

# Beneficial Services

What? ... Where? ... Why? ... When?



## Academic Advising

Your advisor is your most important connection to your college education. He or she can help you plan your academic career and serve as a resource to connect you to a wide array of services on campus. At Northwest you are assigned a full-time faculty/staff member as your advisor. Your advisor will be carefully chosen based upon the academic interest you have selected. You will receive notice of your advisor assignment and their contact information in the mail or you may pick up contact information for your advisor in the Office of Academic Affairs (ORB/26). You may change advisors by submitting a Change of Advisor/Program form to the Office of Academic Affairs.

## The Mission of Academic Advising at Northwest College

The goal of Academic Advising at NWC is to make appropriate interpersonal connections so that students are provided with advice, information, and referrals to services that will help them determine and reach their educational and career goals in the most effective way.

The Academic Advisor provides information and advice about:

- general education and program specific requirements;
- institutional services and policies of which students should be aware;
- transfer issues; and
- career choices.

Northwest College encourages students to be academically informed and

self-sufficient. The final responsibility for academic success lies with the student.

## Meeting your Advisor

You may meet with your advisor during office hours or by appointment any time during the semester. The college also schedules one day each semester dedicated specifically to advising. Check the college calendar for the scheduled days.

## When preparing to meet with an advisor—

- become familiar with the Northwest College catalog, particularly pages 25-33, and the page(s) with your program requirements.
- carefully review the Semester Class Schedule booklet or WebAdvisor prior to each registration period.
- prepare a tentative written schedule and a list of questions or concerns.
- read course descriptions (*in the catalog or semester class schedule*) to determine prerequisites for courses you plan to take.
- notify your advisor of degree plan changes.
- keep copies of all your college records.

## Accident Insurance and Health Plans

Students enrolled in 12 or more credit hours are required to pay \$48 Fall semester and \$66 Spring semester (includes summer) for a mandatory group accident insurance policy approved by

the Associated Students of Northwest. The policy works in conjunction with any primary policy, or stands alone if there is no other insurance. It can provide up to \$10,000 of covered expenses, but will not duplicate expenses provided by your own insurance. There is also a \$1,000 accidental death benefit. **Identification cards are provided by the insurance company.**

International students are required to purchase a Medical Sickness Plan or prove that they already have personal insurance. An optional Family Health Plan is available to interested single students and students with families.

Part-time students taking six or more credit hours are eligible to enroll in the plan on a voluntary basis. For more information, visit [uhcsr.com](http://uhcsr.com) or call 800.767.0700.

### *Admissions*

The Admissions Office is located in the Orendorff Building. Services provided include:

- Admissions applications
- COMPASS information and arrangements
- Emergency contact point
- General campus information
- Scholarships

For questions about any of these services offered call (754.6101).

### *Adult Student Services*

The Student Success Center offers help through developmental counseling and advising to nontraditional students making the transition to postsecondary education. Trapper ACES is a student club specifically designed to help meet the needs of the nontraditional student (754.6135).

### *Bookstore*

The Northwest College Bookstore is located on the East side of the DeWitt Student Center. In addition to textbooks, the Bookstore has office supplies, art supplies, photography supplies, NWC logo clothing, gift items, greeting cards, general books, magazines, and much more (754.6194).

### *Campus Safety and Security Officer*

**Northwest College is committed to providing an environment that is comfortable, supportive and safe.**

A campus safety and security officer is available to provide assistance in matters of a criminal nature, as well as provide programs on campus safety, sexual assault, violence, and alcohol and drugs. The Campus Safety and Security Officer's office is located in the DeWitt Student Center (754.6067, [northwestcollege.edu/services](http://northwestcollege.edu/services)).

### *Career Development and Information*

The Student Success Center provides career and college information. Career counseling and testing is available to students needing help in making career decisions. Educational assistance is available to students wanting help planning curricular paths to the institutions to which they plan to transfer. The center offers computer access to information about colleges and maintains a college catalogue collection for some regional colleges. Additional career information can be found at [northwestcollege.edu/careers](http://northwestcollege.edu/careers) or stop by the lower level of Colter Hall (754.6135).

### *Career & Transfer Office*

The Career & Transfer Office provides

innovative support and activities to help student plan their academic and professional careers. This office also provides assistance to students with the transfer process including choosing a transfer college, meeting transfer deadlines, researching transfer scholarships, and assuring transfer of NWC credits. Information regarding the Articulation Agreements that NWC has with other transfer colleges is available. For more information, visit [northwestcollege.edu/careers](http://northwestcollege.edu/careers) or [northwestcollege.edu/transfer](http://northwestcollege.edu/transfer) (754.6135).

### *Cashier's Office*

The Cashier's Office, located in ORB106C, accepts payments for tuition/fees and room and board. Check, cash, Visa, MasterCard and Discover cards are accepted. Payments may also be made online at <http://mynwc.northwestcollege.edu>. Students may cash personal checks for \$25 or less. Student employee pay checks are distributed from this office. Hours of operation are 9 a.m. to 5 p.m. (754.6048).

### *Children's Learning and Care Center*

The center follows the Creative Curriculum and provides a developmentally appropriate learning environment where children are offered diverse opportunities for growth in the gross/fine motor, cognitive, adaptive and social/emotional domains. The individuality, uniqueness and creativity of each child is respected and encouraged. Parent participation in the Center is welcome.

The well-equipped and staffed facility is located on campus. Children must be ages 2-12 and toilet-trained. Child care is provided during daytime

only. Free breakfast/lunch/snack through the CACFP and an after-school program are provided. Two pre-school programs are available for children 2-3 years old and 4-5 years old (child must be 4 by Sept. 15). Summer care determined on an annual basis.

A child must be fully registered to attend. Application packets may be obtained at the center (754.6188). During summer months you may contact the director, Autourina Mains at the center or at home (754.2707).

### *Computer Facilities*

Computers are accessible from many locations across the campus using a Gigabit Fibre Optic network. Personal computer labs in FAB26, FAB28, MBI04, NPA28, SM124, and SM235 are available for scheduled classes and "open" lab times for student use. Macintosh computer labs are located in FAB 41, 42, 44, 46, and 62 which support the Graphic Arts and Photographic Communications programs. A computer lab is maintained in the library, and students may use the two computers in each residence hall available twenty-four hours daily at the discretion of residence hall directors. Each resident of Ashley Hall, Cody Hall, Lewis and Clark Hall, Simpson Hall and Colter Hall has Internet access from their room.

Students automatically have access to off-campus Internet resources (including electronic mail). "Open" lab hours vary from semester to semester depending upon class scheduling and load. Generally, schedules for the computer labs are posted on the lab room doors by the second week of each semester. Contact Computing Services for more information (754.6080).

### *Degree Audit and Graduation Application*

Students should check their degree progress by applying for a degree audit from the Registrar when at least 45 credit hours are completed. Students should apply for graduation the semester prior to their completion date. There is a \$20 processing fee for each degree. Graduation Application deadlines are as follows: November 1 for December graduation, March 1 for May graduation, and June 1 for July graduation. Forms are available in the Registration and Records Office or may be requested by calling 754.6435.

### *Dining Services*

ARAMARK provides a variety of dining options on campus. The Dining Hall and the 7th Street Grille, located in the DeWitt Student Center, provide five flexible meal plan options to meet your individual lifestyle and academic schedule. Choices range from the traditional 19 and 10 meal plans to Flex 15 and Flex 6 plans. All plans offer a combination of meals in the Dining Hall and Flex dollars to be used in the 7th Street Grille. Also available is the Commuter 5 plan for eligible students. Students may also add additional bonus dollars that include an additional 5-15% in bonus dollars (*visit the Residence and Campus Life Office for more details, DSC 1*). The 7th Street Grille offers students, faculty, and staff a quick bite to eat or a leisurely meal with friends. Wake up in style with a cup of our gourmet specialty coffee or espresso. This à la carte café features a variety of grilled selections, deli sandwiches, grab-and-go salads, and daily chef specials.

In the Dining Hall use your all-you-

care-to-eat meals anytime during our newly expanded hours of operation. You'll find an abundant variety of fresh foods, prepared from scratch every day. Our chefs prepare a changing menu of specialties, including stir-fry, authentic Italian pizza, Asian cuisine, New York style deli sandwiches to order, expanded vegetarian entrées, and so much more. Daily features also include traditional, home-style meals, fresh cooked pastas, and simmering sauces. Also enjoy hot and hearty soups, fresh baked breads, and a garden fresh salad bar.

For additional information call (Residence and Campus Life Office 754.6165, Food Service Director 754-6013, Dining Hall 754.6217, or the 7th Street Grille 754.6169).

### *Disability Support Services*

The Student Success Center provides confidential and professional services to students with documented disabilities through the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disability Support Services Coordinator will meet to determine the accommodations needed on an individual basis. It is up to the student to self-identify so services can be provided. Stop by the lower level of Colter Hall or call for more information (754.6277, [northwestcollege.edu/studentsuccess](http://northwestcollege.edu/studentsuccess)).

### *Educational Opportunity Center-UW*

The Educational Opportunity Center identifies and assists students who are first generation, economically disadvantaged or from an under represented group, in completing secondary education and enrolling in post-sec-

ondary institutions. The Center is a project of the University of Wyoming (754.6109).

### *Employment Off Campus*

Many businesses in the area employ students on a part-time basis. Contact the Office of Work-Based Learning, (see page 20.).

### *Employment On Campus*

Northwest College has a large on-campus student employment program. Need is not a factor. The only criterion is the student's willingness to work. Students who are enrolled in a minimum of six credit hours per semester, may work a maximum of 20 hours per week and are paid at least the federal minimum wage. Contact the Financial Aid Office for information about on-campus jobs (754.6158, [northwestcollege.edu/financialaid](http://northwestcollege.edu/financialaid)).

### **Federal College Work Study—**

Students who have been awarded Title IV Federal Work Study on their financial aid award letter should also contact the Financial Aid Office for information about on-campus jobs once they have accepted the Federal College Work Study award. (754.6158)

### *Financial Aid and Scholarships*

The Financial Aid and Scholarships Department is located in the Orendorff Building and has information on institutional, state and federal programs, and assists students in finding resources to help fund educational expenses. The Financial Aid Policies & Procedures details the types of financial assistance available and the application process (754.6158).

### *Health Services*

The Student Health Center is a walk-in clinic staffed by a Physician's Assistant and an RN. Services are available to students enrolled in six or more credit hours. Services are free or involve a nominal fee:

- Women's Health
- Sport's, nursing, employment, school, or mission physicals
- Allergy Immunotherapy
- Health Screenings
- Lab Services
- Treatment for acute illnesses/injuries
- Referrals to area physicians and hospitals as needed
- Immunizations/Flu shots
- Anonymous HIV testing
- Cooperative treatment with personal physician
- Distribution of some over-the-counter medications

The Student Health Center is located in the lower level of Colter Hall (754.6442, [northwestcollege.edu/services](http://northwestcollege.edu/services)).

### *International Student Services*

The Student Success Center provides support to all international students, providing assistance and referrals on immigration matters, coordination of campus and community services, and assistance with academic and personal concerns. Newsletters published monthly and the International Club are just a few of the ways the international student can become informed and involved (754.6138 or 754.6429).

### *Intramurals*

The Intramural Sports and Recreation program provides opportunities for students to experience a variety of

competitive team activities in their leisure time. This program emphasizes competition, sportsmanship, physical fitness, and the development of team spirit. Team and individual events are offered, including dodgeball, basketball, volleyball, softball, flag football, floor hockey, and golf tournaments. Stop by the Student Activities Office in the DeWitt Student Center for information and a schedule of events (754.6205, [northwestcollege.edu/life/intramurals](http://northwestcollege.edu/life/intramurals)).

### *Johnson Fitness Center*

The Johnson Fitness Center offers free weights, variable resistance machines and cardiovascular equipment such as indoor stationary bikes, elliptical trainers and treadmills. Membership to the Fitness Center is included in a full or part-time student's fees. Membership for community members is \$50 per semester. A one week visitor's pass may be obtained for \$10 (754.6048, [northwestcollege.edu/life](http://northwestcollege.edu/life)).

### *Library*

The staff of Hinckley Library provides information, resources, and services to support curricular and personal information needs of NWC students. When classes are in session, library services are available seven days a week. Hours are posted on the library's Web site.

Students find most information they seek for course assignments in the library collection. In addition to over 51,000 volumes and 1,000 films on video and DVD, the collection includes nearly 32,000 journals, magazines, and newspaper titles in print and digital form, as well as, a music CD collection. The library also provides federal and state government documents.

Faculty place items "on reserve" at the circulation desk for students to use as part of class assignments.

Students may borrow books and government documents for four weeks and audiovisual materials for seven days. Periodicals and reference materials do not circulate outside the library. To check out materials, you must have a library barcode affixed to your student ID. Please ask at the circulation desk to become a registered library patron.

The library makes available a large collection of online full-text databases, giving students access to thousands of magazine and journal articles. Because the library is a member of the WYLD Library Consortium, students have access to holdings of other Wyoming libraries and databases provided through the Wyoming State Library.

Students can view videocassettes and DVDs, and listen to compact discs and audiocassettes in the library building. The library also has wireless access to the campus computing network and contains over 50 PCs and six iMACs for student use. There are also spaces for collaborative work and individual reflection and reading.

The library staff teaches students how to use information resources and services. Please ask at the circulation desk and a librarian will help you identify and locate the information you need.

Access to the library's hours, policies, catalog, and electronic resources are available at [northwestcollege.edu/library](http://northwestcollege.edu/library). E-mail ([librarian@northwestcollege.edu](mailto:librarian@northwestcollege.edu)) or call for assistance (754.6207).

### *Multicultural Student Services*

The Student Success Center provides support to students of all cultures. Some of the services provided are academic advising, Native American

support services, international student advising, scholarship information, cultural activities, and student clubs. Information about college resources and opportunities are available (754.6138).

### *The Northwest Trail*

Northwest College students publish the weekly newspaper, the *Northwest Trail*, Thursdays during the fall and spring semesters. The paper is available free of charge on campus. You may submit letters to the editor, which must be signed, by 5 p.m. on Friday the week before publication. Any interested student may become a member of the *Trail* staff. The *Trail* also produces an online version of the paper at [northwesttrail.org](http://northwesttrail.org). The Web site also includes digital video newscasts, radio and video clips, and live Webcasts of campus events. You may contact the *Trail* by e-mail at [trail@northwestcollege.edu](mailto:trail@northwestcollege.edu), stop by Fagerberg Room 73, or call (754.6065 or 754.6438).

### *Observatory*

Located near campus, the observatory with a unique design allows several telescopes to be used at the same time. Call for detailed information (754.6230).

### *The Oasis*

#### **An Oasis of Fun in a Sea of Learning**

The *Oasis* is located downstairs in the DeWitt Student Center. There is a variety of equipment available for student use including GameCubes, pool table, air hockey, ping pong, foosball, and a 56" TV. Hours of operation are established each semester.

The Senate office is also located in the *Oasis* (754.6251).

### *Personal Counseling / Crisis Intervention / Career Counseling*

Whether your needs are about living and coping independently in the college environment, or you have a diagnosable mental illness, or you desire to research career options that are right for you, the Student Success Center is available to help. The center also has software that assists students in discovering interests, values, and skills related to careers. Call or stop by for an appointment (754.6135, [northwestcollege.edu/studentsuccess](http://northwestcollege.edu/studentsuccess)).

### *Project Succeed*

Project Succeed provides student support services to 160 eligible students each year. If you are in our program, we can help you strengthen your approach to:

- navigating the college system
- studying and testing effectively
- managing your time and your money
- working effectively with your advisor
- exploring careers that make sense for you
- transferring to a university to earn a bachelor's degree
- getting a job after earning your associate's degree.

To be eligible for Project Succeed you must be a U.S. citizen or permanent resident seeking a degree and planning to graduate and/or transfer to a four-year college within three years. You must also belong to at least one of these groups:

- *First generation student* – your parents/guardians (those who raised you) did not earn a four-year (bachelor's) degree
- *Student with low income* – your family's taxable income for the previous year does not exceed 150% of

the federal poverty level

- *Student with disability* – you have a documented physical, emotional, or learning disability that significantly impacts your ability to be successful in college.

Stop by our office in the lower level of Colter Hall to visit with us. If you are interested in our program, we can give you an application or you can print a copy from our Web site [northwestcollege.edu/projectsucceed](http://northwestcollege.edu/projectsucceed) (754.6292).

### *Recreation Equipment Co-Op*

The Co-Op is an equipment outfitting service designed to meet the needs of students, faculty and staff. The equipment inventory includes most traditional sports items, camping gear, kayaks, bicycles, etc. A complete inventory is available at the Co-Op Office in Cabre Gym or by visiting [northwestcollege.edu/coop](http://northwestcollege.edu/coop). Many items require a refundable deposit upon checkout (754.6250).

### *Registrar*

The Registrar is located in the Orendorff Building and is responsible for the maintenance of all students' academic records which may include previous high school/college transcripts and Northwest College transcripts (754.6400).

### *Registration and Records*

The Registration and Records Office is located in the Orendorff Building. Services provided include:

- Academic files for all students
- Degree audits
- Dropping or adding a class
- General campus information
- Grades
- Graduation applications/audits
- Registration

- Student directory information
- Transcript evaluations
- Updating student addresses

For questions about any of these services offered call (754.6149).

### *Residence and Campus Life / Housing*

The Residence and Campus Life Office is the central hub for the five residence halls and Trapper Village Apartments. This office is home to the Director of Residence and Campus Life and the Housing and Summer Conference Coordinator. Stop by to pick up packages, to chat, to offer your input on life on campus, or to get any question answered (754.6163).

### *Scholarships*

Scholarships are awarded by Northwest College, private citizens, service organizations, and businesses. Over \$2,000,000 is awarded annually. Contact the Office of Financial Aid and Scholarships (754.6040).

### *Student I.D. Cards*

All Northwest College students are eligible to receive an I.D. card and if a student is participating in a meal plan, an I.D. card **is required**. There are two classifications of Northwest College student I.D.s. Each allows for varying eligibility in the use of on-campus activities. I.D.'s are available in the Registration and Records Office during the academic year. There is no charge for the first card. Replacements are \$5. Also, current students receive free admission to the Buffalo Bill Historical Center in Cody with their ID.

1. Students enrolled in six or more credits are eligible for all activities and services.

- Students enrolled in less than 6 credits on-campus are eligible for all activities and services except Health Services.

### Transcripts

Students must submit requests for official transcripts of Northwest College course work to the Registrar. Requests can be mailed or the request form can be completed and submitted online by visiting [northwestcollege.edu](http://northwestcollege.edu) and selecting “Campus Services” then “Request a Transcript.” The college reserves the right to withhold transcripts from students who have not met their financial obligations at the institution. Contact the Registrar in the Registration and Records Office (754.6400 or 6149).

### Transfer Information

Many Northwest graduates transfer to four-year colleges and universities throughout the country. Applications and scholarship information are available at the Student Success Center. Center personnel help students understand and plan curricular paths compatible with the institution to which they plan to transfer. Additional information can be found at [northwestcollege.edu/transfer](http://northwestcollege.edu/transfer) (754.6135).

### Tutoring

FREE tutoring is available in the Hinckley Library. Tutoring is not limited to students doing poorly in a class. Many tutees are excellent students who rely on tutors to help them maintain a high level of performance. Tutoring is most beneficial if you request it at the first sign of difficulty in a class. To arrange for a tutor, visit our center or call to set up a meeting with the tutor coordinator (754.6137).

### University of Wyoming Outreach

The University of Wyoming Outreach Office serves Northwest students and others throughout the Big Horn Basin. Junior and senior level courses are offered via audio, teleconferencing, compressed video, online, and on site. UW offers six bachelor degree programs: Social Science (*Plan V*), Psychology, Criminal Justice, RN/BSN in Nursing, Childhood Development, Business Administration, and ten Master’s degrees: Social Work, Kinesiology and Health, Public Administration, Business Administration, Adult Secondary Education, Speech/Language Pathology, Curriculum and Development, Special Education, Instructional Technology, Early Childhood and Nursing. Certification courses are offered in Early Childhood Director, Land Surveying and Real Estate. This office also handles UW transfer materials and questions. Students are always welcome (754.6203).

### Veterans’ Educational Benefits

For veteran educational benefit information, contact the School Certifying Official (SCO) in the Financial Aid Office. Veterans who wish to use their G.I. Bill educational benefits must complete an application for veterans’ benefits 60 days prior to enrollment to ensure payment the first month of the semester. Applications are available online at [gibill.va.gov](http://gibill.va.gov). Continuing veterans must contact the SCO when registering for classes each semester to ensure timely certification (754.6158).

### Web Site

[northwestcollege.edu](http://northwestcollege.edu)

Connect with us online and find some of the following helpful links.

### Find it online

- Site search
- A-Z index
- Campus and area maps

### Information

- College Events Calendar
- NWC News Desk
- Faculty & Staff Directory

### Hinckley Library Online

- Find books, music CDs, and DVDs in your library and across the nation or around the world
- Find articles for your class assignments
- Cite your resources using citation guides
- Find the library's hours and other services such as tutorials (*"How to find an article"... etc.*)

### Athletics

- Rosters, photos & bios
- Season schedules & statistics

### Academics

- Academic Calendar
- Class Schedule
- College Catalogs
- Programs & Program web sites
- Syllabi

### Student Services

- Campus Bookstore
- Registration & Records
- Financial Aid & Scholarships

- Transfer information
- Career planning

### *Work-Based Learning*

#### INTERNSHIP / COOPERATIVE EDUCATION

Work-Based Learning is a planned academic program allowing students to blend classroom theory with related work experience. Work-based Learning students are awarded college credit for learning that occurs at their place of employment. A student may use a new, or with approval, a presently held job to qualify for the program. The Work-Based Learning staff will assist students in locating employer training sites (754.6061).