



# LARAMIE COUNTY COMMUNITY COLLEGE

## STUDENT HANDBOOK

2019-2020



# Laramie County Community College 2019-2020

## **WELCOME**

We are glad you are a part of the Laramie County Community College (LCCC) community. The staff in Student Life, along with the rest of the LCCC staff and faculty, are here to serve students pursuing their educational goals.

College is an exciting opportunity to develop new friends and new skills as you work toward a better future. Regardless of where you are in life, your time at LCCC promises to be a good one—particularly if you take advantage of the many opportunities to get involved and make contributions to our campus and the community.

We are here to help you achieve your academic and personal goals. The office of Student Life provides resources and referrals to services the college has to offer, and we help make sure that you have some fun along the way!

Good luck on your journey at LCCC.

## MISSION

The mission of Laramie County Community College is to transform our students' lives through the power of inspired learning.

## DIVERSITY

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, pregnancy, sexual orientation, gender identity 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: Title IX and ADA Coordinator, Room 205B, Clay Pathfinder Building, 1400 E College Drive, Cheyenne, WY 82007, 307.778.1144, NDS@lccc.wy.edu 3/2016

## STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT

*This handbook is for information only and does not constitute a contract. The College reserves the right to change, modify, delete or alter any statement or information contained within. Any changes will be communicated via student's LCCC email.*

**Know Your Rights! It is your responsibility to read and understand the rules and regulations in the Student Handbook.**

To access the Student Handbook and Student Code of Conduct, go to: [lccc.wy.edu/life/handbook](http://lccc.wy.edu/life/handbook)

The Student Handbook will give you information on the following areas:

- Student Rights and Responsibilities
- Campus Resources
- General Campus Information
- ADA
- Rules and Regulations (Sexual Harassment, Drug and Alcohol Violations, Housing, Behavior Expectations, etc.)
- Student Conduct Process
- Academic Dishonesty Conduct Process
- Grievance Procedures
- Your Right To Know (Crime Statistics, FERPA, etc.)
- Title IX

**James Miller, PhD**

Dean of Students  
Clay Pathfinder, Room 207E

[jamiller@lccc.wy.edu](mailto:jamiller@lccc.wy.edu)  
307.778.1223

# QUICK PHONE AND OFFICE HOUR REFERENCE

\*\*All phone numbers below use the long distance area code of 307\*\*

Campus Office Hours: 8 a.m.-5 p.m.

Summer Hours: 7:30 a.m.-4 p.m.

Individual office hours may vary and are subject to change.

## Cheyenne Campus and Online

Accounting .....	778.1228	Foundation .....	778.1285
Admissions.....	778.1212	Health Education.....	432.1631
Adult Basic Education .....	637.2450	Health Sciences & Wellness- School .....	778.1140
Advising Center .....	778.1214	High School Programs .....	778.4378
Arts & Humanities- School.....	778.1158	Human Resources .....	778.1289
Bookstore, Cheyenne Campus .....	778.1114	Learning Commons.....	778.4315
Monday-Thursday.....	8:30 a.m.-5:30 p.m.	Monday-Thursday .....	9 a.m.- 9 p.m
Friday.....	8:30 a.m.-4 p.m.	Friday .....	9 a.m.- 4 p.m.
Check bookstorelccc.com or call store for holiday, summer, and rush hours.		Saturday.....	10 a.m.- 4 p.m.
Business, Agriculture & Technical Studies- School .....	778.1152	Sunday .....	3 p.m.-7p.m.
Dining Hall .....	778.1237	<a href="#">Check Learning Commons website</a> for summer hours and holiday closures.	
Monday-Friday .....	7:30 a.m-1:30 pm & 5-7 p.m.	Life Enrichment.....	778.1236
Saturday-Sunday.....	11 a.m.-1 p.m. & 5-6:30 p.m.	Ludden Library .....	778.1205
Campus Safety .....	9.630.0645, 9.630.0866	Monday-Thursday .....	8 a.m.-9 p.m.
Office.....	778.1122	Friday .....	8 a.m.-4:30 p.m.
Career Center.....	778.1351	Saturday .....	10 a.m.-4 p.m.
Cashier/Student Accounts .....	778.1199	Sunday.....	2:30-7:30 p.m.
Children’s Discovery Center .....	778.1303	<a href="#">Check Library website</a> for summer hours and holiday closures.	
Monday-Friday..	6:30 a.m.-5:30 p.m.	Math & Sciences- School .....	778.1290
Coffee 101 in Pathfinder Building .....	778.4310	Operator	
Monday-Thursday.....	7:30 a.m.-3 p.m.	from on Cheyenne campus .....	0
Friday.....	7:30 a.m.-1 p.m.	from off-campus.....	778.5222
Counseling & Campus Wellness .....	778.4397	Recreation & Athletics Complex (RAC) .....	778.1385
Disability Support Services.....	778.1359	Residence Life (Eagle Village).....	637.2498
Eastern Laramie Campus .....	307.245.3585	Sponsor Billing.....	432.1690
Emporium		Student Computer Center.....	778.4357
Monday-Thursday .....	7:30 a.m.-7 p.m.	Student Engagement & Diversity.....	778.1119
Friday .....	7:30 a.m.-1 p.m.	Student Hub.....	778.1265
Exam Lab.....	778.1274	Student Life .....	778-1223
Sunday.....	Closed	TRIO Student Support Services (SSS) .....	778.4361
Monday, Friday, Saturday .....	9 a.m.-5 p.m.	Testing Center .....	778.1105
Tuesday, Wednesday, Thursday .....	9 a.m.-7 p.m.	Check website ( <a href="http://www.lccc.wy.edu/testingschedule">www.lccc.wy.edu/testingschedule</a> ) to see monthly schedule.	
<a href="#">Check Exam Lab website</a> for monthly schedule		Toll Free.....	800.522.2993
Facility Scheduling & Events .....	778-1291	Vice President of Academic Affairs.....	778.1361

Vice President for Student Services .....778.1302  
Warren Air Force Base Campus.....773.2113  
Wingspan Student Media.....778.1304  
Workforce Training .....778.4381

**Laramie Campus**

Accounting .....	772.5138	Operator .....	721.5138
Admissions.....	778.1212	Sponsor Billing.....	721.5138
Advising Center .....	778.4276	Student Computer Center.....	772.4263
Arts & Humanities- School.....	778.1158	Test and Exam Center.....	772.4262
Bookstore, Laramie Campus .....	772.4243	Teaching and Learning Center .....	772.4289/4257
Monday-Thursday.....	9 a.m.-5:30 p.m.	Associate Vice President.....	772.4245
Friday.....	9 a.m.-4 p.m.	Dean, Student and Academic Services .....	772.4254
Check bookstorelccc.com or call store for holiday, summer, and rush hours.		Wingspan Student Media .....	778.1304
Business, Agriculture & Technical Studies- School .....	778.1152	Tutoring Services .....	772.4285
Campus Safety .....	772.4259		
Career Center.....	778.1132		
Care Team .....	772.4254		
Cashier/Student Accounts .....	721.5138		
Counseling & Wellness Support .....	778.4254		
Disability Support Services.....	778.4254		
Foundation.....	778.1285		
Health Education .....	432.1631		
Health Sciences & Wellness- School.....	778.1140		
Human Resources.....	778.1289		
International and Diversity Services.....	778.1221		
Laramie Campus Library .....	772.4263		
Monday-Thursday.....	7:30 a.m.-9 p.m.		
Friday.....	7:30 a.m.-5 p.m.		
Saturday .....	11 a.m.-4 p.m.		
Sunday .....	2 p.m.-6 p.m.		
Check <a href="#">Library Website</a> for summer hours and holiday closures.			
Learning Commons .....	772.4285		
Math & Sciences- School .....	778.1290		

# STUDENT LIFE

*Cheyenne: 307.778.1223*

*Laramie: 307.772.4299*

The Student Life Team provides opportunities for students to develop friendships and skills to successfully achieve their academic and personal goals. Student Life builds a strong campus community by sponsoring social, recreational, educational, community service, leadership, diversity, and family activities.

Getting involved with Student Life provides you the opportunity to learn and grow while working in partnership with others. You will have many rewarding and fun-filled experiences that will expand your leadership skills and knowledge. Student Life offers a playful and purposeful learning environment, opportunities to connect with others in serving our community, and support in discovering your potential. We value a diverse community, honest and open communication, respect for self and others, and lifelong learning.

Take the time to find out what's happening on campus and get involved. There's always something happening at LCCC, and it's usually free! The Student Life Team are responsible for managing the following programs and services.

- Student Government Association (SGA)
- Recognized Student Organizations
- Residential Living and Learning
- Campus Activities Board (CAB)
- Student Leadership Training
- Student Rights and Responsibilities
- Student Grievances and Complaints
- Student Engagement & Diversity
- Student Leadership Council (SLC)

## *Student Government Association*

*Cheyenne: 307.778.1119*

Student Government Association (SGA) senators represent the students at the collegiate, community and state levels. SGA responds to students' needs and voices students' perspectives to LCCC administration. Senators serve with integrity, professionalism and impartiality in their role as liaisons between students and LCCC faculty and staff. SGA strives to improve the campus for all students by providing a forum for student concerns to benefit the college and community. SGA meetings, which are open to all students, are Tuesdays at 12:30 p.m. in the Crossroads Building. For more information, visit the SGA desk located in the student lounge.

## *Recognized Student Organizations*

*Cheyenne: 307.778.1119*

*Laramie: 307.772.4299*

Participation in student organizations enhances the educational, social, cultural, professional, spiritual and/or recreational needs of students. Recognized student organizations may be clubs or teams and are classified as instructional or student service organizations. Instructional clubs or teams are associated with, or are an extension of, a specific academic division or program. Students may join existing clubs or choose to create a new organization. Students wishing to develop a new club should visit the Student Engagement & Diversity office for current recognition procedures.

Student Engagement & Diversity will support officially recognized student organizations by providing supplies, publicity materials, monetary and organizational assistance, and leadership training information.

## *Campus Activities Board*

*Cheyenne: 307.778.1119*

The Campus Activities Board (CAB) is a group of students who plan activities to help make the college experience more enjoyable. CAB sponsors events open to students, faculty, and staff that include social, educational, diversity, recreational, and family programs, as well as intramurals. CAB is always looking for creative, talented students to aid in planning and organizing these events. Being involved with CAB gives students endless opportunities to meet new people and make new friends. Students will develop leadership skills, and enhance their planning, organizational, and communication skills.

The mission of CAB is to enrich our students' lives through activities to inspire collaboration, cultural awareness, and learning through engagement. CAB staff is a programming ally for the student body and student organizations. Ultimately CAB seeks to make LCCC students' college experiences engaging and more enjoyable through the following:

1. Provide collaboration opportunities for students to work with one another to host and organize events on campus.
  2. Provide engaging activities to promote cultural and diversity education.
  3. Provide faculty opportunities to partner with Campus Activities to help promote learning in coursework.
  4. To instill a sense of belonging within the campus community.
- Stop by CR107 to learn how you can get involved in CAB.

## *Student Leadership Council*

**Laramie:** 307.772.4298

The Laramie campus has a combined Student Government and Student Activities Board called Student Leadership Council (SLC). SLC manages ACC student fees, supports community and campus engagement, and represents the Laramie campus on College Council.

## *Residential Living (Eagle Village Residence Hall Complex)*

**Cheyenne:** 307.637.2498

### **Residential Living and Learning Mission Statement**

Residential Living and Learning provides students with an enhanced college experience that supports the academic mission of the college by cultivating an appreciation for diversity and encouraging individuals to develop and flourish in a safe, supportive learning environment as they find their place at Laramie County Community College.

### **Residential Living and Learning Vision Statement**

Together we strive to create an atmosphere that encourages and nurtures friendships, allowing students to learn, develop, explore and find their place at Laramie County Community College. Forging an appreciation for diversity in the residence halls is a fundamental commitment, consistent with the goals of an institution of higher learning. We actively demonstrate our commitment to the success of all community members through our programs, policies, and services.

LCCC's Residence Life program provides students with safe, comfortable, and convenient community living options. LCCC's Eagle Village Residence Hall offers a variety of on-campus housing options. Four-person suites have two bedrooms in each suite as well as a shared living area. Private bedroom suites are available in two-person and four-person units. A limited number of private, super-single rooms are also available for continuing students. The residence halls can accommodate up to 276 on-campus residents. All suites have high-speed wired and wireless Internet, expanded cable TV, and free laundry. On-campus residents also enjoy a full-service commons area with a 24-hour computer lab, classrooms, fireplace and TV lounges, free laundry and vending facilities, a full-service reception desk, and a community kitchen. Additional support for on-campus residents is provided by the Residential Living Staff, which includes the Director of Residential Living & Learning, an Administrative Assistant, as well as Resident Assistants. This team assists residents in attaining their academic and personal goals.

## *Disability Support Services*

**Cheyenne:** 307.778.1359 • **TTY:** 307.778.1266, [DSS@lccc.wy.edu](mailto:DSS@lccc.wy.edu)

**Laramie:** 307.772.4254

Disability Support Services (DSS) at LCCC provides services and resources intended to facilitate equal access for students with disabilities to participate in courses, programs, activities and services. The DSS office provides a variety of accommodations on case-by-case basis for students who have documented disabilities. All services are provided free of charge to LCCC students.

The DSS maintains a library of resource information including disability issues, ADA and Section 504 facts and regulations (see college [ADA grievance procedure](#)), tips for college students with ADD and/or learning disabilities, and much more. The DSS also has a computer lab to provide students with access to assistive technology for academic support, including JAWS, Dragon Dictate, Inspiration, Word Q, Speak Q and Kurzweil. Training on the software is available for students by appointment. DSS is located on the second floor of the Clay Pathfinder Building PF 207.

## *Counseling and Campus Wellness*

**Cheyenne:** 307.778.4397

**Laramie:** 307.772.4254

LCCC's professionally licensed, mental health staff provides short-term counseling, which includes individual and group counseling, workshops, seminars, crisis intervention, and referral.

All LCCC enrolled students are eligible for free confidential counseling services, regardless of age, ethnicity, gender, disability, race, religion, sexual orientation, or progress toward academic degree. LCCC is a Safe Zone (a safe, inclusive, and positive educational environment) for all individuals seeking services.

Students experiencing a mental health crisis during regular office hours can stop by the Counseling and Campus Wellness Center in Pathfinder 207 for help in determining an appropriate course of action. To speak with a counselor after business hours, students may call 844.208.7073. If a crisis occurs on-campus during evening or weekend hours, call 9-1-1 and Campus Safety. For all other after-hour emergencies, call 9-1-1.

**Advocacy Services:** Confidential resources are available for students to receive support if they have experienced unwelcome sexual contact, harassment, stalking, assault, or are involved in the Title IX process. Students will be provided with campus and community resources.

The FREE Student Health Clinic is part of Counseling and Campus Wellness and is in the Cheyenne Campus College Community Center Room 129 (across from the bookstore). This health clinic is staffed by residents from University of Wyoming Family Medicine, and is open from 6 p.m. to 8 p.m. on Tuesdays during Fall and Spring semesters. For more information, contact Counseling and Campus Wellness 307.778.4397. Students needing to contact a nurse during clinic hours may call 307.432.1683.



## Albany County Campus Counseling and Campus Wellness

Students experiencing a mental health crisis can contact WellConnect at 844.208.7073 24 hours a day, 7 days a week. If a crisis occurs on campus during regular campus hours, please call Campus Safety at 307.772.4259. In emergency situations, call 9-1-1. For non-emergency concerns and questions regarding counseling and community health services, please call Student Services at 307.772.4254.

Students at the Laramie campus can receive medical, counseling, and psychiatric services on a sliding fee scale through the Albany Community Health Clinic.

*Albany Community Health Clinic*  
 1174 North 22<sup>nd</sup> Street (Located in Binford Square)  
 Laramie, WY 82070  
 Phone: 307.460.9039  
 After Hours: 307.460.9039  
 Email: [ache@uwyo.edu](mailto:ache@uwyo.edu)  
<https://www.uwyo.edu/hs/albany-clinic>

## STUDENT RIGHTS AND RESPONSIBILITIES

LCCC has established expectations designed to maximize the learning environment on campus. All members of the college community are expected to approach their academic endeavors, relationships and personal responsibilities with a vigorous commitment to the pursuit of free expression and inquiry, integrity, civility, appreciation for diversity, and respect for self and others. Each student enrolling in the college assumes an obligation as a responsible member of the college community to demonstrate conduct compatible with the college's mission as an educational institution.

As a member of our campus community, it is your right and your responsibility to be informed. These materials regarding student rights and responsibilities are also available online at <https://www.lccc.wy.edu/life/handbook/index.aspx>

The following documents are just a few of the reports, policies and procedures pertaining to your student rights and responsibilities:

- Statement of Student Rights and Responsibilities, LCCC
- Annual Campus Security Report
- Graduation/Persistence Report
- Alcohol and Drug Education and Prevention information
- Sexual Harassment and Sexual Assault Policy and Procedures
- Family Educational Rights and Privacy Act, (FERPA) Procedure
- Student Grievance Procedures
- Student Code of Conduct
- Community Standards and Conduct Procedure
- Guide to Living on Campus

## STUDENT SERVICES

### *Athletics*

*Cheyenne:* 307.778.1373

The LCCC Golden Eagle athletics program is dedicated to our athletes, student body, community supporters, and fans. We are proud to offer intercollegiate athletics in rodeo, men's basketball, women's basketball, women's volleyball, men's soccer, and women's soccer. LCCC works hard to encompass a complete college experience. An athletic program that creates school pride for our students, staff, and alumni is a significant part of that inclusive experience.

### *Financial Aid*

*Cheyenne:* 307.778.1265

*Laramie:* 307.772.4299

Financial aid is available in the form of scholarships, grants, loans and student employment. Students are encouraged to visit the LCCC website to review available programs and applications at [lccc.wy.edu/services/financialAid](http://lccc.wy.edu/services/financialAid). Financial Aid uses myLCCC for all communications to students about their status and eligibility.

## *New Student Orientation*

***Cheyenne:*** 307.778.1212

Orientation is required for all degree- and certificate-seeking students. Orientation promotes student success and allows students to:

- Connect with fellow students
- Explore resources available both on campus and online
- Be introduced to the holistic advising system
- Successfully access and understand their student portal, myLCCC

Orientation sessions are offered throughout the year to correspond to the various term and block start-dates. Sessions are available on the Cheyenne main campus, on the Albany County Campus, and online. For more information, visit:

[lccc.wy.edu/admissions/orientation](http://lccc.wy.edu/admissions/orientation).

## *Student Identification Cards*

***Cheyenne:*** 307.778.1122

***Laramie:*** 307.772.4299

All LCCC students enrolled in credit classes are required to carry a picture student identification card. The initial ID card will be issued at no charge from the Student Hub in the Clay Pathfinder Building. The ID card entitles a person to use the Student Computer Center, free or discounted admission to campus-sponsored activities, use of Recreation and Athletic Center facilities and discounts from various local merchants. The card is also used for meal plans in the dining hall and to access the Residence Hall for on-campus students.

A student ID card is valid as long as the student continues with credit enrollment from semester to semester. Students need to update the card each semester with a validation sticker. At ACC, in order to get a sticker a student must be enrolled in at least six credits. A \$10 fee will be assessed for all lost or stolen cards.

## *Concurrent and Dual Enrollment or Jump Start*

***Cheyenne:*** 307.778.1212

***Laramie:*** 307.772.4299

In accordance with LCCC's Strategic Goal 1 and 2. Goal 1 to expand early-college engagement of high school students to encourage greater college -continuation, ease transitions to college, and ensure student are prepared to succeed at LCCC. High school students wishing to take classes for college credit while in high school should meet with a transitional advisor (admissions representative) and their high school counselor.

## *Sponsor Billing Program*

***Cheyenne:*** 307.432.1690

The Sponsor Billing office assists students whose attendance at Laramie County Community College is being sponsored. A sponsor is a company or agency, such as the government, a private company, the military, or an educational institution, that takes responsibility for all or partial payment of tuition, fees, books, etc. Sponsor billing is a unique process in that the sponsor requires an invoice (bill) or written verification from the College of a student's tuition, fees, books, etc. before remitting payment. A sponsorship authorization and/or payment agreement between the student, Laramie County Community College, and the student's sponsor is established and dictates the amount to be billed. Please visit the LCCC website to obtain additional information. The Sponsor Billing Office is located near the Cashier's office in the Clay Pathfinder Building, Room 113.

## *Student Transcripts*

307.778.1265

Students may request official transcripts through the National Student Clearinghouse (NSC) via myLCCC using their login and password. Students may place multiple orders in one session using any major credit card. Each official transcript costs \$5. Credit cards will only be charged after orders are fulfilled. Transcripts can be sent electronically as a pdf to a recipients' email, through the NSC Exchange if the receiving school is a member, by mail. Order updates will be emailed or texted to students. Students may also track orders online using an email address and order number. Signed consent may be required to fulfill transcript orders. Transcripts will not be released for students with an unpaid financial obligation to the college.

## *Veterans Services*

***Cheyenne:*** 307.778.1265 or 307.778.1156

LCCC's Office of Financial Aid and Scholarships serves as an on-campus liaison to assist persons receiving VA educational benefits. The VA Certifying Official holds open office hours for our student veterans every Monday from 8:00 – 4:00 in the Clay Pathfinder Building, Room 114. Appointments are available on other days. We encourage students to visit [gibill.va.gov/](http://gibill.va.gov/) to obtain additional information on benefits and services offered. There is also a LCCC Military, Veteran, and Family DMZ Lounge located in the Crossroads Building, Room 106.

# STUDENT PLANNING AND SUCCESS

## *Advising Center*

*Cheyenne Campus, 307.778.1214*

LCCC practices a holistic advising model which connects each student with an advisor for their entire time at the college. Academic advising through the Advising Center is required for all students at LCCC.

The purpose of academic advising is to give all students the individual attention necessary to accomplish their educational goals. Students are encouraged to work closely with advisors to explore and clarify their career and academic interests, values, and goals.

Advisors assist students with creating academic plans to guide them through their chosen program of study, exploring personal interests and goals, and connecting with services in the campus and the Cheyenne community. Students meet with advisors each semester to ensure they are making progress toward their degrees and personal development. To make an appointment, please call 307.778.1214.

## *Career Center*

*Cheyenne: 307.778.1351*

Your career planning and preparation doesn't need to be overwhelming. The Career Center is here to guide you to develop the tools and knowledge needed to move you toward a successful future. You can discover career possibilities through interest, skill, and value assessments, one-on-one guidance, and other resources available for free to students. The Career Center also offers job search tools, professional resume and cover letter critique, and networking and interviewing assistance to help you gain the confidence and skills to succeed in your job search.

The Career Center hosts an extensive online resource library. Access career development and job search resources at any time on the Career Center website, featuring information organized by job search topic as well as by major and industry. Career Center staff can also assist you in looking for wage and employment trends by location, and connecting you with resources through professional associations and chambers of commerce specific to where you want to go next.

Looking for an off-campus job? The Career Center offers an online job board called College Central Network. By creating a student account with College Central, you can access job postings from employers looking to hire LCCC students and alumni.

The Career Center staff are available to assist students, prospective students, alumni, and other members of the campus community with career exploration and the job search process. To make an appointment call 307.778.1351, email, or stop by our office in the Clay Pathfinder Building, Room 111. More information and online resources for the Career Center can be found at [lccc.wy.edu/services/careercenter](http://lccc.wy.edu/services/careercenter). Start the journey to find a career you love; visit the Career Center today!

## *TRIO Student Support Services*

307.778.4361

TRIO Student Support Services (SSS) guides 150 students who are first generation, income eligible, and/or have a documented disability. TRIO SSS is a federal grant-funded program that provides collaborative and intensive services to help students identify and overcome educational barriers. TRIO SSS encourages and empowers participants to take ownership of their academic efforts and successes with collaborative assistance from their TRIO advisor in the following areas: academic advising, financial aid information and assistance, budgeting, academic skills enhancement, and transfer assistance. Applications can be picked up in Pathfinder 111 or online at [lccc.wy.edu/services/TRIO/apply.aspx](http://lccc.wy.edu/services/TRIO/apply.aspx).

# Student Academic Support Services

Laramie County Community College promotes student learning through a comprehensive program of academic support services.

## *Placement Testing*

*Cheyenne: 307.778.1105, testcenter@lccc.wy.edu*

*Laramie: 307.772.4262, acctesting@lccc.wy.edu*

LCCC requires students to submit placement information. Placement helps to ensure you are enrolling in the correct math and English course based on your skill level. Placement can be based on final high school cumulative GPA, ACT scores, previously earned college credit, or placement testing. GPA never expires. All others need to be within the last five years. Placement testing, available at any LCCC location, can be used to improve or determine course placement.

# LUDDEN LIBRARY

## *LCCC Libraries*

**Cheyenne:** 307.778.1206, [libref@lccc.wy.edu](mailto:libref@lccc.wy.edu)

Ask a Librarian (chat via [www.lccc.wy.edu/library/](http://www.lccc.wy.edu/library/))

**Laramie:** 307.772.4263, [acclibrary@lccc.wy.edu](mailto:acclibrary@lccc.wy.edu)

The LCCC libraries integrate print and electronic resources, technology, services and a knowledgeable staff to support student learning and meet the research needs of LCCC students. Use the online catalog to search for books and media in the campus collections and throughout the state. Search for immediate access to full-text articles, e-books, and streaming video and music from our electronic subscriptions to over 150 research databases, available for on-campus and remote users. Start your search at [www.lccc.wy.edu/library](http://www.lccc.wy.edu/library) or through the Library Resources folder in myLCCC.

The newly renovated Ludden Library at the Cheyenne campus houses additional study rooms, quiet study pods, a family room where students and their children can learn together, and an Innovation Lab where students can collaborate and explore new technologies. The Albany County Campus Library in Laramie offers an inviting atmosphere including computer workstations, printers, and 3D printing services. Both campuses have anatomy models for on-campus study, calculators and laptops for checkout, copying, scanning, faxing, and laminating services. Librarians provide formal library instruction in classes, and knowledgeable and welcoming library staff members are always ready to offer one-on-one assistance to students. Feel free to contact the staff with any questions regarding how to access materials remotely, how to find quality research sources, and how to correctly cite and use those resources in assignments.

## *Learning Commons*

**Cheyenne:** 307.778.4315, [tutor@lccc.wy.edu](mailto:tutor@lccc.wy.edu)

**Laramie:** 307.772.4285, [acctutors@lccc.wy.edu](mailto:acctutors@lccc.wy.edu)

The Learning Commons offers FREE one-on-one and small group course tutoring, writing and public speaking assistance, and academic success support for all currently enrolled LCCC students. Trained, experienced LCCC tutors and writing consultants are available seven days a week for both scheduled and walk-in appointments. Students can schedule their own in-person or online appointments with LCCC tutors through myLCCC >> Library Resources >> LCCC Tutoring, or Canvas >> Help >> Student Resources Site >> LCCC Tutoring. PASS (Peer-Assisted Study Sessions) are also available to help students with challenging courses here at LCCC through twice-weekly, peer-led study groups. NetTutor offers free, professional online tutoring services from non-LCCC tutors and is available 24/7 through Canvas >> Help >> Student Resources Site >> NetTutor. For more information on hours and policies, stop by the Learning Commons inside the Ludden Library in LIB 137, or visit <http://www.lccc.wy.edu/academics/services/learningCommons.aspx>.

The Learning Commons at the Albany County Campus provides free one-on-one and small group tutoring in the ACC Library Monday through Friday. Students can schedule their own in-person appointments with LCCC tutors through myLCCC >> Library Resources >> LCCC Tutoring, or Canvas >> Help >> Student Resources Site >> LCCC Tutoring. NetTutor offers free, professional online tutoring services from non-LCCC tutors and is available 24/7 through Canvas >> Help >> Student Resources Site >> NetTutor. Tutor availability changes every semester. Contact the Program Coordinator at 307.772.4285 or Room 202A for details and information.

## *Exam Lab*

**Cheyenne:** 307.778.1274, [examlab@lccc.wy.edu](mailto:examlab@lccc.wy.edu)

**Laramie:** 307.772.4262, [acctest@lccc.wy.edu](mailto:acctest@lccc.wy.edu)

The Exam Lab on the Cheyenne Campus is located in Clay Pathfinder Building, room 119. The Exam Lab administers LCCC academic exams, make-up exams, and online exams; exams for students with testing accommodations; placement exams for math (ALEKS) and English (McCann); CLEP exams for college credit; Nursing exams (TEAS and PN Predictor); Pearson VUE and other professional certification exams; and distance learning exams from LCCC and other institutions. (There is a \$25 fee for exams from non-Wyoming institutions. Professional certification exams may have additional fees for the tester.) Please contact the Exam Lab for details, or go to <http://www.lccc.wy.edu/academics/services/examLab.aspx> for information on policies and hours.

For students at Albany County Campus, the ACC Test & Exam Center, located in room 118A, administers makeup exams, online exams, placement tests (ALEKS/McCann), and exams for students with testing accommodations. Please contact the ACC Test & Exam Center for details on hours and policies, or go to <http://www.lccc.wy.edu/albanycountycampus/testingCenter.aspx> for more information.

### *Placement Testing*

LCCC requires students to submit placement information to ensure you are enrolling in the correct math and English course based on your skill level. Placement can be based on final high school cumulative GPA, ACT scores, previously earned college credit, or placement testing. GPA never expires. All others need to be within the last five years. Placement testing, available at any LCCC location, is free for the first four exams per student and can be used to improve or determine course placement.

# CAMPUS RESOURCES

## *Bookstore*

Cheyenne Bookstore  
1400 East College Drive  
Cheyenne, WY 82007  
307.778.1114

Laramie Bookstore  
1125 Boulder Drive  
Laramie, WY 82070  
307.772.4243

Email: [bookstore@lccc.wy.edu](mailto:bookstore@lccc.wy.edu)

Website: [www.BookstoreLCCC.com](http://www.BookstoreLCCC.com)

The bookstores are open from 8:30 a.m. to 5:30 p.m. Monday through Thursday and 8:30 a.m. to 4 p.m. on Friday. The bookstore offers extended hours during the first week of classes as well as finals week. Check with the bookstore or at [bookstorelccc.com](http://bookstorelccc.com) for extended hours as well as alternate hours for holidays and summer break.

## Bookstore Refund Policy

The refund period is one week after the start date of your class. Books must be in original condition and unopened if sealed or wrapped and access codes must be unopened/unscratched. Returns are at the discretion of management.

## Bookstore Rental Policy

The customer must be at least 18 years of age. The customer must return all rental materials before or on the rental due date (generally the last day of finals). The bookstore is not responsible for reminding the customer of the rental return date. The customer is fully responsible for the condition of the materials rented and for payment of fees and replacement costs (materials are damaged, lost or stolen or returned in unacceptable conditions). General wear and tear is expected on rental materials. When renting books, the customer must provide debit or credit card information to be held on file in the event you incur a late fee or fail to return rental materials. There is a \$9.99 late fee that will be charged to the card on file in the event you do not return the rental material on time. After a one week period from the return date, the card will be charged the difference of the rental price from the purchase price of the material. The bookstore's refund policy applies for all rental materials as well.

## *Dining Services*

**Cheyenne:** 307.778.1237

Our dining program has been designed with you in mind. Flexibility, varied hours and a choice of dining locations will all enable you to find the perfect place at the perfect time.

(Times are subject to change)

### Monday-Friday

Breakfast..... 7:30-9:30 a.m.  
Continental Breakfast ..... 9:30-10:30 a.m.  
Lunch..... 11 a.m.-1 p.m.  
Continental Lunch ..... 1-1:30 p.m.  
Dinner..... 5-7 p.m.

### Saturday-Sunday

Brunch ..... 11 a.m.-1 p.m.  
Dinner..... 5-6:30 p.m.

### Emporium

Monday-Thursday..... 7:30 a.m.-3 p.m.  
Friday..... 7:30 a.m.-1 p.m.

## *Campus Safety Department*

**Cheyenne:** 307.630.0645, 307.630.0866, 307.778.1122 (Office)

**Laramie:** 307.772.4259

The Campus Safety Department is responsible for enforcing campus regulations and campus traffic and parking rules, providing emergency first aid care, and monitoring public safety.

In emergency situations, call 9-1-1. To contact Campus Safety, use the above numbers for the respective campus you are on. Remember that on campus, you must dial '9' for an off campus number (example 9.630.0645).

## *Campus Safety*

Walkways on the campus and all parking lots are well-lit. Regular safety evaluations of the campus are conducted and improvements are implemented as necessary.

Campus Safety officers are on duty on a 24-hour, 365-days-per-year basis on the Cheyenne Campus and during open building open hours on the Albany County Campus (ACC) in Laramie. The Laramie City Police Department provides close patrols of the Albany County Campus throughout each day. The Laramie County Sheriff's Department in Cheyenne and the Laramie Police Department in Laramie respond to complaints of a criminal nature. These law enforcement agencies frequently patrol the campus. Officers of the LCCC Campus Safety Department, while not sworn law enforcement officers and unable to make arrests, are employed to enforce traffic and parking regulations, assist distressed motorists, make building security checks, and assist students, employees, and the general public in ways which make their time on campus a safe and satisfying experience. For additional information on the Cheyenne Campus, contact the Campus Safety patrol officers who are located in the Campus Safety Patrol Office (AT 115 Patrol; AT 112 Asst. Director of Campus Safety). The Director of Campus Safety's Office is located in BT 213. Please contact the Campus Safety staff to report criminal activity, suspicious activity, or other emergencies.

The Campus Safety Office prepares incident reports on reported crimes and all other incidents on campus. Any criminal activity on the Cheyenne campus is reported immediately to the Laramie County Sheriff's Department. Criminal activity at the Albany County Campus (ACC) in Laramie is reported to the Laramie Police Department. All campus incidents are recorded on the Campus Safety Incident Log which is displayed on the 1<sup>st</sup> floor lobby bulletin board in Pathfinder, the Ludden Library (to the right of the main entrance), and outside of BT 213. Campus Safety is responsible for issuing parking citations for vehicles that are not parked appropriately. Fines may be associated with the issuance of parking citations.

### *Emergency Call Boxes and Courtesy Phones*

Yellow call boxes are located around the Cheyenne Campus and are for emergency assistance only. On the Laramie Campus, a courtesy phone is located in the atrium. Directions are on the front of each call box. Campus Safety response begins as soon as the call is received.

Cheyenne Campus call boxes are located:

1. Near the north entrance to Fine Arts Building.
2. Near the blue arches of the College Community Center.
3. Near the sidewalk by Agriculture Building.
4. Southeast corner of the Arena by the Stalls.
5. South of the Auto Body Building on the sidewalk mall.
6. South of the College Community Center on the sidewalk mall.
7. South of the Science Building and east of the Residence Hall on the sidewalk mall.
8. Near the south entrance of the Business Building.
9. Near the west entrance of the Center for Conference and Institutes.
10. South of the west residence hall.

LCCC has installed free courtesy/security telephones at strategic locations throughout the campus. Located on the wall adjacent to each telephone are instructions on what to do in the event of crimes and other emergencies.

### *Surveillance Cameras*

Surveillance cameras are located in numerous locations on the Cheyenne and Albany County campuses. They are installed in common areas within academic, administrative, and residential buildings, and overlooking parking lots.

## *CARE Team*

**Cheyenne:** 307.637.2490 or [LCCCCARE@lccc.wy.edu](mailto:LCCCCARE@lccc.wy.edu)

**Laramie:** 307.772.4254 or [LCCCCARE@lccc.wy.edu](mailto:LCCCCARE@lccc.wy.edu)

The LCCC Campus Assessment Response and Evaluation Team (CARE) is a multi-disciplinary team responsible for assessing, evaluating and responding to reports of individuals of concern who present disruptive or concerning behavior in order to provide a safe and supportive teaching, serving, learning and living environment.

An individual of concern is a person who demonstrates disruptive behavior, personal difficulties, mental and/or emotional instability, or otherwise causes another member of the campus community to feel distressed. These individuals are confidentially referred to the CARE Team so that an intervention strategy can be planned and appropriate resources and individualized help is available to those who are experiencing difficulties.

To make a referral to the CARE Team, visit [lccc.wy.edu/services/counseling/careteam/referrals](http://lccc.wy.edu/services/counseling/careteam/referrals).

## *Children's Discovery Center*

**Cheyenne:** 307.778.1303

LCCC Children's Discovery Center (CDC) is accredited by the National Association for the Education of Young Children. CDC utilizes the research-based, nationally recognized Creative Curriculum for infants, toddlers and preschool aged children. The curriculum identifies goals in four areas of development: social/ emotional, physical, cognitive and language. The curriculum is based on more than 75 years of early childhood development research.

Hours of operation: 6:30 a.m.-5:30 p.m.

Full-Day Child Development/Preschool Program: for children 6 weeks to age 5 years- Contracted Monthly Rates.

Part-Time Child Development/ Preschool Program: for children 18 months to age 5 years- Contracted Days/Hourly Rate.

Contracted Daily Rates

Part-Time/Full Time Pre K program: Half day (AM) 8 to 11:30, (PM) 1 to 5:30

Full day open 6:30 am to 5:30 pm. Contracted Daily Rates

STEP Summer Program: for children Kindergarten to 6<sup>th</sup> grade- Full time during the summer. LCCC part time student employment available at The Children's Discovery Center. Apply for substitute positions at the LCCC website.

## *Recreation and Athletics Complex*

**Cheyenne:** 307.778.1385

LCCC's recreation/fitness centers are intended for use by LCCC students. LCCC employees and retirees must pay a fee of \$4 for facility use. The facility is designed and equipped for adult users.

Recreational facilities include a climbing wall, weight room, aerobic center, swimming pool, two-lane indoor running track, indoor tennis courts, racquetball courts, and basketball and volleyball courts.

Monday through Friday – students and employee use only. No guests.

Saturdays and Sundays are family use days for LCCC students, employees and their families, age limits apply. Children 16 and under that are in the facility during Family Use days must be accompanied by their parent/guardian. Children 16 and under may not be in the aerobic center, strength center or weight room. Children over the age of 16 have full access to all areas of the building.

Users of the facility must check in at the front desk and have a current LCCC student ID and/or LCCC employee ID card.

Day use lockers are available for LCCC students and employees.

## *Student Computer Center and ITS Support Desk*

**Cheyenne:** 307.778.4357 (HELP)

**Laramie:** 307.772.4263

The Student Computer Center (SCC) is part of the Integrated Technology Services Division and is located in CR 102. It houses computer stations where you can work, laptop stations with electrical outlets for charging your laptop, charging stations for your phone, laptop, or tablet; also one B/W and one color printer. The color printer can scan, e-mail, and fax. Software for student use is available either the network or the hard drive.

The Support Desk is not responsible for nor required to work on or repair personal computers. We will offer any assistance we can, however, each student is responsible for their own personal computer.

### *Student Computer Center Policies*

The SCC provides computer hardware and software for student use. In order to ensure a smooth operation, these policies have been developed:

1. No formal classes shall be held in the computer center, although instructors may work with students on an individual basis.
2. Persons using the computer center should have a valid student identification card.
3. If there is such a demand for computers that a waiting list develops, the following priorities will hold:
  - a. Laramie County Community College (LCCC) students doing homework.
  - b. Other higher education students doing homework.
  - c. Students checking email.
4. Persons using the computers must provide their own storage devices. Please save all work to your personal storage device as anything saved to the hard drive will be deleted when the computer is reboots. The computers automatically reboot each evening.
5. SCC computers are not to be used for anything that would be inappropriate by LCCC standards. If such material is needed for a class, a letter from the instructor will be required and the SCC facilitator will make arrangements on a case by case basis. Inappropriate use includes, but is not limited to, the following.
  - a. Material that is profane or obscene (to include pornography).
  - b. Material that advocates violence or discrimination toward other people (hate literature).
  - c. Violation of local, state and/or federal laws including, but not limited to, violation of copyrights, intentionally disrupting network traffic or crashing the network and connected systems, stealing data, equipment, software, intellectual property, or vandalizing the data of another user.
  - d. The deliberate introduction of computer viruses.
  - e. Annoying, harassing or intentionally offending other computer users.

- Consequences of violating these rules may include loss of SCC privileges and other disciplinary sanctions determined by LCCC authorities.
6. Shutdown procedures will start 10 minutes before closing time.
  7. Assistance is available to those unfamiliar with the computers, printers or standard programs.
  8. Installation of software on SCC machines or downloading Internet plug-ins to the browsers may cause problems for the other students. Doing this will result in the loss of SCC privileges.
  9. The SCC reserves the right to refuse computer usage to anyone who does not abide by the rules listed above or those posted in the center.

## ITS Support Desk and Student Computer Center Hours

### Cheyenne Campus Fall and Spring Semester Hours

Monday-Thursday..... 7:30 a.m.-8 p.m.  
 Friday..... 7:30 a.m.-5 p.m.  
 Saturday and Sunday ..... 10 a.m.-3 p.m.  
*Temporary hours will be posted on the door.*

### Cheyenne Campus Summer Hours

Monday-Friday ..... 7:30 a.m.-5 p.m.  
 Saturday and Sunday. .... Closed  
*Temporary hours will be posted on the door.*

### Laramie Campus Hours

Monday-Thursday..... 7:30 a.m.-9 p.m.  
 Friday..... 7:30 a.m.-5 p.m.  
 Saturday..... 10 a.m.- 4 p.m.  
 Sunday..... 2 p.m. – 6 p.m.

## ITS Support Portal

You may now enter your own ticket through the [ITS Support Portal](#). This is available whether the ITS Support Desk is open or closed. We also have knowledge-based documents which may help you with your issue before you call the ITS Support Desk.

## Wireless Access

LCCC provides wireless access in all our buildings. To enroll visit [selfhelp.lccc.wy.edu](http://selfhelp.lccc.wy.edu). The log in name will be your student e-mail ([firstname.lastname@student.lccc.wy.edu](mailto:firstname.lastname@student.lccc.wy.edu)). However, the password will start out as your date of birth in the format of mmddyy (use a 2-digit year). Once you have enrolled you can change to a personal password. For help, call 307.778.4357 or go to Crossroads.

## Wireless Printing

You can print wirelessly to the black and white printer in the SCC, the library, both business lounges, the ARP lounge, and ACC202 from your laptop or mobile device via a web page. Log into the campus wireless network (this will not work from the off campus networks). Go to [print.lccc.wy.edu](http://print.lccc.wy.edu). Log in using your campus print management account. Your user name will be firstname.lastname (the first part of your student e-mail) and the password you set up for Wireless Access (see above). For more information, visit Crossroads and talk to the proctor on duty or call us at 307.778.4357(HELP).

## Printing

At the beginning of each semester each student is authorized a number of free pages to print. If you need to print above the standard limit, you can purchase additional credit. For more information, contact Support Desk at 307.778.4357. For printing on campus, the login box will come up. After the successful authentication, the account information will show up. Once you verify the job, it will print successfully. The account used for printing is same as for Wireless Printing (see above).

## myLCCC

myLCCC is the web portal. Students, faculty and staff use the basic tools within myLCCC to share information with anyone across campus and complete a variety of registration and other transactions. With myLCCC, you can:

- Check and send email
- See your grades
- Access the LCCC course catalog
- See financial account status
- Accept/Reject financial aid awards and view missing requirements
- Register for a class
- Pay for classes
- Access Canvas
- Request transcripts



## Canvas

Canvas is the campus learning management system. If you are taking on-line classes, you will access them via Canvas. You will access all on-line class assignments and assessments in Canvas. Canvas offers direct email access to other students in your specific class as well as the class instructor. Some classes offered on campus will use Canvas for testing purposes. You may access Canvas through your myLCCC account by clicking on the Classroom icon. If you are experiencing problems accessing Canvas or have questions concerning Canvas please contact the ITS Support Desk at 307.778.4357(HELP), Canvas 24/7 support line at 855.574.3218, or assistance is available from the Help menu within Canvas.

# GENERAL CAMPUS INFORMATION

## *ADA Formal Grievance Procedure*

Disability Support Services (DSS) of LCCC has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefit of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity.” Refer to ADA Student Grievance Procedure in this handbook for information regarding the complaint process. Copies may also be obtained in Student Life or the Disability Support Services office.

[Americans with Disabilities Act \(ADA\) Student Grievance Policy 3.20](#)

[Americans with Disabilities Act \(ADA\) Student Grievance Procedure 3.20P](#)

## *Posting Guidelines*

Any individuals or organizations interested in advertising on campus must comply with the campus posting procedures, which are available in the Public Relations Office. All materials, not produced by the LCCC Public Relations Office, posted on campus bulletin boards must be approved by the Student Life Office. Postings must be stamped by the Student Life Office or they will be removed. (Instructors’ bulletin boards are exempt.) Individuals and campus organizations are responsible for posting their materials appropriately on the designated bulletin boards. The metal posting strips located throughout the campus are to be used only to promote current, single-event advertisements scheduled within 10 days. Campus postings will be monitored, and inappropriate, improperly posted or outdated materials will be removed.

Off-campus and personal solicitation (anything for sale, rent or trade) is limited to one bulletin board located near the Emporium (do not use scotch tape). Fliers and posters may not be posted on windows, walls, doors, etc. Exceptions to these guidelines and all other advertising must be approved by the Office of Public Relations (i.e., wall banners, sidewalk chalk, etc.). Placing fliers on cars is prohibited.

Exceptions are made only for information pertaining to the Ludden Library, emergencies, class cancellations/changes/announcements or summer office hours.

Advertising on campus may not support illegal sales or transactions or promote events that have as their only purpose the consumption of alcohol.

The college neither assumes any responsibility for nor endorses any items or services advertised on campus.

## *Sales and Solicitation*

Solicitation shall be considered to be any effort to raise funds, any promotional activity or any effort designed to disseminate information.

It is not within the purpose or philosophy of the college to provide an ongoing outlet for retail or wholesale merchandise except those services provided by the Bookstore and food services.

The Student Lounge and the area immediately adjacent to the Student Lounge are the primary areas designated for direct contact solicitation on campus. Solicitation tables may be reserved on a first-come, first-served basis through the Facilities and Events office. Personal solicitation is not permitted. Vendors and/or solicitors are not allowed to approach students directly. Instead, vendors are required to stay behind their table or booth and wait for students to approach them. Any violation of these rules may result in a solicitor’s inability to return to campus.

### **Off-Campus Organizations**

Off-campus groups wishing to reserve a solicitation table must do so one week prior to the desired dates. A charge for for-profit organizations may be assessed.

### **On-Campus Organizations**

On-campus groups wishing to reserve a solicitation table must do so two days prior to the desired dates. There is no limit on the number of days for which an on-campus organization may reserve a solicitation table.

Fundraisers may be sponsored by officially recognized LCCC groups only. Student groups may sponsor up to four fundraisers per month. Sponsorship of activities, promotions or sales items must include, in clear view, the names of the sponsors. To reserve a table, contact Facilities and Events at 778.1291.

## *Bomb Threat Procedure*

If a bomb threat is received, the campus may be evacuated either partially or fully. Please follow directions and cooperate. If you are contacted by phone or by message that the campus is being evacuated because of a bomb threat, don't panic, but take the instructions seriously and evacuate cautiously through the nearest exit. Because of the potential for setting off a bomb, don't use a radio, cell phone or pager, and don't touch a suspicious object or touch a light switch.

If you need a ride to get off campus, use an LCCC courtesy phone to arrange for someone to pick you up at the LCCC Center for Conferences and Institutes. Do not use your cell phone. The public will be notified by local media that the campus is being affected, and the re-opening of the campus will be announced the same way. Members of the campus community are enrolled in the RAVE alert system. This is an opt-out system. If you do not wish to participate in RAVE and receive these emergency messages, please notify the LCCC Public Relations department (307.778.1142) and ask that your contact information be removed. Your contact information is uploaded daily to RAVE from Colleague. Please periodically go into your personal choices section of MyLCCC and make certain that your cell phone contact information, as well as other contact information, is current. RAVE is the official emergency messaging system for LCCC. Campus closures are also announced by use of the RAVE system.

## *Emergency Closures*

In the event of an emergency closure, students will receive information via the RAVE alert system. All students may listen to Cheyenne radio or television stations for information regarding the cancellation of classes and other activities.

Emergency closures will also be posted on the main LCCC website: [lccc.wy.edu](http://lccc.wy.edu)

## *LCCC Foundation*

**Cheyenne:** 307.778.1285

The LCCC Foundation was established in 1968 to develop and sustain support for Laramie County Community College through solicitation, management and recognition of donations. The Foundation is dedicated to providing services and assistance to students, faculty, staff and the community, thereby enhancing a sense of tradition and pride that will assist in advancing the college. The LCCC Foundation is a 501(c)(3) organization

## *Alumni and Friends*

**Cheyenne:** 307.778.1285

As a former student or supporter of Laramie County Community College, we invite you to become an active member in our Alumni and Friends program. The purpose of the organization is to engage former Golden Eagles in college activities and encourage them to visit campus. Whether you are a graduate (alumni) or former student who has taken courses (friends) you are welcome to participate.

Our goal is to keep you connected to LCCC even though you may not be on campus frequently. Through the program, you can provide your classmates with updates through "Class Notes," provide address updates, receive periodic information on what's happening at LCCC, and much more. For details about the Alumni and Friends program, visit [lccc.wy.edu/alumni](http://lccc.wy.edu/alumni).

## *Lost and Found*

**Cheyenne Campus,** 307.630.0645

**Laramie Campus,** 307.772.4259

Campus Safety provides many valuable resources to Laramie County Community College, including a lost and found department. Most items turned into Campus Safety are not unusual. Items that get brought in on a regular basis include ID's, keys, cell phones, calculators, wallets, purses, clothing, jewelry, notebooks, and thumb drives. When an item gets brought into Campus Safety and no one comes to claim it within 90 days it goes through a purging system that depends on the value of the item. However, items that can cause hygiene concerns such as soiled clothes, lunch bags, dishes and mugs are only held for seven days, and if there is food in it, it is disposed of immediately. Items with low monetary value such as generic sunglasses or costume jewelry will get donated to local charities such as Goodwill. Items that have more monetary value such as computers or bicycles get auctioned off through the college and then the funds from that auction are placed in the College's Misc./Other income account. Items that can have a practical benefit to the college, such as graphing calculators, get donated to LCCC's math or science departments.

## *Finding items*

When a student or faculty member finds an item or loses an item, they first need to contact a Campus Safety officer. The officer can secure a found item in a safe, locked location within the Campus Safety area. All items will be put on the inventory form and tracked through a computer to make sure it's checked for accuracy, duration and chain of custody. This inventory control sheet will then be reviewed daily.

At times, an item will come in that has a name on it. Campus Safety will strive to look for an existing college record to make sure the item is promptly returned to its owner. If someone loses an item Campus Safety also maintains a registry where they can try to claim it. The officer gets the name, contact information and description of the item from the owner, then the officer can regularly check the registry as items begin to come in. The name will be held on this registry for three months before it is cleared

off. If the owner does locate the item without the use of Campus Safety they do ask that they contact an officer so that they can then be removed from the registry.

### **Finding money**

When it comes to checkbooks, debit or credit cards brought into Campus Safety, officers will try to contact the issuing bank and follow the directions given by that bank. Most banks will advise them to shred the item. However, when it comes to cash found, Campus Safety will hold onto it for a 90-day period and if it goes unclaimed it will go into the Misc./Other income account at LCCC.

### **Reclaiming Lost Items**

To reclaim lost items, students and faculty must visit Campus Safety and meet with an officer who will ask detailed questions regarding the item lost to ensure that the item is being returned to the correct person. The officer will ask to see an ID and the owner will sign an inventory release form to retrieve their item.

If you have lost an item or need to turn in an item, call 307.630.0645 (Cheyenne Campus) or 307.772.4263 (ACC Laramie Campus) to speak with an officer.

## ***Public Postings on LCCC Social Media Accounts***

Laramie County Community College recognizes online social utilities such as official pages on social media - e.g. Facebook, Twitter, YouTube, etc. - allow individuals or groups of individuals to create a place for a group of people to come together online to post information, news and events. LCCC's social media presence is intended to provide the college community (prospective students, current students, employees, alumni and the community at large) with a venue to share thoughts, ideas and experiences through discussions, postings, photos, videos, and up-to-date College information. Check the [Social Media Procedure](#) for more detailed information.

## ***Student Group Social Media Accounts***

LCCC supports official student groups and college entities using the official LCCC website and social media pages, and discourages the use of individual websites, blogs, or social media pages. The full procedure is outlined in detail in the [Social Media Procedure](#).

## ***Public Transportation***

The Cheyenne Transit Program (CTP) is a hassle-free alternative to driving to and from LCCC. CTP is a dependable, safe and convenient public bus service. Students, professionals and people of all ages are invited to ride the CTP.

For \$1.25 students can travel to work, home, school, shopping or almost anywhere in Cheyenne. Bus routes to most neighborhoods and businesses are available Monday through Friday from 6 a.m. to 7 p.m. every 16 minutes after the hour.

LCCC has one designated CTP bus stop located west of the Clay Pathfinder building. CTP departs from these locations every hour. The bus continues on its route where it ultimately arrives at the Transfer Station located at 15th Street and Capitol Avenue next to the UP Depot. At the Transfer Station passengers are able to access any of the six different bus routes and continue on to their destination at no extra charge. For more information and route times, call the CTP at 307.637.6253, Monday through Friday between 8 a.m. and 5 p.m.

The University of Wyoming Transit System provides free service servicing the main corridor of the Laramie community. LaramieLink route provides residents and students a free ride between Wal-Mart, University of Wyoming, and downtown Laramie seven days a week. Check the website for a map of the complete routes. Operation hours are 6:30 am-6:30 pm with LaramieLink Dial-A-Ride operating from 6:30 pm-2 am Monday-Friday and 10 am-10 pm on the weekends during the school year. Phone number: 307.766.7433 Website: <http://www.uwyo.edu/tps/transit/index.html>

## ***Sexual Harassment and Sexual Assault***

It is the policy of Laramie County Community College that sexual harassment will not be tolerated. LCCC is dedicated to ensuring an educational and employment environment free of sexual assault and sexual harassment, including harassment based on gender or sexual orientation. Such behaviors have no place in the education or work environment where students, faculty, and staff are expected to learn and develop to their full potential. If sexual harassment occurs at LCCC, appropriate disciplinary action will be taken.

LCCC is also dedicated to providing educational programs to increase the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses through this handbook and the Counseling and Campus Wellness Center.

### **What is Sexual Harassment?**

Sexual harassment constitutes a violation of federal law. Sexual harassment is any sexually oriented behavior that is unwelcome or unsolicited, such as 1) verbal harassment or abuse of a sexual nature, 2) sexual remarks about a person's clothing, body or sexual activity, 3) subtle pressure for sexual activity, 4) unnecessary touching, patting or other forms of fondling, 5) solicitation of sexual activity or other sex-linked behaviors in exchange for promises or rewards by either party, 6) demand for sexual favors accompanied by implied or overt threats concerning one's job, grades or letter of recommendation, or 7) physical sexual assault.

## What is Sexual Assault?

Any sexual act that occurs without the consent of the victim or that occurs when the victim is unable to give consent because of mental incapacitation, intoxication, status as minor, or lack of consciousness. “Sexual act” includes 1) the oral, anal, or vaginal penetration by another person’s sexual organ; and 2) anal or vaginal penetration by any object.

## What is Domestic Violence?

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic violence law of the State of Wyoming, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic violence or family violence of the State of Wyoming.

## What is Dating Violence?

Dating violence means violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.

## What are your personal rights?

- You have the right to refuse a date without feeling guilty.
- If you don’t want physical closeness, you have the right to say no.
- You have the right to be yourself without changing to suit others.
- You have the right to change a relationship when your feelings change. You can say, “We used to be close, but I want something else now.”
- If you are told a relationship is changing, you have the right not to blame or change yourself or try to keep it going.
- You have the right to an equal relationship.
- You have the right not to dominate or to be dominated.
- You have the right to act one way with one person and a different way with someone else.
- You have the right to change your goals whenever you want to.

(Source: Kenney, Susan J., “Date Rape: An Alarming Problem.” The Adelpian of Alpha Delta Pi. Fall 1987.)

## What help is available on campus?

Title IX Coordinator .....	307.778.1144
Melissa Stutz, Vice President for Student Services, Clay Pathfinder Building, PF205B	
Title IX Coordinator .....	307.778.1258
Tammy Maas, Human Resources, AM 121	
LCCC Residence Hall.....	307.432.1798
LCCC Campus Safety... ..	307.630.0645, 307.630.0866
Office .....	307.778.1122
Albany County Campus Safety.....	307.772.4259
Counseling and Campus Wellness.....	307.778.4397
Albany County Campus Counseling.....	307.772.4254

## What help is available off campus?

Laramie County Sheriff .....	Emergency 911
Non-emergency.....	307.637.6524
Cheyenne Police Dept.....	Emergency 911
Non-emergency.....	307.637.6500
City of Laramie Police Dept. ....	Emergency 911
Non-emergency.....	307.721.3547
Safehouse Sexual Assault	
Services Crisis Line 24/7. ....	307.637.7233
Safehouse Office	
(General information M-F) .....	307.634.8655
Cheyenne Regional Medical Center. ....	307.633.7610
	or 307.633.7670
Ivinson Memorial Hospital	
in Laramie.....	307.742.2141
Albany County Safe Project Office. ....	307.742.7273
Crisis line.....	307.745.3556
U.S. Region VIII	
Office for Civil Rights .....	800.368.1019

## What should you do if you are a victim of sexual assault?

- Get help quickly
- Do not douche, bathe or change clothes until you have talked to the police. You may destroy valuable evidence needed by the police.

## What should you do if you are being sexually harassed?

If you are being harassed, attempt to stop it. If you don't do something, the situation will not change; your anger and the feeling that you have no power will continue to grow.

The first step is to tell offenders to stop, that you don't like what they are doing. You have the right to control your body. You are not to blame if someone else sexually harasses you. If that doesn't stop the harassment, report the incident to a Title IX Coordinator, Campus Safety, the Dean of Students or Counseling and Campus Wellness.

## Other information

1. The Title IX Coordinator will work to ensure the harassment stops, and make any necessary adjustments to housing, class schedules, etc. needed during the investigation and adjudication of the incident(s).
2. During campus disciplinary action in cases of an alleged sex offense:
  - a. The accuser and the accused are entitled to the same opportunities to have others present, as provided by college policies or procedures, during a disciplinary proceeding.
  - b. Both the accuser and the accused shall be informed of the outcome of any LCCC disciplinary proceedings brought alleging a sex offense.
  - c. Sanctions for students following a final determination by an LCCC disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense shall be determined on a case-by-case basis. Sanctions may be as severe as suspension or expulsion.
  - d. Sanctions for employees following a final determination by an LCCC disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offense shall be determined on a case-by-case basis. Sanctions may be as severe as termination of employment.
  - e. LCCC prohibits retaliation against individuals filing a complaint or participating in an inquiry.
  - f. LCCC will take steps to prevent recurrence of harassment or assault and correct its effects.

## *Tobacco-free Facilities*

Laramie County Community College recognizes its responsibilities to provide a safe, clean and healthy educational and work setting for its students, employees and the public. Due to potential health risk and irritation of second-hand smoke, smoking is limited to outside facilities. Smoking is not allowed in any confined areas of the college. These areas include, but are not limited to, the following: building interiors (dining hall, classrooms, labs, offices, shops, restrooms, hallways, arena and gymnasium), vehicles and utility tunnels. Smoking is prohibited from a distance of thirty (30) feet from the entrance to any of the college buildings. Smoking is defined as the act of smoking tobacco or tobacco-like substances utilizing a cigarette (including e-cigarettes), cigar, pipe, or other smoking device. Smokers are required to dispose of cigarette butts and related smoking materials and not leave them on the grounds. Smokeless or spit tobacco, also known as dip, chew, snuff or snus is also limited to use outside facilities. All college employees, students and visitors are required to comply. Violations should be reported to an administrator in the area in which tobacco use occurs, and the violators will be processed through appropriate employee or student discipline procedures.

## *Student Travel*

Student learning at Laramie County Community College is supported through student travel opportunities. Travel by students enrolled at LCCC in college programs is a privilege. The objective of this Student Travel policy is to support reasonable and necessary travel related to achieving LCCC's educational mission. All student travel must be directly related to LCCC's educational mission. While Laramie County Community College prioritizes student learning, student safety is of utmost importance. This policy outlines the administrative processes and expectations for all participants in student travel. Participants must abide by these administrative guidelines (including prior budgetary approval by an authorizing administrator) and comply with all other college operating procedures. LCCC has developed this student travel procedure with the expectation that all participants (students, guests, travel supervisors and chaperones) and authorizing administrators strictly adhere to its requirements. See following travel policy and procedures for more details:

[Travel Policy 4.4](#)

[Student Travel Procedure 4.4.2P](#)

[Approved Absence Procedure 4.4.2.1P](#)

## *Traffic and Parking Regulations*

*Cheyenne: 307.630.0645, 307.630.0866, 307.778.1122 (Office)*

*Laramie: 307.772.4259*

These regulations apply to all students, faculty, staff visitors and other persons employed by the college.

1. Regulations shall be enforced at all times.
2. Absolutely no parking is permitted at any time: (a) within 15 feet on either side of a fire hydrant (b) in yellow zoned areas (c) in service drives (d) in marked pedestrian crosswalks and (e) in marked parking spots reserved to disabled individuals unless a proper permit is displayed.
3. The campus speed limit is 10 mph in all parking lots. When entering and departing the campus at the East and West entrances the speed limit is 15 mph, and 25 mph on the north and south access roads. The speed limit in front of the Administration Building is 15 mph.
4. The college will not be responsible for any theft or accident occurring on college property. Persons using college parking facilities do so at their own risk.
5. Parking is on a first-come, first-served basis.
6. Parking in the Residence Hall parking lots are reserved for Residence Hall occupants with a permit only.
7. Parking privileges in reserved accessible (disabled) parking zones are restricted to vehicles carrying disabled drivers or passengers and displaying current Wyoming State Disabled license plates or permits (white wheelchair on blue background).
8. Short-term parking permits for people for faculty/staff with temporary disabilities may be requested from the LCCC Human Resources Benefits Specialist (AM 112; 307.778.1259). Students may request these types of permits from the staff for Disability Support Services (PF 207; 307.778.4385). Once either of these offices approve a permit application, the requesting party will be given signed and approved paperwork which they will take to the office of the Director of Campus Safety (BT 213; 307.778.1340) at which time the permit will be issued.
9. Parking privileges in visitor parking zones are restricted to bona fide campus visitors.
10. Students shall become subject to these regulations upon enrollment at LCCC and they shall apply to all vehicles owned or operated by the student.
11. No motorized vehicles are allowed to park on sidewalks. Exceptions are for security and maintenance vehicles and loading/unloading only.

### REGULATION OF PARKING

Parking is permitted only in designated yellow striped parking spaces. Vehicles should be parked within one designated yellow striped parking space. If a vehicle is parked in such a way that it intrudes into two or more designated parking spaces, it is in violation and may be cited.

Parking is prohibited in the following places:

- Any curb
- Marked pedestrian crosswalks
- Fire lanes
- Driving lanes within parking lots
- Driving lanes on streets and roadways where traffic is impeded
- Spaces marked as "Reserved"
- Handicapped spaces without a state-issued handicapped placard or license plate
- Handicapped access spaces adjacent to handicapped parking spaces (marked with diagonal yellow lines)
- Spaces reserved or blocked with a cone, sign, or other indicator that the space is not available for the use of the general public
- Vehicles without residence hall permits parked in the residence hall parking lot
- Vehicles parked on or blocking sidewalks, driveways, ramps, loading zones, islands, or medians
- Vehicles parked on grass, dirt, or other area other than a designated parking space
- Vehicles parked in the lots east of the Plant Maintenance Building

## *Wingspan Student Media*

*307.778.1304*

The national award-winning Wingspan Student Media is designed to be an open forum for the thoughts, ideas and talents of students, employees, and members of the community. Wingspan is published by students on multiple platforms, including daily multimedia updates at [LCCCWingspan.com](http://LCCCWingspan.com), an email newsletter, active social media channels and a monthly newspaper that publishes 8 times a year. Issues are distributed all over campus and at select downtown Cheyenne locations.

Students learn a host of skills, including photography; news design on multiple platforms; four-color publication techniques; advertising sales and design; news, features and editorial writing; branding; broadcasting, videography; social media; and editing. Students can earn course credit by enrolling in MMMM 1370 or MMMM 1371. Scholarship support and paid positions are also available.

The Wingspan newspaper has been recognized as one of the top student publications in the nation for 30+ years by the American Scholastic Press Association. Wingspan was the first newspaper in Wyoming to be published on the Internet, beating the Casper Star-Tribune by a few months. An open submission policy allows for contributions from campus and community members. Anyone interested in submitting content, signing up for the email newsletter or purchasing an ad should email [wingspan@lccc.wy.edu](mailto:wingspan@lccc.wy.edu).

Wingspan Television (Spectrum Cable Channel 191) carries public information campus-related video programming and public service “bulletin board” messages for nonprofit organizations. Wingspan can be found in Room 107, Business Building.

## YOUR RIGHT TO KNOW

### *Crime Statistics*

Laramie County Community College is pleased to provide our crime statistics for the college for the past five years in compliance with federal law No. 101-542, the Student Right-to-Know and Campus Security Act of 1990. All of the latest campus crime, incident, and fire information can be reviewed by accessing the [LCCC Campus Safety web page](#)

Cheyenne Main Campus		Calendar Year									
I.	Criminal Offenses	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	i. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
	ii. Negligent Manslaughter	NA	NA	NA	NA	NA	0	0	0	0	0
	iii. Sex offenses-Forcible	NA	NA	NA	NA	NA	1	0	0	0	0
	ii. Rape	0	0	0	0	0	0	0	0	0	0
	Fondling	NA	NA	NA	NA	NA	0	2	3	0	0
	Sex offenses: Non-forcible	NA	NA	NA	NA	NA	0	0	0	0	0
	Incest	NA	NA	NA	NA	NA	0	0	0	0	0
	Statutory Rape	NA	NA	NA	NA	NA	0	0	0	0	0
	iii. Robbery	0	0	0	0	0	0	0	0	0	0
	iv. Aggravated Assault	1	0	1	2	0	0	0	0	0	0
	v. Burglary	7	6	7	6	2	1	0	0	0	0
	vi. Motor Vehicle Theft	0	0	1	0	0	0	0	2	1	0
	vii. Arson	4	8	4	0	0	0	0	0	0	0
<b>II.</b>	<b>Arrests</b>										
	i. Liquor Law Violations	13	15	5	13	31	14	13	5	14	4
	ii. Drug Abuse Violations	1	4	2	2	6	2	3	5	0	1
	iii. Weapons Possessions	0	1	0	0	0	0	0	0	0	0
<b>III.</b>	<b>Hate Crimes</b>										
	i. Criminal Offenses	NA	NA	NA	NA	NA	NA	NA	NA	0	0
<b>IV.</b>	<b>Violence Against Women Act (VAMA)</b>										
	i. Domestic Violence	NA	NA	NA	NA	NA	NA	NA	NA	0	0
	ii. Dating Violence	NA	NA	NA	NA	NA	NA	NA	NA	0	0
	iii. Stalking	NA	NA	NA	NA	NA	NA	NA	NA	0	0
<b>V.</b>	<b>Fires- On-campus Student Housing Facilities</b>	NA	NA	NA	NA	NA	NA	NA	NA	0	0

### *Family Educational Rights and Privacy Act*

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please refer to Page 48 in this handbook or the college catalog for more detailed information.

## *Graduation, Transfer and Persistence Rates of LCCC Students*

### Graduation and Transfer Rates

The following information is provided in compliance with federal regulations as found in Title 34 of the Code of Federal Regulations (34 CFR 668.45, 668.48).

During the 2015 fall semester, 485 first-time, full-time, degree- or certificate-seeking students enrolled at Laramie County Community College (LCCC). Of this group, referred to as the fall 2015 graduation rate cohort, 138 (28.45%) had graduated from LCCC and 103 (21.24%) had transferred to another college or university by August 31, 2018.

The fall 2015 graduation rate cohort included 45 students who received student aid related to an athletics program. Of this group, 11 (24.44%) had graduated from LCCC and 15 (33.33%) had transferred to another college or university by August 31, 2018.

Graduation and transfer rates for the overall cohort and the cohort of students who received athletics-related aid by gender, race/ethnicity, and type of federal student aid received, can be found at

<http://lccc.wy.edu/about/InstitutionalResearch/graduates.aspx>.

### Persistence Rate

The following information is provided in compliance with federal regulations as found in Title 34 of the Code of Federal Regulations (34 CFR 668.41(d)(4)).

During the fall 2017 semester, 444 first-time, full-time, degree- or certificate-seeking students enrolled at Laramie County Community College (LCCC). Of this group, 287 (64.64%) were still enrolled at LCCC or had graduated as of October 2018. Anyone with additional questions should contact the Director of Institutional Research at 307.778.1113.

## Student Conduct and Grievance Procedures

### *Student Rights and Responsibilities: Policies and Procedures*

[Student Rights and Responsibilities Policy 3.17](#)

[Student Rights and Responsibilities Procedure 3.17P](#)

### *Student Code of Conduct*

[Student Code of Conduct Policy 3.15](#)

[Student Code of Conduct Procedure 3.15P](#)

### *Student Discipline Adjudication*

[Student Discipline Adjudication Policy 3.16](#)

[Student Discipline Adjudication Procedure 3.16P](#)

### *Student Drug and Alcohol*

[Student Drug and Alcohol Policy 3.14](#)

[Student Drug and Alcohol Procedure 3.14P](#)

### *Academic Appeals*

[Academic Appeals Policy 2.16](#)

[Academic Appeals Procedure 2.16P](#)

## *Family Educational Rights and Privacy Act 1974 — ‘Buckley Amendment’ (FERPA)-PL 93-380*

[Student Records Policy 3.4](#)

[Location of Student Records Procedure 3.4.1P](#)

[Privacy, Access to, and Amendment of Student Records Procedure 3.4.2P](#)

[Records of Deceased Students Procedure 3.4.3P](#)

All campus policies and procedures can be found at: <http://policies.lccc.wy.edu/>

### *Student Financial Responsibility*

By registering for classes at Laramie County Community College (LCCC) the student agrees to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines (“Charges”). These charges shall be added to the student account and are considered a loan for educational benefit.



By processing a course registration, the student further acknowledges they have read and agree to the following terms and conditions:

**College Policies:** All students are responsible for reviewing, understanding, and abiding by LCCC policies, procedures, requirements, and deadlines as described in all official LCCC publications. The publications include, but are not limited to, LCCC policies and procedures, College catalog and schedules, student handbook, and academic calendars. Publications, policies and deadlines can be found on the LCCC website at [www.lccc.wy.edu](http://www.lccc.wy.edu).

**Official Form of Communication:** The LCCC email account is the official means of communication for LCCC. All material sent by email to the college email address will be deemed received. It is the responsibility of the student to review emails and the LCCC student account summary regularly. In addition, the student agrees to allow LCCC, its affiliates, agents, and service providers to use written, electronic, or verbal means to contact the student as the law allows regarding their obligation to repay their debt to LCCC. The student may be contacted by manual calling methods, prerecorded or artificial voice messages, automated telephone dialing systems, emails, and/or text messages at any telephone number or email address associated with the student account, currently or in the future, including wireless telephone numbers. The student understands that others may be able to review the messages and/or emails related to their debts sent to or from LCCC, including their contents, which may include information about the debt and its status. The student further authorizes telephone calls to be recorded for assurance of quality, and/or other reasons.

**Payment of Fees:** All tuition, fees, charges and college expenses are due prior to the beginning of each academic term and are the student's responsibility to pay. The specific payment due dates are listed in the academic calendar for each semester.

**Payment Plan:** Students may enroll in an optional monthly payment plan for a nominal enrollment fee. Students enrolled in the payment plan will be billed monthly by the payment plan provider. Full payment of the amount billed by the payment plan provider does not necessarily mean that the student's LCCC account is paid in full. Students must review their LCCC account statements to ensure the budgeted payment plan payments are sufficient to cover their balances with the College.

**Financial Aid:** Financial aid (grants, scholarships, loans) that has been approved but has not yet paid to the student account is considered to be pending. Pending aid is deducted from the current term balance in the Pending Financial Aid Details section of the student account statement. Any remaining balance will be billed to the student. In the event that financial aid is reduced or cancelled, or in the event that the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.

**Refunds:** Refunds will be processed for students with credit balances on their accounts. Changes that occur to accounts after refunds are processed may result in balances due to the College.

**Withdrawal:** If the student does not wish to attend, or if proper financial arrangements cannot be made, it is the responsibility of the student to withdraw all courses. The student understands that withdrawing from a class after the 100% tuition refund period will cause a balance on the student account. This balance must be paid in full upon withdrawal. If the withdrawal from a class or classes causes a portion or all of the financial aid to be returned to the source from which it originated (i.e. federal government, lender or other) the student will be charged for the returned funds and is responsible for immediately paying the balance in full. Failure to withdraw from classes in a timely manner or non-attendance does not relieve student from financial responsibility of student account balance.

**Drop for Non-payment:** Students are responsible for withdrawing from courses using College approved methods. However, the College reserves the right to administratively drop students who do not pay their student account balance in full or obtain financial arrangements (financial aid, 3rd party agreement, payment plan) by advertised payment due date. Drop dates are listed in the academic calendar each semester.

**Financial Hold:** The College reserves the right to place a hold on student account and withhold future services (registration, transcript request, diploma, etc.) to students who have any outstanding balances with the College.

**Debt Collection:** The College will pursue all collection efforts and practices in collecting any unpaid balance. These practices include placing phone calls, texting, mailing/emailing statements and collection letters, referring the account to a collection agency and having the debt reported on student's credit bureau reports, and referring balance to an attorney to pursue the balance via litigation. If your account balance is referred to an outside collection agency the student account may be assessed additional fees up to 35% of student account balance. These fees are associated with the collection of the debt including but not limited to collection agency fees, reasonable attorney's fees, court costs and all other charges allowed by law.

**Bankruptcy:** Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the College after the bankruptcy.

## SATELLITE CAMPUS INFORMATION

### *Concurrent and Dual Enrollment*

*Local high schools in the LCCC service area (Burns, Cheyenne, Laramie, Pine Bluffs, and Rock River)*

307.778.4378

Wyoming's Dual and Concurrent Enrollment Program provides an excellent opportunity for all Wyoming high school students to earn college credit while they are still in high school. The grade for these pre-approved classes will be recorded on both a high school transcript and the student's LCCC college transcript. These college classes for eligible students are free of charge. More information is located on the LCCC website <http://www.lccc.wy.edu/highschool/collegeprep/index.aspx>

### *Eastern Laramie County Outreach Center*

*607 Elm Street, P. O. Box 580, Pine Bluffs, WY*

307.245.3595

LCCC is committed to serving Eastern Laramie County residents with classes and programs. Course offerings vary from semester to semester. Offerings include credit, continuing education, personal and professional improvement, life enrichment courses, and English language acquisition, adult education, and high school equivalency preparation.

### *F. E. Warren Air Force Base Outreach Center*

*Building 841, Cheyenne, WY*

307.773.2113

LCCC has enjoyed a rich and lengthy partnership with the FEW AFB, 90th Missile Wing since the initial development of the program in 1979. Thirty nine plus years of productive, grass roots support for the base personnel, their families, and the Cheyenne Community as a whole. Classes are offered at F. E. Warren Air Force Base to meet the general education needs of military personnel pursuing their Community College of the Air Force Associates degree. However, local civilian students are also eligible and are highly encouraged to attend these mostly evening classes. On-site LCCC staff personnel easily arrange base access for civilian students. Evening classes are routinely conducted on an accelerated basis. Eight-week, twelve-week, fourteen-week, and sixteen-week classes are available.