



2025-2026



GilletteCollege
STUDENT HANDBOOK



GILLETTE COMMUNITY COLLEGE DISTRICT

2025-2026 ACADEMIC CALENDAR

FALL 25

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SPRING 26

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUMMER 26

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	FALL 25	SPRING 26	SUMMER 26
BLOCK A	8/25 - 12/12	1/20 - 5/8	5/18 - 8/7
BLOCK B	8/25 - 10/14	1/20 - 3/10	5/18 - 6/12
BLOCK C	10/15 - 12/12	3/11 - 5/8	5/18 - 7/10
BLOCK D			6/15 - 8/7
BLOCK E			6/13 - 7/7

- Instructional Days
- Professional Development / Dean's Days
- Classes Begin
- Classes End
- Mid-Term / Final Grades Due
- Convocation / Commencement
- Classes Not in Session / College Open
- Holidays / College Closed

Mid-term/final grades are due 5 days after the official last day of the block

BOARD APPROVED: DECEMBER 18, 2024

ACCREDITATION Gillette Community College District is the eighth, and newest, college district in the state of Wyoming. While the institution is in the process of seeking accreditation with HLC, Gillette College's academic programs are included within the accreditation of the Northern Wyoming Community College District.

WELCOME

Hello Gillette College Pronghorn!

Welcome to an exciting year at Gillette College! Whether you are a new student just arriving or a returning student eager to resume your Gillette College experience, know that I am so happy you are part of our community.

At GCCD, our priority is always you—our student. Our greatest accomplishment is assisting you in achieving your educational goals, whether you are pursuing a certificate or an associate degree. We want to help you establish a strong foundation that enables you to grow academically, professionally, and personally.

I encourage you to explore all of the student services available and highly recommend getting involved in campus activities, including clubs, sports, or student life events. This campus belongs to you, and we want to ensure you take advantage of as many opportunities as possible.

Once again, welcome to GCCD! I wish you the best of luck on your educational journey.

Here's to a phenomenal year ahead!

Warm regards,

A handwritten signature in black ink, appearing to read "Janell Oberlander", followed by a long horizontal line extending to the right.

Dr. Janell Oberlander
President
Gillette Community College District

EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION POLICY

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

MISSION, VISION, AND VALUES

GILLETTE COMMUNITY COLLEGE DISTRICT MISSION

Gillette College is dedicated to student and learner success by offering opportunities for academic, technical, and career excellence in a diverse and innovative environment that focuses on community partnerships to ensure access to lifelong quality education and training.

GILLETTE COMMUNITY COLLEGE DISTRICT VISION

Gillette College is a transformative learning institution that leads with excellence to inspire individuals and strengthen our community with integrity and innovation.

GILLETTE COMMUNITY COLLEGE DISTRICT CORE VALUES

People, Integrity, Inspiration, Community, and Commitment

POLICIES AND PROCEDURES

Gillette Community College District (GCCD), Wyoming's eighth college district, operates in partnership with NWCCD while pursuing full accreditation. Students must follow both institutions' policies and GCCD's procedures, which can be found on the GCCD website.

STUDENT CODE OF CONDUCT

The Student Code of Conduct reflects GCCD's values of people, community, integrity, and commitment. It is strongly recommended that all students become familiar with the Student Code of Conduct as it outlines student rights and responsibilities, defines prohibited conduct, and clarifies the procedures of the student conduct process. The Student Code of Conduct is available on the GCCD website.

THE HUB

The Hub is the online portal for the Northern Wyoming Community College District (NWCCD), providing students and employees with easy access to essential information and applications.

As part of Orientation, you have already activated your NWCCD student account. If you experience login issues, please contact Enrollment Services or Information Technology (IT) for assistance.

WHAT YOU CAN ACCESS ON THE HUB

- Student Email - The official communication method at GCCD.
- Self-Service - View your class schedule, financial aid details, and other important information.
- Canvas - Access your course materials for the semester.
- News & Announcements - Stay updated with campus events and updates.

HOW TO LOG IN:

Visit www.sheridan.edu and select the MyNWCCD tab. Log in using your student username (firstnamelastname) and password.

GCCD INFORMATION

Visit gilletecollege.org for more information about the College.

SAFETY AND SECURITY

The Campus Risk Management Department works to ensure a safe and secure campus environment. The department is responsible for enforcing campus regulations, providing emergency management, and monitoring public safety.

For emergencies, call 911. For non-emergency assistance, contact the Gillette Police Department Dispatch at 307-682-5155.

CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION (CARE) TEAM

The CARE Team supports students in distress and connects them to campus and community resources. If you're worried about a fellow student, submit a CARE report through the NWCCD Hub.

How does it work?

- Submit a report online via the CARE Incident Reporting Form on MyNWCCD.
- The CARE Team at GCCD reviews concerns and provides confidential support.

TITLE IX INFORMATION

GCCD is committed to creating a respectful, safe, and non-threatening environment for all students, faculty, and staff. Behavior that harms others or threatens the campus community challenges our core mission. We are dedicated to supporting survivors of sexual assault, relationship violence, and stalking, responding promptly to reports, and ensuring all investigations are conducted fairly and equitably. We actively address all forms of discrimination, harassment, and sexual misconduct to maintain a positive learning and working environment.

REPORT CONCERNS:

If you experience or witness discrimination, harassment, or sexual misconduct, report it to the Title IX Coordinator immediately. If you witness or suspect violence, call 911 immediately.

Key Contacts:

- Title IX Coordinator: (307) 681-6321, titleix@sheridan.edu
- Emergencies: Dial 911
- Campus Safety Hotline: (307) 681-6050
- Gillette Police Department Dispatch: (307) 682-5155

Confidential Resources:

- Gillette College Counseling Services: (307) 681-6080, mconley.gccd@sheridan.edu
- Gillette Abuse Refuge Foundation: (307) 686-8071

Medical Assistance:

- Campbell County Memorial Hospital: (307) 688-1000

Additional Support:

- Campus Life & Housing Office: (307) 681-6502, housing@gillettecollege.org
- National Hotline: (800) 799-7233
- DOE Office of Civil Rights: ocr@ed.gov | [File a Complaint](#)

ACCESSIBILITY SERVICES

The Accessibility Services Office provides reasonable accommodations for students in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and its amendments.

Accommodations at GCCD are determined through appropriate documentation, initial paperwork, intake meetings, student needs assessment, and recommendations from a qualified healthcare provider. Each student's accommodation plan is unique and tailored to their specific needs.

Please plan ahead for the accommodation process. While some accommodations can be arranged within a week, others may require three to six weeks to implement.

GRADE AND DEGREE REQUIREMENTS

Gillette Community College District offers associate degrees and certificates through three schools and multiple interdisciplinary programs and departments. In determining your education goals, you will need to understand the differences between each path.

ASSOCIATE OF ARTS (A.A.) AND ASSOCIATE OF SCIENCE (A.S.)

The Associate of Arts (A.A.) and Associate of Sciences (A.S.) degree prepares students for transfer to a bachelor's degree program. General degree requirements develop foundational skills in communication and computation while providing exposure to diverse academic disciplines. Specific coursework enhances analytical, quantitative, and synthesis skills. Students who complete an A.A. or an A.S. degree are typically eligible for junior-level transfer at four-year institutions. However, transfer approval is determined by the receiving institution.

Transfer Considerations:

- Students should work closely with their advisor to ensure course transferability.
- Keeping syllabi and course descriptions can assist in the transfer process.
- Understanding the transfer policies of the intended institution is essential, as final credit acceptance is at their discretion.

ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

The Associate of Applied Science (A.A.S.) degree at GCCD is designed to prepare students for immediate employment in a specific career field while also providing opportunities for further academic study. When applicable, A.A.S. programs align with industry certifications and/or licensure requirements to enhance career readiness.

CERTIFICATE OF COMPLETION

The Certificate of Completion prepares students for entry-level employment in a specific job field or related industries. Required coursework varies by program to align with industry needs and career opportunities.

ACADEMIC INFORMATION AND DEFINITIONS

ACADEMIC INTEGRITY

At GCCD, all members of the community are responsible for upholding the highest standards of academic integrity by completing all work without lying, cheating, plagiarism, misrepresentation, or gaining unfair advantage. Violating these standards is a violation of the Student Code of Conduct and will result in disciplinary action. Students are responsible for understanding and following academic conduct standards, while instructors are responsible for clearly communicating these expectations. For more information on academic integrity (Policy and Procedure 6000.2), visit the [GCCD website](#).

ADD/DROP/WITHDRAW

Students may add or drop courses without approval before the semester's established deadline. It is recommended to consult your advisor to understand the potential academic and financial implications. Deadlines are established by the Registrar.

After the add/drop deadline, schedule changes—including withdrawal—require an official petition (Course Management Form) approved by the instructor, advisor, school dean, designated college administrator, and the Registrar. The Course Management Form can be found in the Student Planning section of Self-Service or at the Office of the Registrar. A withdrawn course will result in a grade of "W" on your transcript and counts as an attempt at the course.

ADVISING

The Gillette College Academic Advising Office offers services including academic planning, class registration, transfer guidance, and other academic support. Each student is assigned both a faculty advisor and a professional advisor. To schedule an appointment, contact your professional advisor at (307) 681-6011 (Career and Technical Education) or (307) 681-6012 (Arts and Sciences), or reach out to your faculty advisor.

INDIVIDUAL COURSE REQUIREMENTS

Each course includes a syllabus outlining specific requirements, which may be updated during the semester. The syllabus typically includes deadlines, attendance policies, and grading criteria. Students should expect to spend at least two hours on coursework outside of class for each credit hour.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress applies to federal financial aid applicants and recipients. It is measured by:

1. Maintaining a grade point average (GPA) that meets good academic standing requirements.
2. Achieving a satisfactory ratio of credit hours earned to credit hours attempted during the most recent academic year.
3. Ensuring total credit hours attempted do not exceed the number required for the degree.

WITHDRAWING FROM THE COLLEGE

Withdrawal from the college is the official termination of your student status and must be completed before the 80% mark of the term. To withdraw from all classes, submit a Course Management Form to the Office of the Registrar.

FINANCIAL AID

The Financial Aid Office is located in 109 Main Building and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Contact the Financial Aid Office by phone at (307) 681-6040 or by email at gillettecollegefinancialaidoffice@gillettecollege.org.

APPLYING FOR FINANCIAL AID

Students can find detailed financial aid information, including deadlines, aid options, and external applications at: gillettecollege.org/admissions/financial-aid.

KEY STEPS TO APPLY:

1. Complete the FAFSA (Free Application for Federal Student Aid) at studentaid.gov using School Code 003930 (Northern Wyoming Community College District).
2. Apply for Scholarships: Institutional scholarship information, requirements, and deadlines are available on the GCCD website. Outside scholarship applications are available at the Financial Aid Office.
3. Check Your MyNWCCD Portal: Access the Financial Aid section via The Hub > Self-Service > Financial Aid.
4. Monitor Your Sheridan.edu Email: The Financial Aid Office communicates primarily through your @sheridan.edu email address.

TYPES OF FINANCIAL AID

- Grants: Funds that generally do not need to be repaid unless you fail to complete the semester or payment period.
- Scholarships: Awards based on academic achievement, activities, special interests, or financial need. Typically, these do not need to be repaid.
- Student Loans: Borrowed funds that must be repaid after you complete your program or are no longer enrolled. Loans may be from the government or private lenders, such as banks or credit unions.

IMPORTANT REMINDERS

- After submitting the FAFSA, regularly check your MyNWCCD portal and email for updates or requests for additional documents.
- If awarded a scholarship or grant, the Financial Aid Office automatically accepts the award on your behalf. You will be notified of your award through the MyNWCCD portal and through your @sheridan.edu email.
- Any Federal Student Loans offered must be accepted or rejected through your MyNWCCD portal.
- If you are seeking a private student loan, contact the Financial Aid Office.

AUTHORIZED ABSENCE POLICY

The GCCD Authorized Absence Procedure is available on the website (5000.0). At the beginning of each term, each instructor will distribute a course syllabus that will stipulate the attendance policy necessary for satisfactory completion of the course. In certain situations where an unanticipated class conflict arises, the Vice President for Academic and Student Affairs or designee may provide an authorized absence to a student, allowing students to make up missed work for the class without penalty. Any authorized absence request must include supporting documentation. Qualifying documentation depends on the nature of the absence, but must include information about the reason for the absence, and the timeframe of the absence.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION

Under the FERPA terms, the following items are considered public/directory information at GCCD and may be released without the written consent of the student.

- student's name
- local and permanent addresses or hometown
- institutional electronic email address
- telephone number
- age
- major field of study
- dates of attendance at GCCD
- degrees, honors, and awards granted or received, and dates granted or received
- academic classification such as freshman, sophomore, etc.
- educational institution previously attended
- advisor information
- participation in officially recognized organizations, activities, sports, and weight and height of student participating in officially recognized sports
- parents' names and address (city and state only)

Students who prefer that none of the above information be published or disclosed to anyone other than NWCCD officials with a legitimate education interest, may change their Directory Release permissions in the Office of the Registrar.

GET INVOLVED

The Office of Student Life (Room 203A, Main Building) serves as the central hub for student engagement at GCCD, offering everything from clubs and intermural sports to live entertainment and leadership opportunities. With a wide range of Student Organizations—like the Nursing Club, Phi Theta Kappa, Student Senate, Skills USA—there's something for every student.

Students interested in joining or starting a Student Organization are encouraged to stop by the office in 203 Main Building or call (307) 681-6509. Explore your interests, make new friends, and build skills that will benefit you in and outside of the classroom.

RESIDENCE LIFE AND DINING SERVICES

RESIDENCE LIFE

GCCD offers safe, clean, and affordable on-campus housing in two residential buildings—Tanner Village and Inspiration Hall. Housing applications are available year-round on the GCCD website. A \$200 refundable deposit is required before assignments are made. All residential students must have a meal plan, and contracts are for the full academic year.

Live-in college officials and student Resident Assistants are available 24/7 to assist with issues such as lockouts and emergencies. Mail services are available to all residential students.

The Office of Campus Life and Housing is located in Inspiration Hall and is open Monday through Friday, 8 AM–5 PM. For more information, contact Campus Life and Housing at (307) 681-6502 or housing@gillettecollege.org.

DINING SERVICES

Dining is available at High Plains Grill and Donkey Creek Café. Residential and commuter meal plans, as well as Pronghorn Bucks, can be purchased through the Business Office. Both dining locations accept cash and card payments. For additional details on meal plans, pricing, and hours, contact Campus Life and Housing at (307) 681-6502 or housing@gillettecollege.org.

STUDENT RESOURCES

CAREER CLOSET

The Career Closet, operated by Student Senate, provides students with free access to professional attire for interviews, presentations, and other career-related events. From business casual to formal wear, students can find the right outfit to make a positive impression—no returns required.

Located in Room 123A of the Main Building, the Career Closet is open during the College's regular operating hours. Donations of gently used professional clothing are always welcome and appreciated!

FITNESS CENTER

Stay active at the Gillette College Fitness Center! Located on the lower level of the Pronghorn Center, it provides free access to fitness equipment for all students and staff.

Facility hours are updated each semester and are available outside of the Fitness Center and on the Hub. To utilize the Fitness Center, students must complete an electronic safety waiver and present a valid student ID.

Questions? Send an email to jrayback.gccd@sheridan.edu.

DALY LIBRARY

Located on the first floor of the Main Building, the Daly Library is your go-to resource for academic support and community engagement. Open six days a week during the fall and spring semesters (five days in summer), the library provides access to study spaces, technology, and thousands of research materials.

Services Offered:

- Study rooms and comfortable seating
- Computer workstations and Wi-Fi
- Printing, copying, and scanning
- Reference consultations and research help
- Interlibrary loan for additional resources
- Creative tools at the Creation Station

Check out books, DVDs, laptops, and more with your Gillette College Library Card—just bring a photo ID to register. Keep an eye on the Activities Board for fun events like book clubs and contests. Need help? Contact the library at (307) 681-6220 or gclibrary@sheridan.edu.

GILLETTE COLLEGE COUNSELING SERVICES

Your mental health matters! Gillette College Counseling Services (GCCS) offers free, confidential counseling to all students. Our licensed Mental Health Counselors provide a safe and supportive space to help you manage academic stress, life transitions, relationship concerns, and more. We focus on short-term, solution-oriented care. If you need longer-term support, we'll connect you with community resources.

Services include:

- Individual, group, and couples counseling
- Outreach programs and workshops
- Anonymous online mental health screenings via the NWCCD Hub

Your privacy is protected under strict confidentiality guidelines in accordance with the State of Wyoming Mental Health Professions Licensing Board.

Contact GCCS in person at 130A Main Building or by phone at 307-681-6080 to schedule an appointment. For immediate help, call the Suicide Prevention Lifeline at 1-800-273-8255 or text the WY Text Line at 741-741 or 988.

HOPE CUPBOARD

The Hope Cupboard, originally created by the Administrative Staff Council in Fall 2013 and now managed by the Student Senate, is dedicated to fighting food insecurity among Gillette College students. This essential resource provides non-perishable food items and basic necessities to students and their families.

Located in the kitchenette near the Bookstore, the Hope Cupboard is open during GCCD's regular operating hours and available to all members of the GCCD community. Donations of non-perishable food and household essentials are accepted year-round—every contribution helps support our campus community when it's needed most.

STUDENT HELPZONE

The Student HelpZone provides all students, regardless of location, access to information and technical support. We can help with questions about:

- Canvas
- NWCCD Hub
- Zoom
- Office 365 (PowerPoint, Word, Excel)
- Location and open hours of the offices and services on campus.
- WEPA Printing

The Student HelpZone is located in the Main Building, across from the Advising offices. Please stop in for face-to-face help, visit MyNWCCD, or call (307) 681-6285 for more information.

STUDENT SUCCESS CENTER

The Student Success Center, located on the second floor of the main building, is the campus's central tutoring location. Our mission is to provide learning assistance that supports students' academic success, independence, and confidence. We help students develop effective learning strategies to achieve their academic goals.

Our tutoring services cover most subject areas and are fully included in your tuition and fees—no extra costs. Both peer and professional tutors welcome walk-in sessions, offering either one-on-one support or small group study sessions for students in the same course. We also host regular workshops throughout the semester on topics designed to enhance your college success.

For questions about tutor availability, email the Student Success Center at studentsuccess@gillettecollege.org.

TESTING CENTER

The Gillette College Testing Center is committed to supporting student and learner success by providing a secure, accessible, and professional testing environment. We uphold academic integrity and promote educational, technical, and career excellence by offering a diverse range of testing services that meet the needs of our students, faculty, and community. Through innovation and collaboration, we strive to ensure equitable access to high-quality assessment opportunities that empower individuals to achieve their academic and professional goals.

Examples of Tests Provided:

- Placement Exams (Accuplacer)
- HiSet/GED Testing
- Industry Testing
- ADA Accommodation Testing

VETERAN SERVICES CENTER

GCCD's Veteran Services Office supports military-affiliated students and their families by providing guidance on VA and state education benefits, academic advising, and personalized support. Located in the east wing of the Main Building, the office offers a collaborative space with resources, computers, and a lounge for veterans to connect.

For questions, contact the Veterans Advisor by phone at (307) 681-6460 or stop by the front desk of the Main Building.

OFF-CAMPUS RESOURCES

Behavioral Health Services

- Phone: (307) 688-5000
- After-Hours Line: (307) 688-5050

Campbell County Medical Group Walk-in Clinic & Occupational Health

- Address: 501 S. Burma Ave, Gillette, WY 82716
- Phone: (307) 688-9255

Council of Community Services

- Address: 114 S 4-J Rd, Gillette, WY 82716
- Phone: (307) 686-2730

Department of Motor Vehicles (DMV)

- Address: 3540 E. Warlow Dr., Gillette, WY 82716
- Phone: (307) 682-2671

Gillette City Municipal Court

- Address: 201 E. 5th St., Gillette, WY 82716
- Phone: (307) 686-5254

Gillette Police Department

- Address: 201 E. 5th St., Gillette, WY 82716
- Phone: (307) 686-5250

Gillette Post Office

- Address: 311 S. Kendrick Ave, Gillette, WY 82716
- Phone: (307) 682-3727

Gillette Reproductive Health

- Address: 1304 W 4th St., Gillette, WY 82716
- Phone: (307) 682-8110

Suicide Prevention Hotline

- National Line: 1-800-273-TALK (8255)
- Text Line: 741-741

Women's Resource Center

- Address: 706 W 8th St., Gillette, WY 82716
- Phone: (307) 685-2211

TIPS FOR STUDENT SUCCESS

CHECK YOUR NWCCD EMAIL REGULARLY

While it may be tough to stay on top of yet another email account, we strongly urge you pay attention to and read all messages from your advisors and also scan for any important messages from the Registrar, your course instructors, and other official units. There could be academic or financial consequences to missing these messages.

PARTICIPATE AND ENGAGE IN CLASS

Students learn more when they are actively involved in their education and engage in joint educational efforts with other students. Are you showing up to class prepared and putting meaningful thought in your work? Do you participate in class, interact with other students, and extend learning outside of the classroom?

NETWORK WITH PEERS AND INSTRUCTORS

We encourage students to utilize the classroom setting to engage with classmates, especially during discussion-based assignments and team projects. We also encourage students to get to know their faculty by attending office hours and staying engaged through active communication with their instructors throughout the semester.

UTILIZE CAMPUS RESOURCES

The College offers a number of on-campus resources to ensure you have everything you need for a successful education. Additional information about the following on-campus resources is available throughout the Student Handbook and on the GCCD website:

- Bookstore
- Career Closet
- Free Counseling Services
- Daly Library
- Accessibility Services
- Hope Cupboard
- Student HelpZone
- Student Success Center

COMMUNICATE WITH YOUR ADVISORS

Your partnership with your advisor(s) is vital to successful completion of your degree or certificate. Advisors help students navigate degree planning and access campus resources. Meeting with an advisor lifts advising holds, allowing students to register for classes, and builds professional habits by encouraging timely appointments. Before withdrawing from a course, students should always consult an advisor or their instructor to explore possible solutions and understand any potential consequences.

GET INVOLVED

Go to campus events, join clubs, and visit Student Life. Extracurricular activities can enhance your college experience. Many activities can help improve your professional future because of the leadership opportunities they provide.

Meet with instructors: Do you communicate with instructors and Deans about academic performance, career plans, course content and assignments? Doing so may allow you to receive strong Letters of Recommendation for scholarships or career opportunities!

SET, SEEK, AND MEET GOALS

Setting goals gives you long-term vision and short-term motivation. It focuses your acquisition of knowledge and helps you to organize your time and your resources so that you can make the most of your life. We recommend that students create and set measurable academic and personal goals each term.

TAKE EFFECTIVE NOTES

Come prepared to class by reviewing and outlining relevant reading assignments. Actively listen by trying to absorb the information you're hearing the first time around, focus on key words and concepts, formulate your notes as a series of questions raised by the material, then fill in your own answers. Finally, ask questions for clarification. Don't forget to review your notes immediately and regularly (not cramming) while organizing them to help your focus on what is important.

DEVELOP SELF-AWARENESS, SELF-MANAGEMENT, AND SELF-DISCIPLINE

Develop awareness of your strengths, skills, habits, and mindset. Successful students tend to be realistic and recognize that their efforts determine their success or failure. Students who are not successful often blame others for their lack of progress. Develop self-discipline through clear desire, keeping your word, removing temptations, making educated decisions, maintaining consistency and congruency in action and values.

UTILIZE THE PLANNER

It is important to organize and use your time wisely. Use the included planner to maintain a schedule and keep track of important dates, assignments, and readings. Develop time management strategies such as using a calendar, to-do lists, and doing work incrementally instead of all at once at the last minute. When developing a schedule be sure to include blocks for study, research, and writing.

PRACTICE MONEY MANAGEMENT

Set and maintain a budget, seek scholarships, and visit the Financial Aid office.

WORKING WITH FACULTY

Successful student/instructor relationships come from mutual respect, trust, and honesty. Learning takes place when teachers and students treat each other with politeness and civility, rather than with anger, ridicule, or confrontation. A classroom conducive to teaching and learning is the right of all GCCD students and faculty, and it is the responsibility of both parties to achieve and maintain even though specifics will vary from course to course. Students are expected to take responsibility for their own learning and seek information needed to achieve academic success. Instructors are interested in working to support student success and are available to aid your success efforts in various ways.

RESOLVING CONFLICT WITH FACULTY

The first step involved in attempting to resolve any conflict (where appropriate) is a direct conversation between the parties involved. Students should first attempt to resolve a conflict with faculty in a private conversation via NWCCD email or during the instructor's office hours. If you need assistance preparing for this conversation, consider talking with your advisor(s) or another trusted staff and/or faculty member. If an informal resolution cannot be met, contact the School Dean to discuss other options for resolve and familiarize yourself with the College's Student Complaint and Grievance Procedure (5000.5B).