

Spring 2017



**LARAMIE COUNTY
COMMUNITY COLLEGE**

lccc.wy.edu

Resources and Dates

SPRING SEMESTER DATES TO REMEMBER

Jan. 3 Spring Tuition Payments Due (after this date, payment is due upon registration)	March 10 Midterm (A16)
Jan. 9 Administrative Drop for Nonpayment	March 10 Last Day of Classes (A8)
Jan. 9 – 13 College In-Service	March 11-12 Saturday and Sunday Classes Meet this Weekend
Jan. 16 Martin Luther King/Equality Day (college closed)	March 13-19 Spring Break No Classes (college services available Monday through Thursday)
Jan. 16 Last Day to Register A Block (A16, A8)	March 17 College Closed
Jan. 17 Spring Semester A Block (A16, A8) Classes Begin	March 19 Last Day to Register B Block (B8)
Jan. 23 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (A8)	March 20 Classes Resume
Jan. 29 Last Day to Register B Block (B14)	March 20 First Day of Classes (B8)
Jan. 30 First Day of Classes B Block (B14)	March 24 Midterm (B14)
Jan. 30 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (A16)	March 24 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B8)
Jan. 30 End of 50% Refund Period (A8)	March 31 Midterm (B12)
Jan. 31 First Financial Aid Disbursement	March 31 End of 50% Refund Period (B8)
Feb. 6 End of 50% Refund Period (A16)	April 3 Last Day to Withdraw (A16)
Feb. 9 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B14)	April 4 Student and Faculty Planning Day – No Classes
Feb. 10 Midterm (A8)	April 10 Last Day to Withdraw (B14)
Feb. 10 2017 Spring Graduation Applications Due	April 11 Summer and Fall Registration Begins for Currently Enrolled Students
Feb. 12 Last Day to Register B Block (B12)	April 14 Midterm (B8)
Feb. 13 First Day of Classes (B12)	April 17 Last Day to Withdraw (B12)
Feb. 16 End of 50% Refund Period (B14)	April 18 Summer and Fall Registration Open for All Students
Feb. 20 Last Day to Withdraw (A8)	April 24 Last Day to Withdraw (B8)
Feb. 21 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B12)	May 12 Last Day for Spring Semester (A16, B14, B12, B8)
Feb. 28 End of 50% Refund Period (B12)	May 13 Commencement
	May 15 Grading Day (Grades Due by noon)

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment. The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Room 117, Student Services Building, 1400 E College Drive, Cheyenne, WY 82007, 307.778.1217, TitleIX_ADA.Coordinator@lccc.wy.edu.

Calendar Blocks — Spring 2017

A16 – January 17 to May 12

Jan. 16 Last Day to Register **A Block (A16)**
Jan. 17 Spring Semester **A Block (A16)** Classes Begin
Jan. 30 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**A16**)
 Jan. 31 First Financial Aid Disbursement
Feb. 6 End of 50% Refund Period (**A16**)
 Feb. 10 2017 Spring Graduation Applications Due
March 10 Midterm (**A16**)
 March 11-12 . . . Saturday and Sunday Classes Meet this Weekend
 March 13-19 . . . Spring Break No Classes (college services available Monday through Thursday)
 March 17 College Closed
 March 20 Classes Resume
April 3 Last Day to Withdraw (**A16**)
 April 4 Student and Faculty Planning Day – No Classes
 April 11 Summer and Fall Registration Begins for Currently Enrolled Students
 April 18 Summer and Fall Registration Open for All Students
May 12 Last Day for Spring Semester (**A16**)
 May 13 Commencement
 May 15 Grading Day (Grades Due by noon)

B12 – February 13 to May 12

Jan. 31 First Financial Aid Disbursement
 Feb. 10 2017 Spring Graduation Applications Due
Feb. 12 Last Day to Register **B Block (B12)**
Feb. 13 First Day of Classes (**B12**)
Feb. 21 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**B12**)
Feb. 28 End of 50% Refund Period (**B12**)
 March 11-12 . . . Saturday and Sunday Classes Meet this Weekend
 March 13-19 . . . Spring Break No Classes (college services available Monday through Thursday)
 March 17 College Closed
 March 20 Classes Resume
March 31 Midterm (**B12**)
 April 4 Student and Faculty Planning Day – No Classes
 April 11 Summer and Fall Registration Begins for Currently Enrolled Students
April 17 Last Day to Withdraw (**B12**)
 April 18 Summer and Fall Registration Open for All Students
May 12 Last Day for Spring Semester (**B12**)
 May 13 Commencement
 May 15 Grading Day (Grades Due by noon)

A8 – January 17 to March 10

Jan. 16 Last Day to Register **A Block (A8)**
Jan. 17 Spring Semester **A Block (A8)** Classes Begin
Jan. 23 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**A8**)
Jan. 30 End of 50% Refund Period (**A8**)
 Jan. 31 First Financial Aid Disbursement
Feb. 10 Midterm (**A8**)
 Feb. 10 2017 Spring Graduation Applications Due
Feb. 20 Last Day to Withdraw (**A8**)
March 10 Last Day of Classes (**A8**)

B8 – March 20 to May 12

Jan. 31 First Financial Aid Disbursement
 Feb. 10 2017 Spring Graduation Applications Due
 March 11-12 . . . Saturday and Sunday Classes Meet this Weekend
 March 13-19 . . . Spring Break No Classes (college services available Monday through Thursday)
 March 17 College Closed
March 19 Last Day to Register **B Block (B8)**
 March 20 Classes Resume
March 20 First Day of Classes (**B8**)
March 24 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**B8**)
March 31 End of 50% Refund Period (**B8**)
 April 4 Student and Faculty Planning Day – No Classes
 April 11 Summer and Fall Registration Begins for Currently Enrolled Students
April 14 Midterm (**B8**)
 April 18 Summer and Fall Registration Open for All Students
April 24 Last Day to Withdraw (**B8**)
May 12 Last Day for Spring Semester (**B8**)
 May 13 Commencement
 May 15 Grading Day (Grades Due by noon)

B14 – January 30 to May 12

Jan. 29 Last Day to Register **B Block (B14)**
Jan. 30 First Day of Classes **B Block (B14)**
 Jan. 31 First Financial Aid Disbursement
Feb. 9 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**B14**)
 Feb. 10 2017 Spring Graduation Applications Due
Feb. 16 End of 50% Refund Period (**B14**)
 March 11-12 . . . Saturday and Sunday Classes Meet this Weekend
 March 13-19 . . . Spring Break No Classes (college services available Monday through Thursday)
 March 17 College Closed
 March 20 Classes Resume
March 24 Midterm (**B14**)
 April 4 Student and Faculty Planning Day – No Classes
April 10 Last Day to Withdraw (**B14**)
 April 11 Summer and Fall Registration Begins for Currently Enrolled Students
 April 18 Summer and Fall Registration Open for All Students
May 12 Last Day for Spring Semester (**B14**)
 May 13 Commencement
 May 15 Grading Day (Grades Due by noon)

A Step-By-Step Guide To Registration

Step 1

Admissions/Readmissions

Apply online at lccc.wy.edu.

Step 2

Academic Skills Assessment

Take the Academic Skills Assessment tests. These tests are mandatory for new students. Call 307.778.1212 for more information.

Step 3

Orientation

For more information visit lccc.wy.edu/admission/orientation.

Step 4

Advising

Meet with an academic advisor. Advisors work with students on a walk-in basis or by appointment.

In Cheyenne: In the Advising Center or call 307.778.1214.

In Laramie: In the Student Services Office or call 307.778.1214.

Step 5

Registration

Online: Go to ee.lccc.wy.edu Login to EaglesEye, and click on Register for Classes under the Student tab.

In Person: Register at the Student Hub at LCCC in Cheyenne or Laramie.

Step 6

Financial Information

If you plan to apply for financial aid, contact the Student Hub at LCCC in Cheyenne or Laramie or visit lccc.wy.edu/services/financialAid

Step 7

Bookstore

Online: Go to bookstorelccc.com

In Cheyenne: Get your books and supplies at the LCCC Bookstore in the CCC Building. Visa and MasterCard are accepted.

In Laramie: Get your books through the ACC bookstore, Room 203.

Step 1 Admission/Readmission

Before enrolling in classes, students who have never attended Laramie County Community College can apply online at lccc.wy.edu. Students who have not attended LCCC in the past semester also need to complete the Application for Admission/Readmission online.

Step 2 Academic Skills Assessment and Placement

Academic skills assessment and subsequent placement for initial levels of Math and English courses are essential to assist students in making choices that will enable them to attain their educational goals. To assure appropriate advising, LCCC adheres to the following assessment and placement protocols:

1. Students who have either an acceptable ACT or SAT score in the previous five years OR students who have graduated from high school within five years of applying to LCCC and whose high school cumulative grade point average (GPA) is 3.0 or higher are considered ready for initial college-level math and college-level English courses (ENG 1010, Math 1010, Math 1400). High school transcripts provided through Admissions process and/or official ACT/SAT scores.

ACT English	18	ENGL 1010
ACT Reading	21	College-level reading
ACT Math	19-21	MATH 1010
ACT Math	22-23	MATH 1400, MATH 1401, MATH 1100, MATH 1450
ACT Math	24-26	MATH 1405, MATH 2350
ACT Math	27+	MATH 2200

2. Students without either of those measures will be directed to prepare for and take the tests provided in the Testing Center for placement into the correct levels of math and English: ALEKS PPL for math, and McCann College Success for English.
3. Students who hold a college degree from a regionally accredited college or university, as evidenced by provision of official transcripts to the Student Hub at LCCC in Cheyenne or Laramie, are considered ready for college-level math and college-level English courses (listed above); see the LCCC Catalog for information regarding transferability of courses from other institutions.
4. Students auditing courses do not need to provide proof of academic eligibility.
5. Students who doubt their own readiness for college-level courses, regardless of their high school GPA or ACT/SAT scores, are welcomed to take the ALEKS and/or the McCann exams for better advice.

Additional information regarding placement scores for math and English are available at lccc.wy.edu/placementcores.

Note: In selected programs there may be additional (higher) reading requirements for acceptance into those programs. Also, selected programs may require academic skills assessment for all candidates prior to acceptance. Students should consult the appropriate advisors in those program areas.

Disclaimer

This document is not a contract, and the college does not assume liability for errors in scheduling or financial charges. Please call any discrepancies to the college's attention.

Testing Schedule

Cheyenne

Location: Testing Center, Arp 169

LCCC uses ALEKS and McCann for placement testing. The Testing Center also offers KAPLAN, PN Readiness, CLEP, and DSST. Testing times may vary from month to month. The schedule can be found on the LCCC website at www.lccc.wy.edu/testingschedule. Please contact the Testing Center at 307.778.1105 or dmccoy@lccc.wy.edu for more questions.

Laramie

Location: Testing Center, Room 217

General testing is held Monday 1-3 p.m., Tuesdays 10 a.m.-2 p.m., Thursdays 5-9 p.m., and Fridays 1-5 p.m. GED testing is held alternating times on Tuesdays, Wednesdays and Thursdays. Testing Center hours may change monthly, and students should contact the Testing Center at 307.772.4262 for information on changes.

Step 3 Orientation

Orientation is required for all degree- and certificate-seeking students. Orientation promotes student success. Multiple sessions are offered throughout the year to correspond to the various term and block start dates. Sessions are available on the Cheyenne campus, on the Albany County Campus, and online. For more information, visit: lccc.wy.edu/admissions/orientation.

Step 4 Academic Advising

All students new to LCCC will meet with an academic advisor after orientation where they will register for classes and prepare an academic plan.

Continuing and returning students should contact their advisors with questions about classes or programs of study. Academic advisors are also available in the Advising Center at the main campus and at the Student Services Office at the Albany County Campus.

Step 5 Registration

Note: If you are a new student or a continuing student who has not attended LCCC in the past semester, please see Step 1.

Register online at lccc.wy.edu

Register on the LCCC campus in Cheyenne or Laramie at the Student Hub.

Student Hub Hours

Monday, Tuesday, Wednesday and Friday, 8 a.m.-5 p.m.
Thursday, 10 a.m.-5 p.m.

Spring tuition is due January 3, 2017, or at the time of registration after that date.

Registration for F.E. Warren Air Force Base Classes

Students may register at the F.E. Warren Air Force Base (WAFB) Outreach Office, Building 841, 9 a.m.-3 p.m. All WAFB classes are open to residents of the community. Students taking classes at WAFB must have a state or federal government issued picture ID (driver's license or state issued ID card), current vehicle registration, current proof of vehicle insurance and current class registration statement.

All students who do not have base access privileges must contact Terry Cook, LCCC/WAFB Outreach Program Manager, at 307.773.2113 or tcook@lccc.wy.edu immediately after registration to avoid delays for base admittance. If you choose to send an email, the following information is required for placement on the Entry Authorization List (EAL): last name, first name, middle initial, date of birth, driver's license number, driver's license state of issue, and class(es) enrolled in.



Laramie County Community College

LUDDEN LIBRARY

lccc.wy.edu/library • 307.778.1205

ALBANY COUNTY CAMPUS

LIBRARY

lccc.wy.edu/library/acc.aspx

307.772.4263



libguides.lccc.wy.edu/writing

307.778.1311

**Disability
Support
Services (DSS)**



lccc.wy.edu/services/disability

Cheyenne Campus
307.778.1359

Albany County Campus
307.772.4258

Exam Lab

[lccc.wy.edu/academics/
services/examLab.aspx](http://lccc.wy.edu/academics/services/examLab.aspx)

307.778.1274

Veterans Guard Reservists

[lccc.wy.edu/services/
financialAid/veteransAid](http://lccc.wy.edu/services/financialAid/veteransAid)

Veterans Affairs Office
307.778.4396

Third Party Billing
307.432.1690

**Eastern Laramie
County Outreach Center**
Historic Pine Bluffs High School
307.245.3595
[lccc.wy.edu/about/
easternLaramieCounty.
aspx](http://lccc.wy.edu/about/easternLaramieCounty.aspx)

The Student Success Center

Cheyenne Campus
libguides.lccc.wy.edu/ssc
307.778.4315

Albany County Campus
[lccc.wy.edu/academics/services/
adultEducation#TLC](http://lccc.wy.edu/academics/services/adultEducation#TLC)
307.772.4257

FREE TUTORING!

TRIO

307.778.4387

lccc.wy.edu/services/TRIO/index.aspx

Things To Note

Schedule Changes

1. Obtain a Drop/Add form from the Student Hub at LCCC in Cheyenne or Laramie
2. List the courses to be added or dropped
3. Return the completed form to the Student Hub

Veterans must contact the Student Hub when any change of schedule is made.

Campus Housing (Cheyenne campus only)

On-campus student housing in the residence halls is available for single students. LCCC's three residence halls offer a number of room options, including one-person, two-person and four-person suites. Suites include living and kitchen areas and private or shared bedrooms.

The residence halls are connected by a community center, which acts as a gathering place for students and features a computer lab, TV lounge, classroom, social kitchen, recreation area, laundry facilities and mailroom.

The three – and four-story buildings accommodate more than 250 students in a comfortable campus setting with access for disabled students. Residents have ready access to classrooms and labs, the Physical Education Building and dining room, as well as student services such as counseling and financial aid.

Application forms, contracts and more information are available from the Residence Life Office, 307.637.2498 or lccc.wy.edu/life/livingOnCampus/application.aspx.

Step 6 Financial Information

Tuition and Fees

Notice: The college catalog outlines the policy for residency status. Questions should be directed to the registrar. Errors made in tuition assessments due to residency status will be corrected during the application audit and will result in tuition adjustments. Tuition and fees are subject to change. Please check the website for current rates.

SPRING 2017	12 OR MORE HOURS	1-11 CREDIT HOURS For a student attending the college less than full time, the following rates apply:
Wyoming resident		
Tuition	\$1,068 a semester	\$89 a credit hour/semester
Student Fees	\$585 a semester	\$48.75 a credit hour/semester
Total	\$1,653 a semester	\$137.75 a credit hour/semester
Out-of-State student		
Tuition	\$3,204 a semester	\$267 a credit hour/semester
Student Fees	\$585 a semester	\$48.75 a credit hour/semester
Total	\$3,789 a semester	\$315.75 a credit hour/semester
WUE (Western Undergraduate Exchange)		
Tuition	\$1,596 a semester	\$133 a credit hour/semester
Student Fees	\$585 a semester	\$48.75 a credit hour/semester
Total	\$2,181 a semester	\$181.75 a credit hour/semester

Western Undergraduate Exchange (WUE) is a program through which students in participating states may enroll in designated institutions and programs in other participating states at a special, reduced tuition level. Under the terms of this program, students can be admitted at a cost of 150 percent of resident tuition.

Participating in the Western Undergraduate Exchange are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. WUE rates are extended to Nebraska students by Wyoming community colleges.

LCCC will admit students from the above states to enter with the WUE designation. Proof of residence will be the same as currently in place for all LCCC students.

Students from any participating state may enroll in any program at LCCC provided all other admission requirements are met.

Other Applicable Fees

Credit by Examination Fee:	
CLEP Subject Examination Fee (subject to change)	\$80
plus administrative fee to LCCC	\$20
Departmental Examination Fee (per credit hour)	\$25
DSST Subject Examination Fee (subject to change)	\$80
plus administrative fee to LCCC	\$20
Initial Placement Test Fee	N/C
Retake Placement Test Fee (per subject)	\$5
Non-LCCC Placement Test Fee (per subject)	\$5
Transcript Fee (official copy)	\$5
Graduation Fee (nonrefundable)	\$20
Cap and Gown Fee (estimated)	\$35
Course Fees	Vary according to course
Compressed Video Fee (for students at the remote receiving site)	\$20
Books and Course Supplies (estimated per semester)	\$660
Campus Housing Fees: Annually	starting at \$6,868

Deferred Tuition and Fee Payment Plan

Students may elect to pay their tuition and fees through LCCC's Automatic Payment Plan. LCCC has contracted with Nelnet Business Solutions (NBS) to provide an automatic payment plan that is an easy, convenient, and interest-free alternative for payment of tuition and fees. A student must pay a nonrefundable \$25 processing fee to NBS and agree to automated withdrawal payments by NBS to participate in the plan. The automated withdrawal payments can be from checking or savings accounts or major credit card accounts. Plan details are available on our website under payment options for your student account or at the Student Hub at LCCC in Cheyenne or Laramie. See schedule below for deadlines, required down payment and number of payments for remaining balance.

Students enrolled in 11- to 16-week courses will be allowed two installment time periods for the balance due.

Spring 2017 e-Cashier available on November 8, 2016.

Full payments may be made on e-Cashier.

Last day to enroll online	Required down payment	Number of payments	Months of payments
Dec 20	15%	4	Jan-Apr
Jan 3	25%	3	Feb-Apr
Jan 17 (B Block Only)	35%	2	Mar & Apr

NOTE: All down and full payments are processed immediately!

Complete your degree Online at LCCC

The following programs can be completed online.

- ✦ Accounting
- ✦ Business Management
 - ✦ Entrepreneurship
- ✦ Computer Information Systems
 - ✦ Microsoft Systems and Networks
 - ✦ Office Application Specialist
 - ✦ Web Design
- ✦ Cybersecurity
- ✦ Education
 - ✦ Early Childhood Education
- ✦ Government Studies
- ✦ Health Information Technology and Management
 - ✦ Medical Office Essentials
 - ✦ Medical Claims Coding Associate
- ✦ Homeland Security

For more information go to lccc.wy.edu

LCCC-ACC Degrees, Credit Diplomas, and Certifications

- ✦ Accounting
- ✦ Business and Finance
- ✦ Business Management
- ✦ Computer Information Systems
 - ✦ Microsoft Systems and Networks
- ✦ Education
 - ✦ Early Childhood Education
- ✦ EMT Certification [Labs: Cheyenne-Fall, Laramie-Spring]
- ✦ Engineering
- ✦ History
- ✦ Interdisciplinary Liberal Arts
- ✦ Mathematics
- ✦ Psychology
- ✦ Technical Studies

Location Abbreviations

The following abbreviations are used in the Class Schedule to indicate locations of classes.

On Cheyenne Campus

(See map Page 90)

AB – Auto Body

AG – Agriculture

AREN – College Arena

ARP – Arp

AT – Auto Tech

BT – Andrikopoulos
Business and Technology

CCC – College Community Center
THEA – Playhouse

CCI – Center for Conferences and
Institutes

CR – Crossroads

CT – Career and Technical Building

EEC – Education and Enrichment
Center

FA – Fine Arts

FT – Flex Tech

HS – Health Science Building

LLIB – Ludden Library

PF – Pathfinder

RAC – Recreation and Athletics
Complex
WTRM – Weight Room
MAT – Mat Room
MPR – Multipurpose Room

SC – Science Center

TC – The Training Center

Off Campus

ACC – Albany County Campus
1125 Boulder Drive, Laramie

ELCC – Eastern Laramie County
Outreach Center,
Historic Pine Bluffs High School
603 Elm St., Pine Bluffs

WAFB – Warren Air Force Base
Outreach Center, Cheyenne

Golden Age Privilege

LCCC offers students 60 years of age and older the privilege of enrolling in credit classes at a cost of \$10 per credit hour. However, other fees such as lab, records, etc., must be paid.

Withdrawal

A student who wishes to withdraw from the college should follow the procedures for a schedule change as shown on Page 5, after contacting his or her advisor.

Note: Students receiving financial aid should talk with their advisor and inquire at the Student Hub at LCCC, in Cheyenne or Laramie, about potential impacts to their aid due to their withdrawal.

For any full semester course that is officially dropped after the 10th business day of the semester, a grade of “W” will be noted on the transcript. All courses that are less than a full semester in length will have the “drop period” and the grade of “W” adjusted accordingly. The last day to drop without a “W” grade and the last day to withdraw for each course block are listed in the Academic Calendar.

All course offerings are dependent upon sufficient enrollment and the availability of instructors. In some cases, the course content may vary slightly from the course description.

Refund Policy for Credit Courses

Dropping a course prior to the first class meeting will result in a 100 percent refund of tuition and fees. For a drop or withdrawal after the first class meeting, tuition and fees will be refunded based on the length of the course. The end of the 100 percent refund period aligns with the last day to drop a class without a “W” grade. The refund dates for each course block are listed in the Academic Calendar. Students must drop classes from EaglesEye or submit an add/drop form to the Student Hub at LCCC in Cheyenne or Laramie to officially drop or withdraw from any course. *The effective date of the change is the date the form is received by the Student Hub or the date the online transaction is processed.*

Graduation fees are nonrefundable.

Students may expect to receive refund checks approximately four to six weeks after the course is dropped. No cash refunds will be issued. Students may also elect to have refunds deposited electronically. See EaglesEye for details.

Different refund rules apply for federal financial aid recipients.

Step 7 Bookstore

Bring your registration printout with you to ensure that you are buying the correct book. Buy early to get used books, which are cheaper than new books. Books typically will cost about \$350 for a semester of classes. Receipts are needed for refunds. Visa and MasterCard are accepted. Please contact the Bookstore at 307.778.1114 for availability of books.

In Cheyenne: The LCCC Bookstore is located in the College Community Center (CCC 138-139).
Hours: Monday through Thursday, 8:30 a.m.-5:30 p.m.
Friday, 8:30 a.m.-4 p.m.

In Laramie: The ACC Bookstore is located in Room 203.
Please call 307.772.1667 for hours.

To find information on textbooks specific to your class go to bookstorelccc.com

Other Important Information

Disability Services

The Disability Support Services (DSS) office provides confidential assistance for students with documented disabilities. LCCC students that require accommodations will find services and adaptive equipment in the DSS to accommodate mobility, sensory and perceptual concerns.

Students who have questions or wish to make arrangements for DSS should call 307.778.1359 for an appointment with a staff member. For students who are deaf or hard of hearing, the TTY number is 307.778.1266. The DSS office is located in Room 222 of the Education and Enrichment Center.

The DSS office provides this publication in an alternate format upon request.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review students' education records within 45 days of the day that Laramie County Community College receives a request for access. Students should submit to the vice president, registrar, division dean of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.
2. The right to request the amendment of students' education records that students believe are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by students, the college will notify the students of the decision and advise the students of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in students' education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests including, contractors, volunteers, and other non-employees performing institutional services and functions. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college has

contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which students seek or intend to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LCCC to comply with the requirements of FERPA.

Laramie County Community College designates the following items as Directory Information: student name, address, phone number, major field of study, participation in officially recognized activities and sports, photograph, email address, dates of attendance including whether currently enrolled, enrollment status (full time, part time), and degrees and awards received. The college may disclose any of these items without prior written consent, unless notified to the contrary in writing by the student at the Student Hub at LCCC in Cheyenne or Laramie.

Federal tax credits and IRAs for higher education expenses

The Taxpayer Relief Act of 1997 provides higher education tax incentives for eligible students. The Internal Revenue Service, an accountant or an income tax preparer should be consulted for details about the new programs, which went into effect in 1998.

They are:

Hope Scholarship Credit

- Up to \$2,500 credit per student, per year.
- The student must carry at least half the workload of full-time status in either the first or second year of an undergraduate program.
- Applies to tuition and certain expenses.

Lifetime Learning Credit

- Up to \$1,000 credit per family per year.
- Part-time, full-time and graduate students are eligible.
- Applies to tuition and certain expenses.

Student Loan Interest Deduction

- Deduct interest paid on student loans for taxpayers themselves, their spouse or their dependents.

Education Individual Retirement Accounts (IRAs)

- Deposit up to \$500 per year into a tax-free Education IRA for a child under age 18.

IRA Withdrawals to Pay Higher Education Expenses

- Make withdrawals from an IRA for qualified higher education expenses without the 10 percent early withdrawal penalty.

Distance Learning@LCCC

Online courses, Hybrid courses and Compressed Video courses

ONLINE

HYBRID

VIDEO

ONLINE What is an online course?

An online course is an interactive class that allows students to complete coursework independently using a personal computer connected to the Internet. Online courses provide a highly participatory experience while offering maximum scheduling flexibility. Online students interact with their instructors and classmates through various online tools.

HYBRID What is a hybrid course?

A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat time is reduced. A hybrid student must have the same technical skills and equipment as an online student.

VIDEO What is compressed video?

Compressed video is a technology using telephone lines that allows students at a remote site to receive instruction on a video monitor. The instructor and visual materials can be seen and heard at the remote site. Students receive instruction simultaneously with students in a specially equipped LCCC Cheyenne campus classroom (EEC 132). Students can see and talk to one another at various sites throughout Wyoming.

College Credit

Full credit will be awarded upon successful completion of all distance learning courses that are credit-based.

Who takes distance learning courses?

- Anyone with limited time for travel to and from campus
- Independent, motivated students
- Military personnel with unpredictable schedules
- Employees wanting to upgrade their skills
- Students needing flexible learning schedules

What makes a successful distance learner?

- Students who enjoy learning independently using online courses, video lessons, textbooks and study guides.
- Students who can manage their time well.
- Students who are self-motivated and able to problem solve.

What technical skills will an distance learning student need?

ONLINE/HYBRID For online courses, at a minimum, students must know how to use the basic functions of a computer:

- use a mouse to navigate around the screen
- use word processing software
- upload and download files
- read and send email, attach document files to email, etc.
- navigate and use the Internet
- submit files to a drop box
- post to a discussion forum

With some courses you may be asked to use:

- spreadsheet, database, and presentation software (such as Excel®, Access®, and PowerPoint®)

VIDEO The basic mode of communication for compressed video courses is speaking and listening on a two-way television system. However, some compressed video courses have an online component. Students taking such courses must have the same technical skills as those taking online courses.

What equipment will an online learner need?

ONLINE/HYBRID For all courses with an online component the students will need a computer with:

Specs

- Minimum of Pentium IV or equivalent processor
- Minimum of 256 MB RAM
- Minimum of 500 MB hard drive space
- DSL or cable modem (high-speed connection recommended)

Applications (System Check will run)

- Internet Explorer and Firefox browsers are currently supported
- Anti-virus software, fully updated
- Ajax
- Cookies and popups enabled
- Java and Javascript
- Adobe Acrobat Reader, fully updated
- Flash Player, fully updated
- Quicktime Player, fully updated
- Windows Media Player

How does an online learning student get started?

- 1) Apply for admissions to the college at lccc.wy.edu.
- 2) Register for classes through your EaglesEye account.
- 3) Buy textbooks at bookstorelccc.com.
- 4) Prepare your computer for online classes:
Go to lccc.wy.edu click on the D2L tab. There you can perform the system check and take the D2L orientation.

Cost/Tuition

VIDEO In addition to general tuition (see Page 5), compressed video courses require an additional \$20 fee.

Books

Textbooks are required for most courses, and supplemental study guides are often made available. Textbooks and other course materials are available from the LCCC and ACC bookstores. Textbooks may be purchased online at bookstorelccc.com or by phoning 307.778.1114.

For more information about online learning:

Email elearn@lccc.wy.edu

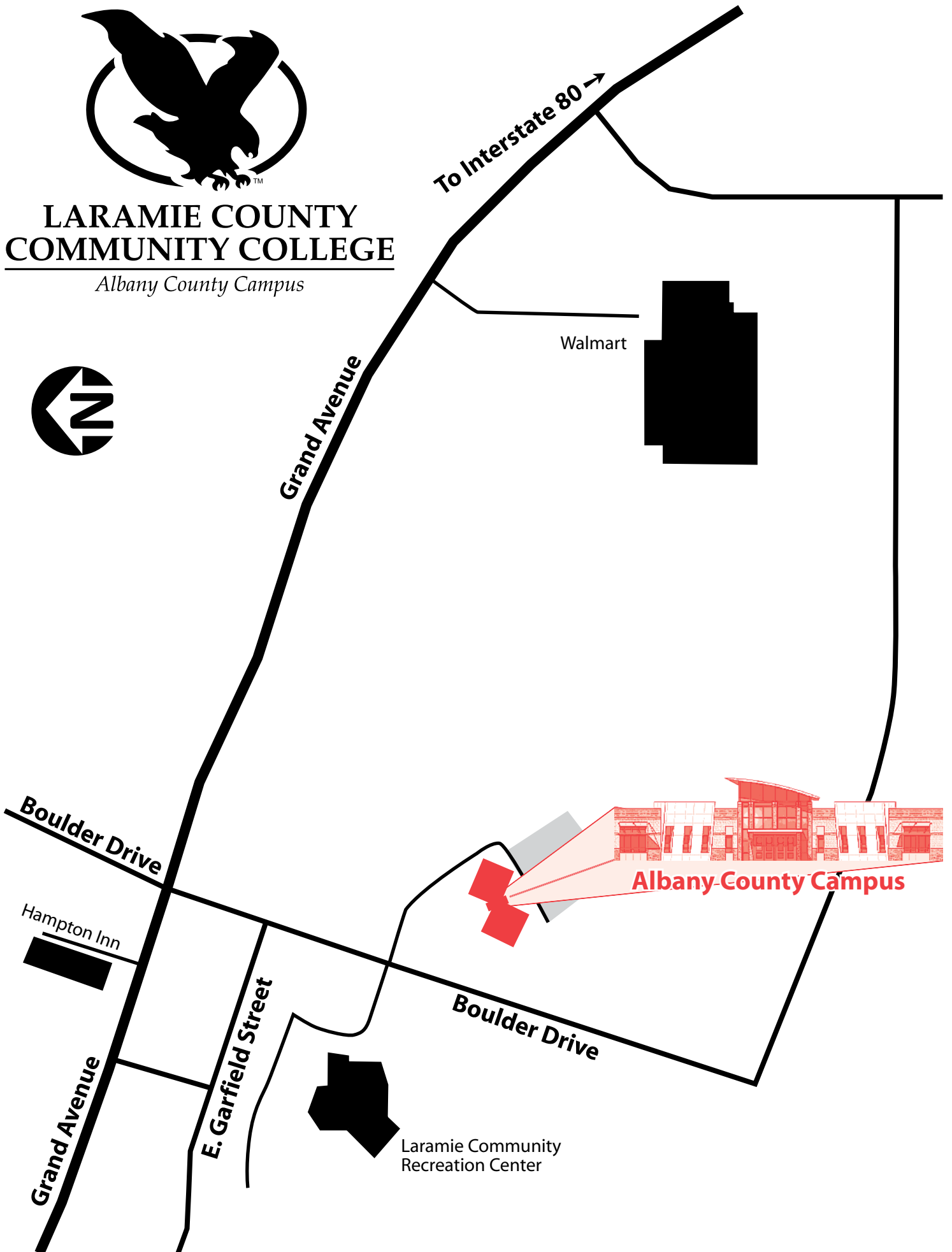
Course information **contact your instructor**
(Instructor email addresses can be found in the course listing section of this schedule.)

Technical information **LCCC Help Desk**
307.778.HELP (4357)



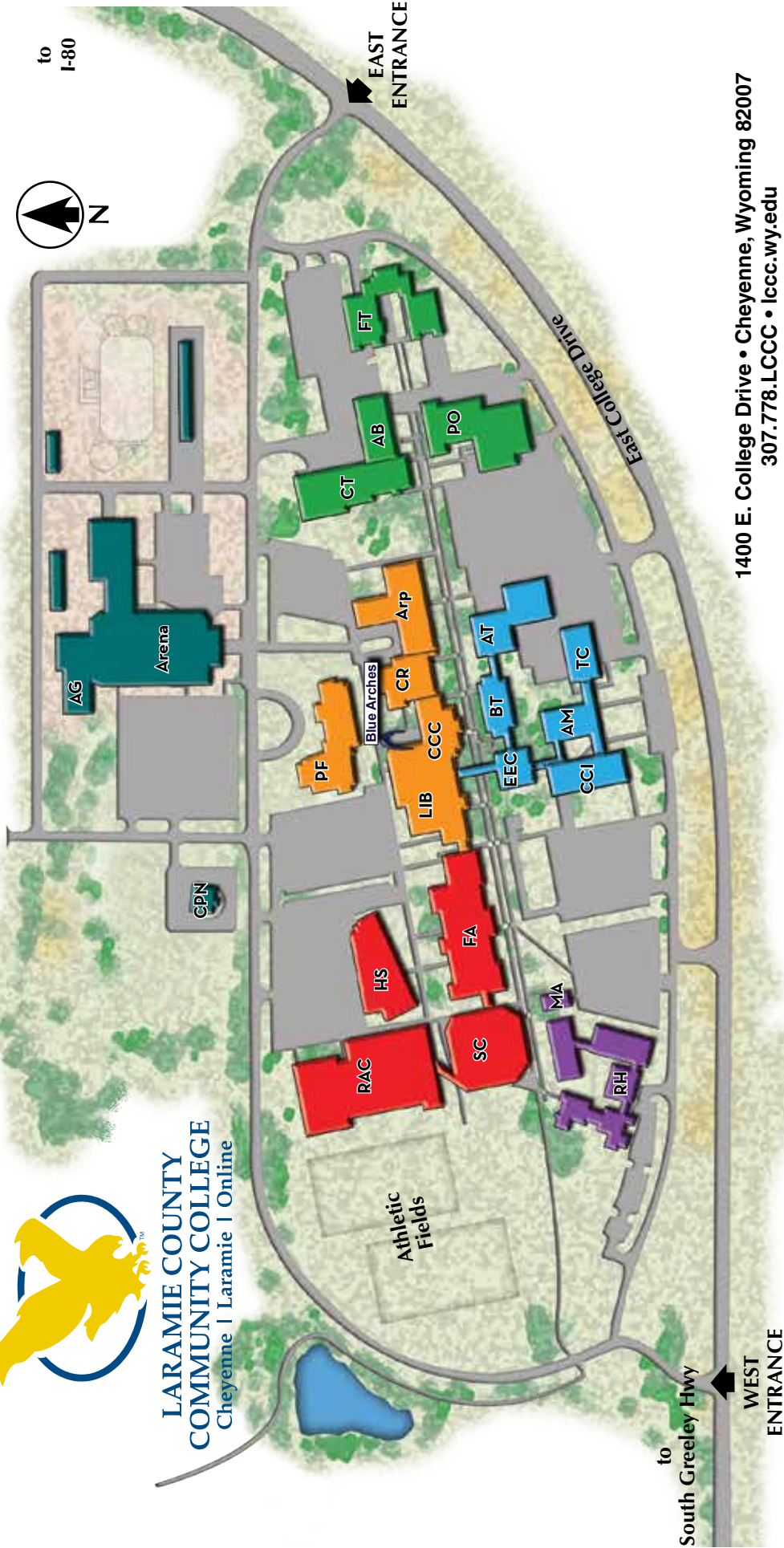
LARAMIE COUNTY COMMUNITY COLLEGE

Albany County Campus





**LARAMIE COUNTY
COMMUNITY COLLEGE**
Cheyenne | Laramie | Online



1400 E. College Drive • Cheyenne, Wyoming 82007
307.778.LCCC • lccc.wy.edu

- Administration (AM)**
Business Services
Human Resources
President's Office
- Agriculture Building (AG)**
- Andrikopoulos Business & Technology Building (BT)**
- Arena**
- Arp Building (Arp)**
Children's Discovery Center
- Auto Body (AB)**
- Auto Tech (AT)**

- Career & Technical Building (CT)**
ACES
Integrated Systems Training Center
UW Outreach
- Center for Conferences & Institutes (CCI)**
- Central Plant North (CPN)**
- College Community Center (CCC)**
Advising
Bookstore
Career Center
Counseling & Campus Wellness
Dining Room
Playhouse
Student Life
Student Lounge

- Crossroads (CR)**
Admissions & Welcome Center
Campus Safety
Financial Aid
Student Records
- Education & Enrichment Center (EEC)**
Disability Support Services
Exam Lab
- Fine Arts Building (FA)**
Esther and John Clay Art Gallery
LCCC Foundation
- Flex Tech (FT)**
- Health Science (HS)**

- Ludden Library (LIB)**
- Modular (MA)**
High School Programs
- Pathfinder (PF)**
Under Construction
- Plant Maintenance (PO)**
Carpool
Mallroom
- Recreation and Athletic Center (RAC)**
- Residence Halls (RH)**
- Science Center (SC)**
- The Training Center (TC)**