- ZOO 2025 - Human Physiology, 4 credits

Total Credits: 13

#### Spring Semester

- COMM 2010 - Public Speaking, 3 credits
- NURS 1200 - Professional Nursing Care of the Patient in Chronic Illness, 9 credits
- PSYC 1000 - General Psychology, 3 credits

Total Credits: 15

### **Sophomore Year**

#### Fall Semester

- MOLB 2240 - Medical Microbiology, 4 credits
- NURS 2300 - Professional Nursing Care of the Patient in Acute Illness, 9 credits

Total Credits: 13

## **PROGRAMS OF INSTRUCTION**

### Spring Semester

- POLS 1000 - American and Wyoming Government, 3 credits

### Outcome Assessment

- NURS 2400 - Professional Nursing Care of the Patient in Complex Illness, 9 credits

Total Credits: 12

**Total Program Credits: 72**

### **Pre Health Science, AS**

The AS in Pre-Health Science program is designed and intended to provide students with foundational knowledge for the pursuit of a four-year degree in health science. Areas of specialty in health science that students may be interested in pursuing may include: medicine, dentistry, physical therapy, chiropractic, optometry, and kinesiology. Additional credit hours may be needed for pre-requisite requirements for the selected transfer program.

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

### **Freshman Year**

#### Fall Semester

- BIOL 1010 - General Biology I, 4 credits
- CHEM 1020 - General Chemistry I, 4 credits
- ENGL 1010 - English Composition I, 3 credits
- MATH 1400 - College Algebra, 4 credits
- Freshman Foundations, Credits: 1

Total Credits: 16

#### Spring Semester

- CHEM 1030 - General Chemistry II, 4 credits
- MATH 1405 - Trigonometry, 3 credits
- PSYC 1000 - General Psychology, 3 credits
- Communication Electives, 3 credits
- Approved Program Electives, 3 - 4 credits

Total Credits: 16 - 17

### **Sophomore Year**

#### Fall Semester

- PHYS 1050 - Concepts of Physics, 4 credits
  - or -
  - PHYS 1110 - General Physics I, 4 credits
- ZOO 2015 - Human Anatomy, 4 credits
- Constitutional Requirements, 3 credits

## **PROGRAMS OF INSTRUCTION**

- Approved Program Electives, 3 - 4 credits

Total Credits: 14 - 15

### Spring Semester

- STAT 2050 - Fundamentals of Statistics, 4 credits
- ZOO 2025 - Human Physiology, 4 credits
- Arts, Culture & Humanities Elective, 3 credits
- Approved Program Electives, 3 - 4 credits

### Outcome Assessment

- PHSC 0099 - Program Assessment Activity, 0 credits

Total Credits: 14 - 15

**Total Program Credits: 60 - 63**

### **Approved Program Electives**

BIOL 1390 - Intro to Science Research, 1 - 4 credits

CHEM 2420 - Organic Chemistry I, 4 credits

CHEM 2440 - Organic Chemistry II, 4 credits

FCSC 1141 - Principles of Nutrition, 3 credits

HLTK 1200 - Medical Terminology, 3 credits

MATH 2200 - Calculus I, 4 credits

MOLB 2210 - General Microbiology, 4 credits

MOLB 2240 - Medical Microbiology, 4 credits

PHYS 1120 - General Physics II, 4 credits

PSYC 2300 - Psychology of Child Development, 3 credits

PSYC 2340 - Psychopathology, 3 credits

### **Pre-Professional Veterinary Medicine, AS**

Veterinary medicine focuses on maintaining the health and welfare of animals. Veterinarians diagnose and treat sick and injured animals. They prescribe drugs, perform surgery, and control animal diseases. Veterinarians have the opportunity to work with many species of animals including lab animals, companion animals, farm animals, and wildlife.

Students who follow the AS in Pre-Professional Veterinary Medicine track will be prepared to attend a transfer institution to complete their pre-veterinary medicine coursework that will then allow them to apply to a veterinary school to receive a Doctor of Veterinary Medicine degree. Pre-Vet students should plan their classes with the help of an EWC advisor to meet the requirements of their chosen transfer institution and their selected veterinary school.

## **PROGRAMS OF INSTRUCTION**

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

### **Freshman Year**

#### Fall Semester

- BIOL 1010 - General Biology I, 4 credits
- CHEM 1020 - General Chemistry I, 4 credits
- ENGL 1010 - English Composition I, 3 credits
- MATH 1400 - College Algebra, 4 credits
- Freshman Foundations, 1 credit

Total Credits: 16

#### Spring Semester

- ENGL 2020 - Literature, Media, and Culture, 3 credits
  - or -
  - COMM 2010 - Public Speaking, 3 credits
- STAT 2050 - Fundamentals of Statistics, 4 credits
- Constitutional Requirements, 3 credits
- Social & Behavioral Science, 3 credits
- Approved Program Electives, 3 credits

Total Credits: 16

### **Sophomore Year**

#### Fall Semester

- Arts, Culture & Humanities, 3 credits
- General Education Electives for AA, AS, and ADN Programs, 4 credits
- Approved Program Electives, 8 credits

Total Credits: 15

#### Spring Semester

- Approved Program Electives, 16 credits

#### Outcome Assessment

- PVET 0099 - Program Assessment Activity, 0 credits

Total Credits: 16

**Total Program Credits: 63**

### **Approved Electives**

BIOL 2020 - General Biology II, 4 credits

CHEM 1030 - General Chemistry II, 4 credits

CHEM 2420 - Organic Chemistry I, 4 credits

## **PROGRAMS OF INSTRUCTION**

CHEM 2440 - Organic Chemistry II, 4 credits

MATH 1405 - Trigonometry, 3 credits

MATH 2200 - Calculus I, 4 credits

PHYS 1110 - General Physics I, 4 credits

PHYS 1120 - General Physics II, 4 credits

PHYS 1310 - College Physics I, 4 credits

PHYS 1320 - College Physics II, 4 credits

ZOO 2015 - Human Anatomy, 4 credits

ZOO 2025 - Human Physiology, 4 credits

### **Social Science, AA**

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, international relations, archaeology, museum curation, or forensic anthropology. The Social Science program at Eastern Wyoming College is designed to provide the student with core knowledge in such areas as Anthropology, History, Political Science, Psychology, and Sociology.

#### **Program Notes:**

Students interested in pursuing a degree in Anthropology at a transfer institution are advised to take the following: ANTH 1100 (as the laboratory science general education course), ANTH 1200, ANTH 1300, ANTH 2070, and ANTH 2460.

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.

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: COMM 2010, two Lab Science Electives or one Lab Science and either STAT 2050 or STAT 2070.

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

## **PROGRAMS OF INSTRUCTION**

### **Freshman Year**

#### Fall Semester

- ENGL 1010 - English Composition I, 3 credits
- MATH 1000 - Problem Solving, 3 credits
  - or -
- MATH 1400 - College Algebra, 4 credits
- PSYC 1000 - General Psychology, 3 credits
  - or -
- SOC 1000 - Sociological Principles, 3 credits
- Arts, Culture & Humanities, 3 credits
  - or -
- Social & Behavioral Science, 3 credits
- Freshman Foundations, 1 credit

Total Credits: 13 - 14

#### Spring Semester

- Arts, Culture & Humanities, 3 credits
- Communication Electives, 3 credits
- Arts, Culture & Humanities, 9 credits
  - or -
- Social & Behavioral Science, 9 credits

Total Credits: 15

### **Sophomore Year**

#### Fall Semester

- Constitutional Requirements, 3 credits
- Laboratory Science, 4 credits
- Approved Program Electives, 8 credits

Total Credits: 15

#### Spring Semester

- Social & Behavioral Science, 3 credits
- Approved Program Electives, 4 credits
- Approved Electives, 9 credits

#### Outcome Assessment

- SOSC 2395 - Social Science Capstone Experience, 1 credit

Total Credits: 17

**Total Program Credits: 60 - 61**

## **PROGRAMS OF INSTRUCTION**

### **Approved Electives**

Take any course numbered 1000 - 1499 or 2000 - 2499.

### **Approved Program Electives**

Take any course numbered 1000 - 1499 or 2000 - 2499 with the following prefixes: AMST, ANTH, COMM, CRMJ, ECON, FCSC, GEOG, HIST, HMSV, MGT, PHIL, POLS, PSYC, RELI, SOC, SOSC, SOWK, SPAN, or STAT.

### **Veterinary Aide Certificate (1 Year)**

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. Students may elect to continue their education in pursuit of an Associate of Applied Science degree in Veterinary Technology, as a majority of credits from the certificate program transfer directly into the Veterinary Technology program.

The one-year certificate program covers care of both small animals and large animals through lecture classes and laboratories. Students are required to spend 100 hours of observation/experience at approved veterinary clinics. The Veterinary Aide Certificate is designed to be completed in two semesters.

Students are responsible for the care of veterinary technology animals housed at EWC. Students are also required to provide enrichment of animals in Animal Care classes (VTTK 1501, VTTK 1502, and VTTK 2501).

Entrance requirements include passing a criminal background check and completion of a pre-exposure rabies vaccination series.

Prior to or upon admission to the Veterinary Aide Program, it is recommended that a student complete eight (8) hours of observation at a veterinary clinic/practice of their choice shadowing a veterinary technician. A signed clinical observation form can be submitted to the Director of Eastern Wyoming College Veterinary Technology Program by email at [cmitchell@ewc.wy.edu](mailto:cmitchell@ewc.wy.edu) before the first day of classes.

***NOTE: All students must complete their pre-exposure rabies vaccinations, which is a series of two vaccinations, prior to the first day of classes.***

## **PROGRAMS OF INSTRUCTION**

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

### **Freshman Year**

#### Fall Semester

- VTTK 0005 – Pre-Exposure Rabies Vaccination, 0 credits
- VTTK 0010 – Pre-screen for Veterinary Technology, 0 credits
- VTTK 1500 – Orientation to Veterinary Technology, 3 credits
- VTTK 1501 – Animal Care I, 0.5 credits
- VTTK 1505 – Intro to Veterinary Science, 1 credit
  - or –
  - HMDV 1000 – College Studies, 1 credit
- VTTK 1510 – Clinical Techniques I, 3 credits
  - or –
  - VTTK 1600 – Clinical Procedures, 3 credits
- VTTK 1628 – Urinalysis, 0.5 credits
- VTTK 1700 – Veterinary Medical Terminology, 2 credits
- VTTK 1950 – Applied Principles of Biology for Veterinary Technology, 2 credits
  - or –
  - BIOL 1000 – Principles of Biology, 4 credits
- BIOL 1010 – General Biology I, 4 credits
  - or –
  - CHEM 1000 – Intro to Chemistry, 4 credits
- CHEM 1020 – General Chemistry I, 4 credits

- Approved Program Electives, 3 credits

Total Credits: 15 - 17

#### Spring Semester

- ENGL 1005 – Applied Technical Writing, 3 credits
  - or –
  - ENGL 1010 – English Composition I, 3 credits
- VTTK 1502 – Animal Care II, 0.5 credits
- VTTK 1520 – Clinical Techniques II, 4 credits
  - or –
  - VTTK 2620 – Animal Health II – Non-infectious, 4 credits
- VTTK 2501 – Animal Care III, 0.5 credits
- VTTK 2815 – Large Animal Techniques, 4 credits
  - or –

## **PROGRAMS OF INSTRUCTION**

- VTTK 2610 - Animal Health I - Infectious, 4 credits  
- AND -
- VTTK 2816 - Large Animal Techniques II, 2 credits
- Approved Program Electives, 3 credits

### Outcome Assessment

- VTAD 0099 - Program Assessment Activity, 0 credits

Total Credits: 15 - 17

**Total Program Credits: 30 - 34**

### **Approved Program Electives**

VTTK 1550 - Practical Surgical and Medical Experience I, 3 credits

VTTK 1600 - Clinical Procedures, 3 credits

VTTK 1629 - Clinical Chemistry, 5 credits

VTTK 1630 - Veterinary Hematology, 3 credits

VTTK 1640 - Large Animal Procedures, 1.5 credits

VTTK 1650 - Veterinary Nutrition, 2 credits

VTTK 1750 - Veterinary Pharmacology, 4 credits

VTTK 1751 - Pharmaceutical Calculations, 3 credits

VTTK 1755 - Veterinary Parasitology, 2 credits

VTTK 1759 - Co-Requisite for VTTK 1751, 1 credit

VTTK 1925 - Applied Principles of Chemistry for Veterinary Technology, 2 credits

VTTK 2502 - Animal Care IV, 0.5 credits

VTTK 2615 - Veterinary Anatomy and Physiology, 4 credits

VTTK 2700 - Laboratory and Exotic Animals, 3 credits

VTTK 2816 - Large Animal Techniques II, 2 credits

### **Veterinary Technology, AAS**

Veterinary Technology comprises an aggregate of techniques and skills utilized by a technician in the practice of Veterinary Medicine. Professional veterinary technicians work under the direction of a licensed veterinarian. Technicians work in veterinary practices, both general and specialized, biomedical research, zoo/wildlife medicine, lab animal medicine, government, military, and livestock operations along with many other employment options. The primary objectives of the program are to provide students with the knowledge and skill required to succeed in the veterinary industry.

## **PROGRAMS OF INSTRUCTION**

A minimum of 400 hours of observation and clinical experience at approved clinics is required. Successful students must pass comprehensive written, oral, and skills assessments at the end of this program.

The Veterinary Technology Program is accredited by the American Veterinary Medical Association's (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) and completion of the AAS in Veterinary Technology degree allows graduates to take the Veterinary Technician National Examination (VTNE). Passing the VTNE allows graduates to apply for licensure in numerous states.

Students are responsible for the care of veterinary technology animals housed at EWC. Students are also required to provide enrichment of animals in Animal Care classes (VTTK 1501, VTTK 1502, VTTK 2501, and VTTK 2502) as required by the AVMA accreditation.

Prior to or upon admission to the Veterinary Technology Program and before commencement of veterinary technology classes, each student must complete eight (8) hours of observation at a veterinary clinic/practice of their choice shadowing a veterinary technician. A signed clinical observation form must be submitted to the Director of Eastern Wyoming College Veterinary Technology Program by email at cmitchell@ewc.wy.edu before the first day of classes. Accepted students must complete a criminal background check and a series of pre-exposure rabies vaccination.

***Note: All students must complete their pre-exposure rabies vaccinations, which is a series of two vaccinations, prior to the first day of classes.***

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

### **Freshman Year**

#### Fall Semester

- VTTK 0005 – Pre-Exposure Rabies Vaccination, 0 credits
- VTTK 0010 – Pre-screen for Veterinary Technology, 0 credits
- VTTK 1500 – Orientation to Veterinary Technology, 3 credits
- VTTK 1501 – Animal Care I, 0.5 credits
- VTTK 1505 – Intro to Veterinary Science, 1 credit
- VTTK 1628 – Urinalysis, 0.5 credits
- VTTK 1700 – Veterinary Medical Terminology, 2 credits
- VTTK 1751 – Pharmaceutical Calculations, 3 credits
- VTTK 1759 – Co-Requisite for VTTK 1751, 1 credit
- Approved Program Electives, 4 credits

Total Credits: 15

## **PROGRAMS OF INSTRUCTION**

### Spring Semester

- VTTK 1502 – Animal Care II, 0.5 credits
- VTTK 1600 – Clinical Procedures, 3 credits
- VTTK 1629 – Clinical Chemistry, 0.5 credits
- VTTK 1630 – Veterinary Hematology, 3 credits
- VTTK 1650 – Veterinary Nutrition, 2 credits
- VTTK 1750 – Veterinary Pharmacology, 4 credits
- VTTK 1755 – Veterinary Parasitology, 2 credits
- VTTK 2615 – Veterinary Anatomy and Physiology, 4 credits

Total Credits: 19

### **Sophomore Year**

#### Fall Semester

- VTTK 1550 – Practical Surgical and Medical Experience I, 3 credits
- VTTK 1640 – Large Animal Procedures, 1.5 credits
- VTTK 2500 – Veterinary Anesthesia and Analgesia, 4 credits
- VTTK 2501 – Animal Care III, 0.5 credits
- VTTK 2600 – Diagnostic Microbiology, 2 credits
- VTTK 2610 – Animal Health I – Infectious, 4 credits
- VTTK 2700 – Laboratory and Exotic Animals, 3 credits
- Constitutional Requirements, 2-3 credits

Total Credits: 20 - 21

#### Spring Semester

- ENGL 1005 – Applied Technical Writing, 3 credits
  - or -
  - ENGL 1010 – English Composition I, 3 credits
- its
- VTTK 2502 – Animal Care IV, 0.5 credits
- VTTK 2505 – Diagnostic Imaging, 3 credits
- VTTK 2550 – Practical Surgical and Medical Experience II, 3 credits
- VTTK 2555 – Veterinary Dentistry, 2.5 credits
- VTTK 2620 – Animal Health II – Non-infectious, 4 credits
- VTTK 2750 – Clinical Problems, 3 credits
- Approved Electives, 2 credits

#### Outcome Assessment

- VTTK 0099 – Program Assessment Activity, 0 credits
  - Written, Oral, and Skills Comprehensive Assessments
  - Students must complete each of the three comprehensive assessments in VTTK 0099 with a grade of “C” or better.

## **PROGRAMS OF INSTRUCTION**

Total Credits: 21

***Note: VTTK 2510 - Clinical Experience I, VTTK 2520 - Clinical Experience II, and VTTK 2950 - Clinical Experience III (400 hours) to be scheduled during Fall, Spring, or Summer as determined appropriate by the advisor and student.***

Total Credits: 5

**Total Program Credits: 80 - 81**

### **Approved Electives**

Take any course at the 1000 or above level.

### **Approved Program Electives**

BIOL 1000 - Principles of Biology, 4 credits

BIOL 1010 - General Biology I, 4 credits

CHEM 1000 - Intro to Chemistry, 4 credits

CHEM 1020 - General Chemistry I, 4 credits

VTTK 1925 - Applied Principles of Chemistry for Veterinary Technology, 2 credits

VTTK 1950 - Applied Principles of Biology for Veterinary Technology, 2 credits

### **Welding - Machine Tool Technology Certificate (1 Year)**

This program will enable the student to meet entry-level requirements for employment as a maintenance machinist.

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

#### **Freshman Year**

##### Fall Semester

- ENTK 2501 - Intro to Computer Aided Drafting I, 1 credit
- MCHT 1510 - General Machine Shop, 2 credits
- MCHT 1610 - Machine Tool Technology I, 2 credits
- ENGL 1005 - Applied Technical Writing, 3 credits
- WELD 1700 - General Welding, 3 credits
- Constitutional Requirements, 2 - 3 credits
- Freshman Foundations, 1 credit
- Approved Program Electives, 1 credit

Total Credits: 15 - 16

##### Spring Semester

- ENTK 2506 - Intro to Computer Aided Drafting II, 1 credit

## **PROGRAMS OF INSTRUCTION**

- MATH 1500 - Applied Technical Mathematics, 3 credits
- MCHT 1620 - Machine Tool Technology II, 3 credits
- WELD 1650 - Print Reading and Welding Symbols, 3 credits
- Approved Program Electives, 5 - 6 credits

### Outcome Assessment

- Exam (Included in MCHT 1620)

Total Credits: 15 - 16

**Total Program Credits: 30 - 32**

### **Approved Program Electives**

Take any course at the 1000 or above level with the following prefixes: AGTK, ELTR, ENTR, HLED, or WELD.

### **Welding - Plate Certificate (Less than 1 Year)**

The 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 metalworking trades.

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

#### **Freshman Year**

##### Fall Semester

- WELD 1650 - Print Reading and Welding Symbols, 3 credits
- WELD 1755 - Shielded Metal Arc Welding, 5 credits
- WELD 1772 - Flux Cored Arc Welding, 2 credits
- WELD 1773 - Gas Metal Arc Welding, 2 credits

##### Outcome Assessment

- WELD 0099 - Program Assessment Activity, 0 credits

Total Credits: 12

**Total Program Credits: 12**

*Note: Federal Financial Aid is not available for this certificate program.*

### **Welding - Specialist Certificate (1 Year)**

Students completing this certificate will be able to specialize in an area they want depending on their interests. If the student wants to do metal sculptures they can take art electives. If they want to teach ag, they can take education courses. If they want to run a welding business they would take business or accounting courses.

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

## **PROGRAMS OF INSTRUCTION**

### **Freshman Year**

#### Fall Semester

- WELD 2500 - Structural Welding, 5 credits
- Approved Electives, 10 credits

Total Credits: 15

#### Spring Semester

- WELD 1780 - Gas Tungsten Arc Welding - Plate, 3 credits
- WELD 2510 - Pipe Welding I, 4 credits
- WELD 2520 - Pipe Welding II, 5 credits
- Approved Electives, 3 credits

#### Outcome Assessment

- Exam (Included in WELD 2520)

Total Credits: 15

**Total Program Credits: 30**

### **Approved Electives**

Take any course at the 1000 or above level.

### **Welding and Joining Technology Certificate (1 Year)**

This program will enable the student to meet entry-level requirements as a welder in limited plate thickness in accordance with American Welding Society standards.

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

### **Freshman Year**

#### Fall Semester

- WELD 1700 - General Welding, 3 credits
- WELD 1755 - Shielded Metal Arc Welding, 5 credits
- WELD 1773 - Gas Metal Arc Welding, 2 credits
- WELD 2670 - Welding Inspection Technology, 3 credits
- Freshman Foundations, 1 credit
- Approved Program Electives, 1 credit

Total Credits: 15

#### Spring Semester

- ENTK 2501 - Intro to Computer Aided Drafting I, 1 credit
- MCHT 1510 - General Machine Shop, 2 credits
- WELD 1650 - Print Reading and Welding Symbols, 3 credits
- WELD 1760 - Advanced Shielded Metal Arc Welding, 4 credits

## **PROGRAMS OF INSTRUCTION**

- WELD 1772 – Flux Cored Arc Welding, 2 credits
- WELD 2680 – Welding Metallurgy, 3 credits

### Outcome Assessment

- National Competency Exam (Included in WELD 2680)

Total Credits: 15

**Total Program Credits: 30**

### **Approved Program Electives**

Take any course at the 1000 or above level with the following prefixes: ENTK, MCHT, or WELD.

### **Welding and Joining Technology, AAS**

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 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.

Graduates will be 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 is centered in the Career and Technical Education 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, and 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 be examined and tested in the testing lab using one or more of the following test methods: dye penetrant, macro etch, 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

## **PROGRAMS OF INSTRUCTION**

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 grade of "C" or better.

### **Freshman Year**

#### Fall Semester

- WELD 1700 - General Welding, 3 credits
- WELD 1755 - Shielded Metal Arc Welding, 5 credits
- WELD 1773 - Gas Metal Arc Welding, 2 credits
- WELD 2670 - Welding Inspection Technology, 3 credits
- Freshman Foundations, 1 credit

Total Credits: 14

#### Spring Semester

- ENTK 2501 - Intro to Computer Aided Drafting I, 1 credit
- MCHT 1510 - General Machine Shop, 2 credits
- WELD 1650 - Print Reading and Welding Symbols, 3 credits
- WELD 1760 - Advanced Shielded Metal Arc Welding, 4 credits
- WELD 1772 - Flux Cored Arc Welding, 2 credits
- WELD 2680 - Welding Metallurgy, 3 credits

Total Credits: 15

### **Sophomore Year**

#### Fall Semester

- ENGL 1005 - Applied Technical Writing, 3 credits
  - or -
  - ENGL 1010 - English Composition I, 3 credits
- MATH 1500 - Applied Technical Mathematics, 3 credits
- WELD 1780 - Gas Tungsten Arc Welding - Plate, 3 credits
- WELD 2500 - Structural Welding, 5 credits
- Constitutional Requirements, 2 - 3 credits

Total Credits: 16 - 17

#### Spring Semester

- MCHT 1610 - Machine Tool Technology I, 2 credits
- WELD 2510 - Pipe Welding I, 4 credits
- WELD 2520 - Pipe Welding II, 5 credits
- WELD 2790 - Semiautomatic Pipe Welding, 2 credits
- Approved Electives, 2 credits

## **PROGRAMS OF INSTRUCTION**

### Outcome Assessment

- National Competency Exam (Included in WELD 2520)

Total Credits: 15

**Total Program Credits: 60 - 61**

### **Approved Electives**

Take any course at the 1000 or above level.

## **COURSES OF INSTRUCTION**

### **Course Numbering System**

All courses are distinguished by number and title.

### **Course Numbers for Variable Courses**

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.

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

### **Course Prerequisites and Waivers**

Many courses have prerequisites that must be met before enrollment in courses indicated in course descriptions. A course prerequisite is typically met by an appropriate ACCUPLACER 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

## **COURSES OF INSTRUCTION**

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 department head/program director or the Vice President of Student and Academic Services.

### **Course Corequisites**

Some courses have corequisites which may be required to be taken at the same time as the courses that indicate corequisites in the course description, unless the student has already completed the corequisite course.

## **COURSE LISTING**

### **ACCT – ACCOUNTING-BUSINESS**

#### **ACCT 1005 – Practical Accounting I**

Credits: 2.0

Course offered on demand only.

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 transactions, end-of-the-period procedures, and payroll accounting. No previous knowledge of accounting is necessary. Students who have successfully completed ACCT-1005 or ACCT-1060 cannot earn additional credit in ACCT-2010. Students who have credit in ACCT-2010 cannot earn credit in ACCT-1005 or ACCT-1060. 2 hours lecture.

#### **ACCT 1060 – Practical Accounting II**

Credits: 2.0

Course offered on demand only.

A continuation of Accounting 1005. 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 1005 or Accounting

1060 cannot earn additional credit in Accounting 1010. Students who have credit in Accounting 1010 cannot earn credit in Accounting 1005 or Accounting 1060. 2 hours lecture.

*\*Prerequisite: ACCT 1005 must be completed with a grade of "C" or better.*

#### **ACCT 2010 – Principles of Accounting I**

Credits: 3.0

Course offered Fall and Spring only.

A basic course for those preparing for a bachelors 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 1005 or ACCT 1060 cannot earn credit in ACCT 2010 and those who have successfully completed ACCT 2010 cannot earn credit in ACCT 1005 or ACCT 1060. 3 lecture hours.

#### **ACCT 2020 – Principles of Accounting II**

Credits: 3.0

Course offered Spring only.

A basic course for those preparing for a bachelors degree in business administration or accounting. This course is a continuation of ACCT 2010 with an emphasis on

## COURSE LISTING

partnerships, corporations, bonds, foreign currency transactions, the statement of cash flows, financial statement analysis, cost accounting and variances, budgeting, and managerial profit analysis. 3 hrs lecture.

***\*Prerequisite: ACCT 1005 and ACCT 1060; or ACCT 2010. Any prerequisite course must be completed with a grade of C or better.***

### ACCT 2110 – Quickbooks Accounting

Credits: 2.0

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. 1 hour lecture, 2 hours lab.

***\*Prerequisite: ACCT 1010 or ACCT 1050. Any prerequisite course must be completed with a grade of "C" or better.***

### ACCT 2450 – Cost Accounting

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

***\*Prerequisite: ACCT 1010, ACCT 1020, and MATH 1400. Any prerequisite course must be completed with a grade of "C" or better.***

### AECL – AGROECOLOGY

#### AECL 1000 – Agroecology

Credits: 4.0

Course Fee: \$25.00

Course offered Fall and Spring only.

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 agriculture production. Features differences between developed and developing countries. Explores crises and challenges facing agriculture and global society. 3 hours lecture, 2 hours lab.

***\*Corequisite: AECL 1001 must be taken at the same time as this course.***

### AGCP – AGRICULTURE CROP PRODUCTION

#### AGCP 0099 – Program Assessment Activity

Credits: 0.0

This course indicates with a Satisfactory grade that the student has completed the requirement for the Agriculture Crop Production Certificate Program outcomes assessment activity. This course is offered for

## **COURSE LISTING**

S/U grade only.

This course may NOT be taken as an audit.

### **AGEC – AGRICULTURAL ECONOMICS**

#### **AGEC 1010 – Agricultural Macroeconomics**

Credits: 3.0

Course offered Fall only.

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 AGEC 1010 and ECON 1010. 3 hours lecture.

#### **AGEC 1510 – F/R Applications & Review Mgmt**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

#### **AGEC 1970 – Internship**

Credits: 2.0

Course offered on demand only.

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 of application. This course should be taken in the second semester of the Farm/Ranch Management program. Students must have successfully completed 12 credit hours of courses in the Farm/Ranch Management A.A.S. program to enroll in this course. 4 hours lab.

#### **AGEC 2010 – Farm-Ranch Business Records**

Credits: 3.0

Course offered Spring only.

This is a basic course in farm/ranch bookkeeping and accounting. 3 hours lecture.

#### **AGEC 2020 – Farm-Ranch Business Management**

Credits: 3.0

Course offered Spring only.

Economic principles, business methods, and science applied to organization and operation. Measurements of size of business, rates and efficiency of production. 3 hours lecture.

#### **AGEC 2150 – Agri-Business Finance**

Credits: 3.0

Course offered Spring only.

A course dealing with loan applications, options, and determination of loan needs,

## **COURSE LISTING**

repayability, and the function and operation of various lending agencies. 3 hours lecture.

**\*Prerequisite: AGEC 2010 must be completed with a grade of "C" or better.**

### **AGEC 2300 – Agricultural Marketing**

Credits: 2.0

Course offered Spring only.

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. 2 hours lecture.

### **AGEC 2395 – Agriculture Capstone Project**

Credits: 2.0

Course offered Spring only.

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. 1 hour lecture, 2 hours lab. This course may NOT be taken as an audit.

## **AGRI – AGRICULTURE**

### **AGRI 1000 – Issues in Agriculture**

Credits: 3.0

Course offered Fall only.

Students will dive into the connections between eating and management of agricultural land. As Americans, our "dinner plates" have never seen more choices than they do today. Each decision we make in

choosing how to fill our plates has a direct impact on agricultural producers. While exploring how each person is related to agriculture, this course will also enable the student to explore and understand the whole college environment, to identify and utilize campus resources, and to develop academic and career goals. 3 hour lecture.

### **AGRI 1010 – Computer Technology in Agriculture**

Credits: 3.0

Course offered Fall only.

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. 2 hours lecture, 2 hours lab.

### **AGRI 1470 – Agricultural Internship I**

Credits: Variable

Course offered on demand only.

This class is designed to provide a work-related experience for agriculture students. It will emphasize concepts, skills and attitudes needed for employment in farm, ranch, or agri-business management and production. Each credit hour equals 40 hours of work at the internship site. The student must consult the instructor before enrolling in this course. The course requires variable hours of work time depending on the number of credit hours the student enrolls in, completion of a resume, job application, learning objectives,

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mock interview and letter of application. Students can only take this course one time for credit. This course is offered for S/U grade only.

### **AGRI 2000 - Agriculture Chemicals I**

Credits: 2.0

Course offered Fall only.

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. 2 hours lecture.

### **AGRI 2470 - Agricultural Internship II**

Credits: Variable

Course offered on demand only.

This class is designed to provide additional work-related experiences beyond the Agricultural Internship I course for agriculture students. It will emphasize concepts, skills and attitudes needed for employment in farm, ranch, or agri-business management and production. Each credit hour equals 40 hours of work at the internship site. The student must consult the instructor before enrolling in this course. The course requires variable hours of work time depending on the number of credit hours the student enrolls in, completion of a resume, job application, learning objectives, mock interview and letter of application. Students can only take this course one time for credit. This course is offered for S/U grade only.

### **AGTK - AGRICULTURE TECHNOLOGY**

#### **AGTK 1810 - Beginning Hydraulics**

Credits: 3.0

Course Fee: \$50.00

Course offered Fall only.

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. 3 hours lecture.

#### **AGTK 1910 - Preventative Equipment Maintenance And Repair**

Credits: 2.0

Course Fee: \$50.00

Course offered Spring only.

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. 2 hours lecture.

#### **AGTK 1920 - Precision Ag 1 - Mechanical Systems**

Credits: 3.0

Course offered Fall only.

Students will be introduced to essential aspects of precision agriculture concepts including: soil and crop spatial variability; new technologies such as GIS, DEM, GPS, sensors, variable rate machinery, PA software, remote sensing; geostatistics, sampling,

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experimental designs; precision integrated crop management; data acquisition, process, and management; and socio-economical and e-marketing aspects. 2 hour lecture, 2 hour lab.

### **AGTK 1930 - UAV License and Registration**

Credits: 2.0

Course offered Fall only.

In this course, Federal Aviation Administration (FAA) regulations and how to register, obtain your license, and fly an unmanned aerial vehicle (UAV) are covered.

### **AGTK 1940 - Precision Ag 2 - Software Systems**

Credits: 3.0

Course offered Spring only.

This course introduces advanced GIS, GPS technology and how to apply to the field. Planting, fertilizer and chemical applications will be covered as they relate to precision agriculture.

*\*Prerequisite: AGTK 1920 must be completed with a grade of "C" or better.*

### **AGTK 1950 - Precision Hardware and Software**

Credits: 3.0

Course offered Spring only.

This course covers critical precision agriculture software principles and hardware components and how to apply them. 2 lecture hours, 2 lab hours.

## **AMST - AMERICAN STUDIES**

### **AMST 2110 - Cultural Diversity in America**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

## **ANSC - ANIMAL SCIENCE- AGRICUL.**

### **ANSC 1010 - Intro to Animal Science**

Credits: 4.0

Course Fee: \$25.00

Course offered Fall only.

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. 3 hours lecture, 2 hour lab.

*\*Corequisite: ANSC L006 must be taken at the same time as this course.*

### **ANSC 1070 - Livestock Fitting and Showing**

Credits: 1.0

Course offered Fall only.

This is a basic course covering fitting and showing techniques for domestic livestock. Students will have the opportunity to fit an

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animal of their choice (animals are provided or may be students' with instructor approval) and participate in a National Livestock Show. This course is open to all EWC students and is an animal science elective for Farm and Ranch majors or Agribusiness and Sciences majors. 1/2 hour lecture, 1 hour lab.

### **ANSC 1110 – Management of Reproduction**

Credits: 4.0

Course Fee: \$150.00

Course offered Spring only.

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. 3 hours lecture, 3 hour lab.

*\*Prerequisite: ANSC 1610, ANSC 2615, BIOL 1010, VTTK 1610, or VTTK 2615. Any prerequisite course must be completed with a grade of "C" or better.*

*\*Corequisite: ANSC L002 must be taken at the same time as this course.*

### **ANSC 1210 – Livestock Judging I**

Credits: 2.0

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. 2 hours lecture.

### **ANSC 1220 – Livestock Judging II**

Credits: 2.0

Course offered Spring only.

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. 2 hours lab.

*\*Prerequisite: ANSC 1210 must be completed with a grade of "C" or better.*

### **ANSC 2020 – Feeds and Feeding**

Credits: 4.0

Course Fee: \$25.00

Course offered Spring only.

This course will include the review of basic principles of chemistry; classification of nutrients and feeds; basic digestive anatomy and physiology in simple stomach animals, ruminants, and non-ruminant herbivorous; basic nutritive processes including ingestion, digestion, absorption, circulation, metabolism, and excretion; and specific feeding programs for various classes of domestic and companion animals. 3 hours lecture, 2 hours lab.

### **ANSC 2110 – Beef Production**

Credits: 3.0

Course Fee: \$25.00

Course offered Spring only.

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

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reproduction, nutrition, and range. 3 hours lecture.

### ANSC 2230 – Livestock Judging III

Credits: 2.0

Course offered Fall only.

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. 2 hours lab.

**\*Prerequisite: ANSC 1220 must be successfully completed.**

### ANSC 2240 – Livestock Judging IV

Credits: 1.0

Course offered Spring only.

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. 2 hours lab.

**\*Prerequisite: ANSC 2230 must be successfully completed.**

### ANSC 2320 – Livestock Health and Management

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

### ANSC 2900 – Nutrition in Vet Medicine

Credits: 3.0

Course offered Spring only.

(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. 2 hours lecture.

**\*Prerequisite: CHEM 1000 or VTTK 1925. Any prerequisite course must be completed with a grade of "C" or better.**

## ANTH – ANTHROPOLOGY

### ANTH 1100 – Intro to Biological Anthropology

Credits: 4.0

Course offered Fall and Spring only.

Survey of basic concepts of archaeology and basic concepts relating to the origin, evolution, and biological nature of the human species. 3 hour lecture, 2 hour lab

**\*Corequisite: ANTH L001 must be taken at the same time as this course.**

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### **ANTH 1200 – Intro to Cultural Anthropology**

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

### **ANTH 1300 – Intro to Archaeology**

Credits: 3.0

Course offered Fall and Spring only.

Archaeology is the study of the human past through material remains. This course covers archaeological methods and theories for reconstructing ancient societies. Emphasis is placed on archaeological questions, scientific methods, and culture change. Topics include such concepts as the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline. 3 hours lecture

### **ANTH 2070 – Introduction to Museology**

Credits: 3.0

Course offered Fall only.

This course introduces students to the various roles and responsibilities of museum professionals in the areas of leadership and management, collections, exhibits, education and engagement, and security. 3 lecture hours

### **ANTH 2460 – Field Studies: Archaeology Field School**

Credits: 6.0

Course offered Summer only.

This course covers field and basic laboratory methods in archaeology for data collection, analysis and interpretation of cultural material. Emphasis is placed on archaeological questions, scientific methods, heritage preservation and culture change. The course also provides an introduction to the basics of site management and directing research. This course requires 270 hours of field work.

## **ART – ART**

### **ART 1000 – General Studio Art**

Credits: 3.0

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. 1 hour lecture, 4 hours lab.

### **ART 1005 – Drawing I**

Credits: 3.0

Course offered Fall only.

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. 1 hour lecture, 4 hours lab.

### **ART 1010 – Intro to Art**

Credits: 3.0

Course offered Fall and Spring only.

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A survey of the arts from prehistory through contemporary trends. Emphasis on the basic elements and principles of visual art, visual literacy, and awareness and appreciation of artistic diversity from across the globe. For non-art majors only. 3 hours lecture.

### **ART 1110 – Foundation: Two Dimensional**

Credits: 3.0

Course offered Fall only.

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. 1 hour lecture, 4 hours lab.

### **ART 1120 – Foundation: Three-dimensional**

Credits: 3.0

Course offered Fall only.

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. Structured critiques are employed to provide students the experience of assessing formal, conceptual, and technical aspects of art. 1 hour lecture, 4 hours lab.

### **ART 1130 – Foundation: Color Theory**

Credits: 3.0

Course offered Spring only.

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. 1 hour lecture, 4 hours lab.

*\*Prerequisite: ART 1110 must be completed with a grade of "C" or better.*

### **ART 1178 – Adobe Photoshop I**

Credits: 3.0

Course offered Fall only.

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. 2 hours lecture, 2 hours lab.

### **ART 2005 – Drawing II**

Credits: 3.0

Course offered Fall only.

An intermediate level drawing course building upon the 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

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understanding. 1 hour lecture, 4 hours lab.

*\*Prerequisite: ART 1005 must be completed with a grade of "C" or better.*

### **ART 2010 – Art History I**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

### **ART 2020 – Art History II**

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

### **ART 2074 – Art for Elementary and Middle School Teacher**

Credits: 3.0

Course offered Fall only.

Study of Discipline Based Art Education in the elementary/middle school classroom. Includes basic design, media experience,

reference materials, art criticism, aesthetics, and history. 3 hours lecture.

### **ART 2141 – Professional Practices in the Arts**

Credits: 1.0

Course offered on demand only.

This class focuses on skills required for a career in the visual arts. Topics covered are resumes or CVs, artist statements, portfolios, careers in art, and presenting and speaking about artwork. This course is required for all art majors to be taken during their final semester in conjunction with their final exhibition. 1 lecture hour.

### **ART 2210 – Painting I**

Credits: 3.0

Course offered Spring only.

Introduces problems in painting, developing skill, techniques, and concepts. 1 hour lecture, 4 hours lab.

*\*Prerequisite: ART 1005 must be completed with a grade of "C" or better.*

### **ART 2310 – Sculpture I**

Credits: 3.0

Course offered Odd years only.

Course offered Fall only.

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. 1 hour lecture, 4 hours lab.

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### **ART 2410 – Ceramics I**

Credits: 3.0

Course Fee: \$40.00

Introduces ideas about ceramic form through various hand building construction techniques. Emphasizes design and conceptual development. Includes glaze application, surface decoration and kiln operation. 1 hour lecture, 4 hours lab.

### **BADM – BUSINESS ADMINISTRATION**

#### **BADM 1000 – Intro to Business**

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

#### **BADM 1005 – Business Mathematics I**

Credits: 3.0

Course offered Fall and Spring only.

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, and financial statement analysis. 3 hours lecture.

*\*Prerequisite: An appropriate score on the*

*Math placement exam and/or approval from the Math Placement Coordinator.*

#### **BADM 1020 – Business Communications**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

*\*Prerequisite: ENGL 1010 ENGL 1005 (previously TECH 1005). Any prerequisite course must be completed with a grade of "C" or better.*

#### **BADM 1395 – Business Administration Capstone**

Credits: 3.0

Course offered Fall and Spring only.

The purpose of the Outcomes Assessment Activity is to assess program outcomes. This course seeks to enhance and enrich the student's academic background by synthesizing programmatic learning and experience.

This course is offered for S/U grade only.

This course may NOT be taken as an audit.

#### **BADM 1470 – Internship**

Credits: 3.0

Course offered Fall and Spring only.

This course is designed to provide a work related experience for students. It will emphasize concepts, skills, attitudes, and

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develop an understanding of the function of citizenship needed for office professionals. The student must consult the coordinator / instructor before enrolling in this course. This course may NOT be taken as an audit.

### **BADM 2010 – Legal Environment of Business**

Credits: 3.0

Course offered on a variable schedule only. Course offered Fall and Spring only.

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. 3 hours lecture.

### **BADM 2460 – Field Studies: Business Ethics Case Study**

Credits: 3.0

Course offered Spring only.

This course is designed to allow students to prepare for and compete in the Wyoming Business Ethics Case Competition at the University of Wyoming. This course will cover business ethics as applied to a hypothetical case. Business ethics is a form of applied ethics or professional ethics, that examines ethical principles and moral or ethical problems that can arise in a business environment. It applies to all aspects of business conduct and is relevant to the conduct of individuals and entire organizations. Students need instructor permission to enroll in this course. Faculty permission required.

## **BARB – BARBERING**

### **BARB 1500 – Clinical Applications I**

Credits: 6.0

Course offered Spring only.

This is a required course for the barber and barber stylist student and focuses on the hands-on application techniques in all areas, within the scope of practice, of barbing to the public. To include, but not limited to, the following content: Hands-on practice, within the scope of practice of Barber and Barber stylist, in a school clinic floor setting. Emphasis should be placed on men's services and include minimum number of services such as straight razor shaves on men and men's hair cutting skills. Students must be enrolled in the Barbering Technician or the Barber Stylist Technician program to take this course. 180 hours lab.

### **BARB 1505 – Clinical Applications II**

Credits: 6.0

Course offered Spring only.

This is a required course for the barber and barber stylist student and focuses on the hands-on application techniques in all areas, within the scope of practice, of barbing to the public. Hands-on practice, within the scope of practice of Barber and Barber Stylist, in a school clinic floor setting. Emphasis should be placed on men's services and include minimum number of services such as straight razor shaves on men and men's hair cutting skills. Students must be enrolled in the Barbering Technician or the Barber Stylist Technician program to take this course. 180 hours lab.

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### **BARB 1510 – Intro to Barbering**

Credits: 4.0

Course Fee: \$50.00

Course offered Fall only.

This course focuses on the theory and practical application techniques of facials and straight razor shaving for barber students. This course will include facials and shaving theory including practical applications of skin and disorders of the skin, preparations, procedures, products, materials, and facial implements, theory of massage and facial treatments; use of electrical appliances, currents, and specialized machines for treatments, honing and stropping; shaving face and neck on the male client. All content and practical applications should focus on these services for the male client. Students must be enrolled in the Barber Technician or the Barber Stylist Technician program to take this course. 96 hours lecture/lab.

### **BARB 1510 – Intro to Barbering**

Credits: 4.0

Course Fee: \$800.00

Course offered Fall only.

This course focuses on the theory and practical application techniques of facials and straight razor shaving for barber students. This course will include facials and shaving theory including practical applications of skin and disorders of the skin, preparations, procedures, products, materials, and facial implements, theory of massage and facial treatments; use of electrical appliances, currents, and specialized machines for treatments, honing and stropping; shaving face and neck on the male client. All content

and practical applications should focus on these services for the male client. Students must be enrolled in the Barber Technician or the Barber Stylist Technician program to take this course. 96 hours lecture/lab.

### **BARB 1520 – Business of Barbering**

Credits: 3.0

Course offered Spring only.

This course will take the barbering student through the process of business ownership, business principles and related concepts. To include, but not limited to, the following content: Opening a barber shop and business plan, regulations and laws, insurance, types of employment and compensation, shop operations, policies, practices, personnel, booking client/working the front desk, advertising, retail and salesmanship, client communications, client retention, and public relations. This course should also explore social media and the benefits of using social media in business. Students must be enrolled in the Barbering Technician or Barber Stylist Technician program to take this course. 45 hours lecture.

### **BARB 1525 – Barbering Hair Fundamentals I**

Credits: 6.0

Course Fee: \$25.00

Course offered Fall only.

This course covers the structure of hair, hair care and shampooing practices, the introduction to basic foundational hair cutting and beard trimming. To include, but not limited to the following content: Related theory and practical applications in hair structure, hair diseases and disorders,

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foundational hair cutting skills, clipper cutting (with and without guards), shampooing, and rinse. Students must be enrolled in the Barbering Technician or Barber Stylist Technician program to take this course. 144 hours lecture/lab.

### BARB 1530 – Barbering Hair Fundamentals II

Credits: 2.0

Course Fee: \$25.00

Course offered Spring only.

This course is an extension of BARB 1525 and will cover the applications of hairstyling principles as it relates to barbering. To include, but not limited to, the following content: A continuation of concepts learned in BARB 1525 along with fading and tapering, blow-drying, thermal curling, braiding, and hair replacement services. Students must be enrolled in the Barbering Technician or Barber Stylist Technician program to take this course. 96 hours lecture/lab.

*\*Prerequisite: BARB 1525 must be completed with a grade of "C" or better.*

### BARB 1530 – Barbering Hair Fundamentals II

Credits: 2.0

Course Fee: \$55.00

Course offered Spring only.

This course is an extension of BARB 1525 and will cover the applications of hairstyling principles as it relates to barbering. To include, but not limited to, the following content: A continuation of concepts learned in BARB 1525 along with fading and tapering, blow-drying, thermal

curling, braiding, and hair replacement services. Students must be enrolled in the Barbering Technician or Barber Stylist Technician program to take this course. 96 hours lecture/lab.

*\*Prerequisite: BARB 1525 must be completed with a grade of "C" or better.*

### BARB 1535 – Clinical Applications III

Credits: 4.0

Course offered Fall only.

This is a required course for the barber and barber stylist student and focuses on the hands-on application techniques in all areas, within the scope of practice, of barbering to the public. To include, but not limited to the following content: Hands-on practice, within the scope of practice of Barber and Barber Stylists, in a school clinic floor setting. Emphasis should be placed on men's services and include minimum number of services such as straight razor shaves on men and men's hair cutting skills. Students must be enrolled in the Barber Stylist Technician program to take this course. 120 hours lab.

### BARB 1550 – General Science of Barbering

Credits: 3.0

Course offered Fall only.

This course will explore the barbering sciences. Topics to include, but not limited to, the following content: Infection control, microbiology, anatomy, physiology, pH and electricity. Students must be enrolled in the Barber Technician or Barber Stylist Technician program to take this course. 45 hours lecture.

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### **BARB 1615 – Chemical Applications for Barber Stylist**

Credits: 4.0

Course Fee: \$50.00

Course offered Fall only.

This course is for the barber stylist technician and focuses on the theory and direct application techniques in hair coloring, chemical texturizing, and relaxing as it relates to barber stylist. To include, but not limited to, the following content: Related theory and practical applications of chemical re-arranging, perms and relaxers, temporary, non-oxidative and oxidative color, bleaching highlighting, toning, special effects, and corrective color. Students must be enrolled in the Barber Stylist Technician program to take this course. 96 hours lecture/lab.

### **BARB 1625 – Techniques in Barbering**

Credits: 2.0

Course offered Summer only.

This course will explore new, innovative and advanced techniques as they relate to areas of barbering. To include, but not limited to, the following content: Any time of advanced techniques or expansion of previously learned techniques. This course is about getting the Barber Stylist ready for the barber shop. The Barber Board of Examiners allows 50 clock hours to be used at the faculty and program discretion. This could include field trips, barber shows, and similar community events to enhance the educational experience for the student. Also provide opportunity for guest barbers to give demonstrations or for a Q and A panel. Students must be enrolled in the Barber

Stylist Technician program to take this course. 60 hours lab.

### **BARB 1675 – Barbering Assessment**

Credits: 1.0

Course Fee: \$25.00

Course offered Summer only.

This expansive examination is intended to evaluate the students' level of proficiency in barbering. Students must be enrolled in the Barbering Technician or Barber Stylist Technician program to take this course. 30 hours lab.

### **BARB 2500 – Barbering Crossover**

Credits: 6.0

Course Fee: \$1750.00

Course offered Fall only.

This course fulfills the requirements for the course of study for current Wyoming licensed cosmetologists to crossover to barbering as set forth by the Wyoming Board of Barber Examiners. To include, but not limited to the following content: Fifty hours in clipper techniques; shear, razor and clipper techniques in tapering and fading, including related theory, safety, and infection control. One hundred hours of shaving and beard trimming; shaving face and neck, use of clippers and shears on the beard including related theory, safety, and infection control. 150 hours lecture/lab.

*\*Prerequisite/Corequisite: CSMO 0005 must be taken previously or at the same time as this course.*

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### BARB 2500 – Barbering Crossover

Credits: 6.0

Course Fee: \$500.00

Course offered Fall only.

This course fulfills the requirements for the course of study for current Wyoming licensed cosmetologists to crossover to barbering as set forth by the Wyoming Board of Barber Examiners. To include, but not limited to the following content: Fifty hours in clipper techniques; shear, razor and clipper techniques in tapering and fading, including related theory, safety, and infection control. One hundred hours of shaving and beard trimming; shaving face and neck, use of clippers and shears on the beard including related theory, safety, and infection control. 150 hours lecture/lab.

*\*Prerequisite/Corequisite: CSMO 0005 must be taken previously or at the same time as this course.*

### BARB 2600 – Barbering Crossover for Hair Stylist

Credits: 8.0

Course Fee: \$1750.00

Course offered Fall only.

This course fulfills the requirements for the course of study for current licenses hair stylists to crossover to barbering as set forth by the Wyoming Board of Barber Examiners. 200 hours lecture/lab.

*\*Prerequisite/Corequisite: CSMO 0005 must be taken previously or at the same time as this course.*

### BARB 2600 – Barbering Crossover for Hair Stylist

Credits: 8.0

Course Fee: \$800.00

Course offered Fall only.

This course fulfills the requirements for the course of study for current licenses hair stylists to crossover to barbering as set forth by the Wyoming Board of Barber Examiners. 200 hours lecture/lab.

*\*Prerequisite/Corequisite: CSMO 0005 must be taken previously or at the same time as this course.*

## BIOL – BIOLOGY

### BIOL 1000 – Principles of Biology

Credits: 4.0

Course Fee: \$34.00

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.) 3 hours lecture, 3 hours lab.

*\*Corequisite: BIOL L004 must be taken at the same time as this course.*

### BIOL 1009 – Critical Science Skills

Credits: 1.0

BIOL 1009 is a course devoted to improving students' critical thinking, quantitative, reading, and writing skills as a corequisite to BIOL 1010. This course is intended to develop the logical skills necessary for success in the Natural Sciences.

## COURSE LISTING

Key concepts may include: reading a science article, writing as a scientist, scientific math and statistics skills (including computation, unit conversion, concepts of probability and statistical significance, and significant digits), science study skills, the language of science, lab equipment and safety skills, lab note-taking and reading and following directions. This course is offered for S/U grade only. 1 hour lecture.

***\*Prerequisite: An appropriate score on the English, Math, and Reading placement exam.***

***\*Corequisite: BIOL 1010 must be taken at the same time as this course.***

### BIOL 1010 - General Biology I

Credits: 4.0

Course Fee: \$34.00

Presents major concepts of biology, cell structures and functions, energy relations, genetics, molecular biology, and evolutionary theory for students majoring in sciences. 3 hours lecture, 3 hours lab.

***\*Prerequisite: An appropriate score on the Math and Reading placement exam.***

***\*Corequisite: BIOL L001 must be taken at the same time as this course.***

### BIOL 1390 - Intro to Science Research I

Credits: Variable

Course offered Fall and Spring only.

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. Students must obtain instructor approval to take this course. Students can only take this course one time for credit. 2-8 hours lab.

### BIOL 2020 - General Biology II

Credits: 4.0

Course Fee: \$34.00

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. 3 hours lecture, 3 hours lab.

***\*Prerequisite: BIOL 1010 must be completed with a grade of "C" or better.***

***\*Corequisite: BIOL L002 must be taken at the same time as this course.***

### BIOL 2390 - Intro to Science Research II

Credits: Variable

This course is a continuation of Intro to Science Research I. It allows motivated students to continue to perform scientific research at a higher level than Science Research I. Students in Science Research II will be in class with Science Research I students, but will be expected to be more self-sufficient in all aspects of research (for example, designing experiments, collecting data, analyzing results, and writing scientific literature). Students are also expected to provide leadership for a small group of Science Research I students, being a "project leader" for an experiment. This course is offered for S/U grade only. Students can

## COURSE LISTING

only take this course one time for credit. 2-8 lab hours.

**\*Prerequisite: BIOL 1390 must be completed with a grade of C or better.**

### BIOL 2400 - General Ecology

Credits: 3.0

Course offered Fall only.

An introductory course for the biological science major designed to study fundamental concepts in ecosystem and population ecology. Emphasis will be placed on understanding basic principles and their understanding in natural and man-manipulated ecosystems. 3 hours lecture.

**\*Prerequisite: BIOL 1010 or BIOL 1000.**

**Any prerequisite course must be completed with a grade of "C" or better.**

### BIOL 2410 - Intro to Field Ecology

Credits: 2.0

Course offered Odd years only.

Course offered Fall only.

This course is for students seeking to bridge natural history, theoretical and experimental ecology. The course will involve field labs, in which the instructors and students will travel along altitudinal gradients encompassing seven locations. 1 hour lecture, 2 hours lab.

**\*Prerequisite: BIOL 1010 or BIOL 1000.**

**Any prerequisite course must be completed with a grade of C or better.**

## CHEM - CHEMISTRY

### CHEM 1000 - Intro to Chemistry

Credits: 4.0

Course Fee: \$35.00

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. 3 hours lecture, 3 hours lab.

**\*Prerequisite: An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.**

**\*Corequisite: CHEM L001 must be taken at the same time as this course.**

### CHEM 1020 - General Chemistry I

Credits: 4.0

Course Fee: \$50.00

Course offered Fall only.

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. 3 hours lecture, 3 hours lab.

**\*Prerequisite/Corequisite: MATH 1400 must be completed with a grade of "C" or better; or MATH 1400 must be taken at the same time as this course; or an appropriate score on the Math placement exam.**

**\*Corequisite: CHEM L003 must be taken at the same time as this course.**

### CHEM 1030 - General Chemistry II

Credits: 4.0

Course Fee: \$50.00

Course offered Spring only.

A continuation of Chemistry 1020. 3 hours lecture, 3 hours lab.

## COURSE LISTING

*\*Prerequisite: CHEM 1020 must be completed with a grade of "C" or better.*

*\*Corequisite: CHEM L004 must be taken at the same time as this course.*

### **CHEM 2300 – Intro to Organic Chemistry**

Credits: 4.0

Course offered Spring only.

A one-semester non-lab course in organic chemistry and beginning biochemistry.

Students cannot earn credit for both Chemistry 2300 and Chemistry 2320. 4 hours lecture.

*\*Prerequisite: CHEM 1000 or CHEM 1020. Any prerequisite course must be completed with a grade of "C" or better.*

### **CHEM 2420 – Organic Chemistry I**

Credits: 4.0

Course Fee: \$50.00

Course offered Fall only.

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 2420 and Chemistry 2300.

### **CHEM 2440 – Organic Chemistry II**

Credits: 4.0

Course Fee: \$50.00

Course offered Spring only.

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.

*\*Prerequisite: CHEM 2420 must be*

*completed be completed with a grade of C or better.*

### **CMAP – COMPUTER APPLICATION**

#### **CMAP 1200 – Computer Information Systems**

Credits: 3.0

Course offered on demand only.

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 CMAP 1200 or COSC 1200 cannot earn credit in CMAP 1900. 2 hours lecture, 2 hours lab.

#### **CMAP 1500 – Computer Keyboarding**

Credits: 1.0

Course offered on demand only.

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. 1/2 hour lecture, 1 hour lab.

#### **CMAP 1505 – Intro to Computers**

Credits: 1.0

Course offered on demand only.

An introductory course in computer literacy, featuring a "hands-on" approach using microcomputers. Elementary concepts of computer organization, hardware,

## **COURSE LISTING**

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. 1/2 hour lecture, 1 hour lab.

### **CMAP 1610 – Windows**

Credits: 1.0

Course offered on demand only.

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. 1/2 hour lecture, 1 hour lab.

### **CMAP 1685 – Using Computers In:**

Credits: Variable

Course offered on demand only.

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. 1/2 hour lecture, 1 hour lab. This course may be taken for S/U grade.

### **CMAP 1715 – Word Processing Applications**

Credits: 2.0

Course offered Fall only.

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. 1 hour lecture, 2 hours lab.

### **CMAP 1765 – Spreadsheet Applications**

Credits: 2.0

Course offered Spring only.

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. 1 hour lecture, 2 hours lab.

### **CMAP 1815 – Database Applications**

Credits: 2.0

Course offered on demand only.

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. 1 hour lecture, 2 hours lab

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### **CMAP 1855 – Desktop Publishing**

Credits: 3.0

Course offered on demand only.

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. 2 hours lecture, 2 hours lab.

### **CMAP 1900 – Integrated Appl I: MS Office**

Credits: 2.0

Course offered on demand only.

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. 1 hour lecture, 2 hours lab.

### **CMAP 1915 – MS Office Advanced Concepts and Techniques**

Credits: 2.0

Course offered on demand only.

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. 1 hour lecture, 2 hours lab.

*\*Prerequisite: CMAP 1900 must be completed with a grade of "C" or better.*

### **CMAP 2510 – Multimedia Presentations**

Credits: 2.0

Course offered on demand only.

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. 1 hour lecture, 2 hours lab.

### **CMAP 2630 – Presentation Graphics**

Credits: 1.0

Course offered on demand only.

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. 1/2 hour lecture, 1 hour lab.

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### CNTK – CONSTRUCTION TECHNOLOGY

#### CNTK 1510 – Safety and Tools in Construction

Credits: 3.0

Course offered on demand only.

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. 2 hours lecture, 2 hours lab.

#### CNTK 1520 – Blueprint Reading for Construction

Credits: 3.0

Course offered on demand only.

This course is a study of basic principles of interpreting blueprints and plans along with reading of specifications basic to the building trades. 2 hours lecture, 2 hours lab.

***\*Prerequisite/Corequisite: CNTK 1510 must be completed with a grade of "C" or better; or CNTK 1510 must be taken at the same time as this course.***

#### CNTK 1630 – Basic Cabinet Making

Credits: 2.0

Course offered on demand only.

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. 1 hour lecture and 2 hours lab.

#### CNTK 1860 – Woodworking Fundamentals I

Credits: 4.0

Course offered on demand only.

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 and equipment to build a project of the student's choice. 2 hours lecture and 4 hours lab.

#### CNTK 1865 – Woodworking Fundamentals II

Credits: 4.0

Course offered on demand only.

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. 2 hours lecture, 4 hours lab.

***\*Prerequisite: CNTK 1860 must be completed with a grade of "C" or better.***

### COMM – COMMUNICATIONS

#### COMM 1000 – Intro to Mass Media

Credits: 3.0

Course offered Fall only.

An overview of mass media, newspapers, magazines, books, radio, television and films. Studies mass media's historical development, emphasizing understanding techniques of expression and impact on American culture. Surveys content of mass

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media; considers contemporary problems and trends. 3 hours lecture.

### **COMM 1030 – Interpersonal Communication**

Credits: 3.0

Course offered Fall and Spring only.

Introduction to oral communication in interpersonal group and audience situations. Brief survey of communication rhetoric, principles, and techniques. 3 hours lecture.

### **COMM 1040 – Intro to Communication Theory**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

### **COMM 2010 – Public Speaking**

Credits: 3.0

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. 3 hours lecture.

### **COMM 2050 – Crisis Intervention**

Credits: 3.0

Course offered on demand only.

This course serves as an elective for students pursuing the A.A. in Criminal Justice. The course will introduce the student to a wide variety of criminal justice-specific emergencies (e.g. violent crimes, riots, acts of terrorism, natural disasters, etc.) as well as common societal and personal crises (e.g. depression, suicide, psychotic breaks, PTSD, etc.). The student will learn how to dissect situations and formulate an appropriate response in the context of criminal justice. An additional focus of the course will be to critique the future criminal justice practitioner's responsibilities when confronted with individuals who are in crisis mode. Students cannot earn credit in both COMM 2050 and CRMJ 2050. 3 hours lecture.

### **COMM 2100 – Media Writing**

Credits: 3.0

Course offered on demand only.

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. 2 hours lecture, 2 hours lab.

### **COMM 2395 – Capstone: Communication**

Credits: 1.0

This Communication capstone experience is directed toward the application of broad principles in the discipline of

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Communication. 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 Communication. 1 hour lecture.

### **COMP – COMPUTING**

#### **COMP 2000 – Computing and Society**

Credits: 2.0

Introduction to critical thinking about computing and its use and role in society. This course will lead students to develop their own understanding and perspectives around computing applications, ethics, and ideas that will be important for their future careers as well as their personal use of digital technologies. 2 hours lecture

### **COSC – COMPUTER SCIENCE**

#### **COSC 1010 – Intro to Computer Science I**

Credits: 3.0

Course offered Fall only.

An introduction to algorithmic problem solving and computer programming. Problem analysis, algorithmic top?down design, implementation, testing, debugging, and maintenance are stressed as the student learns the fundamental structures of programming, data types, and file input/output. Algorithms will be developed by hand and programming will be done in a popular programming language. 3 hours lecture, 2 hours lab.

***\*Prerequisite: An appropriate score on the Math placement exam.***

#### **COSC 1030 – Computer Science I**

Credits: 4.0

Course offered Spring only.

Continues the introduction from COSC 1010 to the methodology of programming from an object-oriented perspective through the study of object design, introduces the basics of human-computer interfaces, the social implications of computing, with an emphasis on software engineering. 3 hrs lec, 2 hrs lab.

***\*Prerequisite: COSC 1010 must be completed with a grade of C or better.***

### **CRMJ – CRIMINAL JUSTICE**

#### **CRMJ 1001 – Intro to Criminal Justice**

Credits: 3.0

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. 3 hours lecture.

#### **CRMJ 1010 – Current Issues in Criminal Justice**

Credits: 3.0

Course offered Fall only.

This course is required for criminal justice majors. It is designed, in part, to explore a wide range of controversial or otherwise thorny contemporary issues in criminal justice; including, but not limited to: violent crime, hate groups, war on cops, the Ferguson Effect, social media, ethical behavior, gangs, prison overcrowding, sentencing disparities, privatization of prisons, death penalty, three-strikes laws, gun

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control, deadly force, civil liability, and terrorism. Students will practice developing and asking the right questions before engaging in the problem-solving process. A focus of this course will be to assist students in articulating problems and potential solutions in a responsible and professional manner.

### CRMJ 2020 – Fundamentals of Leadership

Credits: 3.0

Course offered Fall only.

This course is required for criminal justice majors. It covers a wide range of leadership topics; including, but not limited to: Leadership theories, principles, and approaches; effective decision-making; managing change, and the essentials of human resources in the criminal justice field. This course will also thoroughly explore the similarities and differences between leadership, management, and supervision. Though no guarantee, this course is designed to help prepare students to rise as quickly as possible through the ranks and assume positions of leadership within the student's chosen career field. Students cannot earn credit for both CRMJ-2020 and MGT-2020. 3 hours lecture.

### CRMJ 2040 – Police Science I

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture

*\*Prerequisite/Corequisite: CRMJ 1001 or CRMJ 2120 must be completed with a grade of C or better; or CRMJ 1001 or CRMJ 2120 must be taken at the same time as this course.*

### CRMJ 2045 – Police Science II

Credits: 3.0

Course offered on demand only.

This course covers community policing practices, using an interdisciplinary problem solving approach to solving, police-community relations, crime prevention programs, and interagency operations. 3 hours lecture

*\*Prerequisite/Corequisite: CRMJ 1001 or CRMJ 2120 must be completed with a grade of C or better; or CRMJ 1001 or CRMJ 2120 must be taken at the same time as this course.*

### CRMJ 2050 – Crisis Intervention

Credits: 3.0

Course offered on demand only.

This course serves as an elective for students pursuing the A.A. in Criminal Justice. The course will introduce the student to a wide variety of criminal justice-specific emergencies (e.g. violent crimes, riots, acts of terrorism, natural disasters, etc.) as well as common societal and personal crises (e.g. depression, suicide, psychotic breaks, PTSD, etc.). The student will learn how to dissect situations and formulate an appropriate response in the context of criminal justice. An additional focus of the course will be to critique the future criminal justice practitioner's responsibilities when confronted with individuals who are in crisis

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mode. Students cannot earn credit for both CRMJ-2050 and CO/M-2050. 3 hours lecture.

### CRMJ 2125 – Forensic Psychology

Credits: 3.0

Course offered Spring only.

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. 3 lecture hours.

*\*Prerequisite: CRMJ 2120 and PYSC 1000. Any prerequisite course must be completed with a grade of "C" or better.*

### CRMJ 2130 – Criminal Investigation I

Credits: 3.0

Course offered Spring only.

A course relating to the fundamentals of investigation. Included are crime scene search, sketching and recording, collection and preservation of physical evidence, scientific aids, sources of information, interviewing and interrogation, modus operandi, and case preparation. 3 hours lecture.

### CRMJ 2135 – Criminal Investigation II

Credits: 3.0

Course offered on demand only.

The study of various crimes and investigative techniques from the initial report through the final disposition of the

case. 3 hours lecture.

*\*Prerequisite: CRMJ 2130 must be completed with a grade of C or better.*

### CRMJ 2210 – Criminal Law I

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

*\*Prerequisite: CRMJ 2120 must be completed with a grade of "C" or better.*

### CRMJ 2250 – Police Administration

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

### CRMJ 2280 – Criminal Procedure

Credits: 3.0

Course offered on demand only.

This course deals with procedural problems that occur in processing an individual through the criminal justice system with special emphasis on search and seizure. 3 hours lecture.

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*\*Prerequisite: CRMJ 2120 must be completed with a grade of "C" or better.*

### CRMJ 2350 – Intro to Corrections

Credits: 3.0

Course offered Fall only.

A general course describing the history and evolution of the corrections process. Covers all aspects of institutional and community based corrections. 3 hours lecture.

### CRMJ 2365 – Foundations of Community-Based Corrections

Credits: 3.0

Course offered Spring only.

This course is designed to introduce the correctional process as it is applied in a community setting, and specifically focuses on probation, parole, and other community-based strategies for dealing with the offender. 3 hours lecture

### CRMJ 2370 – Institutional Corrections

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

*\*Prerequisite: CRMJ 2120 and CRMJ 2350. Any prerequisite course must be completed with a grade of C or better.*

### CRMJ 2395 – Criminal Justice Capstone Project

Credits: 1.0

Course offered on demand only.

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. Students must be sophomore status and enrolled in a Criminal Justice program. This course should be taken in the student's graduation semester. This course is offered for S/U grade only. 1 hour lecture.

### CRMJ 2400 – Criminology

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

*\*Prerequisite: SOC 1000 must be completed with a grade of "C" or better.*

### CRMJ 2420 – Juvenile Justice

Credits: 3.0

Course offered on demand only.

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

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centers of today, along with alternatives to incarceration. This course will follow the evolution of the courts and the laws pertaining to the juvenile. 3 hours lecture.

*\*Prerequisite: CRMJ 2120 must be completed with a grade of "C" or better.*

### CRMJ 2470 – Internship

Credits: 2.0

This course exposes the criminal justice major to the various work settings in the field. The student may rotate between placements with law enforcement, detention, corrections, and communications. The schedules can be variable and depend upon availability at each site. Students must complete 80 hours of internship to meet the course requirements.

*\*Prerequisite/Corequisite: CRMJ 1001 or CRMJ 2120 must be completed with a grade of "C" or better; or CRMJ 1001 must be taken at the same time as this course.*

### CRMJ 2590 – Drugs and Criminal Justice

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

*\*Prerequisite: CRMJ 2120 must be completed with a grade of "C" or better.*

### CRMJ 2781 – Use of Force I

Credits: 3.0

Course Fee: \$50.00

Course offered Fall only.

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. Students must be enrolled in a Criminal Justice program to take this course. 2 hours lecture, 2 hours lab.

### CRMJ 2791 – Use of Force II

Credits: 3.0

Course Fee: \$50.00

Course offered Spring only.

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. 2 hours lecture, 2 hours lab.

*\*Prerequisite: CRMJ 2120 and CRMJ 2781. Any prerequisite course must be completed with a grade of "C" or better.*

### CROP – CROP SCIENCE-AGRICULTURE

#### CROP 1150 – Pesticide Safety and Application

Credits: 3.0

Course offered Spring only.

In this course, basic chemical principles are reviewed and applied to an in-depth study

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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. 3 hours lecture.

### **CROP 2100 – Diverse Agricultural Crops**

Credits: 3.0

Course Fee: \$25.00

Course offered Odd years only.

Course offered Fall only.

Introduces students to the growth, development, production, propagation, utilization, and environmental requirements for fruit, vegetable and ornamental crops. Intended as an introductory horticultural science course. 3 hours lecture.

*\*Prerequisite: AECL 1000 BIOL 1000 or BIOL 1010. Any prerequisite course must be completed with a grade of C or better.*

### **CROP 2150 – Pest Identification and Management**

Credits: 2.0

Course offered Odd years only.

Course offered Fall only.

This course provides students with knowledge to identify and manage pests within a variety of crops. Students will learn identification skills, scouting methods, thresholds as well as sustainable control methods. 1 hour lecture, 2 hours lab.

### **CROP 2300 – Crop Science**

Credits: 3.0

Course offered Fall only.

A general plant science course that investigates a variety of commercial crops including methods of seeding, cultivation, harvest, selection, grading, and variety improvement. Prerequisite: AECL-1000, BIOL-1000, or BIOL-1010. Any prerequisite course must be completed with a grade of "C" or better. 3 hours lecture.

*\*Prerequisite: AECL 1000 BIOL 1000 or BIOL 1010. Any prerequisite course must be completed with a grade of C or better.*

### **CSMO – COSMETOLOGY**

#### **CSMO 0005 – WY Lic in Cosmetology or Related Field**

Credits: 0.0

Course offered on demand only.

A current WY License in Cosmetology or related field is required before taking Cosmetology or Barbering Instructor courses. This course may NOT be taken as an audit.

#### **CSMO 1500 – Intro to Nail Technology**

Credits: 3.0

Course offered Fall only.

This course will explore the structure, growth and diseases of the skin and nail, ingredient technology, its usage and safety. Students must be enrolled in the Cosmetology or Nail Technician program to take this course. 45 hours lecture.

#### **CSMO 1505 – Nail Technology Lab**

Credits: 5.0

Course offered Fall only.

This course provides a complete guide to basic nail technology as it applies to the hands and feet. Students must be enrolled in

## **COURSE LISTING**

the Cosmetology or Nail Technician program to take this course. 150 hours lab.

### **CSMO 1505 – Nail Technology Lab**

Credits: 5.0

Course Fee: \$50.00

Course offered Fall only.

This course provides a complete guide to basic nail technology as it applies to the hands and feet. Students must be enrolled in the Cosmetology or Nail Technician program to take this course. 150 hours lab.

### **CSMO 1505 – Nail Technology Lab**

Credits: 5.0

Course Fee: \$400.00

Course offered Fall only.

This course provides a complete guide to basic nail technology as it applies to the hands and feet. Students must be enrolled in the Cosmetology or Nail Technician program to take this course. 150 hours lab.

### **CSMO 1575 – Nail Technician Assessment**

Credits: 1.0

Course Fee: \$25.00

Course offered on demand only.

This course prepares Nail Technician students to successfully complete a comprehensive exam by reviewing essential knowledge and skills gained throughout the program. Students must be enrolled in the Nail Technician program to take this course. 30 hours lab.

### **CSMO 1600 – Intro to Skin Technology**

Credits: 3.0

Course offered Spring only.

This course is an introduction to skin structure, disorders, analysis, product technology and massage principles. Students must be enrolled in the Cosmetology or Esthetics program to take this course. 45 hours lecture.

### **CSMO 1605 – Skin Technology Lab**

Credits: 3.0

Course Fee: \$300.00

Course offered Spring only.

This is an opportunity for the cosmetology and/or esthetic student to learn and practice applications necessary for skin care services. Students must be enrolled in the Cosmetology or Esthetics program to take this course. 104 hours lab.

### **CSMO 1605 – Skin Technology Lab**

Credits: 3.0

Course Fee: \$75.00

Course offered Spring only.

This is an opportunity for the cosmetology and/or esthetic student to learn and practice applications necessary for skin care services. Students must be enrolled in the Cosmetology or Esthetics program to take this course. 104 hours lab.

### **CSMO 1610 – Esthetics Concepts I**

Credits: 2.0

Course Fee: \$25.00

Course offered Spring only.

In this course, the student will fulfill infection control practices and will learn how to safely and effectively use facial machines. Students must be enrolled in the Cosmetology or Esthetics program to take this course. 45 hours lecture/lab.

## COURSE LISTING

### CSMO 1675 – Esthetics Assessment

Credits: 1.0

Course Fee: \$25.00

Course offered Fall only.

This is a comprehensive examination intended to evaluate the students' level of competency in the area of esthetics. Students must be enrolled in the Esthetics program to take this course. 30 hours lab.

### CSMO 1700 – Intro to Hair Technology

Credits: 4.0

Course Fee: \$25.00

Course offered Fall only.

This course covers the basic structure of hair, haircare practices, and an introduction to basic hair design principles. Students must be enrolled in the Cosmetology or Hair Technician program to take this course. 90 hours lecture/lab

### CSMO 1700 – Intro to Hair Technology

Credits: 4.0

Course Fee: \$700.00

Course offered Fall only.

This course covers the basic structure of hair, haircare practices, and an introduction to basic hair design principles. Students must be enrolled in the Cosmetology or Hair Technician program to take this course. 90 hours lecture/lab

### CSMO 1703 – Intro to Hair Technology II

Credits: 2.0

Course Fee: \$25.00

Course offered Spring only.

This course continues practice with hair protocols and focuses in the knowledge and

practice in the chemical service area.

Students must be enrolled in the Cosmetology or Hair Technician program to take this course. 45 hours lecture/lab.

**\*Prerequisite: CSMO 1700 must be completed with a grade of C or better.**

### CSMO 1705 – Hair Fundamentals

Credits: 4.0

Course Fee: \$25.00

Course offered Spring only.

This course is a continuation of CSMO 1700; hair, haircare practices, and hair design. Students must be enrolled in the Cosmetology or Hair Technician program to take this course. 90 hours lecture/lab.

**\*Prerequisite: CSMO 1700 must be completed with a grade of C or better.**

### CSMO 1710 – Intro to Hair Technology II

Credits: 2.0

Course offered Spring only.

This course is part II of the science of hair and its practices. Students must be enrolled in the Cosmetology or Hair Technician program to take this course. 45 hours lecture/lab.

**\*Prerequisite: CSMO 1705 must be completed with a grade of "C" or better.**

### CSMO 1715 – Hair Fundamentals II

Credits: 2.0

Course Fee: \$25.00

Course offered Spring only.

This course will cover the applications of hair styling principles. Students must be enrolled in the Cosmetology or Hair Technician program to take this course. 60 hours lab.

## COURSE LISTING

*\*Prerequisite: CSMO 1705 must be completed with a grade of "C" or better.*

### CSMO 1720 – General Cosmetology Science

Credits: 3.0

Course offered Fall only.

This course will explore the cosmetology sciences. This is a broad exploration into infection control, anatomy and physiology, electricity and basic cosmetology chemistry. 45 hours lecture.

### CSMO 1725 – General Cosmetology Science II

Credits: 3.0

Course offered Summer only.

This course is an extended study for the Esthetics student. Studies in basic ingredient technology, basic chemistry as it applies to the area, anatomy and physiology as applicable, and esthetic application. Students must be enrolled in the Esthetics program to take this course. 45 hours lecture.

### CSMO 1730 – Cosmetology Chemistry I

Credits: 3.0

Course Fee: \$75.00

Course offered Fall only.

This course explores the comprehensive properties of hair and the resulting effects of chemical and physical services. Cosmetology majors must have completed a minimum of 8 credit hours of the general education requirements or have instructor approval to take this course. 45 hours lecture.

*\*Prerequisite: CSMO 1700, CSMO 1705, CSMO 1710, and CSMO 1715. Any*

*prerequisite course must be completed with a grade of "C" or better.*

### CSMO 1735 – Cosmetology Chemistry II

Credits: 3.0

Course offered Fall only.

This course continues CSMO 1730 with the chemical and physical effects of services, and explores hair addition variable. Cosmetology majors must have completed a minimum of 8 credit hours of the general education requirements or have instructor approval to take this course. 45 hours lecture.

*\*Prerequisite: CSMO 1700, CSMO 1705, CSMO 1710, and CSMO 1715. Any prerequisite course must be completed with a grade of "C" or better.*

### CSMO 1740 – Cosmetology Overview and Test Preparation

Credits: Variable

Course Fee: \$25.00

Course offered Spring only.

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. 45 or 90 hours lecture/lab.

*\*Prerequisite: CSMO 1730 and CSMO 1735. Any prerequisite course must be completed with a grade of "C" or better.*

### CSMO 1745 – Techniques in Cosmetology

Credits: 3.0

Course offered Summer only.

This course fulfills 3 of the 9 lab credit hours required for the cosmetology student and is required for the Hair Technician

## **COURSE LISTING**

student. It will explore new and innovative techniques as they relate to the areas of cosmetology. Students must be enrolled in the Cosmetology or Hair Technician program to take this course. The Cosmetology student must have completed up to 8 of the required general education courses or have instructor approval to take this course. 90 hours lab.

### **CSMO 1775 – Hair Technician Assessment**

Credits: 1.0

Course offered Summer only.

A comprehensive assessment intended to evaluate the students' level or competency in the area of hair technology. Students must be enrolled in the Hair Technician program to take this course. 30 hours lab.

### **CSMO 1780 – Clinical Applications I**

Credits: 3.0

Course offered Spring only.

This is a required course for hair technician student and focuses on the hands-on application techniques in all areas of cosmetology to the public. Students must be enrolled in the Hair Technician program to take this course. 90 hours lab.

### **CSMO 1785 – Clinical Applications II**

Credits: 3.0

Course offered Spring only.

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. Students must be enrolled in the Cosmetology or Hair Technician program to take this course. 90

hours lab.

*\*Prerequisite: CSMO 1700 and CSMO 1715. Any prerequisite course must be completed with a grade of C or better.*

### **CSMO 1790 – Clinical Applications III**

Credits: 6.0

Course offered Fall only.

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. Students must be enrolled in the Cosmetology program to take this course. 180 hours lab.

### **CSMO 1795 – Clinical Applications IV**

Credits: 6.0

Course offered Fall and Spring only.

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. Students must be enrolled in the Cosmetology, Esthetics, or Nail Technician program to take this course. 180 hours lab.

*\*Prerequisite: CSMO 1500 or CSMO 1600. Any prerequisite course must be completed with a grade of C or better.*

### **CSMO 1800 – Clinical Applications V**

Credits: 6.0

Course offered Spring only.

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. Students must be enrolled in the

## **COURSE LISTING**

Cosmetology program to take this course.  
180 hours lab.

### **CSMO 1805 – Clinical Applications VI**

Credits: Variable

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. Students must be enrolled in the Cosmetology program to take this course. 30 - 180 hours lab.

### **CSMO 1810 – Clinical Applications VIII**

Credits: Variable

Course offered Summer only.

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. Students must be enrolled in the Cosmetology, Esthetics, or Hair Technician program to take this course. 30 - 180 hours lab.

### **CSMO 1875 – Cosmetology Assessment**

Credits: 1.0

Course Fee: \$75.00

Course offered on demand only.

A comprehensive assessment intended to evaluate the students' level of competency in the area of cosmetology. Students must be enrolled in the Cosmetology program to take this course. 30 hours lab.

### **CSMO 1875 – Cosmetology Assessment**

Credits: 1.0

Course Fee: \$25.00

Course offered on demand only.

A comprehensive assessment intended to evaluate the students' level of competency in the area of cosmetology. Students must be enrolled in the Cosmetology program to take this course. 30 hours lab.

### **CSMO 2500 – General Professional Standards I**

Credits: 4.0

Course offered on demand only.

This section will introduce health, safety and infection control as well as Wyoming law. It will also cover professional development and include a self-evaluation of professional performance. 60 hours lecture.

*\*Prerequisite: CSMO 0005.*

### **CSMO 2505 – Science of Teaching**

Credits: 6.0

Course offered on demand only.

In this courses, the student will learn professional development for cosmetology along with lesson planning and curriculum development. It will also include instructional outcomes. 144 hours lecture/lab.

*\*Prerequisite: CSMO 0005.*

### **CSMO 2510 – General Professional Standards II**

Credits: 3.0

Course offered on demand only.

This course develops the student instructor in organization, preparation, and learning styles. 45 hours lecture.

*\*Prerequisite: CSMO 2500 and CSMO 2505. Any prerequisite course must be completed with a grade of "C" or better.*

## COURSE LISTING

### CSMO 2515 – Student Supervision

Credits: 3.0

Course offered on demand only.

This is a clinic floor experience in which the student instructor will be overseeing the cosmetology clinic student salon. 135 hours lab.

***\*Prerequisite: CSMO 2500 and CSMO 2505. Any prerequisite course must be completed with a grade of "C" or better.***

### CSMO 2520 – Instructor Assessment

Credits: 1.0

Course offered on demand only.

The student will be evaluated on instructional planning, instruction methods, and classroom and clinic floor management. This course prepares the student for the National exam. 30 hours lab.

***\*Prerequisite: CSMO 2500, CSMO 2505, CSMO 2510, and CSMO 2515. Any prerequisite course must be completed with a grade of "C" or better.***

## CULA – CULINARY ARTS

### CULA 1505 – Sanitation

Credits: 1.0

Course offered on demand only.

Applied Food Service Sanitation covers the latest developments, procedures, current government standards and emerging issues in Food Service 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. 1 hour lecture.

### CULA 1515 – Basic Culinary Skills

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture, 3 hours lab.

## ECON – ECONOMICS

### ECON 1010 – Macroeconomics

Credits: 3.0

Course offered Fall only.

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 AGEC 1010. 3 hours lecture.

### ECON 1020 – Microeconomics

Credits: 3.0

Course offered Spring only.

A description and analysis of price determination, resource allocation, market structures, international economics, and current economic issues. 3 hours lecture.

## COURSE LISTING

### EDEC – EDUC-EARLY CHILDHOOD

#### EDEC 1020 – Intro to Early Childhood Education

Credits: 3.0

Course offered on demand only.

Students will explore the field of early childhood and elementary education in this introductory course. Through lectures, discussions, research, and active participation, students will gain foundational knowledge of early childhood education. The course emphasizes how teachers create environments and design curricula that incorporate developmentally appropriate practices and address cultural, linguistic, and ability-based diversity. Students will also examine curriculum development, and professional ethics as they relate to the field of early childhood and elementary education. 3 hours lecture.

#### EDEC 1100 – Observation and Guidance of Young Children

Credits: 2.0

Course offered

Course offered Spring only.

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. 2 hours lecture.

*\*Prerequisite/Corequisite: EDEC 1020*

*must be completed with a grade of "C" or better; or EDEC 1020 must be taken at the same time as this course.*

#### EDEC 1105 – Observation and Guidance of Young Children Lab

Credits: 1.0

Course offered

Course offered Spring only.

This course provides supervised experience in the observation and guidance of young children at an early childhood center. 2 hours lab.

*\*Prerequisite: EDUC 0010.*

*\*Prerequisite/Corequisite: EDEC 1100 must be completed with a grade of "C" or better; or EDEC 1100 must be taken at the same time as this course.*

#### EDEC 1200 – Admin in Early Childhood Prog

Credits: 3.0

Course offered

Course offered Fall only.

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. 3 hours lecture.

*\*Prerequisite/Corequisite: EDEC 1020 must be completed with a grade of "C" or better; or EDEC 1020 must be taken at the same time as this course.*

## **COURSE LISTING**

### **EDEC 1300 – Curriculum Planning and Development for Young Children**

Credits: 2.0

Course offered

Course offered Spring only.

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. 2 hours lecture.

*\*Prerequisite: EDEC 1020 and FCSC 2121. Any prerequisite course must be completed with a grade of "C" or better.*

### **EDEC 1305 – Curriculum Planning and Development for Young Children Lab**

Credits: 1.0

Course offered

Course offered Spring only.

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. 2 hours lab.

*\*Prerequisite: EDUC 0010.*

*\*Prerequisite/Corequisite: EDEC 1300 must be completed with a grade of "C" or better; or EDEC 1300 must be taken at the same time as this course.*

### **EDEC 2000 – Engaging Families in Early Childhood Settings**

Credits: 3.0

Course offered Fall only.

This course will focus on the philosophical, psychological, and sociocultural aspects of working with families and children in early childhood settings. 3 lecture hours.

### **EDEL – EDUCATION-ELEMENTARY**

#### **EDEL 2140 – Teaching Literacy in the Elementary School**

Credits: 3.0

Course offered Spring only.

This course will provide students with basic assumptions underlying curriculum and processes in literacy and give opportunity for selecting and using instructional materials. 3 hrs lecture.

#### **EDEL 2280 – Literature for Children**

Credits: 3.0

Course offered Fall and Spring only.

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. 3 hours lecture.

### **EDEX – ED-EXCEPTIONAL CHILDREN**

#### **EDEX 2484 – Intro to Special Education**

Credits: 3.0

Course Fee: \$25.00

Course offered Spring only.

## COURSE LISTING

This course is designed to meet the needs of education majors for a required course in special education. 3 hours lecture.

*\*Prerequisite: EDFD 2020 must be completed with a grade of "C" or better.*

### EDFD – EDUCATIONAL FOUNDATIONS

#### EDFD 2020 – Foundations of Education

Credits: 3.0

Course Fee: \$25.00

An introductory course designed for students considering a teaching career. This course helps first-year students understand academic and interpersonal expectations while exploring the historical and contemporary development of education in the United States. 3 hours lecture.

*\*Corequisite: EDUC 0010 must be taken at the same time as this course.*

#### EDFD 2100 – Educational Psychology

Credits: 3.0

Course offered Fall only.

Students will demonstrate knowledge and understanding of psychological concepts, principles, and research relevant to teaching and learning with an emphasis on the school setting. 3 hours lecture.

*\*Prerequisite: EDFD 2020 must be completed with a grade of "C" or better.*

#### EDFD 2450 – Human Lifespan Development

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

### EDUC – EDUCATION

#### EDUC 0010 – Prescreen for Prac in Teaching

Credits: 0.0

Course Fee: \$95.00

This course completes the process necessary for the background check required prior to participating in any K-12 field experience.

This course is offered for S/U grade only. This course may NOT be taken as an audit.

#### EDUC 1470 – Classroom Observations and Substitute Training

Credits: 3.0

An opportunity for pre-service and prospective substitute teachers to gain experience in classrooms in preparation for teaching. The student works with elementary, middle, and high school teachers to develop a greater understanding of effective teaching and classroom management. 2 hours lecture, 2 hours lab

#### EDUC 1501 – Effective Substitute Teaching

Credits: 3.0

Course offered on demand only.

## **COURSE LISTING**

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. The three credit hours include 25 hours of lecture and 30 hours classroom observation including 10 hours completed at each level: elementary, junior high/middle, and high school. 25 hours lecture, 30 hours classroom observation.

***\*Prerequisite/Corequisite: EDUC 0010 must be taken previously or at the same time as this course.***

### **EDUC 2100 – Practicum in Teaching**

Credits: 3.0

Course Fee: \$25.00

Course offered Spring only.

Students will participate in an extensive practicum experience for prospective educators in an accredited school under the supervision of a certified mentor teacher. Students will observe a minimum of 50 clock hours during the semester AND attend weekly class lectures for 1 hour each week. This course will serve as the Capstone requirement for the Education program. 1 hour lecture, 3 hours lab.

***\*Prerequisite: ENGL 1010, EDFD 2020, and EDUC 0010. Any prerequisite course must be completed with a grade of "C" or better.***

### **EDUC 2395 – Capstone: Education**

Credits: 1.0

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. This course is offered for a S/U grade only. This course may NOT be taken as an audit.

## **ELTR – ELECTRICAL TECHNOLOGY**

### **ELTR 1515 – Modern Ag Electric Systems**

Credits: 2.0

Course Fee: \$50.00

This course introduces students to A/C and D/C electricity. This will include the principles of voltage, current, resistance and power. Students will use electrical meters for measuring and reinforcing Ohm's law. 2 hours lecture.

## **ENGL – ENGLISH**

### **ENGL 0099 – Program Assessment Activity**

Credits: 0.0

This course indicates with a Satisfactory grade that the student has completed the requirement for the English program outcomes assessment activity. This course is offered for S/U grade only. This course may NOT be taken as an audit.

## COURSE LISTING

### ENGL 1005 – Applied Technical Writing

Credits: 3.0

Course offered Fall and Spring only.

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. 3 hours lecture.

### ENGL 1009 – Co-Requisite for ENGL 1010

Credits: 2.0

Course offered Fall and Spring only.

This course provides supplemental 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. It is designed to prepare students for the types of reading and writing students will be expected to do while at EWC. 2 hours lecture.

***\*Corequisite: ENGL 1010 must be taken at the same time as this course.***

### ENGL 1010 – English Composition I

Credits: 3.0

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. 3 hours lecture.

***\*Prerequisite: ENGL 1009 or an***

*appropriate score on the English placement exam.*

### ENGL 2011 – Literature for Young Adults

Credits: 3.0

Course offered on demand only.

A survey of literature for young adults. This course will examine a range of works. Students will be expected to analyze and discuss assigned works. 3 hours lecture.

### ENGL 2020 – Literature, Media, and Culture

Credits: 3.0

Course offered Fall and Spring only.

A study of the intersections between literature and media in their many forms, and the culture in which they are created and experienced. The course will introduce students to a broad selection of texts (written, performed, and spoken), and ask them to develop their critical thinking skills through discussion, writing, and speaking. Topics will vary by instructor. 3 hrs lecture.

### ENGL 2050 – Creative Writing - Intro to Fiction

Credits: 3.0

Course offered Even years only.

Course offered Spring only.

This course deals with an analysis of the forms of fiction and the practice of creative writing at an introductory level. 3 hours lecture.

***\*Prerequisite: ENGL 2020 must be completed with a grade of "C" or better.***

### ENGL 2205 – Intro to Literature

Credits: 3.0

## COURSE LISTING

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. 3 hours lecture

### **ENGL 2420 – Literary Genres:**

Credits: 3.0

Course offered Odd years only.

Course offered Spring only.

Students study specific genres of literature (poetry, fiction, drama, etc.). Emphasis will vary from semester to semester, depending on curricular needs. 3 hours lecture.

### **ENGL 2425 – Literatures in English I**

Credits: 3.0

A survey of major figures and literary movements in literatures written in England through 1750. 3 hours lecture.

*\*Prerequisite: ENGL 1010 must be completed with a grade of "C" or better.*

### **ENGL 2430 – Literatures in English II**

Credits: 3.0

A survey of major figures and literary movements in literatures written in English from 1750 to 1865. 3 hours lecture.

*\*Prerequisite: ENGL 1010 must be completed with a grade of "C" or better.*

### **ENGL 2435 – Literatures in English III**

Credits: 3.0

A survey of major figures and literary movements in literatures written in English from 1865 to the present. 3 hours lecture.

*\*Prerequisite: ENGL 1010 must be completed with a grade of "C" or better.*

## **ENTK – ENGINEERING TECHNOLOGY**

### **ENTK 2501 – Intro to Cmptr Aid Draft I**

Credits: 1.0

Course offered on demand only.

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 for anyone needing to prepare, interpret, or use virtually any type of drawings, plans, schematics, or other technical graphic communication documents. Previous experience with computers is recommended. 1/2 hour lecture, 1 hour lab.

### **ENTK 2506 – Intro to Cmptr Aid Draft II**

Credits: 1.0

Course offered on demand only.

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, or schematics, or other technical graphic communication documents. 1/2 hour lecture, 1 hour lab.

*\*Prerequisite: ENTK 2501 must be completed with a grade of "C" or better.*

## **COURSE LISTING**

### **ENTO – ENTOMOLOGY**

#### **ENTO 1001 – Insect Biology**

Credits: 4.0

Course Fee: \$25.00

Course offered Even years only.

Course offered Fall only.

The study of entomology is useful to students within various biological fields as insects occupy key roles within all ecosystems. This course introduces students to the identity, physiology, behavior and ecology of insects. Students will focus on the fundamental roles insects play in the natural, agricultural, urban and domestic environments. 3 hours lecture, 2 hours lab.

*\*Corequisite: ENTO L001 must be taken at the same time as this course.*

### **ENTR – ENTREPRENEURSHIP**

#### **ENTR 0099 – Program Assessment Activity**

Credits: 0.0

This course indicates with a satisfactory grade that the student has completed the requirement for the Entrepreneurship Certificate Program outcomes assessment activity. This course is offered for S/U grade only.

This course may NOT be taken as an audit.

#### **ENTR 1500 – Intro to Entrepreneurship**

Credits: 2.0

Course offered Fall only.

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. 2 hours lecture.

#### **ENTR 1520 – Creating a Business Plan**

Credits: 2.0

Course offered Fall only.

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.

#### **ENTR 2500 – Small Business Operations Mgmt**

Credits: 2.0

Course offered Spring only.

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. 2 hours lecture.

## **COURSE LISTING**

### **ENTR 2520 – Legal Issues for Entrepreneurs**

Credits: 2.0

Course offered Fall only.

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. Students 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. 2 hours lecture.

### **FCSC – FAMILY & CONSUMER SCENCE**

#### **FCSC 1010 – Perspectives in Family and Consumer Science**

Credits: 2.0

Course offered Fall only.

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. 2 hours lecture.

### **FCSC 1141 – Principles of Nutrition**

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

### **FCSC 2121 – Child Development**

Credits: 4.0

Course offered Spring only.

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 relate theory to the actual behavior of children. 2 hours lecture, 3 hours lab.

*\*Prerequisite/Corequisite: EDUC 0010 must be taken previously or at the same time as this course.*

### **FIN – FINANCE**

#### **FIN 1000 – Personal Finance**

Credits: 3.0

Course offered Fall only.

## COURSE LISTING

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. 3 hours lecture.

### FREN – FRENCH-LANGUAGE

#### FREN 1010 – First Year French I

Credits: 4.0

Course offered on demand only.

Fundamentals of grammar, composition, reading, and conversation. 4 hours lecture-recitation, 1 hour lab.

#### FREN 1020 – First Year French II

Credits: 4.0

Course offered on demand only.

Continuation of French 1010. 4 hours lecture-recitation, 1 hour lab.

*\*Prerequisite: FREN 1010 must be completed with a grade of "C" or better.*

### GEOG – GEOGRAPHY

#### GEOG 1000 – World Regional Geography

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

#### GEOG 1020 – Human Geography

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

### GEOL – GEOLOGY

#### GEOL 1100 – Physical Geology

Credits: 4.0

Course offered Spring only.

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. 3 hours lecture, 2 hours lab.

*\*Corequisite: GEOL 1001 must be taken at the same time as this course.*

#### GEOL 1470 – Environmental Geology

Credits: 4.0

Course offered Spring only.

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. 3 hours lecture, 3 hours lab.

*\*Prerequisite: An appropriate score on the*

## COURSE LISTING

*English and Reading placement exam.*

*\*Corequisite: GEOL L003 must be taken at the same time as this course.*

### GIST - GEOSPAT INFO SCI & TECH

#### GIST 2200 - Spatial Data Visualization

Credits: 3.0

Covers fundamental principles, concepts, and applications of spatial data visualization. Students will learn to find, understand, and act on spatial patterns, associations and trends, and to use and critique powerful graphical representations of spatial data including 3D maps, web maps, interactive graphics, and animations. 3 hours lecture

*\*Prerequisite: COSC 1010 must be completed with a grade of C or better.*

### GUNS - GUNSMITHING

#### GUNS 1500 - Intro to Firearms and Firearms Safety

Credits: 1.0

Course Fee: \$10.00

Course offered Fall only.

This class explores the history of firearms and firearms-related equipment and the foundation for safety as it relates to firearm safety and equipment. Students completing this class will receive an National Rifle Association of America home firearm safety certificate of completion. 3 hours lecture.

#### GUNS 1505 - Firearms Bench Metal

Credits: 4.0

Course Fee: \$75.00

Course offered Fall only.

This course emphasizes shop safety that includes proper use of tools in the gunsmithing occupation. These tools include: hand tools vises, bench blocks, hammers (brass and nylon), pin punches, gunsmith screws, files and India stones, and dial calipers. Additionally, this class emphasizes proper use of measuring tools, layout, drilling, sawing, filing, soldering, forging, heat treatment, and hand polishing. 1 hour lecture, 6 hours lab.

#### GUNS 1510 - Firearms Machine Shop I

Credits: 4.0

Course Fee: \$75.00

Course offered Spring only.

This class will introduce theory and practice of machine shop metalworking that includes lathe use and milling machine operations and use of specialized gunsmithing tools. 1 hour lecture, 6 hours lab.

#### GUNS 1515 - Stock Duplicating

Credits: 2.0

Course Fee: \$25.00

Course offered Fall only.

Class will cover gunstock wood selection, layout and stock duplication. 1 hour lecture, 2 hours lab.

#### GUNS 1520 - Stockmaking

Credits: 5.0

Course Fee: \$280.00

Course offered Fall only.

This class will introduce stockmaking techniques using gunsmithing carvers, inlaying barrels and trigger guards, and glass bedding. Students will also learn about grip

## COURSE LISTING

caps, recoil pads, swivels, shaping as well as sanding and finishing. 2 hour lecture, 6 hours lab.

### GUNS 1520 – Stockmaking

Credits: 5.0

Course Fee: \$70.00

Course offered Fall only.

This class will introduce stockmaking techniques using gunsmithing carvers, inlaying barrels and trigger guards, and glass bedding. Students will also learn about grip caps, recoil pads, swivels, shaping as well as sanding and finishing. 2 hour lecture, 6 hours lab.

### GUNS 1525 – Firearms Conversion

Credits: 4.0

Course Fee: \$375.00

Course offered Spring only.

This class will teach students techniques for rifle conversion into a custom-type sporter rifle. Students will learn about custom bolt handles, iron sights, scope mounts, triggers that are adjustable with trigger guard contouring and other custom conversions. 1 hour lecture, 6 hours lab.

*\*Prerequisite: GUNS 1505 must be completed with a grade of C or better.*

### GUNS 1700 – Knifemaking

Credits: 2.0

Course Fee: \$50.00

Course offered on demand only.

Focuses on developing various skills by completing the construction of a knife. 1 hour lecture, 2 hours lab.

### GUNS 1715 – Advanced Stock Duplicating

Credits: 2.0

Course Fee: \$25.00

Course offered on demand only.

Class will cover gunstock wood selection, pattern making, layout and 1-to-1 stock duplication. 1 hour lecture, 2 hours lab.

*\*Prerequisite: GUNS 1515 must be completed with a grade of C or better.*

### GUNS 1720 – Color Case Hardening

Credits: 2.0

Course Fee: \$50.00

Course offered on demand only.

This class will cover the procedure to color case steel and explore the variations that can be achieved by altering the process. 1 hour lecture, 2 hours lab.

### GUNS 1725 – Hand Loading and Ballistics

Credits: 2.0

Course Fee: \$25.00

Course offered on demand only.

This class will teach students techniques for case reloading and rifle ballistics. 1 hr lecture, 2 hr lab.

### GUNS 1730 – Gunstock Checkering

Credits: 2.0

Course Fee: \$100.00

Course offered Fall only.

Focuses on use of basic hand checkering tools. Covers layout and operation of hand and electric checkering tools. 1 hour lecture, 2 hours lab.

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### **GUNS 1735 – CNC (Computer Numerical Control)**

Credits: 2.0

Course Fee: \$25.00

Course offered on demand only.

This class will cover reverse engineering, fixture design, and basic programming for the operation of a CNC machine for the production of gun parts and components. 1 hr lecture, 2 hrs lab.

### **GUNS 1960 – Field Studies**

Credits: 1.0

Course offered on demand only.

Field trips to various gun-related museums, manufacturing facilities, gun shops and/or shows. 2 hours lab.

### **GUNS 2500 – Firearms Machine Shop II**

Credits: 4.0

Course Fee: \$75.00

Course offered Fall only.

This class will continue with theory and practice of shop safety and machine shop metalworking. Additionally, students will be able to demonstrate proper use of machine tools that will include chambering and contouring of firearms. 1 hour lecture, 6 hours lab.

*\*Prerequisite: GUNS 1500 must be completed with a grade of C or better.*

### **GUNS 2505 – Firearms Repair and Restoration**

Credits: 4.0

Course Fee: \$75.00

Course offered Fall only.

In this class, students will learn about repair of firearms, using the proper tools for takedown, troubleshooting, and assembly for rifles, handguns and shotguns. 1 hour lecture, 6 hours lab.

*\*Prerequisite: GUNS 1500 must be completed with a grade of C or better.*

### **GUNS 2525 – Custom Gunmaking**

Credits: 5.0

Course Fee: \$75.00

Course offered Spring only.

This course will explore wood and synthetic gunstock production. Techniques in gun fitting, custom installations of hardware and finishing techniques will also be provided. 2 hours lecture, 6 hours lab.

### **GUNS 2550 – Firearms Metal Finishing**

Credits: 2.0

Course Fee: \$75.00

Course offered Spring only.

Students will learn about firearm bluing and Parkerizing techniques using chemical mixing procedures, caustic bluing, rust bluing, Parkerizing and metal preparation and the safety needed for these metal finishing practices. 1 hour lecture, 2 hours lab.

*\*Prerequisite: GUNS 1505, GUNS 1510, and GUNS 2500. Any prerequisite course must be completed with a grade of C or better.*

### **GUNS 2700 – Advanced Knifemaking**

Credits: 2.0

Course Fee: \$50.00

Course offered Fall only.

## COURSE LISTING

Focuses on refining the skills learned in knifemaking to complete the construction of a solid blade knife and/or folding knife. 1 hour lecture, 2 hours lab.

*\*Prerequisite: GUNS 1700 must be completed with a grade of C or better.*

### **GUNS 2725 – Pistol Smithing**

Credits: 2.0

Course Fee: \$25.00

Course offered on demand only.

Students will learn techniques and procedures for precision fitting of parts in the model 1911 pistol to make a match quality pistol. These techniques and procedures can be applied to other semi-automatic pistol designs. 1 hr lecture, 2 hrs lab.

### **GUNS 2730 – Advanced Gunstock Checkering**

Credits: 2.0

Course Fee: \$25.00

Course offered Fall only.

Focuses on use of basic hand and electric checkering tools to checker a gunstock. 1 hour lecture, 2 hours lab.

*\*Prerequisite: GUNS 1730 must be completed with a grade of C or better.*

### **GUNS 2970 – Gunsmithing Internship**

Credits: Variable

Course offered Summer only.

This class is designed to provide work related experiences and to enhance skills, concepts, and attitudes required for employment in the firearm manufacturing and/or repair industry.

## **HIST – HISTORY**

### **HIST 1110 – Western Civilization I**

Credits: 3.0

Course offered Odd years only.

Course offered Fall only.

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. 3 hours lecture.

### **HIST 1120 – Western Civilization II**

Credits: 3.0

Course offered Even years only.

Course offered Spring only.

A continuation of History 1110. From 1650 to the present. 3 hours lecture.

### **HIST 1211 – U.S. to 1865**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture

### **HIST 1221 – U.S. From 1865**

Credits: 3.0

Course offered Spring only.

A general survey course which reviews the United States' history from 1865 to the present. Emphasis is placed on the important

## **COURSE LISTING**

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. 3 hours lecture.

### **HIST 1290 – History of U.S. West**

Credits: 3.0

Course offered Fall only.

An introductory course designed to acquaint students with the history of the Trans-Mississippi West. Emphasis is placed on the 19th century. 3 hours lecture.

### **HIST 1320 – World History to 1500**

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

### **HIST 1330 – World History From 1500**

Credits: 3.0

Course offered on demand only.

A history of the world's peoples and civilizations from 1450 to the present, with an emphasis on the diversity and interconnectedness of human life in the past, including political, religious cultural, economic and social movements. 3 hours lecture.

### **HIST 2290 – History of North American Indians**

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

### **HIST 2460 – Field Studies: History**

Credits: 3.0

Course offered Odd years only.

Course offered Spring only.

This course is designed to allow students to travel to various Indian sites in the Southwest. Prior to the trip, students will study these places and during the trip students will make contemporaneous record of their discoveries. Instructor approval is required to take this course.

*\*Prerequisite/Corequisite: HIST 2290 must be completed with a grade of "C" or better; or HIST 2290 must be taken at the same time as this course.*

## **HIT – HEALTH INFO**

### **TECHNOLOGY**

#### **HIT 1550 – Medical Office Administrative Procedures**

Credits: 3.0

Course offered Fall only.

This course provides instruction in the administrative duties and responsibilities of the medical assistant role in medical office and clinic settings. Clerical topics, such as

## **COURSE LISTING**

verbal, written, and electronic communication; maintenance of patient records; and appointment scheduling will be covered. Medical office financial processes, including billing and collection, coding, banking procedures, handling of insurance forms, as well as equipment and supply inventory management will be included. Medical law and ethic topics are included. Simulated computer data entry for patient records, procedure and diagnostic codes, insurance processing, and electronic transmission of claims will be integrated in learning activities. 3 hours lecture.

### **HLED – HEALTH EDUCATION**

#### **HLED 1006 – Personal Health**

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

#### **HLED 1221 – Standard First Aid and CPR**

Credits: 2.0

Course Fee: \$35.00

Course offered Spring only.

This course is a study of accident causes and preventions as well as assessment procedures for victims of accidents and/or sudden illnesses. 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

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: The online course requires students to attend on-campus skills lesson, practice, and assessment as required by the AMR for certification.

***\*Corequisite: HLED\_L001 must be taken at the same time as this course.***

### **HLTK – HEALTH TECHNOLOGY**

#### **HLTK 0010 – Prescreen for Health Technology**

Credits: 0.0

Course Fee: \$95.00

This course completes the process necessary for the background check required prior to participating in Medical Assistant program.

This course is offered for S/U grade only. This course may NOT be taken as an audit.

#### **HLTK 1200 – Medical Terminology**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

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### **HTLK 1560 – Intro to Health Careers**

Credits: 1.0

Course offered on demand only.

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. 1 lecture hour.

### **HMDV – HUMAN DEVELOPMENT**

#### **HMDV 0600 – Bridge to Welding**

Credits: 0.0

Course offered on demand only.

Students who do not achieve an appropriate score on the Math and/or Reading placement exam, may be advised to take this course. Lab work will take place on a regular basis. This course is offered for S/U grade only. 2 lab hours.

#### **HMDV 1000 – College Studies**

Credits: 1.0

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. 1 hour lecture.

#### **HMDV 1050 – Study Strategies**

Credits: 2.0

Course offered

Course offered on demand only.

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 test, memory and concentration, effective listening, writing skills, time management, goal setting, and other related skills. 2 hours lecture.

#### **HMDV 1500 – Human Development:Empowerment**

Credits: 3.0

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. 3 hours lecture.

## **COURSE LISTING**

### **HMDV 1510 – Professionalism in the Workplace**

Credits: 1.0

Course offered Spring only.

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. 1 hour lecture.

### **HMSV – HUMAN SERVICES**

#### **HMSV 0010 – Prescreen for Field Experience in Human Services**

Credits: 0.0

Course Fee: \$95.00

This course completes the process necessary for the background check required prior to participating in either HMSV-1460 or HMSV-2460.

This course is offered for S/U grade only.  
This course may NOT be taken as an audit.

#### **HMSV 1010 – Orientation to Human Services**

Credits: 3.0

Course offered Odd years only.  
Course offered Fall only.

This course provides an introduction to the field of human services. It examines the roots of social welfare, social work and human services in the experience of man; a philosophical and historical orientation to human services and social work; roles and modes of intervention of social work relating to human needs and social issues; and survey of human services in the social welfare framework. The social, legal and ethical

aspects of human services will be examined within the profession. 3 hours lecture.

#### **HMSV 1060 – Case Management for Human Services**

Credits: 3.0

Course offered Odd years only.  
Course offered Spring only.

This course will assist students in developing the skills associated with effective case management in a human services setting. Students will explore the many factors affecting case management today including federal legislation, emerging client groups, technology, shifting demographics, new service delivery models, and the resulting legal and ethical dilemmas. Students will be required to complete a simulated case management project from initial screening to evaluation. 3 hours lecture.

*\*Prerequisite: HMSV 1010 must be completed with a grade of "C" or better.*

#### **HMSV 1460 – Field Experience in Human Services I**

Credits: 3.0

Course offered Fall only.

This course is the first of two experiential courses to allow students to perform in a practical way the theories and ideas expressed in the classroom. This aspect of the Human Services degree program will certify that students have successfully integrated the knowledge, skill and attitude of a human services professional in a real-life, client-based environment. It is the time for students to apply their classroom learning in a community-based human service setting (agency, school, health care facility,

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correctional facility, mental health facility). It is designed to enable the student to gain practical experience as a team member and to expand their base of knowledge about their particular human service interest and/or specialization. This course requires a minimum of 240 field hours. This course is offered for a S/U grade only.

***\*Prerequisite: HMSV 0010; and HMSV 1010 must be completed with a grade of "C" or better.***

***\*Prerequisite/Corequisite: HMSV 1060 must be taken previously or at the same time as this course.***

### HMSV 2460 – Field Experience in Human Services II

Credits: 3.0

Course offered Spring only.

This course is the second of two experiential courses to allow students to perform in a practical way the theories and ideas expressed in the classroom. This aspect of the Human Services degree program will certify that students have successfully integrated the knowledge, skill and attitude of a human services professional in a real-life, client-based environment. It is the time for students to apply their classroom learning in a community-based human service setting (agency, school, health care facility, correctional facility, mental health facility). It is designed to enable the student to gain practical experience as a team member and to expand their base of knowledge about their particular human service interest and/or specialization. This course requires a minimum of 240 field hours. This course is offered for a S/U grade only.

***\*Prerequisite: HMSV 1460 must be successfully completed.***

## IMGT – INFORMATION MANAGEMENT

### IMGT 2400 – Intro to Information Management

Credits: 3.0

Course offered

Course offered Spring only.

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. Students must have Sophomore standing to enroll in this course. 3 hours lecture.

## INET – INTERNET

### INET 1580 – Web Page Authoring

Credits: 2.0

Course offered on demand only.

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. 1 hour lecture, 2 hours lab.

### INET 1590 – Web Page Design

Credits: 3.0

Course offered Spring only.

This is an introductory course on web page design using design techniques in

## **COURSE LISTING**

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. 2 hours lecture, 2 hours lab.

### **ITEC - INSTRUCTIONAL TECH-EDUC**

#### **ITEC 2360 - Teaching and Learning With Educational Technology**

Credits: 3.0

Course Fee: \$25.00

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.

### **LIBS - LIBRARY SCIENCE-EDUC.**

#### **LIBS 1000 - Library Research Methods**

Credits: 1.0

Course offered Fall and Spring only.

This course is designed to introduce basic skills for effective library research. Learn to identify, locate, evaluate and use information. Practice search strategies using library catalogs, databases and web search engines. Use evaluation criteria and

information in a legal and ethical manner with citations. 1 hour lecture.

### **MATH - MATHEMATICS**

#### **MATH 0950 - Preparation for College Mathemtics**

Credits: Variable

MATH 0950 is a 1-3 credit course that develops foundational math skills needed for college math courses such as MATH 1000 Problem Solving with MATH 1009 Problem Solving Workshop, MATH 1400 College Algebra with MATH 1409 College Algebra Workshop, MATH 1500 Applied Technical Mathematics, MATH 1100 Number and Operations for Elementary School Teachers, and other 1000 level college courses. Topics may include whole numbers, factors, fractions, decimals, percentages, signed numbers, introduction to data analysis and statistics, and basic Algebra skills such as working with variables and evaluating variable expressions. Further topics may include solving and graphing linear equations, exponents, and polynomials.

Technology is integrated with traditional skill practice throughout the course. This course is offered for S/U grade only. 1-3 hrs lecture.

*\*Prerequisite: An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.*

#### **MATH 1000 - Problem Solving**

Credits: 3.0

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 LISTING

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. 3 hours lecture.

*\*Prerequisite: An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.*

### MATH 1009 – Problem Solving Workshop

Credits: 1.0

This workshop must be taken in conjunction with MATH 1000 and is not a standalone course. Its purpose is to provide the necessary algebra skills required to be successful in MATH 1000, Problem Solving. Topics covered include numeracy, proportional reasoning, algebraic reasoning, rational numbers, exponents, working with formulas, solving linear equations, and understanding functions. 3 hours lab.

*\*Prerequisite: An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.*

*\*Corequisite: MATH 1000 must be taken at the same time as this course.*

### MATH 1100 – Number and Operations for Elementary School Teachers

Credits: 3.0

Course offered Fall only.

This course is for prospective elementary school teachers. Its purpose is to prepare students to be competent in teaching the major concepts of the real number system with the four arithmetic operations. This

course includes a study of problem solving, patterns, the origin of numeration systems, sets, number theory, the properties of whole, integer, rational and real numbers, and algorithms for addition, subtraction, multiplication and division. 3 hours lecture.

### MATH 1105 – Data Analysis, Probability, and Algebra For Elementary School Teachers

Credits: 3.0

Course offered Fall and Spring only.

This course is a continuation of MATH 1100 and is for prospective elementary school teachers. Its primary emphasis is asking and answering critical questions about our world through the use of algebra, probability, and data analysis in order to prepare students to be competent in teaching these major concepts. 3 hours lecture.

*\*Prerequisite: MATH 1100 must be completed with a grade of C or better.*

### MATH 1400 – College Algebra

Credits: 4.0

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. 4 hours lecture.

*\*Prerequisite: An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.*

### MATH 1405 – Trigonometry

Credits: 3.0

Topics include circular and trigonometric functions and their inverses, identities and equations, complex numbers, and vectors,

## COURSE LISTING

and applications of these. 3 hours lecture.

**\*Prerequisite/Corequisite: MATH 1400 must be completed with a grade of "C" or better; or MATH 1400 must be taken at the same time as this course; or an appropriate score on the Math placement exam.**

### MATH 1409 – College Algebra Workshop

Credits: 1.0

Course offered Fall and Spring only.

This workshop must be taken in conjunction with MATH 1400, College Algebra, and is not a standalone course. Topics covered include linear and quadratic equations, rational and polynomial expressions (including factoring) and equations, and functions and graphs. 3 hours lab.

**\*Prerequisite: An appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.**

**\*Corequisite: MATH 1400 must be taken at the same time as this course.**

### MATH 1500 – Applied Technical Mathematics

Credits: 3.0

Course offered Fall and Spring only.

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. 3 hours lecture.

### MATH 2200 – Calculus I

Credits: 4.0

Course offered Fall only.

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. 4 hours lecture.

**\*Prerequisite: MATH 1400 and MATH 1405; or MATH 1450. Any prerequisite course must be completed with a grade of "C" or better; or an appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.**

### MATH 2205 – Calculus II

Credits: 4.0

Course offered Spring only.

This is a continuation of Mathematics 2200. Topics covered are trigonometric, logarithmic, and exponential functions, techniques of integration, indeterminate forms, and polar coordinates. 5 hours lecture.

**\*Prerequisite: MATH 2200 must be completed with a grade of "C" or better.**

### MATH 2210 – Calculus III

Credits: 4.0

Course offered on demand only.

## COURSE LISTING

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. 5 hours lecture.

**\*Prerequisite: MATH 2205 must be completed with a grade of "C" or better.**

### MATH 2250 – Elementary Linear Algebra

Credits: 3.0

Course offered on demand only.

Topics include linear equations and matrices, vector spaces, linear transformations, determinants, orthogonality, and eigenvalues and eigenvectors. 3 hours lecture.

**\*Prerequisite: MATH 2205 must be completed with a grade of "C" or better.**

### MATH 2350 – Business Calculus

Credits: 4.0

Course offered Fall only.

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. 4 hours lecture.

**\*Prerequisite: MATH 1400 must be completed with a grade of "C" or better; or an appropriate score on the Math placement exam and/or approval from the Math Placement Coordinator.**

### MATH 2355 – Math Applications for Business

Credits: 4.0

Course offered Spring only.

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. 4 hours lecture.

**\*Prerequisite: MATH 1400, MATH 2200, or MATH 2350. Any prerequisite course must be completed with a grade of "C" or better.**

## MCHT – MACHINE TOOL TECHNOLOGY

### MCHT 1510 – General Machine Shop

Credits: 2.0

Course offered Fall and Spring only.

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. 1 hour lecture, 2 hours lab.

### MCHT 1610 – Machine Tool Technology I

Credits: 2.0

A course providing instruction in turning fundamentals including safety, tooling, feeds, speeds, threading, boring, work holding, and machine maintenance on belt drive and

## COURSE LISTING

geared head manual lathes. The student will also learn how to calibrate and read a micrometer and a dial caliper. 1 hour lecture, 2 hours lab.

### **MCHT 1620 – Machine Tool Technology II**

Credits: 3.0

Course Fee: \$100.00

Course offered Spring only.

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. 1 hour lecture, 4 hours lab.

***\*Prerequisite: MCHT 1610 must be completed with a grade of "C" or better.***

### **MEDA – MEDICAL ASSISTANT**

#### **MEDA 1520 – Clinical Role of the Medical Assistant I**

Credits: 3.0

Course Fee: \$75.00

Course offered Fall only.

This course is designed to provide the student with the theory and practical applications associated with the clinical role of a medical assistant. Course topics will provide the student with the knowledge and skills necessary to assist the healthcare provider with routine and emergent medical care for patients in a variety of healthcare settings. The student will be required to complete a background check and drug screen. 2 hours lecture, 3 hours lab.

***\*Corequisite: MEDA L001 must be taken at the same time as this course.***

#### **MEDA 1525 – Clinical Role of the Medical Asst II**

Credits: 3.0

Course Fee: \$75.00

Course offered Spring only.

This course is designed to provide the student with advanced theory and skills associated with the clinical role of a medical assistant. Course topics include respiratory and cardiac testing, assisting with minor surgical procedures, and sterile technique in a variety of health settings. Patient teaching, screenings, and health promotion will be discussed. 1 hour lecture, 3 hours lab.

***\*Prerequisite: MEDA 1520 must be complete with a grade of C or better.***

***\*Corequisite: MEDA L002 must be taken at the same time as this course.***

#### **MEDA 1530 – Pharmacology for the Medical Assistant**

Credits: 3.0

Course Fee: \$50.00

Course offered Spring only.

This course is designed to provide the student with the principles of pharmacology related to the medical assistant profession. Emphasis is placed on correlation of drug therapy and pathologic conditions, patient education regarding medications, and researching drugs using a drug reference. The course includes the use, action, side effects, contraindications, and routes of administration of drugs most commonly administered in a medical office. Legal considerations as they apply to the scope of practice of a medical assistant will be discussed. Successful demonstration of

## COURSE LISTING

medication preparation and administration in the skills lab setting is required. This course does not meet requirements for the nursing program. 1.5 hours lecture, 3 hours lab.

**\*Prerequisite: MEDA 1520 must be completed with a grade of C or better.**  
**\*Corequisite: MEDA L003 must be taken at the same time as this course.**

### MEDA 1800 – Phlebotomy Principles in Practice

Credits: 3.0  
Course Fee: \$100.00  
Course offered Spring only.

This course introduces the student to laboratory tests and procedures routinely performed in a medical facility or medical office setting. Content will include fundamental principles of medical lab practice, disposal of biohazard materials, specimen collection, diagnostic testing, safety, and quality control methods. 1.5 hours lecture, 3 hours lab.

**\*Prerequisite: ZOO 1200 or ZOO 2015 must be completed with a grade of C or better.**  
**\*Corequisite: MEDA L004 must be taken at the same time as this course.**

### MEDA 1970 – Medical Assistant Practicum

Credits: 3.0  
Course offered Spring only.

This course provides the student with opportunities to apply theoretical knowledge, skills, and behaviors in the role of a medical assistant in ambulatory settings. The student is required to complete a minimum of 160 practicum hours in a designated healthcare

agency. Weekly classroom activities are designed to assist the student in transitioning to the professional workplace. Preparation for the certificate examination and assessment of job readiness are emphasized. A cleared criminal background check and drug screen are required prior to practicum experiences. Successful course completion is necessary for medical assistant certification eligibility. 1 hour lecture, 6 hours lab.

**\*Prerequisite: HLTK 0010 and HIT 1550.**  
**Any prerequisite course must be completed with a grade of C or better.**

## MGT – MANAGEMENT-BUSINESS

### MGT 2020 – Fundamentals of Leadership

Credits: 3.0  
Course offered Fall only.

This course is required for criminal justice majors. It covers a wide range of leadership topics; including, but not limited to: Leadership theories, principles, and approaches; effective decision-making; managing change, and the essentials of human resources in the criminal justice field. This course will also thoroughly explore the similarities and differences between leadership, management, and supervision. Though no guarantee, this course is designed to help prepare students to rise as quickly as possible through the ranks and assume positions of leadership within the student's chosen career field. Students cannot earn credit for both MGT-2020 and CRMJ-2020. 3 hours lecture.

### MGT 2100 – Principles of Management

Credits: 3.0  
Course offered Spring only.

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This course covers theories of management and practices of organizational managers. There is a major focus on planning, organizing, leading and controlling. Key topics include goals/strategy, decision making, structure, leadership, motivation, communication, team processes, organizational change, innovation, ethics and social responsibility. The material we study in this course is extremely important for business students as well as non-business students since almost everyone at some point in time either works for a manager or is a manager in an organization. 3 hours lecture.

### MKT – MARKETING

#### MKT 1000 – Sales

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

#### MKT 2100 – Principles of Marketing

Credits: 3.0

Course offered on demand only.

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 must have Sophomore standing to enroll in this course. 3 hours lecture.

### MOLB – MOLECULAR BIOLOGY

#### MOLB 2210 – General Microbiology

Credits: 4.0

Course Fee: \$45.00

Course offered Spring only.

General Microbiology is a lecture/laboratory course which provides instruction in the fundamental of microbiology. It includes the study of bacteria, fungi, protozoa, and viruses. Both beneficial and harmful effects of microorganism in humans and the environment are discussed. Basic laboratory techniques for the isolation and identification of microorganisms are introduced. This course is designed for students who are majoring in biology, allied health, and preprofessional programs. 3 hours lecture, 3 hours lab.

*\*Prerequisite: BIOL 1010 must be completed with a grade of "C" or better.*

*\*Corequisite: MOLB L001 must be taken at the same time as this course.*

#### MOLB 2240 – Medical Microbiology

Credits: 4.0

Course offered Spring only.

Introductory microbiology course including the diversity of prokaryotic and eukaryotic microbes, their structural and physiological properties, and their applied medical significance; also covers the basic principles of the immune system and

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emphasizes the communicable diseases of humans caused by microbial pathogens. 3 hours lecture, 3 hours lab.

*\*Prerequisite: BIOL 1010 must be completed with a grade of "C" or better.*

*\*Corequisite: MOLB L003 must be taken at the same time as this course.*

### MUSC – MUSIC

#### MUSC 1000 – Intro to Music

Credits: 3.0

Course offered Odd years only.

Course offered Fall only.

A basic appreciation course in which the student is introduced to the fundamental areas of music study and traditions. 3 hours lecture.

#### MUSC 1378 – College Band

Credits: 1.0

Course offered on demand only.

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. One two-hour class period. 2 hours lab.

#### MUSC 1390 – Jazz Ensemble

Credits: 1.0

Course offered Fall and Spring only.

An ensemble for brass, woodwind, and rhythm players. Open to all students interested in performing jazz band lecture. Members of the Jazz Ensemble who are specializing in music must be enrolled in another major ensemble. 2 hours lab.

#### MUSC 1400 – Collegiate Chorale

Credits: 1.0

This ensemble class is devoted to the preparation of choral music in a variety of styles for concert performance. Students will enhance their vocal skills and abilities through rehearsal and exercises related to vocal technique. See instructor for interview prior to registering. Instructor permission required to register for course. 2 hours lab. Faculty permission required.

#### MUSC 1404 – Master Chorale

Credits: 1.0

Course offered on demand only.

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. 2 hours lab.

#### MUSC 2018 – Music for Elem Clsrn Teachers

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

## **COURSE LISTING**

### **NRST – NURSING STUDIES**

#### **NRST 0010 – Prescreen for Certified Nursing Assistant**

Credits: 0.0

Course Fee: \$95.00

This course completes the process necessary for the background check required prior to participating in NRST 1510.

This course is offered for S/U grade only. This course may NOT be taken as an audit.

#### **NRST 1510 – Nursing Assistant**

Credits: 4.0

Course Fee: \$265.00

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. 3 hours lecture, 2 hours lab.

#### **NRST 1550 – Certified Nursing Assistant II**

Credits: 2.0

Course Fee: \$75.00

This course is designed to provide education for a CNA who has completed fifteen hundred (1500) documented working hours in a healthcare setting. The class provides additional concepts and skills needed for the care of clients in long-term care facilities. The student will successfully complete the 45-hour course with a

minimum score of 80% to become a CNA II in the State of Wyoming. This course is only available to Certified Nursing Assistants with 1500 documented work hours. Instructor consent is required. This course is offered for S/U grade only.

#### **NRST 1600 – Medication Aide**

Credits: 4.0

Course Fee: \$30.00

This course is designed to prepare the student to assume the role and responsibilities of a medication aide after successfully completing the 40-hour CNA II course. The course provides additional concepts and skills needed for the care of clients in long-term care under the direction of a licensed nurse. The students will successfully complete the 100-hour course with a minimum score of 80% or better and will meet the requirements needed to take the written exam given by the Wyoming Board of Nursing to become certified in the State of Wyoming. This course is offered for S/U grade only.

*\*Prerequisite: NRST 1550 must be successfully completed.*

### **NURS – NURSING**

#### **NURS 1100 – Professional Nursing Care in Health Promotion**

Credits: 9.0

Course Fee: \$550.00

Course offered Even years only.

Course offered Fall only.

This Professional Nursing Care in Health Promotion course introduces the learner to the concepts of health promotion, safety,

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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 health 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. 6 hours lecture, 10 hours lab.

**\*Prerequisite: BIOL 1010, ENGL 1010, MATH 1400, and ZOO 2015; and HMDV 1000, HMDV 1025, or HMDV 1500; and AMST 2110, ART 1000, ART 1005, ART 1010, ART 1110, ART 1120, ART 1130, ART 1178, ART 2005, ART 2010, ART 2020, ART 2074, ART 2210, ART 2310, ART 2410**

**\*Corequisite: NURS L001 must be taken at the same time as this course.**

This course may NOT be taken as an audit.

### NURS 1200 – Professional Nursing Care of the Patient With Chronic Illness

Credits: 9.0

Course Fee: \$550.00

Course offered Odd years only.

Course offered Spring only.

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. 6 hours lecture, 10 hours lab.

**\*Prerequisite: NURS 1100 must be completed with a grade of "C" or better.**

**\*Corequisite: NURS L002 must be taken at the same time as this course.**

This course may NOT be taken as an audit.

### NURS 2300 – Professional Nursing Care of the Patient With Acute Illness

Credits: 9.0

Course Fee: \$550.00

Course offered Odd years only.

Course offered Fall only.

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 facilitate the effectiveness of the inter-professional health care team. The patient and family lived-experience is emphasized. 5 hours lecture, 12 hours lab.

**\*Prerequisite: NURS 1200 must be completed with a grade of "C" or better.**

**\*Corequisite: NURS L003 must be taken at the same time as this course.**

This course may NOT be taken as an audit.

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### **NURS 2400 – Professional Nursing Care of the Patient With Complex Illness**

Credits: 9.0

Course Fee: \$550.00

Course offered Even years only.

Course offered Spring only.

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 semester 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 "capston" experience with one-to-one assignment with a preceptor. 4 hours lecture, 14 hours lab.

*\*Prerequisite: NURS 2300 must be completed with a grade of "C" or better.*

*\*Corequisite: NURS L004 must be taken at the same time as this course.*

This course may NOT be taken as an audit.

### **PEAC – ACTIVITY-PHYS & HLTH EDU**

#### **PEAC 1001 – Health and Wellness**

Credits: 1.0

Course offered Fall and Spring only.

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 PEAC 1032, 1033, 1036, 1273 is not allowed. 1 hour lecture, 1 hour lab.

#### **PEAC 1008 – Lifetime Sports**

Credits: 1.0

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. 2 hours lab.

#### **PEAC 1032 – Aerobic Condition I-Fitness Center**

Credits: 1.0

This course is designed for individuals interested in improving total fitness through an aerobic or resistance 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, treadmills, elliptical trainers, and other aerobic equipment will be used to improve cardiorespiratory fitness. Students enrolling for the first time must attend a Fitness Center Orientation. Access to the Fitness Center is part of the class. Concurrent enrollment in PEAC 1033, 1036, 1273, 1305 is not allowed. 2 hours lab.

*\*Prerequisite/Corequisite: PEAC\_L001 must be taken previously or at the same time as this course.*

This course may be taken for S/U grade.

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### PEAC 1033 – Aerobic Condition II-Fitness Center

Credits: 1.0

This course is a continuation of PEAC 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, and a prescribed exercise program. Weight training equipment, treadmills, elliptical trainers, and other aerobic equipment will be used to elicit improvements in total fitness. Access to the Fitness Center is part of the class. Concurrent enrollment in PEAC 1032, 1036, 1273, 1305 is not allowed. 2 hours lab.

**\*Prerequisite: PEAC 1032 must be completed with a grade of "C" or better.**

This course may be taken for S/U grade.

### PEAC 1041 – Personal Defense

Credits: 1.0

Course offered Spring only.

Students will learn to defend themselves, and others, from bodily harm against hostile actions. They will learn the use of reasonable force, avoiding injury, and how to quickly overcome their assailant(s). The course incorporates specialized training methods used to challenge students both physically and mentally. This style of training strengthens the spirit and develops the ability to deal with confrontations under stressful conditions. Most importantly, students will gain the knowledge and mindset needed to avoid being victimized; the fight you always win, is the one you were never in. 2 hours lab

### PEAC 1253 – Beginning Bowling

Credits: 1.0

Course offered Fall only.

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. 2 hours lab.

### PEAC 1255 – Beginning Golf

Credits: 1.0

Course offered Spring only.

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. 2 hours lab.

### PEAC 1273 – Weight Training and Conditioning I

Credits: 1.0

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 1032, 1033, 1036, is not allowed. 2 hours lab.

### PEAC 1294 – Beginning Yoga

Credits: 1.0

Course offered Fall and Spring only.

## **COURSE LISTING**

Students learn a modern approach of applying some of the ancient techniques of yoga to enhance wellness and well-being. Students will be introduced to yoga through physical postures (asana), breathing techniques (pranayama), and meditation techniques (dhyana). 2 hours lab.

### **PEAC 1305 – Weight Training and Conditioning II**

Credits: 1.0

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. 2 hours lab.

### **PEAC 2294 – Intermediate Yoga**

Credits: 1.0

Course offered Fall and Spring only.

Students learn a modern approach of applying some of the ancient techniques of yoga to enhance wellness and well-being. Students will progress from basics to more advanced yoga postures (asana), breathing techniques (pranayama), and meditation techniques (dhyana). Students must provide written verification from a physician that participation is allowed if any medical history indicates that participation might cause a problem. 2 hours lab.

***\*Prerequisite: PEAC 1294 must be completed with a grade of "C" or better.***

## **PEAT – PHYSICAL EDUCATION – ATHLETICS**

### **PEAT 1000 – Varsity I:**

Credits: 1.0

Course offered Fall only.

This is the first course in a series of varsity sport classes including Basketball, Golf, Rodeo, and Volleyball. Students will learn the rules of the applicable varsity sport, safety procedures for participating in applicable sporting events, and proper equipment usage for the applicable sporting event. Lab sessions will include scheduled practices and competitions. Students enrolling in this course must be a varsity team member. A \$30 course fee and verification of a NIRA card will be required for all Rodeo course sections. A student may enroll in only one varsity sport event class per semester. This course may be taken only one time for a grade. 1/2 hour lecture, 2 hours lab.

### **PEAT 1005 – Varsity II:**

Credits: 1.0

Course offered Spring only.

This is the second course in a series of varsity sport classes including Basketball, Golf, Rodeo, and Volleyball. Lab sessions will include scheduled practices and competitions. Students enrolling in this course must be a varsity team member. A \$30 course fee and verification of a NIRA card will be required for all Rodeo course sections. A student may enroll in only one varsity class per semester. This course may be taken only one time for a grade. 1/2 hour lecture, 2 hours lab.

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### **PEAT 2000 – Varsity III:**

Credits: 1.0

Course offered Fall only.

This is the third course in a series of varsity sport classes including Basketball, Golf, Rodeo, and Volleyball. Lab sessions will include scheduled practices and competitions. Students enrolling in this course must be a varsity team member. A \$30 course fee and verification of a NIRA card will be required for all Rodeo course sections. A student may enroll in only one varsity class per semester. This course may be taken only one time for a grade. 1/2 hour lecture, 2 hours lab.

### **PEAT 2005 – Varsity IV:**

Credits: 1.0

Course offered Spring only.

This is the fourth course in a series of varsity sport classes including Basketball, Golf, Rodeo, and Volleyball. Lab sessions will include scheduled practices and competitions. Students enrolling in this course must be a varsity team member. A \$30 course fee and verification of a NIRA card will be required for all Rodeo course sections. A student may enroll in only one varsity class per semester. This course may be repeated for a grade. 1/2 hour lecture, 2 hours lab.

### **PEAT 2025 – Rodeo Activities**

Credits: 1.0

1/2 hour lecture, 1 hour lab.

### **PEPR – PHYSICAL ED PROFESSIONAL**

#### **PEPR 1005 – Intro to Physical Education**

Credits: 2.0

Course offered Fall only.

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. 2 hours lecture.

#### **PEPR 2050 – Prevention and Care of Athletic Injuries**

Credits: 3.0

Course offered Fall only.

Teaches prospective athletic trainer basic concepts of prevention of injury and illness by use of conditioning, taping, padding, physicals, nutrition and other means. 2 hours lecture, 2 hours lab.

#### **PEPR 2091 – Sports Officiating**

Credits: 2.0

Course offered Spring only.

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement. 2 hours lecture, 1 hour lab

#### **PEPR 2110 – Foundations of Coaching**

Credits: 3.0

Course offered Spring only.

This is an introductory course designed to provide a basic understanding of coaching. Students will study the principles necessary for becoming a successful coach, including

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psychological, physiological, pedagogical, and leadership aspects necessary to develop competent student athletes. Students will also explore coaching theories, planning and training methods, and positive communication aspects for successful coaching. 3 hours lecture.

### PHIL - PHILOSOPHY

#### PHIL 1000 - Intro to Philosophy

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

*\*Prerequisite: ENGL 1010 must be completed with a grade of "C" or better.*

### PHYS - PHYSICS

#### PHYS 1050 - Concepts of Physics

Credits: 4.0

Course offered Fall only.

Physics 1050 is an introductory level, lab-based physics course that introduces the physical world. It is for students whose background in math and science is minimal; recommended for students in the Pre Allied Health Program. Three lecture hours per week are supplemented by two hours per week of laboratory work. 3 hours lecture, 2 hours lab.

*\*Corequisite: PHYS 1001 must be taken at the same time as this course.*

#### PHYS 1110 - General Physics I

Credits: 4.0

Course offered Fall only.

First course of two-semester sequence. Introduces elementary college physics without calculus. Primarily for premedical, predental, preoptometry, prephysical therapy, and other students requiring insight into workings of the physical world. Includes classical mechanics, gravitation, and heat. Laboratory sessions will illustrate principles studied. Students receiving credit for PHYS 1110 cannot receive credit for PHYS 1050, PHYS 1210, or PHYS 1310. 3 hours lecture, 3 hours lab.

*\*Prerequisite: MATH 1400 and MATH 1405. Any prerequisite course must be completed with a grade of "C" or better.*

*\*Corequisite: PHYS 1002 must be taken at the same time as this course.*

#### PHYS 1120 - General Physics II

Credits: 4.0

Course offered Spring only.

Second course of two-semester sequence. Completes introduction to elementary college physics without calculus. Primarily for premedical, predental, preoptometry, prephysical therapy, and other students requiring insight into workings of the physical world. Includes electricity, magnetism, optics, and modern physics. Laboratory sessions will illustrate principles studied. Students receiving credit for PHYS 1120 cannot receive credit for PHYS 1050, PHYS 1220, or PHYS 1320. 3 hours lecture, 3 hours lab.

*\*Prerequisite: PHYS 1110 must be*

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*completed with a grade of "C" or better.*

**\*Corequisite: PHYS L003 must be taken at the same time as this course.**

### PHYS 1310 – College Physics I

Credits: 4.0

First course of two semester sequence. Provides thorough introduction to physics with calculus, for students pursuing an undergraduate degree in physics, engineering, or other areas in science, mathematics and technology requiring the highest levels of sophistication. Includes classical mechanics, gravitation and mechanical waves. Laboratory sessions illustrate principles studied and meaning of physical measurement. Students receiving credit for PHYS 1310 cannot receive credit for PHYS 1050, PHYS 1110, or PHYS 1210. 3 hours lecture, 3 hours lab

**\*Corequisite: PHYS L004 must be taken at the same time as this course.**

### PHYS 1320 – College Physics II

Credits: 4.0

Follows PHYS 1310 and continues introduction to physics with calculus. Includes electricity, magnetism, and thermodynamics. Laboratory sessions illustrate principles studied and meaning of physical measurement. Students receiving credit for PHYS 1320 cannot receive credit for PHYS 1040, PHYS 1120 or PHYS 1220. 3 hours lecture, 3 hours lab

**\*Prerequisite/Corequisite: MATH 2205 must be completed with a grade of C or better; or MATH 2205 must be taken at the same time as this course.**

**\*Corequisite: PHYS L005 must be taken at the same time as this course.**

## POLS – POLITICAL SCIENCE

### POLS 1000 – American and Wyoming Government

Credits: 3.0

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. 3 hours lecture.

### POLS 1050 – Basics in U.S. and Wyoming Government

Credits: 2.0

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. 2 hours lecture.

### POLS 1100 – Wyoming Government

Credits: 1.0

Course offered

Course offered on demand only.

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

## COURSE LISTING

University Studies. This course is offered for S/U grade only. 1 hour lecture.

### **POLS 1200 – Non-Western Political Cultures**

Credits: 3.0

Course offered Odd years only.

Course offered Spring only.

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. 3 hours lecture.

### **POLS 2000 – Current Issues in American Government**

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

*\*Prerequisite: POLS 1000 must be completed with a grade of "C" or better.*

### **POLS 2470 – Internship I**

Credits: 6.0

Course offered Spring only.

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. Instructor permission is required to register for this course. 40 hours per week during

Legislation Session.

*\*Prerequisite: POLS 1000 must be completed with a grade of "C" or better.*

Faculty permission required.

## **PSYC – PSYCHOLOGY**

### **PSYC 1000 – General Psychology**

Credits: 3.0

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. 4 hours lecture.

### **PSYC 2000 – Research Psychological Methods**

Credits: 4.0

Course offered on demand only.

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. 3 hours lecture, 2 hour lab.

*\*Prerequisite: ENGL 1010 and PSYC 1000.*

## COURSE LISTING

*Any prerequisite course must be completed with a grade of "C" or better.*

### PSYC 2080 – Biological Psychology

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

**\*Prerequisite: BIOL 1000 or BIOL 1010; and PSYC 1000. Any prerequisite course must be completed with a grade of "C" or better.**

### PSYC 2125 – Forensic Psychology

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

**\*Prerequisite: CRMJ 2120 and PYSC 1000. Any prerequisite course must be completed with a grade of "C" or better.**

### PSYC 2210 – Drugs and Behavior

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

**\*Prerequisite: PYSC 1000 must be completed with a grade of "C" or better.**

### PSYC 2300 – Psychology for Child Development

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

**\*Prerequisite: PYSC 1000 must be completed with a grade of "C" or better.**

### PSYC 2330 – Psychology of Adjustment

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

**\*Prerequisite: PYSC 1000 must be completed with a grade of "C" or better.**

### PSYC 2340 – Psychopathology

Credits: 3.0

Course offered Spring only.

A survey of major mental and behavioral disorders which explores the identification of types of disorders, their etiology, and

## **COURSE LISTING**

potential treatment methods. 3 lecture hours.

***\*Prerequisite: PYSC 1000 must be completed with a grade of "C" or better.***

### **PSYC 2380 – Social Psychology**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

***\*Prerequisite: PYSC 1000 must be completed with a grade of "C" or better.***

### **RELI – RELIGION**

#### **RELI 1000 – Intro to Religion**

Credits: 3.0

Course offered Spring only.

An introduction to world religions. A multi-disciplinary approach is utilized to investigate the similarities and differences that exist between a variety of religions. Students cannot earn credit in both RELI 1000 and SOSC 1100. 3 hours lecture.

### **REWM – RANGE**

#### **ECOLOGY/WTRSHD MGT**

#### **REWM 2000 – Principles of Rangeland Management**

Credits: 3.0

Course Fee: \$25.00

Course offered Fall only.

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. 3 hours lecture.

***\*Prerequisite/Corequisite: AECL 1000, BIOL 1000, or BIOL 1010 must be completed with a grade of C or better; or AECL 1000, BIOL 1000 or BIOL 1010 must be taken at the same time as this course.***

### **SOC – SOCIOLOGY**

#### **SOC 1000 – Sociological Principles**

Credits: 3.0

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. 3 hours lecture.

#### **SOC 1100 – Social Problems**

Credits: 3.0

Course offered Spring only.

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

## COURSE LISTING

comparisons are presented where relevant. 3 hours lecture.

### SOC 2200 – Sociology of Human Sexuality

Credits: 3.0

Course offered Fall only.

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 with American society. 3 hours lecture.

**\*Prerequisite: PSYC 1000 or SOC 1000.**  
**Any prerequisite course must be completed with a grade of "C" or better.**

### SOC 2350 – Race and Ethnic Relations

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

**\*Prerequisite: ANTH 1200 or SOC 1000.**  
**Any prerequisite course must be completed with a grade of "C" or better.**

### SOC 2400 – Criminology

Credits: 3.0

Course offered on demand only.

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. 3 hours lecture.

**\*Prerequisite: SOC 1000 must be completed with a grade of "C" or better.**

## SOIL – SOIL SCIENCE

### SOIL 2010 – Intro to Soil Science

Credits: 4.0

Course Fee: \$25.00

Course offered Spring only.

Introduces soil ecological processes and management in terrestrial environments. Discusses interaction of soil, biological, chemical, morphological and physical properties with land management in wild land and agricultural ecosystems. Emphasis is on plant response to soil conditions. 3 hours lecture, 2 hours lab.

**\*Prerequisite: CHEM 1000 or CHEM 1020.**  
**Any prerequisite course must be completed with a grade of "C" or better.**

**\*Corequisite: SOIL L003 must be taken at the same time as this course.**

### SOIL 2200 – Applied Soils

Credits: 3.0

Course offered Spring only.

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. 2 hours lecture, 2 hours lab.

**\*Corequisite: SOIL L002 must be taken at the same time as this course.**

## **COURSE LISTING**

### **SOSC – SOCIAL SCIENCE**

#### **SOSC 1100 – Intro to Religion**

Credits: 3.0

Course offered Spring only.

An introduction to world religions. A multidisciplinary approach is utilized to investigate the similarities and difference that exist between a variety of religions. Students cannot earn credit in both RELI 1000 and SOSC 1100. 3 hours lecture.

#### **SOSC 2300 – Ethics in Practice**

Credits: 3.0

Course offered Spring only.

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. 3 hours lecture.

*\*Prerequisite: ENGL 1010 must be completed with a grade of "C" or better.*

#### **SOSC 2395 – Social Science Capstone Exper**

Credits: 1.0

Course offered on demand only.

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 science. 1 hour lecture.

This course is offered for S/U grade only.

### **SOWK – SOCIAL WORK**

#### **SOWK 2000 – Intro to Social Work**

Credits: 3.0

Course offered Spring only.

A foundation course designed to explore the institution and profession of social work and the field of Social Welfare. 3 hours lecture.

### **SPAN – SPANISH**

#### **SPAN 1010 – First Year Spanish I**

Credits: 4.0

Course offered Fall only.

Fundamentals of grammar, composition, reading, and conversation. 4 hours lecture-recitation, 1 hour lab.

#### **SPAN 1020 – First Year Spanish II**

Credits: 4.0

Course offered Spring only.

A continuation of Spanish 1010. 4 hours lecture-recitation, 1 hour lab.

*\*Prerequisite: SPAN 1010 must be completed with a grade of "C" or better.*

#### **SPAN 2030 – Second Year Spanish I**

Credits: 4.0

Course offered Fall only.

Progressive reading of Spanish prose, with additional review in verbs, idioms, and conversation. 4 hours lecture-recitation, 1 hour lab.

*\*Prerequisite: SPAN 1010 and SPAN 1020. Any prerequisite course must be completed with a grade of "C" or better.*

## COURSE LISTING

### SPAN 2040 – Second Year Spanish II

Credits: 4.0

Course offered Spring only.

Stresses usage of the language through composition, conversation, oral presentation and grammar review. 4 hours lecture-recitation, 1 hour lab.

*\*Prerequisite: SPAN 2030 must be completed with a grade of "C" or better.*

### STAT – STATISTICS

#### STAT 2050 – Fundamentals of Statistics

Credits: 4.0

Course offered Spring only.

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, and simple linear regression and correlation. 4 hours lecture.

#### STAT 2070 – Introductory Statistics for the Social Science

Credits: 4.0

Course offered on demand only.

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 2070 and STAT 2050. 4 hours lecture.

*\*Prerequisite: MATH 1000 or higher,*

*excluding MATH 1515, must be completed with a grade of "C" or better.*

### TTD – TRUCK DRIVING TRAINING

#### TTD 1500 – Novice CDL Training

Credits: 5.0

Course offered on demand only.

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. 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 approved for S/U grade only. 80 hours lecture, 20 hours drive time.

### VTTK – VETERINARY TECHNOLOGY

#### VTTK 0005 – Pre-Exposure Rabies Vaccinatio

Credits: 0.0

## COURSE LISTING

This course is for students to provide proof of the completion of the pre-exposure rabies vaccination series required for veterinary technology courses.

This course is offered for S/U grade only. This course may NOT be taken as an audit.

### VTTK 0010 – Prescreen for Veterinary Tech

Credits: 0.0

This course is for students to provide proof of completion of a background check for any veterinary technology course that requires a background check. The background check must be completed prior to registering for those courses.

This course is offered for S/U grade only. This course may NOT be taken as an audit.

### VTTK 1500 – Orientation to Veterinary Tech

Credits: 3.0

Course Fee: \$150.00

Course offered Fall only.

This course is an introductory course in veterinary technology. Lectures will include clinical sanitation, the profession of veterinary technology, veterinary technology ethics, communications, clinical and hospital recordkeeping, breed identification, patient history, and physical examinations 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 care of the dogs, cats, and large animals kept by the Veterinary Technology Department. 2 hours lecture, 2

hours lab.

*\*Prerequisite/Corequisite: VTTK 0010 must be taken previously or at the same time as this course; and VTTK 0005 must be taken previously or at the same time as this course.*

*\*Corequisite: VTTK L001 must be taken at the same time as this course.*

### VTTK 1501 – Animal Care I

Credits: 0.5

Course offered Fall and Spring only.

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 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. 1 hour lab.

*\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course; and VTTK 1500 must be taken previously or at the same time as this course.*

### VTTK 1502 – Animal Care II

Credits: 0.5

Course offered Fall and Spring only.

This course is a continuation of Animal Care I. 1 hour lab.

*\*Prerequisite: VTTK 0005 and VTTK 1501 must be successfully completed.*

### VTTK 1505 – Intro to Veterinary Science

Credits: 1.0

Course offered Fall and Spring only.

## COURSE LISTING

This course is designed as an orientation to the college environment and the veterinary technology and aid programs. Lectures and assignments will emphasize goal setting, learning strategies and effective communication. The course will aid the student in identifying resources within the college and the veterinary profession that will enhance their academic career. 1 hour lecture.

### VTTK 1510 – Clinical Techniques I

Credits: 3.0

Course Fee: \$75.00

Course offered Fall only.

This course is intended for students seeking a veterinary aide certificate. Lectures will include general office procedures, client communication in the veterinary hospital, basic medical record keeping, OSHA and clinical sanitation, pharmaceutical calculations, basic understanding of common diseases and medical conditions seen in animals, surgical pack preparation, and surgical assistance. Students are required to complete a 40-hour externship in a veterinary clinic. 1 hour lecture, 2 hours lab.

*\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course; and VTTK 0010 must be taken previously or at the same time as this course.*

### VTTK 1520 – Clinical Techniques II

Credits: 4.0

Course Fee: \$75.00

Course offered Spring only.

Course lecture and laboratory sessions are designed for those students interested in

learning elementary veterinary techniques associated with inventory management, pharmacology, urinalysis, hematology, parasitology, and diagnostics imaging. Laboratory sessions include practical application of clinical techniques commonly performed by veterinary aides in the treatment of animals. Students are required to complete a 60-hour externship in a veterinary clinic. 1 hour lecture, 4 hours lab.

*\*Prerequisite/Corequisite: VTTK 0010 must be taken previously or at the same time as this course; and VTTK 0005 must be taken previously or at the same time as this course.*

### VTTK 1550 – Practical Surgical and Medical Experience I

Credits: 3.0

Course Fee: \$150.00

Course offered Spring only.

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. 2 hours lecture, 2 hours lab.

*\*Prerequisite: VTTK 0005; and VTTK 2005, VTTK 1600, and VTTK 1630. Any prerequisite course must be completed with a grade of "C" or better.*

*\*Prerequisite/Corequisite: VTTK 0005 must be taken at the same time as this course; and VTTK 2500 must be completed with a grade of "C" or better; or VTTK 2500 must be taken at the same time as this course.*

## COURSE LISTING

### VTTK 1600 – Clinical Procedures

Credits: 3.0

Course Fee: \$150.00

Course offered Spring only.

This course continues with the professional activities of a Veterinary Technician. Lectures will cover veterinary medical records, patient histories, OSHA, animal behavior, neonatal patients, nutrition, general animal nursing, euthanasia of animals, grief counseling of clients, and an introduction to emergency and first aid care of small animals. Sessions include practical application of clinical procedures commonly performed by veterinary technicians in the treatment of small animals. 2 hours lecture, 3 hours lab.

*\*Prerequisite: VTTK 0010; and VTTK 1500 must be completed with a grade of "C" or better.*

*\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course.*

*\*Corequisite: VTTK L002 must be taken at the same time as this course.*

### VTTK 1625 – Laboratory Analysis

Credits: 1.0

Course Fee: \$110.00

Course offered Spring only.

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. 1/2 hour lecture, 1 hour lab.

*\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course.*

### VTTK 1628 – Urinalysis

Credits: 0.5

Course Fee: \$75.00

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. 1 hour lecture/lab

*\*Prerequisite: VTTK 0005 must be completed successfully.*

### VTTK 1629 – Clinical Chemistry

Credits: 0.5

Course Fee: \$50.00

Clinical chemistry is a lecture/laboratory course which provides 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. 1 hour lecture/lab

*\*Prerequisite: VTTK 0005 must be completed successfully.*

### VTTK 1630 – Veterinary Hematology

Credits: 3.0

Course Fee: \$110.00

Course offered Spring only.

This course provides instruction in the principles of obtaining and examining blood samples from different species of animals commonly seen in veterinary practice today.

## **COURSE LISTING**

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 developmental 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. 2 hours lecture, 2 hours lab.

***\*Corequisite: VTTK L008 must be taken at the same time as this course.***

### **VTTK 1640 – Large Animal Procedures**

Credits: 1.5

Course Fee: \$150.00

Course offered Fall only.

This course will include lectures on procedures that veterinary technicians will utilize in large animal clinical practice. Food animal and equine procedures will be covered in lecture and then demonstrated and practiced in laboratory sessions. Topics included are animal behavior, physical exam, restraint, patient history, bandaging, IV cauterizations, medication administration, venipuncture, nasogastric intubation, quality assurance, reproductive, and emergency medicine. 1 hour lecture, 2 hour lab.

***\*Corequisite: VTTK L020 must be taken at the same time as this course.***

### **VTTK 1650 – Veterinary Nutrition**

Credits: 2.0

Course offered Spring only.

This course will introduce students to nutrition concepts for large animals and small animals that they will utilize in

veterinary medicine. Students will learn about commercial and therapeutic diets for companion animals and how to evaluate those diets. Students will learn to recognize feedstuffs and supplements for farm animals and develop rations for various species and life stages based on the feeds nutritional value. In addition, clinical signs of nutritional diseases, their prevention and treatments will be covered in lectures. 2 hrs lecture.

***\*Prerequisite/Corequisite: VTTK 1500 and VTTK 1950 must be completed with a grade of "C" or better; or VTTK 1500 and VTTK 1950 must be taken at the same time as this course.***

### **VTTK 1700 – Veterinary Medical Terminology**

Credits: 2.0

Course offered Fall only.

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. 2 hours lecture.

### **VTTK 1750 – Veterinary Pharmacology**

Credits: 4.0

Course Fee: \$100.00

Course offered Spring only.

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;

## COURSE LISTING

history of pharmacology; measurements used in pharmacology; actions and effects of drugs; 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. 3 hours lecture, 2 hours lab.

**\*Prerequisite: BIOL 1000, BIOL 1010, CHEM 1000, CHEM 1020 or VTTK 1925. Any prerequisite course must be completed with a grade of C or better.**

**\*Prerequisite/Corequisite: VTTK 0010 and VTTK 1751 must be completed with a grade of "C" or better; or VTTK 0010 and VTTK 1751 must be taken at the same time as this course.**

**\*Corequisite: VTTK L010 must be taken at the same time as this course.**

### VTTK 1751 – Pharmaceutical Calculations

Credits: 3.0

This is a one-semester lecture course. This course reviews basic mathematical operations used by veterinary technicians in the field of veterinary pharmacology. Topics covered in this course include: common abbreviations used in pharmacology, drug dose calculation methods (formula, ratio/proportion, and dimensional analysis

[also called factor-label]), unit conversions, fundamentals of fluid therapy (fluid types, drip/flow rates, constant rate infusions and fluid deficit calculations), and solution preparations (dilutions). 3 hours lecture.

**\*Prerequisite/Corequisite: VTTK 1500 must be completed with a grade of "C" or better; or VTTK 1500 must be taken at the same time as this course.**

### VTTK 1755 – Veterinary Parasitology

Credits: 2.0

Course Fee: \$100.00

Course offered Summer only.

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. 2 hours lecture, 1 hour lab.

**\*Prerequisite: BIOL 1000, BIOL 1010, CHEM 1000, CHEM 1020, AECL 1000, VTTK 1925, or VTTK 1950. Any prerequisite course must be completed with a grade of "C" or better.**

**\*Corequisite: VTTK L006 must be taken at the same time as this course.**

### VTTK 1759 – Co-Requisite for VTTK 1751

Credits: 1.0

Course offered Fall and Spring only.

This is a one-semester workshop course to be completed concurrently with VTTK 1751. Requirement for enrollment in this course will be determined by examination in VTTK 1751 during the first week of class.

## COURSE LISTING

This course provides supplemental instruction in fundamental mathematical operations and concepts to assist students in developing the skills required to successfully complete VTTK 1751. It is designed to provide instructor supervised practice for students to read and analyze problem statements, develop an appropriate mathematical setup, perform accurate calculations and determine the "reasonableness" of the computed result. This course is offered for S/U grade only. 2 hours lab.

***\*Corequisite: VTTK 1751 must be taken at the same time as this course.***

**VTTK 1925 – Appl Prin of Chem for Vet Tech**

Credits: 2.0

Course offered Fall and Spring only.

This is a one-semester (16-week) lecture only course. This course introduces students to terminology, basic facts and fundamental concepts of chemistry, and relates this information to the biological processes encountered in veterinary medicine. This course begins with introductory topics which include matter and its physical states, atomic structure, the periodic table, chemical bonding, chemical reactions and inorganic nomenclature. After the initial introductory material, the course covers more advanced concepts and clinical applications including solution chemistry (concentrations and tonicity), gas laws, and acid-base chemistry (pH, buffers, and electrolytes). 2 hours lecture.

***\*Prerequisite/Corequisite: VTTK 1500 must be completed with a grade of "C" or***

***better; or VTTK 1500 must be taken at the same time as this course.***

**VTTK 1950 – Appl Principles of Biology for Vet Tech**

Credits: 2.0

Course offered Fall and Spring only.

This is a one-semester (16-week) lecture only course. This course covers the basics of cellular biology to provide students with the foundation material required for future veterinary technology courses. Topics covered include biomolecules (carbohydrates, lipids, proteins, and nucleic acids), basic cell structure and function, energy and enzymes, cellular respiration, DNA structure and function, mitosis and karyosis, protein synthesis, Mendelian genetics and inherited conditions/diseases in animals. 2 hours lecture.

***\*Prerequisite/Corequisite: VTTK 1500 must be completed with a grade of C or better; or VTTK 1500 must be taken at the same time as this course.***

**VTTK 2500 – Veterinary Anesthesia and Analgesia**

Credits: 4.0

Course Fee: \$150.00

Course offered Fall only.

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. 3 hours lecture, 2 hours lab.

***\*Prerequisite: VTTK 1600, VTTK 1750,***

## COURSE LISTING

*and VTTK 1751. Any prerequisite course must be completed with a grade of "C" or better.*

*\*Corequisite: VTTK L003 must be taken at the same time as this course.*

### VTTK 2501 – Animal Care III

Credits: 0.5

Course offered Fall and Spring only.

This course is a continuation of Animal Care II. 1 hour lab.

*\*Prerequisite: VTTK 1502 must be successfully completed.*

*\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course.*

### VTTK 2502 – Animal Care IV

Credits: 0.5

Course offered Fall and Spring only.

This course is a continuation of Animal Care III. 1 hour lab.

*\*Prerequisite: VTTK 2501 must be successfully completed.*

*\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course.*

### VTTK 2505 – Diagnostic Imaging

Credits: 3.0

Course Fee: \$150.00

Course offered Spring only.

This course provides instruction to safely produce diagnostic radiographic and ultrasound images. Topics will also include basic principles of advanced imaging. Laboratories introduce students to techniques to position and prepare dogs, cats and horses for radiographic and ultrasound

studies. 2 hours lecture, 2 hour lab.

*\*Prerequisite: VTTK 1600, VTTK 1750, and VTTK 1751. Any prerequisite course must be completed with a grade of "C" or better.*

*\*Corequisite: VTTK L009 must be taken at the same time as this course.*

### VTTK 2510 – Clinical Experience I

Credits: 1.0

Course offered Fall only.

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/Corequisite: VTTK 0005 must be successfully completed; or VTTK 0005 must be taken at the same time as this course; and VTTK 1500 must be completed with a grade of "C" or better; or VTTK 1500 must be taken at the same time as this course.*

### VTTK 2520 – Clinical Experience II

Credits: 1.0

## COURSE LISTING

This course is a continuation of Clinical Experience I, but emphasizes hands-on experience by the student. A minimum of 40 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 1600, VTTK 1630, VTTK 1755 and VTTK 2510.**  
**Any prerequisite course must be completed with a grade of "C" or better.**

### VTTK 2550 – Practical Surgical and Medical Experience II

Credits: 3.0  
Course Fee: \$150.00  
Course offered Fall only.

This course is a continuation and expansion of VTTK-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. 2 hours lecture, 2 hours lab.

**\*Prerequisite: VTTK 1550 and VTTK**

**2500. Any prerequisite course must be completed with a grade of "C" or better.**

### VTTK 2555 – Veterinary Dentistry

Credits: 2.5  
Course Fee: \$150.00  
Course offered Spring only.

Lectures will focus on learning and applying techniques in preventive care, periodontics, endodontics, orthodontics, client education and dental radiology techniques. The student will acquire knowledge of dental diseases, diagnostic techniques, therapeutic techniques and equipment. Laboratory sessions consist of students gaining hands-on experience utilizing dental equipment, dental imaging programs, and performing dental cleanings (under the supervision of a veterinarian). 1 hour lecture, 3 hours lab.

**\*Prerequisite: VTTK 1550 and VTTK 2500.**  
**Any prerequisite course must be completed with a grade of "C" or better.**

### VTTK 2600 – Diagnostic Microbiology

Credits: 2.0  
Course Fee: \$110.00  
Course offered Fall only.

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.

**\*Corequisite: VTTK L017 must be taken at the same time as this course.**

## COURSE LISTING

### VTTK 2610 – Animal Health I - Infectious

Credits: 4.0

Course Fee: \$50.00

Course offered Fall only.

Instruction is provided in the basic principles of infection, including etiologic agents, pathogenicity, laboratory diagnostics 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. The laboratory portion of the course will allow students to utilize the knowledge acquired in the lecture portion of the course to assist with vaccinations of large and small animals that are necessary to prevent infectious diseases in those animals. 3 hours lecture, 2 hours lab.

*\*Prerequisite: VTTK 0005; and VTTK 1630 must be completed with a grade of "C" or better.*

*\*Corequisite: VTTK L007 must be taken at the same time as this course.*

### VTTK 2615 – Veterinary Anatomy and Physiology

Credits: 4.0

Course Fee: \$150.00

Course offered Spring only.

The study of anatomy and physiology is essential for animal health care providers. Presentation of comparative gross and microscopic anatomy and physiology between species (canine, feline, equine, bovine, and others) is provided in multiple formats. Demonstration of location, variation and

function of the tissues and organs is utilized to introduce the clinical relevance of structures and functions of the body. 3 hours lecture, 2 hours lab.

*\*Prerequisite/Corequisite: VTTK 1925 and VTTK 1950; or BIOL 1000, BIOL 1010, CHEM 1000 or CHEM 1020 must be completed with a grade of "C" or better; or VTTK 1925 and VTTK 1950; or BIOL 1000, BIOL 1010, CHEM 1000 or CHEM 1020 must be taken at the same time*

*\*Corequisite: VTTK L016 must be taken at the same time as this course.*

### VTTK 2620 – Animal Health II - Non-Infectious

Credits: 4.0

Course Fee: \$50.00

Course offered Spring only.

This course is a continuation of the VTTK-2610 course. It will focus on the causes, clinical appearance, treatment, and handling of noninfectious diseases in domestic animals, both companion and livestock. The areas of instruction to be covered include traumatic, metabolic, nutritional, immune mediated, neoplastic, congenital, toxicological, and physical causes of noninfectious diseases. The laboratory portion of the course will allow students to interact with patients thus allowing them to observe diagnosing of disease and all surgery will be performed by a veterinarian. This course is required for the completion of the A.A.S. degree program in Veterinary Technology. 3 hours lecture, 2 hours lab.

*\*Prerequisite: VTTK 0005 must be successfully completed.*

## COURSE LISTING

### VTTK 2700 – Laboratory and Exotic Animals

Credits: 3.0

Course Fee: \$200.00

Course offered Fall only.

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 be responsible for the care of all vivarian animals kept by the Veterinary Technology Department. 2 hour lecture, 2 hours lab.

*\*Prerequisite: VTTK 1700 must be completed with a grade of C or better.*

*\*Prerequisite/Corequisite: VTTK 0010 must be taken previously or at the same time as this course; and VTTK 0005 must be taken previously or at the same time as this course.*

*\*Corequisite: VTTK L005 must be taken at the same time as this course.*

### VTTK 2750 – Clinical Problems

Credits: 3.0

Course Fee: \$150.00

Course offered Fall and Spring only.

This course consists of one lecture hour per week on preparation for the comprehensive examination and the Veterinary Technician National

Examination. One hour lecture and two hours of lab per week will involve actual or developed veterinary clinical activities that faculty present for students to work through. Students must have successfully completed all required veterinary technology courses or be concurrently enrolled to take this course. 2 hours lecture, 2 hours lab.

*\*Corequisite: VTTK L004 must be taken at the same time as this course.*

### VTTK 2815 – Large Animal Techniques

Credits: 4.0

Course Fee: \$150.00

Course offered Spring only.

Lecture material will cover the bovine, porcine, ovine, caprine, and equine species and poultry in basic disciplines of anatomy, physiology, parasitology, pharmacology, toxicology, nutrition, infectious diseases, metabolic diseases, reproduction, surgery, diagnostic imaging, dentistry, and reproduction. Laboratory sessions include practical application of techniques commonly performed in large animal practices. This course is required for the Veterinary Aide Certificate Program. It is an elective for students in the Veterinary Technology Program who wish to acquire more large animal skills. 3 hours lecture, 2 hours lab.

*\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course.*

*\*Corequisite: VTTK L015 must be taken at the same time as this course.*

## **COURSE LISTING**

### **VTTK 2816 – Large Animal Techniques II**

Credits: 2.0

Course Fee: \$75.00

Course offered Fall only.

This lecture/lab course is similar to Large Animal Techniques I; however, it will consist of advanced laboratory work with different large animal clinical procedures and surgeries that will be demonstrated. Procedures will be practiced by the students that they will utilize in large animal practice. 1 hour lecture, 2 hours lab.

***\*Prerequisite/Corequisite: VTTK 0005 must be taken previously or at the same time as this course.***

Faculty permission required.

### **VTTK 2950 – Clinical Experience III**

Credits: 3.0

This course consists of 320 hours of work experience during which the student works in a veterinary or veterinary-related institution that has been approved by the instructor. Evaluation forms are completed by the cooperating establishment. 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. This course is offered for S/U grade only.

***\*Prerequisite/Corequisite: VTTK 2750 must be completed with a grade of "C" or better; or VTTK 2750 must be taken at the same time as this course.***

### **WELD – WELDING TECHNOLOGY**

#### **WELD 0500 – Intro to Shielded and Metal Arc Welding**

Credits: 1.0

Course offered on demand only.

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 grade only. 2 hours lab.

#### **WELD 0600 – Intro to Flux Cored Arc Welding**

Credits: 1.0

Course offered on demand only.

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 grade only. 2 hours lab.

#### **WELD 0700 – Virtual Reality ARC Welding**

Credits: 1.0

Course offered on demand only.

Instruction, study, and welding practice using a virtual reality welding simulator to supplement and enhance welding training. This course is offered for S/U grade only. 1/2 hour lecture, 1 hour lab.

## **COURSE LISTING**

### **WELD 0800 – Maintenance and Repair Welding**

Credits: 1.0

Course offered on demand only.

A 30 hour welding course using shielded metal arc welding (stick) and gas metal arc welding (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 grade only. 2 hours lab.

### **WELD 1505 – Intro to Welding and Machining**

Credits: 1.0

Course offered Fall only.

This course is designed as a general orientation and a transition to college for all new Welding students and transfer students who have less than thirty semester hours. Students will gain exposure to academic and career components of the welding field. Through field-related content, students will explore and understand the college and career environments, identify resources, develop academic and career goals, and acquire soft skills essential to job acquisition and success. 1 hour lecture.

### **WELD 1650 – Print Reading and Welding Symbols**

Credits: 3.0

Course offered Fall and Spring only.

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. 3 hours lecture.

### **WELD 1700 – General Welding**

Credits: 3.0

Course Fee: \$100.00

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. 1 hour lecture, 5 hours lab.

### **WELD 1755 – Shielded Metal Arc Welding**

Credits: 5.0

Course Fee: \$167.00

Course offered Fall only.

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 AC and DC welding power sources. 1 hour lecture, 9 hours lab.

### **WELD 1760 – Adv Shielded Metal Arc Welding**

Credits: 4.0

Course Fee: \$167.00

Course offered Spring only.

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

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plates with and without backing in all positions. 8 hours lab.

**\*Prerequisite: WELD 1755 must be completed with a grade of "C" or better.**

### WELD 1772 – Flux Cored Arc Welding

Credits: 2.0

Course Fee: \$100.00

Course offered Fall and Spring only.

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. 4 hours lab.

### WELD 1773 – Gas Metal Arc Welding

Credits: 2.0

Course Fee: \$100.00

Course offered Fall and Spring only.

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. 4 hours lab.

### WELD 1780 – Gas Tungsten Arc Welding - Plate

Credits: 3.0

Course Fee: \$100.00

Course offered Fall and Spring only.

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. 6 hours lab.

### WELD 1781 – GTAW for Gunsmithing

Credits: 2.0

Course Fee: \$75.00

Course offered Spring only.

Students will learn the proper method of TIG welding as it pertains to gunsmithing. Typically welding a smooth surface to a barreled surface and other types of TIG welding that are not commonly used. 1 hour lecture, 2 hours lab.

### WELD 1850 – Fundamentals of Fabrication

Credits: 2.0

Course offered Fall only.

This course will provide the fundamentals of layout and fabrication for the 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. 1 hour lecture, 2 hours lab.

**\*Prerequisite: WELD 1755, WELD 1772, or WELD 1773; and WELD 1650. Any prerequisite course must be completed with a grade of "C" or better.**

### WELD 2500 – Structural Welding

Credits: 5.0

Course Fee: \$167.00

Course offered Fall only.

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

## COURSE LISTING

Welding Code D1.1. 1 hour lecture, 9 hours lab.

### **WELD 2510 – Pipe Welding I**

Credits: 4.0

Course Fee: \$167.00

Course offered Spring only.

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-G electrodes with downhill travel. Weld testing will be based on the American Petroleum Institute (API 1104, 1107) pipeline welding practices. 1 hour lecture, 7 hours lab.

### **WELD 2520 – Pipe Welding II**

Credits: 5.0

Course Fee: \$167.00

Course offered Spring only.

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. 1 hour lecture, 8 hours lab.

### **WELD 2540 – Pipe Layout and Fabrication**

Credits: 2.0

Course offered Spring only.

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. 1 hour lecture, 2 hours lab.

**\*Prerequisite: MATH 1500 must be completed with a grade of "C" or better.**

### **WELD 2645 – SMAW and GTAW**

Credits: 2.0

Course Fee: \$100.00

Course offered

Course offered Summer only.

This course provides the student with a thorough technical understanding of Shielded Metal Art 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. 4 hours lab.

This course is offered for S/U grade only.

### **WELD 2670 – Welding Inspection Technology**

Credits: 3.0

Course offered Fall only.

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. 3 hours lecture.

**\*Prerequisite/Corequisite: WELD 1755 must be taken previously or at the same time as this course.**

### **WELD 2680 – Welding Metallurgy**

Credits: 3.0

Course offered Spring only.

The study of gas metal arc welding (GMAW), gas tungsten arc welding (GTAW),

## COURSE LISTING

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. 3 hours lecture.

### **WELD 2773 – Advanced Gas Metal Arc Welding**

Credits: 2.0

Course offered Fall only.

The study of Advanced Gas Metal Arc Welding (GMAW) fundamentals and safety. This course provides training to develop the manual skills necessary to make high quality GMAW welds, using short circuit, spray and pulsed spray transfer on mild steel and aluminum plates. 5 lab hours

### **WELD 2790 – Semiautomatic Pipe Welding**

Credits: 2.0

Course Fee: \$100.00

Course offered Spring only.

This course provides the student with a thorough technical understanding of Gas Metal Arc Welding and Flux Cored Arch Welding preparation for pipe welding. It develops the skills necessary to produce quality groove welds on 2 and 5 inch schedule 80 carbon steel pipe in all positions using GMAW for the root pass and FCAW for fill and cover passes. 1/2 hour lecture, 4

hours lab.

*\*Prerequisite: WELD 1772 and WELD 1773 must be completed with a grade of "C" or better.*

## **ZOO – ZOOLOGY**

### **ZOO 1200 – Human Biology**

Credits: 3.0

Course offered Fall only.

This course provides an overview of human biology. The necessary structures and functions that support the human body will be emphasized. Cellular processes such as biological chemistry, reproduction, and genetics will be introduced. Body systems such as the nervous system, cardiovascular system, and musculoskeletal system will be examined. Anatomical and physiological aspects of the human body and their relationship to health and disease will be explored. 3 hours lecture.

### **ZOO 2015 – Human Anatomy**

Credits: 4.0

Course offered Fall only.

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. 3 hours lecture, 3 hours lab.

*\*Prerequisite/Corequisite: BIOL 1000 or BIOL 1010 must be completed with a grade of C or better; or BIOL 1000 or BIOL 1010 must be taken at the same time as this course.*

## COURSE LISTING

*\*Corequisite: ZOO L001 must be taken at the same time as this course.*

**ZOO 2025 – Human Physiology**

Credits: 4.0

Course offered Spring only.

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. 3 hours lecture, 3 hours lab.

*\*Prerequisite: ZOO 2015 must be completed with a grade of "C" or better.*

*\*Corequisite: ZOO L002 must be taken at the same time as this course.*

**ZOO 2450 – Fish and Wildlife Management in the Anthropocene**

Credits: 3.0

Course offered Even years only.

Course offered Fall only.

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. 3 hours lecture.

*\*Prerequisite: BIOL 1000 or BIOL 1010.*

*Any prerequisite course must be completed with a grade of "C" or better.*