



**Gillette**  
College

2025-2026 CATALOG

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# TABLE OF CONTENTS

<i>Disclaimer</i>	03
<i>History</i>	04
<i>GCCD Statements</i>	05
<i>Degree and Certification Programs</i>	06
<i>Administration</i>	07
<i>Course Offerings</i>	08
<i>Division of Student Affairs</i>	09
<i>Credit Available to Students</i>	16
<i>Registration and Enrollment in Courses</i>	18
<i>Admission to the College</i>	22
<i>Accessibility Services</i>	25
<i>Division of Academic Affairs</i>	26
<i>FERPA</i>	29
<i>Grading System</i>	34
<i>Graduation Requirements and Procedures</i>	38
<i>Other College Services</i>	40
<i>Special Programs and Facilities for Research and Study</i>	43
<i>Scholarships and Financial Aid</i>	46
<i>Tuition and Fees</i>	50
<i>College Accreditation/Membership</i>	50
<i>Athletics</i>	50
<i>GCCD</i>	51

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## **DISCLAIMER**

Gillette Community College District (GCCD) makes every reasonable effort to provide accurate information in the contents of this catalog; however, the College reserves the right to make changes at any time without prior notice. It is strongly recommended that students regularly check this catalog for possible changes.

The College reserves the right to make such changes as it determines, in its sole discretion, to be necessary or advisable in its regulations, course offerings, staff and financial policies without notice. Changes to rules and policies may occur at any time and could be applied to currently matriculated students.

The College also reserves the right to change or discontinue graduation requirements, department majors, individual courses, instructors and all other aspects of college operations. In the event the college determines to make changes in curriculum, it will post these changes as soon as practical within this online catalog.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the College will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements. As a general rule, these types of substantial changes will only be made effective each fall semester.

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## HISTORY

In 2020, following significant budget cuts announced by the Northern Wyoming Community College District (NWCCD) in June, the Campbell County Commissioners submitted an application to the Wyoming Community College Commission (WCCC) on November 20, 2020, to form an independent college district. This followed public hearings in October 2020, and by November 20, the WCCC approved the application. The county moved forward with creating the new district, GCCD, and began investigating the necessary steps to establish it.

In 2021, key milestones occurred, including the passage of SF83 (Enrolled Act 47) on April 6, 2021, and the formation of a Public Advisory Committee (PAC). A special election in August resulted in a 70/30 vote in favor of the district's creation. The Board of Trustees (BOT) was elected, held its first meeting, and appointed an interim president. The BOT engaged with institutional accreditors, NWCCD, and the U.S. Department of Education, focusing on policy approval and completing the first audit. GCCD's mission, vision, and values were set in October 2021.

In 2022, GCCD made key administrative hires, approved its first fiscal year budget, and continued strategic planning. Employee transitions began and ITS infrastructure separation started. The second audit was completed, and GCCD continued work on steps to achieve institutional accreditation.

By 2023, GCCD progressed with academic and infrastructure developments. Phase I of academic program approval was granted by WCCC, and a Strategic Plan was approved by the BOT. On June 30 the application for accreditation was submitted to the Higher Learning Commission (HLC). Capital construction requests for land and building acquisitions were approved, and all employees transitioned to GCCD. An HLC eligibility interview took place in August.

As of January 27, 2025, GCCD has submitted its letter of intent to pursue candidacy for accreditation and anticipates an On-Site Comprehensive Evaluation in fall 2025.

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## **GCCD STATEMENTS**

### **MISSION, VISION & VALUES**

#### **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.

#### **VISION**

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

#### **VALUES**

- People: Recruiting, retaining, and mentoring students, staff, and faculty within an inclusive and safe environment
- Integrity: Trust, accountability, respect, transparency, and honest communication
- Inspiration: Promote creativity, courage, problem solving, and lifelong learning
- Community: Creating, strengthening, and sustaining opportunities through partnerships and service
- Commitment: Student and learner success, quality education, and community engagement

### **NON-DISCRIMINATION STATEMENT**

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](mailto: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.

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## COMMUNICATION STATEMENT

The NWCCD assigned email account shall be one of the official means of communication with all students, faculty, and staff. All community members are responsible for all information sent to them via their NWCCD assigned email account. Members who choose to manually forward mail from their NWCCD email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

All faculty, staff, and students are required to maintain a @sheridan.edu computer account. This account provides both an online identification key and a NWCCD official email address. The College sends much of its correspondence solely through email. This includes, but is not limited to: policy announcements, student account billing notifications, emergency notices, meeting and event notifications, course syllabi and requirements, and correspondence between faculty, staff, and students. Such correspondence is mailed only to the NWCCD official email address.

Faculty, staff, and students are expected to check their email on a frequent and consistent basis in order to stay current with NWCCD and GCCD related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time critical.

## DEGREE AND CERTIFICATION PROGRAMS

### SCHOOL OF ARTS AND SCIENCES

- Biology
- Business
- Criminal Justice
- Engineering
- English
- Elementary Education
- General Science
- General Studies
- Mathematics
- Psychology
- Secondary Education

### SCHOOL OF CAREER AND TECHNICAL EDUCATION

- Diesel Technology
- Electrical Apprenticeship
- Industrial Electricity
- Industrial Technology
- Machine Tool Technology
- Welding Technology

### SCHOOL OF HEALTH SCIENCES

- Health Sciences
- Nursing

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## ADMINISTRATION

### BOARD OF TRUSTEES OFFICERS

- Josh McGrath – Chair
- Tracy Wasserburger – Vice Chair
- Larry Smith – Secretary
- Teri Anderson – Treasurer

### BOARD OF TRUSTEES MEMBERS

- Teri Anderson – Expires: December 1, 2026
- Ellis Day – Expires: December 1, 2026
- Josh McGrath – Expires: December 1, 2028
- Robert Palmer – Expires: December 1, 2028
- Larry Smith – Expires: December 1, 2026
- Tracy Wasserburger – Expires: December 1, 2028
- Nello Williams – Expires: December 1, 2028

### COLLEGE OFFICERS

- Janell Oberlander – President
- Heidi Gross – Foundation Executive Director
- Elly Henning – Executive Assistant
- Roger Humphrey – Director of Institutional Research
- Anne Larsen – Vice President of Administration / CFO
- Maggie Longo – Executive Director of Marketing & Strategic Communications
- Barry Spriggs – Vice President of Academic and Student Affairs

### ADMINISTRATIVE OFFICERS

- Greg Busch – Director of Risk Management/SRO
- Kiley Dodson – Registrar
- Sam Griffis – Director of Library Services
- Rachael Lane – Director of Financial Aid and Scholarship
- Kimberly Lemon – Dean of Students
- Brandi Martin – Director of Access and Success
- Shantel Moore – Director of Human Resources / Title IX Coordinator
- David Wolfe – Director of Residence Life & Housing

### ACADEMIC OFFICERS

- Martin Fashbaugh – Dean of Arts and Sciences
- Travis Grubb – Dean of Career and Technical Education
- Lindsey Wakefield – Dean of Nursing and Health Sciences

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## **COURSE OFFERINGS**

### **CHANGES IN CATALOG INFORMATION**

Catalogs go into effect with the start of the fall term and go through to the end of the academic year. The catalog in use at the time a student initially enrolls as a degree-seeking student and completes credit classes offered at GCCD determines the degree or certificate requirements for graduation. Students accepted into special programs, including CTE programs, are moved to the fall catalog in effect at the time of program admission.

Students may request to be moved to the current catalog, assuming the student will be enrolled during the catalog period. Students who have a two-term break (fall and spring) are required to reapply to the College and will be moved to the catalog in effect at the time of reapplication. Students share in the responsibility of ensuring they are in the correct catalog. If courses originally required in a catalog no longer exist, the college reserves the right to substitute one course for another in any program or degree. Refresher classes may be required for some skills courses.

### **GENERAL EDUCATION**

GCCD's overarching goal is to prepare students to meet the demands of the ever-changing world. As part of this goal, GCCD is committed to broad access to the highest quality of education, engaged learning, and overall student success. It encourages students to explore subjects and learning experiences beyond their intended major and fosters a commitment to personal growth and lifelong learning. The General Education curriculum supports seamless transfer of students among Wyoming institutions. Graduates will acquire skills and knowledge to be prepared for their careers, including oral/written communication, how to use information, scientific/quantitative methods, and critical/creative skills appropriate to their degree.

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## DIVISION OF STUDENT AFFAIRS

***Barry Spriggs Ph.D., Vice President of Academic and Student Affairs***

300 West Sinclair, Gillette, WY 82718

204E Main Building

Phone: 307-681-6071

Email: [bspriggs.gccd@sheridan.edu](mailto:bspriggs.gccd@sheridan.edu), [bspriggs@gillettecollege.org](mailto:bspriggs@gillettecollege.org)

The Division of Student Affairs is the administrative unit of the college that is responsible for providing leadership and coordination of programs and services designed to support student learning and development in and outside of the classroom.

In partnership with GCCD faculty, staff, and students, the Division of Student Affairs develops and delivers services and programs that promote the development of students

The Division of Student Affairs is comprised of the students, the Dean of Students Office, the Office of Student Life, the Student Success Center, GCCD Counseling Services, Residence Life and Housing, and the Veterans Service Center. The different areas within the Division work together to provide safe and comfortable housing; to provide wellness services for the health of students; to educate students and encourage personal accountability; to engage students in leadership opportunities; to provide educational and entertaining programs and events; and to foster opportunities for student feedback which is essential for a successful institution.

## RESIDENCE LIFE AND HOUSING

***David Wolfe, Director of Residence Life and Housing***

300 West Sinclair, Gillette, WY 82718

Room, Inspiration Hall

Phone: 307-622-6279, 307-681-6503

Email: [dwolfe.gccd@sheridan.edu](mailto:dwolfe.gccd@sheridan.edu), [dwolfe@gillettecollege.org](mailto:dwolfe@gillettecollege.org)

GCCD offers a unique educational experience by combining technical and academic programs within a residential campus setting. Our [campus housing](#) provides a comfortable and supportive living environment with a variety of living options, including single rooms, double rooms, suites, and apartments with full kitchens. Quiet study areas are also available to enhance academic success. Residence halls foster both independence and community through organized social, cultural, and educational activities.

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## **BENEFITS OF LIVING ON CAMPUS**

- Mail service
- Laundry facilities
- Study spaces
- Student ID
- Information desk
- Convenient access to campus facilities
- Secure key card access to all living spaces
- Regular safety inspections
- Strong partnership with local emergency services
- 24-hour emergency and maintenance support

## **HOUSING ELIGIBILITY AND SPECIAL REQUESTS**

To live on campus, students must be enrolled full-time at GCCD with a minimum of 12 credit hours per semester. Special requests may be submitted to the Director of Residence Life and Housing, but approval is not guaranteed. Students requiring Emotional Support Animals or other ADA accommodations must coordinate with [Accessibility Services](#) to document their needs and arrange appropriate accommodations.

## **ON-CAMPUS HOUSING OPTIONS**

### **Inspiration Hall**

Designed for incoming students, Inspiration Hall offers a traditional residential experience. Each suite consists of two double-occupancy rooms connected by a semi-private bathroom shared by four students. The building features communal lounges, study spaces, and laundry facilities on each floor.

### **Tanner Village**

Reserved primarily for returning students who have lived on campus for at least one year, Tanner Village provides apartment-style living. Each apartment-style suite includes a full kitchen, living and dining areas, shared residential-style bathrooms, and a mix of furnishings. A shared laundry facility is available.

## **RESIDENTIAL SUPPORT**

Live-in college officials and student Resident Assistants are available 24/7 to provide support and address the needs of residents, ensuring a safe and positive living environment.

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## HOUSING APPLICATION AND ROOM ASSIGNMENTS

Students can indicate personal preferences on their housing application, including roommate choices and preferred room styles. While these preferences are considered, assignments are based on need and availability.

Room assignments are processed in the order completed housing contracts are received. A \$200 housing deposit is required to complete the application. Housing assignments will not be issued until the deposit is received. Deposits are refundable if no damage is found at the end of the housing contract. Students may roll over their deposit from year to year if they reapply for housing before the academic year ends.

Deposits may be forfeited for reasons including:

- Improper checkout
- Early contract termination
- Severe or malicious damage to the assigned space

## DINING SERVICES

GCCD Dining Services is committed to providing great food at a great value to our campus community. Our main dining hall, High Plains Grill, offers a welcoming environment where students can enjoy meals and participate in campus life through educational and social events.

## MEAL PLANS AND PAYMENT OPTIONS

- Meal plans are required for all residential students.
- A variety of meal plan options are available. For details, visit the [GCCD website](#).
- Commuter meal plans are available for students living off campus who want convenient access to dining services at a lower cost.
- Most meal plans include Pronghorn Bucks, which can be used to purchase individual items at Donkey Creek Café.
- All dining services are open to the public and accept cash or card payments.
- Each meal purchased allows one hour of all-you-can-eat dining.

## DINING LOCATIONS

### High Plains Grill

Located in Inspiration Hall, High Plains Grill offers full meal service with breakfast, lunch, and dinner on weekdays, and brunch and dinner on weekends. Meals are balanced and designed to meet diverse dietary needs. To-go options are not available unless an accommodation is arranged through the Director of Residence Life and Housing.

### Donkey Creek Café

Situated in the Technical Education Center, Donkey Creek Café operates during weekday lunch hours. This location offers grab-and-go items, including cold meals, drinks, and snacks. Meal plans, as well as cash and card payments, are accepted. This café is also open to the public.

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## FITNESS CENTER

Located on the lower level of the Pronghorn Center, the GCCD Fitness Center provides free access to quality fitness equipment for all current students and staff. The Fitness Center is staffed by GCCD students and operates on a schedule that is updated and posted each semester outside of the Fitness Center and on the Hub.

Our mission is to offer recreational opportunities that foster a healthy campus environment and support the mental and physical well-being of the GCCD community.

To access the Fitness Center, students must complete an electronic safety waiver each semester and present a valid student ID. For more information, contact Janie Rayback at [jrayback.gccd@sheridan.edu](mailto:jrayback.gccd@sheridan.edu) or [jrayback@gillettecollege.org](mailto:jrayback@gillettecollege.org).

## STUDENT SUCCESS CENTER

***Brandi Martin, Director of Access and Success***

300 West Sinclair, Gillette, WY 82718

213 Main Building

Phone: 307-681-6081

Email: [studentsuccess@gillettecollege.org](mailto:studentsuccess@gillettecollege.org)

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](mailto:studentsuccess@gillettecollege.org).

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## **GCCD COUNSELING SERVICES**

### ***Marci Conley, Mental Health Counselor***

300 West Sinclair, Gillette, WY 82718

130A Main Building

Phone: 307-681-6080

Email: [mconley.gccd@sheridan.edu](mailto:mconley.gccd@sheridan.edu), [mconley@gillettecollege.org](mailto:mconley@gillettecollege.org)

### **GCCD COUNSELING SERVICES (GCCS)**

Emotional health plays a critical role in a student's well-being and academic success. At Gillette College Counseling Services (GCCS), we recognize that each student is unique, and we take a holistic approach to address personal, social, and emotional concerns. Our goal is to ensure every student feels understood, valued, and supported throughout their collegiate journey.

### **OUR SERVICES**

GCCS offers free, confidential counseling services to all GCCD students. Our licensed Mental Health Counselors provide support in a respectful and safe environment, assisting students in identifying patterns of distress and working toward positive outcomes. Through individual, group, and couples counseling, we help students address a wide range of issues, including but not limited to:

- Academic stress and test anxiety
- Life transitions and adjustment challenges
- Relationship concerns
- Personal growth and emotional well-being

Counseling sessions focus on short-term, solution-oriented treatment designed to help students navigate the college environment effectively. While GCCS cannot manage chronic conditions requiring intensive care or medication management, our counselors will connect students with appropriate off-campus resources when needed.

### **OUTREACH AND ADDITIONAL SUPPORT**

In addition to direct counseling services, GCCS is actively engaged in the college community through outreach programs, workshops, and information tables on key mental health topics. We also offer anonymous online mental health screenings for depression, anxiety, bipolar disorder, alcohol use, PTSD, and eating disorders via the NWCCD Hub. These screenings provide a confidential way for students to assess whether professional consultation may be beneficial.

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## **CONFIDENTIALITY AND CONTACT INFORMATION**

We adhere to strict confidentiality guidelines in accordance with the State of Wyoming Mental Health Professions Licensing Board, ensuring that all student interactions remain private and secure. To schedule an appointment or learn more about our services, please contact [mconley.gccd@sheridan.edu](mailto:mconley.gccd@sheridan.edu) or call 307-681-6080.

## **EMERGENCY RESOURCES**

At GCCS, your safety and well-being are our top priorities. We are here to support you in reaching your full potential both personally and academically. For immediate support, the following free, confidential resources are available to all community members:

- Suicide Prevention Lifeline: 1-800-273-8255
- WY Text Line: 741-741 or 988

## **OFFICE OF STUDENT LIFE**

### ***Kjersti Waldemar, Student Activities Coordinator***

300 West Sinclair, Gillette, WY 82718

203A Main Building

Phone: 307-681-6509

Email: [kwaldemar.gccd@sheridan.edu](mailto:kwaldemar.gccd@sheridan.edu), [kwaldemar@gillettecollege.org](mailto:kwaldemar@gillettecollege.org)

## **OFFICE OF STUDENT LIFE**

The [Office of Student Life](#) serves as the central hub for student engagement, offering a variety of academic, cultural, recreational, and social programs designed to enhance the student experience at GCCD. Professional staff provide support and guidance for student-led organizations, campus-wide events, and leadership development opportunities.

Supported by the mandatory student activity fee, the office sponsors a diverse range of alcohol- and drug-free programs, including movies, sports tournaments, live performances, and other exciting events. Participation in these activities allows students to build meaningful connections, develop leadership skills, and enrich their overall college experience.

Students interested in learning more about active student organizations—including Phi Theta Kappa, Student Senate, Skills USA, and more—or starting their own are invited and encouraged to visit the Student Activities Office in Room 203A of the Main Building or call (307) 681-6509. A complete list of current organizations is available at the office and on the GCCD website.

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## **STUDENT SENATE**

[Student Senate](#) is a group of elected individuals who are all GCCD Associated Student Body members. Every student has a voice, and it is the responsibility of your Student Senate to make sure that every voice is heard. These elected offices work to initiate change on campus, advocate for students, and act as liaisons between the student body and administration.

The Senate holds weekly executive meetings to discuss initiatives, student concerns/ideas, and other important topics. General Assembly meetings, which are open to all students, faculty, and staff, are held monthly on the first Thursday of every month in the Presentation Hall from 12 to 1 PM.

## **VETERANS SERVICES CENTER**

### ***Brian Yeager, Director of Veteran Services***

300 West Sinclair, Gillette, WY 82718

134 Main Building

Phone: 307-681-6460

Email: [byeager.gccd@sheridan.edu](mailto:byeager.gccd@sheridan.edu), [byeager@gillettecollege.org](mailto:byeager@gillettecollege.org)

The Veteran Services Office at Gillette Community College District (GCCD) is a dedicated and inclusive community committed to supporting military-affiliated students and their families. Located in the east wing of the Main Building, the office provides comprehensive services to assist veterans, active-duty service members, survivors, and dependents in navigating their educational journey.

Our Veteran Services team works with all available VA and state education benefits to ensure access to financial support and academic resources. Accredited VA Claims Representatives and School Certifying Officials are available to assist with VA education, Advising, Disability Services, and Healthcare Advocacy. Personalized support extends throughout a student's time on campus and into their professional careers.

The Veteran Services Center also serves as a collaborative space for community engagement. It offers access to resources, computers, and a lounge where veterans and their families can connect. Community-based programs include lectures, workshops, and special events tailored to the needs of the veteran community.

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

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## CREDIT AVAILABLE TO STUDENTS

### INSTRUCTED CLASSES

Courses are offered on campus, online, and through hybrid methods. This includes recognized academic courses under faculty general supervision such as internships, clinical experiences, and co-op programs. Concurrent and dual enrollment credit is available for students still in high school.

### CREDIT FOR PRIOR LEARNING

Gillette Community College District (GCCD) offers students the opportunity to earn credit for prior learning (CPL) through various methods, including Advanced Placement (AP) Exams, College-Level Examination Program (CLEP), Institutional Challenge Exams, Industry Certifications, Portfolio Review, and evaluation of Military and/or transfer credit from other accredited institutions. These options allow students to receive credit for demonstrated knowledge and skills gained outside the classroom, helping reduce time and cost toward a credential. Eligibility requirements, approved credit pathways, documentation standards, and applicable fees vary by method. For full details, students should refer to the [NWCCD Credit for Prior Learning Handbook](#).

### TRANSFER CREDIT

Transfer credit is considered from regionally accredited institutions in the United States. The American Council on Education Accredited Institutions of Postsecondary Education publication is used to identify accreditation. Credit from non-regionally accredited institutions is reviewed individually by the Registrar, in consultation with faculty. International credit must be evaluated by evaluators accredited by National Association of Credential Evaluation Services (NACES) in cases where English is not the primary language of the institution.

Transcripts from schools which are not regionally accredited but are accredited by national agencies recognized by Council for Higher Education Accreditation (CHEA) may be reviewed and considered for credit. In such cases, we ask that students provide a copy of the catalog and course descriptions as well as the official transcript; additional course descriptions or course syllabi may be requested. In some cases, an interview with faculty may be required. Generally, courses which are equivalent to those offered in the District may be considered.

For students pursuing an Associate degree or Certificate, GCCD will evaluate transfer credit equivalent to freshman and sophomore college-level equivalent courses completed with a "C" or better at regionally accredited institutions of higher education.

Students transferring to GCCD are encouraged to provide official transcripts for evaluation from each institution attended or testing company (e.g., CLEP, AP) to assist in proper academic placement, transfer course evaluation, and overall academic advising.

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## **CREDIT EVALUATION FOR VA FUNDED STUDENTS**

Students who have served in the US Armed Forces may be awarded transfer credit for courses completed in military schools. Students who wish to apply for credit on the basis of their military schooling should submit a copy of their Joint Service Transcript (JST) transcript (or its equivalent) to the College. Evaluation is completed by the Records Office.

Evaluation for the granting of credit for military-based training is based on recommendations in the American Council of Education (ACE) guidelines. Department faculty may be asked for further evaluation of credit. Students are encouraged to work with the Veterans Advisor if questions arise.

## **APPEAL PROCESS**

In the event that a student would like the evaluation of transfer credit reconsidered, a course syllabus, along with a request to review, should be submitted to the Records Office. Other course materials the student believes would be helpful in the assessment may also be submitted. The Registrar will request a review of submitted information by a faculty member who is considered a content expert in the subject area. Please refer to the Acceptance and Evaluation of Transfer Credit Procedure (5000.2E) for additional information.

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## REGISTRATION AND ENROLLMENT IN COURSES

### REGISTRATION PROCEDURES

Eligible returning students can register, drop, add, and view a schedule of their courses through the NWCCD Hub. New students must meet with a professional advisor to get registered. Courses to be offered each semester are available in an online course catalog prior to the opening of registration periods to allow students to consult with advisors and plan their schedules.

Registration runs in a tiered timeline allowing students with priority to register first and for current students to register prior to new students. Registration dates for each semester will be published in the online Academic Calendar. Students with priority registration and new students must meet with the appropriate professional advisor to register for their courses while current students may register online through Self-Service. Current students are strongly encouraged to meet with their faculty advisor to plan their schedule.

### ACADEMIC ADVISOR

Academic advising is a decision-making process involving a partnership between the academic advisor and the student (advisee). In this partnership, issues and questions regarding personal, professional, and educational goals are examined and evaluated. This includes, but is not limited to, planning an appropriate course of study and the scheduling of classes.

The purpose of academic advising is to promote rational, informed, and independent choices by the student. To that end, the academic advisor is a significant link for the student to other resources in the college community. Students are expected to take the initiative in developing the advisor-advisee relationship and to assume an ever-increasing role in developing their own academic, career, and personal goals.

### CHANGE OF REGISTRATION

#### COURSE ADD

Registered students may add a class online through Self-Service up until the end of day seven (7) of the term for full 15-week semester courses. The timeframe to add courses online is prorated for classes meeting less than a full semester. Adding a class beyond the first week is highly discouraged. Any additions past the first week require the completion of the Course Management form with the signatures of the Instructor, Academic Dean, and an Advisor, in that order.

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## **WHEN TO DROP**

To drop is to discontinue enrollment in a course or courses prior to the end of the drop/add period at the beginning of a term. A dropped course does not appear on the student's academic transcript. Dropping a course does not influence a student's Satisfactory Academic Progress (SAP) measurement, but it may impact the financial aid a student earns for the semester in question.

## **WHEN TO WITHDRAW**

Withdrawing is to discontinue enrollment in a course or courses after the end of the drop/add period. When withdrawing from one or more courses, a student should complete the process through Self Service. To withdraw from all courses in a semester, a student should begin the process with their Advisor. A grade mark of Withdraw (W) will be placed on the student's academic transcript for each course. Withdrawal from a course or from the college may impact both a student's current and future receipt of financial aid.

## **ADDITIONAL CONSIDERATIONS**

The last day to add or drop a course is determined by the Office of the Registrar and can be found on the MyNWCCD Hub. Courses shorter than a full semester will have prorated deadlines. The course expense is removed from the student's tuition if dropped during the official drop/add period.

Withdrawing from a course results in a W on the transcript, but this does not affect a student's GPA. It may be academically beneficial to withdraw rather than receive a failing grade. Withdrawal from a course can be completed up until the 80% mark of the semester or term.

The cost of the course remains the responsibility of the student, and the earlier a withdrawal occurs, the lower the potential cost. Withdrawal may also affect a student's full-time status, which can in turn impact scholarships and financial aid. Students are encouraged to consult with a financial aid professional before withdrawing from a course(s).

## **CHOICE OF MAJOR**

The Advisor is an excellent source of information for students selecting a major. Students who are undecided about the selection of a school and/or major and who seek specialized assistance in choosing educational and vocational objectives should contact their Advisor. The Advisor can help the undeclared student acquire the tools to make an intelligent decision regarding an appropriate major discipline.

## **CHANGE OF MAJOR**

Students who wish to change their school or major should obtain the appropriate form from the Office of the Registrar. All appropriate signatures must be obtained before returning the form to the Office of the Registrar. Program changes requested after the first week of the term are updated with the start of the next term.

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## CLASS AND ACADEMIC STANDING

### CLASS STANDING

Class standing is based on the number of credit hours earned as reflected on the student's transcripts. A freshman is any enrolled student who has completed less than 30 credit hours. A sophomore is any enrolled student who has completed 30 or more credit hours.

### ACADEMIC STANDING

Students are classified as "in good standing", "on probation", or "suspended". Students failing to meet the institution's standards of academic progress will be placed on academic probation. Terms that students are classified as "on probation" or "suspended" will be noted on their transcript in accordance with the Academic Transcript Notation Procedure (5000.2C)

Academic records are reviewed at the end of the Fall and Spring terms. Students who have completed a minimum of 12 cumulative credit hours and whose Cumulative Grade Point Average (CGPA) is below a 2.0 will be placed on academic probation. A completed course is one in which a grade has been received. Students placed on academic probation are required to meet with their academic advisor to develop a success plan and register for courses for the next term. A student will be removed from academic probation when their CGPA meets or exceeds a 2.0. A student will remain on academic probation if they earn a term GPA of 2.0 or better but fails to reach a 2.0 CGPA. Students enrolled in a program with specific program standards may be subject to additional program probation and/or suspension if their GPA falls below the standards required by that program. A student on academic probation is not eligible to hold any student office or to represent the College or the student body to the public.

Students on academic probation who fail to earn a term or CGPA of 2.0 or higher will be academically suspended. A student may not be placed on academic suspension prior to having completed (received a grade) at least 24 credit hours at the College. A student placed on academic suspension will not be allowed to register for one regular academic term (Fall or Spring). After the period of suspension, the student may re-enroll with a status of academic probation. The student may appeal to the Student Appeals Committee to re-enroll the semester immediately following their suspension. Appeal of suspension decisions made by the Student Appeals Committee should be directed to the Vice President of Academic and Student Affairs. Please refer to the Academic Standing and Honor Roll Procedure (5000.2F) for more information.

Student athletes participating in college-sanctioned NJCAA sports must earn at least a 1.75 GPA while enrolled in at least twelve (12) credits in their first term with the College to maintain eligibility. Student athletes must earn at least a 2.0 CGPA for all subsequent terms to retain eligibility for participation in intercollegiate athletics.

## CREDIT HOUR LOAD

A credit hour denotes a unit of academic work. Each credit hour requires an average of one lecture hour per week plus an average of two to three additional hours of student effort per week outside of class. A lab class that meets for two to three hours per week is also equal to a credit hour. Although a full-time credit hour load in Wyoming is considered 12 credit hours, students usually register for 15-16 credit hours each term in order to graduate on time. Advisors and/or different programs of study may recommend heavier or lighter loads. An approved Overload Petition form must be filed to exceed these maximums. Overload Petition forms are available in the Office of the Registrar and may require a discussion with the school Dean before an approval signature is granted.

Credit Load Statuses (Per Semester)	
Full Time (F)	12+ credits
Three-Quarter Time (Q)	9 - 11.5 credits
Part Time (P)	6 - 8.5 credits
Less Than Half Time (L)	< 6 credits
Overload (O)	18+ credits

## AUDITING A COURSE

Auditing is the privilege of non-credit enrollment in a credit class. An audit must be declared within the first 21 days of the semester. Auditors are expected to attend class regularly and complete such graded work as required by the instructor. It is the responsibility of the student to determine and fulfill the requirements for a satisfactory audit. Though this auditing privilege carries full rights of class participation, it offers no academic credit, does not count toward full- or part-time status, and will result in a mark of satisfactory (S) or unsatisfactory (U). Subsequent credit for the course by special examination is not available. Audits are subject to the same fee schedule as regular enrollments.

*Note: Veterans cannot receive benefits to cover expenses for auditing a course.*

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## CLASS ATTENDANCE

Students are expected to attend all class sessions for each course in which they are enrolled and to make up any work they miss due to an excused absence. Each faculty member will establish an attendance policy, consistent with the College's add/drop policy, for each course and publish it in the course syllabus. If a student misses too many classes, as defined by the faculty member's individual attendance policy, they may be administratively dropped from the course.

## ACADEMIC DISHONESTY

At GCCD, all members of the community are responsible for upholding the highest standards of academic integrity. Academic honesty means completing all academic work without lying, cheating, plagiarism, misrepresentation, or gaining unfair advantage. Whatever form academic dishonesty may take, GCCD regards it as a serious offense. Such conduct will result in imposition of sanctions pursuant to GCCD Policy.

Both students and instructors share the responsibility for understanding and communicating the expectations and standards of academic integrity. Students are responsible for understanding and following academic conduct standards, while instructors are responsible for clearly communicating these expectations. Failure to observe these standards will require corrective action by the College.

## ADMISSION TO THE COLLEGE

GCCD is an open admission, equal access institution. A completed application for admission is required prior to registration for classes. Applicants may be accepted as degree or certificate-seeking, non-degree seeking, high school concurrent/dual enrollment, or non-credit. In order for a student to be eligible for federal financial aid, they must have a high school diploma or recognized equivalent of a high school diploma (HiSet; GED; state-approved homeschool transcript). Additional requirements exist for non-US citizens entering the United States to attend college.

GCCD considers applicants without reference to race, color, religion, national origin, sex, age, handicap, sexual orientation, marital or parental status.

Admission to GCCD does not guarantee acceptance to any specific program. For example, students interested in the Nursing Program must apply directly to that program.

## DEFINITIONS:

- First Time Student: A student who has no prior postsecondary experience
- Transfer Student: A student who has taken courses at a previous college/university (including former students of NWCCD/Sheridan College)
- Previous Student: A student who has previously attended GCCD, but has not been enrolled in the last 12 months
- High School: Current high school student taking college classes that fulfill college and high school requirements

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## **APPLICATION PROCESS**

The application for admission to GCCD is completed [online](#).

Degree-seeking applicants are encouraged to apply at least six months prior to their planned program start date with a more advanced timeline being recommended for those seeking financial aid or on-campus housing.

The first step in the application process is creating an Admissions Profile login which allows applicants to track their application. The College processes applications in the order in which they are received. At the point of being admitted, student account activation information is communicated to the applicant via the email address provided on the application. Student account activation allows access to account information including financial aid and student planning. Please contact the admissions office if notice of acceptance has not been received within a week of submitting an application. Be aware that this process may be delayed due to holidays and school closures.

GCCD encourages students to submit official high school and college transcripts as applicable to assist in the process of academic course placement, transfer course evaluation, and overall academic advising. Official transcripts must come directly from the previous institution electronically or by sealed envelope. Unofficial transcripts can be used for initial advising purposes; however, official college transcripts are required for students seeking transfer credit. Official high school or high school equivalency transcripts are required for admission to the Nursing program and for all intercollegiate athletes. All transcripts and other materials submitted become the property of the College and will not be returned. Please refer to the Acceptance and Evaluation of Transfer Credit Procedure (5000.2E) for more information.

An abbreviated application is also required for non-degree-seeking students to gather demographic information necessary for creating a student database record, thus allowing for course registration.

## **CATALOG PLACEMENT**

Catalogs go into effect with the fall semester. The catalog in use at the time a student initially enrolls and completes credit classes as a degree-seeking student at GCCD determines the degree or certificate requirements for graduation. Students beginning their enrollment during the summer term are placed in the fall catalog. Students accepted into special programs, including CTE programs, are moved to the fall catalog in effect at the time of program admission. Students may request to be moved to the current catalog, assuming the student will be enrolled during the catalog period. Students who have a two-semester break (fall and spring) are required to reapply to the College and will be moved to the catalog in effect at the time of reapplication. Students share the responsibility of ensuring they are in the correct catalog. If courses originally required in a catalog no longer exist, the college reserves the right to substitute one course for another in any program or degree. Refresher courses may be required for some skills courses.

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## **ENTRANCE EXAMINATIONS**

College entrance exams are not required for admission to GCCD, but students that do not submit test scores (ACT/SAT) or college-level transfer credit in English and/or Math are strongly encouraged to take placement exams to assist in proper course placement in these two areas. Accuplacer placement exams can be taken at the College's testing center. Students are asked to include GCCD as an institution to receive their scores on their ACT/SAT exams. ACT/SAT scores are valid up to three years after high school graduation. Some programs offered through GCCD, such as Nursing, may require additional testing for entrance.

## **ADMISSION CRITERIA**

Admission is open to any person 16 years of age and older. Please refer to the Admission Requirements Procedure (5000.1A) for more information. Applicants under the age of sixteen (16) must complete an Age Waiver Form. The following instances may apply:

- High School students having the written approval of a High School Official to enroll in select college courses.
- Applicants who might be better served by attending college courses, as determined by the Vice President of Academic and Student Affairs.

GCCD may deny or conditionally admit any individual who presents an unreasonable risk to the safety and welfare of the campus and persons thereon. When making this determination, the College may consider, among other things, the individual's history and experience relative to:

- Violent and destructive tendencies
- Behavior at other educational institutions which may or may not be noted on the transcript
- Any rehabilitative therapy the individual may have undergone

A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing.

## **INTERNATIONAL ADMISSIONS**

All non-US citizens entering the US to attend college must meet the GCCD criteria described in the International Students section of this Catalog, in addition to the general admissions requirements. The Designated School Official (DSO) has discretion in administering the admissions process in compliance with Federal laws and regulations.

International applicants need to allow sufficient time for the application and financial documents to be processed and reviewed by the admissions office. An international student admission will not become official until both processes are completed.

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## ACCESSIBILITY SERVICES

**Brandi Martin, Director of Access and Success**

300 West Sinclair, Gillette, WY 82718

201 Main Building

Phone: 307-681-6081

Email: [bmartin.gccd@sheridan.edu](mailto:bmartin.gccd@sheridan.edu), [bmartin@gillettecollege.org](mailto:bmartin@gillettecollege.org)

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.

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## DIVISION OF ACADEMIC AFFAIRS

### ADMISSIONS OFFICE

Email: [admissions@gillettecollege.org](mailto:admissions@gillettecollege.org)

A new undergraduate student's first official contact with GCCD is often through the Admissions Office. This unit is responsible for recruiting/admitting undergraduate students to the college. Responsibilities include the development of effective school relations, programs with high schools and universities, recruitment of prospective freshmen and undergraduate transfer students, and events for students and families to learn more about opportunities at GCCD. This office also facilitates the admission process for graduate students. A detailed description of admission to the college and procedures can be found in the admission policies section of this publication.

### OFFICE OF THE REGISTRAR

***Kiley Dodson, Director of the Office of the Registrar***

300 West Sinclair, Gillette, WY 82718

101D Main Building

Phone: 307-681-6024

Email: [kdodson.gccd@sheridan.edu](mailto:kdodson.gccd@sheridan.edu), [kdodson@gillettecollege.org](mailto:kdodson@gillettecollege.org)

The Office of the Registrar is responsible for overseeing course registration, transcripts, verification of enrollment, adding/dropping/ withdrawing from courses, administering the residency policy for tuition classification purposes, and for maintaining student academic records.

This involves responsibility for web registration, as well as preparation and electronic publication of the Class Schedules and College Catalog. The office is also responsible for the electronic degree audit program, graduate record processing, and for determining whether or not students have successfully met all degree requirements. Additionally, this office evaluates all transfer credit for undergraduate students to determine transferability as well as GCCD equivalents.

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## INTERNATIONAL STUDENTS

GCCD welcomes international applicants from all over the world.

For those international students seeking to obtain F1 visa status to become a full-time student, please complete the following steps:

International students must submit the following documents to the GCCD DSO:

### STEP 1: APPLICATION

[Click here](#) to create your online account and submit your application for admission.

### STEP 2: ADMISSIONS PROCESS

#### A. Passport

- Expiration date must be 6+ months from Academic Start Date
- Clear, all information legible
- No glare
- Not at an angle (flat)
- Color
- Scan or image accepted (pdf, jpg, png or tiff)

#### B. Proof of English proficiency, if necessary

- [TOEFL](#) score of 61 iBT or 500 [paper-based](#)
- [IELTS](#) 5.5
- [Duolingo](#) 95
- SAT-Reading 540 Score
- ACT-Reading 18 Score
- or equivalent

#### C. High School Transcripts, translated into English if necessary

- Must be officially translated ([by a company certified by NACES](#))
- Must have graduation date
- Must come from an [NCAA Guide Approved Entity](#)

#### D. Post-Secondary transcripts, if applicable, translated into English if necessary

- Must be officially translated ([by a company certified by NACES](#))
- Must come directly from the institution

#### E. Submit [Confidential Financial Statement \(CFS\)](#) with a signed official bank statement

- Bank statement must be 3 months to current (cannot be older)
- Must be an official document directly from financial institution, screenshots of accounts will not be accepted.

#### F. Letter of Intent, if applicable

- All signatures are required upon submission

### STEP 3: PRIOR TO ARRIVAL

#### 1. I-20 Submission

- Draft I-20 emailed to student
  - Student MUST reply with approval or corrections
- Once draft is approved by the student, DSO emails official acceptance letter and mails via FedEx the official I-20 to the student.
  - Student will receive FedEx Tracking Number

#### 2. Pay [I-901 SEVIS Fee](#)

- Student will receive email from DSO with instructions.
- More information [HERE](#)

#### 3. Embassy Interview

- Contact your closest US Embassy to schedule an appointment.
- More information [HERE](#)

#### 4. Activate GCCD/Sheridan "Hub" Account

- Student will be emailed instructions to activate their Hub Account
- This activation creates your @sherdian.edu account, allowing student to receive all college communications, set-up class schedule, etc.

*Before coming to the United States, all of your paperwork must be in order. This will help you avoid any violations that might prevent you from beginning classes. If you have questions about how to apply for a student visa or any other documentation, contact the GCCD DSO at (307) 681-6006 or [admissions@gillettecollege.org](mailto:admissions@gillettecollege.org). All international students must pay Housing Deposit online or by phone to secure their housing spot. More Information [HERE](#).*

### STEP 4: ONCE ON CAMPUS

#### 1. Original Documentation Submission to DSO

- F-1 Visa
- Medical Insurance
  - Provide proof of US medical insurance coverage for full length of academic program start and end date.
  - Noncompliance will result in coverage purchased by the institution and charged to the student's account.
- [I-94 Form](#)

#### 2. Receive Tax Packet from DSO

- More Information [HERE](#)

#### 3. Attend New Student Orientation

- Orientation is mandatory for all new students; topics covered:
  - GCCD Student Rights & Responsibilities
  - Campus Life
  - Academic Advising Information
  - Title IX
  - Conduct

#### 4. Purchase Books and Begin Classes

- Books may be purchased from bookstores located on each campus or online. Shop for books and supplies using course name and section number.
- [GCCD Bookstore](#) - 307-681-6550
- Once you have your books, you are all set to begin your classes.

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## FERPA

### GENERAL STATEMENT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### ACCESS

All official information collected and maintained by the College that is identifiable with an individual student will be made available for inspection and review at the written request of that student subject to certain exceptions.

For purposes of access to records at GCCD, students enrolled (or formerly enrolled) for academic credit or audit at the college shall have access to official records concerning themselves.

A request for general access to all official records, files, and data maintained by the College must be made in writing to the registrar or to other person(s) as designated by the department in charge of the unit maintaining records. A request for access to official data maintained in a particular office may be made to the administrative head of the office.

When students (or former students) appear at a given office and request access to the education record about themselves:

1. The student must provide proper identification verifying that he or she is the person whose record is being accessed.
2. The designated staff person(s) must supervise the review of the contents of the record with the student.
3. Inspection and review shall be permitted within a period not to exceed 45 days from the date of the student's request.
4. Students will be free to make notes concerning the contents, but no material will be removed from the record at the time.

Recordkeeping personnel and members of the faculty and staff with administrative assignment may have access to records and files for internal educational purposes as well as for routine necessary clerical, administrative, and statistical purposes as required by the duties of their jobs.

Any other access allowed by law must be recorded showing the legitimate educational or other purpose and the signature of the person gaining access. The student concerned shall be entitled to review this information.

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## RELEASE OF INFORMATION

No personally identifiable information shall be disclosed to any individual (including parents, spouse, or other students) or organization except as follows:

1. Disclosure is authorized in writing by the student.
2. Disclosure is to NWCCD/GCCD officers or employees who have a legitimate need to know to perform their professional responsibilities.
3. Disclosure is to a governmental agency, educational organization, parent of a dependent student, or other entity as described by federal regulations or otherwise required by state or federal law. Custodians of records should obtain interpretations whenever third parties request personally identifiable information.
4. To authorized educational authorities at the local, state, and federal level.
5. When disclosure of any personally identifiable data/information from education records about a student is demanded pursuant to court order or lawfully issued subpoena, the staff member receiving such order shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena. (NOTE: In fulfillment of its responsibilities to monitor certain state benefit and entitlement programs, the Wyoming state auditor may issue to the college from time to time an administrative subpoena for a listing of currently enrolled full-time students, the students' social security numbers, and information relating to the nature and amount of any educational financial aid being received by such students. Upon being served with such a subpoena, the college will provide the information requested without further notice.)
6. Data/information from education records about students will be released for approved research purposes only if the identity of the student involved is fully protected, or if the research is related to official college business and not publicly disseminated.
7. Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

The GCCD officer responsible for the records from which information is released shall maintain with the student's record a listing of disclosures of personally identifiable information, except disclosures in accordance with items 1 and 2 above for which no record need be kept. The listing shall identify the parties who requested or obtained information and the legitimate interests these parties had in making the request.

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## **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 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 and GCCD officials with a legitimate education interest, may change their Directory Release permissions in the Office of the Registrar.

## **LETTERS OF APPRAISAL/RECOMMENDATION**

Candid appraisals and evaluations of performance and potential are an essential part of the educational process. Clearly, the providing of such information to prospective employers, to other educational institutions, or to other legitimately concerned outside individuals and agencies is necessary and in the interest of the particular student.

Data/information which was part of college records prior to January 1, 1975 and which was collected and maintained as confidential information will not be disclosed to students. Should a student desire access to a confidential letter of appraisal received prior to January 1, 1975, the student shall be advised to have the writer of that appraisal notify, in writing, the concerned records custodian of the decision as to whether or not the writer is willing to have the appraisal made available for the student's review. Unless a written response is received approving a change of status in the letter, the treatment of the letter as a confidential document shall continue.

Documents of appraisal relating to students and collected by the college or any department or office of the college on or after January 1, 1975, will be maintained confidentially only if a waiver of the right of access has been executed by the student. In the absence of such a waiver, all such documents will be available for the student's inspection and review.

If a student files a written waiver with the department or office concerned, letters of appraisal received pursuant to that waiver will be maintained confidentially. Forms will be available for this purpose.

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## **REQUESTS TO AMEND THE RECORD**

All students shall have the right to request that GCCD amend any item in their education record which they consider to be inaccurate, misleading, or otherwise inappropriate. A student shall submit a request in writing for the deletion or correction of the particular item. The request shall be made to the custodian of the particular record in question.

GCCD shall decide whether to amend the record and notify the student of the decision within 45 calendar days of the request. Should GCCD decide not to comply with the request, the student will be notified of their right to a hearing conducted per FERPA requirements (20 U.S.C. § 1232g; 34 CFR Part 99.22).

If the custodial office maintaining the record reports to a Vice President, the hearing will be conducted by the Vice President (or designee) responsible for the supervision of this office. If the custodial office maintaining the record is a Vice President, the hearing will be conducted by the President (or designee).

GCCD will prepare a written decision, within 10 business days of completion of the hearing, based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If GCCD determines that the challenged information is not inaccurate, misleading, or in violation of the student's rights of privacy, it will notify the student that a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision may be appended to the record.

Grades may be challenged under this procedure only on the basis of the accuracy of their transcription or posting.

Please refer to the Records Access Procedure (5000.2A) for more information.

## **EXCEPTIONS TO THE POLICY**

In accordance with federal regulations, certain data/information maintained in various offices of the College is not subject to inspection, review, challenge, correction, or deletion. Exceptions to "education records" include: alumni records, employment records, law enforcement records, medical records, sole possession records, and college disciplinary records.

Statements submitted by parent(s)/guardian or spouse in support of financial aid or residency determinations are considered to be confidential between those persons and the College and are not subject to the provisions of this policy except with the written consent of the persons involved. Such documents are not regarded as part of the student's official record.

Students are not entitled to view records that pertain to their parents, another student, or to other third parties. A student is entitled to review only the portion of the education record that pertains to them.

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Records created by GCCD faculty and staff which are in the sole possession of the maker, used only as a personal memory aid, and are not accessible to any other person except a substitute are not made available to the student to review.

## **RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION IN A DECEASED STUDENT'S EDUCATION RECORD**

FERPA's protection of personally identifiable information in a student's education record ends at the time of a student's death. GCCD's policy on the release of a deceased student's records is as follows:

Within the first year following the death of a student, the College will release the educational records of the decedent to the following individuals:

- If the student submitted a signed Authorization to Release Educational Records form which designated the person(s) eligible to request and/or receive educational records, the information will be released to the individual on that form.
- The decedent's next of kin. The request must be accompanied by official documentation.
- The individual designated as the personal representative of the decedent's estate. The request must be accompanied by official documentation.
- Members of the family or other persons with the written approval from the decedent's next of kin or the personal representative of the decedent's estate. Absent written approval from the family or representative of the estate, only directory information will be disclosed.
- In response to a subpoena or court order.
- To any other individual, if determined by the College to be in the best interest of the decedent or the College.

After one year has elapsed following the death of an individual student, the College may release the educational records of the decedent at the College's discretion.

## **RIGHTS OF STUDENTS**

Students are hereby notified that controlling provisions of federal law are contained in Sec. 438, Pub. L.90-247, Title IV, as amended, 88 Stat. 571-574 (U.S.C. 1232g) and regulations set forth in the code of Federal Regulations, 34 C.F.R. sections 99.1 to 99.67 (1981).

Students are afforded the right to file a complaint with the U.S. Department of Education concerning alleged failures by Gillette Community College District to comply with the requirements of FERPA by contacting:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## GRADING SYSTEM

The quality of students' coursework is recorded on their transcripts according to the following grading system:

A = 100%-90%

B = 89%-80%

C = 79%-70%

D = 69%-60%

F = 59%-0%

Percentage	Grade	Legend	Point Value
90% - 100%	A	A	4
80% - 89%	B	B	3
70% - 79%	C	C	2
60% - 69%	D	D	1
0% - 59%	F	F	0
N/A	S	Satisfactory	0
N/A	U	Unsatisfactory	N/A
N/A	W	Withdrawal	N/A
N/A	I	Incomplete	N/A
N/A	AU	Audit	N/A
N/A	TA	Transfer - A	N/A
N/A	TB	Transfer - B	N/A
N/A	TC	Transfer - C	N/A
N/A	WP	Withdrawal - Passing	N/A
N/A	WF	Withdrawal - Failing	N/A

### GRADE POINTS

Each letter-graded course carries a grade point value computed as: the total credit hours earned in the course multiplied by the point value of the letter grade earned. For example: a student earning an A (point value of 4) in a 3 credit-hour course would earn 12 grade points for the course.

**GRADE POINT AVERAGE (GPA)**

The formula used to calculate GPA is: Total grade points earned divided by the total credits attempted.

The grade points for each course are found by multiplying the number of credits earned for the course by the value of the grade received. In this example, a student enrolled in 16 credit hours: three (3), three-credit courses and received an "A" and two "B", one (1) four-credit course in which a "B" was earned and withdrew from one (1) three-credit course. The GPA calculation for that semester would be as follows in the table below.

The GPA may be calculated for a single term, as shown below, or cumulatively (for an entire college career) for different purposes.

Grade	Credits		Grade Points	Total Points
A	3	x	4	12
B	3	x	3	9
B	3	x	3	9
B	4	x	3	12
W	4	x	0	0
Total Points / Credits = GPA				
$42 / 13 = 3.23$				

**REPEATING A COURSE**

Students may repeat courses in an attempt to better a previous grade on the recommendation of their advisor. In such cases, both credit entries and both grades appear on the student's record. The credit from any given course, or equivalent course taken at another institution, is applicable to degree requirements only once. Federal financial aid recipients may repeat or retake any previously passed course a maximum of one time per course. For this purpose, passed means any grade higher than an "F" grade. The credits and the grade earned in the last attempt are used in calculating the GPA. Some courses are an exception to the repeat policy based on curriculum approval and credit can be granted on multiple attempts (i.e. Machine Tool Skills Lab courses).

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## **INCOMPLETES (I)**

An incomplete grade (I) may be assigned when a student who is otherwise passing cannot complete a course due to extenuating circumstances. The student must obtain approval from the instructor and have completed at least 75% of the coursework with a passing grade. If the instructor approves the student's request, the instructor will outline the steps necessary for the student to complete the course and the date the work must be completed through a Petition for Incomplete Grade form. Standard time to complete is before the start of the next term; the maximum allowable time is one year. This form must be on file in the Records Office before or on the date final grades are due during the semester the incomplete grade is assigned.

At the completion of all make-up requirements, the instructor must submit a Change of Grade form to the Records Office. Incomplete grades must be changed to a letter grade (A, B, C, D, F) or S/U grade (if the course has been approved with an S/U grading system). An incomplete grade that has not been changed after the deadline identified by the faculty or once the maximum allowable time has elapsed will automatically change to an "F" grade.

## **GENERAL INFORMATION ON S/U GRADING**

The grade of S (Satisfactory) is interpreted to include grades A through C and the grade of U (Unsatisfactory) to include grades C-F on the conventional grade scale. Credit hours of S/U courses are counted as hours attempted toward graduation. However, neither the S nor U grade carries grade points, and neither will be included in the calculation of the individual's Cumulative Grade Point Average (CGPA).

## **END OF SEMESTER GRADE REPORTS**

Final grades are available through Self-Service within five (5) working days of the close of term.

## **CHANGE OF GRADE / ACADEMIC FORGIVENESS**

The College, under certain circumstances, allows recorded grades to be changed. Students in the following three (3) situations may have their grades changed:

- Students who have been given an incorrect grade.
- Students who repeat the course.
- Under academic forgiveness, a student may have a block of courses removed from their GPA and credit calculations.

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## ACADEMIC TRANSCRIPTS

### GCCD TRANSCRIPTS

Academic transcripts include credit coursework from GCCD as well as transfer coursework transferred from an accredited institution. Transcripts are evaluated by the Office of the Registrar. Official transcripts may be ordered through the [National Student Clearinghouse](#) and are available on transcript paper, mailed via USPS, or may be sent electronically to any person, institution or business. Transcripts are not available directly from GCCD. A fee is required, and all forms of delivery are secure. Each student who completes a program will receive one official and one unofficial copy of their transcript with their diploma. Transcripts may not be issued when the student has an outstanding financial obligation.

### TRANSCRIPTS FROM OTHER INSTITUTIONS

All official transcripts are required for students earning credits from other institutions and should be ordered from the National Student Clearinghouse or directly from the transfer institution. All received transcripts become the property of GCCD. GCCD will not reproduce a transcript from another institution. Such requests should be made to the institution where the transcript originated.

## HONOR ROLL

Full time students with exceptional scholastic achievements are honored by being placed on the President's or Dean's list and/or receiving graduation honors. Honors classifications are as follows:

- President's List - Term GPA of 4.0; CGPA of at least 2.0
- Dean's List - Term GPA 3.5 - 3.99; CGPA of at least 2.0

Please refer to the Academic Standing and Honor Roll Procedure (5000.2F) for more information.

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## GRADUATION REQUIREMENTS AND PROCEDURES

Students are personally responsible for knowing degree requirements and enrolling in courses that fulfill their degree program. Students, with the help of their advisors, design their program to satisfy their needs and aims. Students will be required to complete assessment activities as determined by the college prior to the awarding of degrees. Students are likewise held responsible for knowing regulations governing the standard of work required for continuance in the college involving academic probation and suspension.

Although this catalog is intended to set forth the various provisions for study and requirements for the awarding of degrees, periodic revisions of the provisions for study and degree requirements are appropriate (because of advances in knowledge, changes in occupational requirements, academic preparation of students, and in faculty and facilities at the college). The college cannot guarantee the awarding of a degree based on the unchanged requirements as set forth in a particular catalog.

### ADJUSTMENT TO CHANGING REQUIREMENTS

Students are expected to inform themselves of changes in degree requirements by reviewing the catalogs that are published annually and their Degree Evaluation reports; then, when necessary, adjust their degree plans accordingly.

If degree requirements are changed, students are encouraged to adopt the new requirements; however, students will have the option of graduating under the requirements in effect when they entered the program at GCCD, or another Wyoming community college, provided the courses are still available. The student must accept either the new requirements or the requirements in effect when they entered GCCD or one of Wyoming's community colleges in their entirety, not a combination from each. Students re-entering the program after one or more years away are expected to adopt the requirements in effect at the time of the reentry. Any substitution to the above must be approved in writing by the student's advisor and the Academic Dean and noted in the student's record.

If program requirements are changed, students will ordinarily be permitted to continue under the requirements in effect when they entered that program provided there has not been an interruption in their education for a year or more; however, students are encouraged to adopt the new requirements. Notice of changes will be available from departmental offices and advisors. It is the responsibility of students to keep in touch with their faculty advisors to learn of changes in requirements, and to plan ahead so that necessary courses can be taken by the expected time of completing a degree. Many courses are not given every semester and some not every year.

If required prerequisites for a course are changed, notice may be obtained from the advising offices. The College cannot continue two courses, one with and one without a newly-adopted prerequisite. The student must therefore meet the new prerequisite or obtain permission from the instructor to enroll in the course. In the event of any doubt as to the adequacy of preparation for a course, the student should consult with the instructor as far in advance as possible. Independent study, if approved, may be accepted in lieu of a specific course prerequisite.

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## GRADE POINT STANDARDS

A GCCD CGPA of at least 2.000 is required for students to graduate. The CGPA is defined as the sum of all grade points earned at GCCD, with the following exceptions:

1. The credit hours shall not be counted in courses in which marks of W, S, or U were assigned, or in which marks of I (for incomplete) are still in effect.
2. For repeated courses:
  - First repeat: only the second credit and grade is used to calculate the CGPA.
  - If repeated more than once, only the last grade is used to calculate the CGPA.
  - If a mark of W, S, or U is assigned in a repeated course, the previous grade assigned will stand except when an S or U is earned repeating a previous S or U.
  - Courses applied towards one completed undergraduate degree may be repeated as part of a second degree; however, the grade and GPA in the original degree will not be changed.
3. Transfer grades are not counted in the GCCD GPA. If a course taken at GCCD is repeated for the first time at another institution, the credits and grade earned at GCCD will be deleted from the GCCD CGPA if credit for the repeated course is transferred to GCCD.

## SEMESTER HOUR REQUIREMENTS

Students must complete a minimum of 30 credit hours to graduate from a Certificate program and a minimum of 60 credit hours to graduate from an Associate's degree program. Certain programs may require the completion of more than the minimum amount of credit hours as outlined on the respective degree requirement pages.

## DUAL DEGREES

It is possible to pursue more than one degree at a time. The College requirements must be met only once. Students must meet all college requirements and requirements of both degree programs. Students must complete an additional 15 semester hours from GCCD beyond the credit hour requirement for the degree with the minimum number of credit hours required. A faculty advisor in each major is required and each advisor must review requirements. Both colleges, degrees, and majors will be indicated on the academic transcript.

## GRADUATION APPLICATION

Graduating students must submit a Graduation Application to the Registrar's Office to verify completion their degree requirements. It is recommended that students submit the Graduation Application prior to the start of the term they intend to graduate. This allows ample time to address any issues that may arise.

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## **GRADES**

Final grades covering completion of course work in transfer, special examinations, and incomplete work from previous attendance must be submitted to the Office of the Registrar no later than the GCCD deadline for submission of final grades for the term in which the degree is to be conferred.

## **FINAL APPROVAL**

Final recommendation of the faculty and approval of the BOT for conferral of degrees is required. The trustees may, for good cause, decline to confer a degree upon any candidate.

## **PARTICIPATION IN COMMENCEMENT**

Commencement is not the same thing as graduation. Students in their final year of study who have declared graduation dates are considered candidates for graduation. Students in certificate programs are able to participate in commencement. In order to participate in commencement, students must submit their graduation application by the deadlines posted on the GCCD website. A Graduation Application must be submitted regardless of Commencement attendance.

Participation in commencement does not automatically confer degrees. Confirmation of graduation will occur after a review of final coursework.

Commencement is a historical academic custom involving participation by all segments of the college and attendance by members of the graduate's families and friends as well as the general public. Those students who participate in commencement are expected to wear appropriate traditional academic regalia.

## **OTHER COLLEGE SERVICES**

### **CAMPUS STORE**

300 West Sinclair, Gillette, WY 82718  
Phone: (307) 681-6550

The [Follett Book Store](#) is located on the lower level of the main building. In addition to facilitating necessary textbooks and course materials, the store has a large selection of merchandise designed to enhance the college experience.

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## **CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION (CARE) TEAM**

The CARE Team supports students in distress and educates the campus community on available resources. Composed of professionals from various campus programs, the team identifies, assesses, and provides proactive assistance to students facing challenges.

If you're concerned about a peer, you can submit a CARE report through MyNWCCD by clicking the CARE Incident Reporting Form icon. Reports are reviewed by the GCCD CARE Team, who take appropriate action while maintaining confidentiality.

How does it work?

- Submit a report online or in person if you observe a student in distress or disruptive behavior.
- The CARE Team reviews each case and connects students with campus and community resources.

## **CAREER CLOSET**

The Career Closet offers a variety of professional attire, including business casual and formal clothing options. All items are available for free with no need to return. Donations welcome! Run by the student senate, the Career Closet is a valuable resource for students preparing for interviews, presentations, or other professional events.

The Career Closet is open during the College's regular operating hours and located in 123A Main Building. Applicability of transfer credit toward any degree is dependent on the curriculum pursued by the student.

## **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 GCCD 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.

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## RISK MANAGEMENT

### ***Greg Busch, Director of Risk Management***

300 West Sinclair, Gillette, WY 82718

200B TEC

Phone: 307-681-6336

Email: [gbusch.gccd@sheridan.edu](mailto:gbusch.gccd@sheridan.edu), [gbusch@gillettecollege.org](mailto:gbusch@gillettecollege.org)

The Campus Risk Management Department is dedicated to ensuring a safe and secure environment for students, employees, and the general public. The department is responsible for enforcing campus regulations, providing emergency management, and monitoring public safety.

The Director of Risk Management provides department leadership, sets strategic direction, and serves as a liaison with area law enforcement agencies and campus entities. The director also makes recommendations regarding campus safety to the President's Cabinet for consideration.

All criminal activity on campus is reported immediately to the Gillette Police Department. Risk Management also prepares incident reports for all reported crimes and other incidents, which are submitted to the Northern Wyoming Community College District.

Committed to crime prevention, protecting life and property, and preserving peace and safety, the Campus Risk Management Department upholds the highest standards of performance and ethics. Through proactive problem-solving and collaboration, the department fosters a sense of security while enhancing the quality of life on campus.

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

### **CLERY ACT**

In accordance with the Clery Act, institutions must disclose crime statistics reported both to local law enforcement and Campus Security Authorities (CSAs). In compliance with the Student Right-to-Know and Clery Act, NWCCD provides campus crime statistics, as well as campus security policies and procedures, on its [campus safety webpage](#). Hard copies of this information are also available and can be printed directly from the website.

### **STUDENT ID**

Students at GCCD are issued a student ID card with their photograph and student ID number at the start of their time at GCCD. Student ID cards for commuter students are issued at Convocation, Orientation, or events during the first two weeks of the term. Student ID cards for students living on campus are issued at Inspiration Hall and are equipped with room access. The student ID card serves as a form of student identification in the event that faculty or staff require it. It also gives students free access to the on-campus fitness center, on-campus athletic events (aside from Regional Tournament games), and discounts at various businesses in the greater Gillette community.

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## SPECIAL PROGRAMS AND FACILITIES FOR RESEARCH AND STUDY

### ELIZABETH KERNS DALY MEMORIAL LIBRARY

***Samantha Griffis, Director of Library Services***

300 West Sinclair, Gillette, WY 82718

117 Main Building

Phone: 307-681-6220

Email: [gclibrary@sheridan.edu](mailto:gclibrary@sheridan.edu), [gclibrary@gillettecollege.org](mailto:gclibrary@gillettecollege.org), [sgriffis.gccd@sheridan.edu](mailto:sgriffis.gccd@sheridan.edu)

The [Elizabeth Kerns Daly Memorial Library](#), “Daly Library,” is an innovative learning environment committed to empowering the GCCD community to become confident and independent thinkers through the effective use of information resources. Centrally located on the lower floor of the Main Building, the Daly Library serves as the hub for academic research and intellectual discovery.

Open six days a week and in the evenings during the fall and spring semesters (reduced to five days a week during summer), the library offers a broad range of services and resources to support academic and personal pursuits. The library’s online catalog, course and subject guides, digital course reserves, and electronic resources are available 24/7 from any location via the library’s webpage.

#### **AVAILABLE SERVICES:**

- Wi-Fi access
- Comfortable study areas and private study rooms
- Computer workstations
- Document scanner, copier, and print stations
- Reference consultations and research assistance
- Interlibrary loan services
- Information literacy instruction
- Digital databases (including state-provided and University of Wyoming resources)
- Creation Station with art supplies for creative projects

The Daly Library maintains a diverse collection of materials, including books (academic, leisure, and select textbooks), DVDs, technology (laptops, calculators, headsets), tactile learning resources, and other applied learning materials. Through partnerships and interlibrary loan services, patrons have access to thousands of additional resources beyond the local collection.

Beyond academic support, the library fosters community engagement through innovative events and programs, such as the Ima Gonner Database Mystery Event, Reading Rendezvous Book Club, and the Edible Book Contest.

Librarians are available to assist with study, teaching, and research needs, ensuring all members of the campus community can access local and global knowledge in a welcoming and inclusive environment for lifelong learning.

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To obtain a GCCD Library Card, present a photo ID at the front desk. Students with long-overdue items may have holds placed on their accounts, restricting class registration and transcript requests. For more information, contact the library at (307) 681-6220, email [gclibrary@sheridan.edu](mailto:gclibrary@sheridan.edu), or visit [www.sheridan.edu/library/](http://www.sheridan.edu/library/) or MyNWCCD.

## **AREA 59**

Area 59 is GCCD's makerspace, otherwise known as the Center for Innovation and Fabrication. We are open to the community for project work as well as educational outreach; we host a variety of experiences for school age groups (day trips to summer camps); and we are a working shop as well as a working classroom for the community and the college. Our staff provides support as members develop skills to enhance personal and/or professional projects.

### **MISSION**

Area 59 is a community education space whose mission is to inspire creativity and innovation by providing an inclusive space for learners of all ages to bring their ideas to life. By offering access to cutting-edge tools, mentorship, and hands-on opportunities, we empower individuals to develop critical thinking and technical skills.

### **GOALS**

- To explore and understand the tools and techniques of modern innovation.
- To help users to think creatively and analytically as they design, build, and troubleshoot their projects.
- To help users prepare for or enhance skills for careers in technology, engineering, and design.
- To contribute to the community through innovation and collaboration.

## **INFORMATION TECHNOLOGY SERVICES (ITS)**

We're committed to providing our students with the technology and support they need to get the most out of their education and be prepared to enter a dynamic and evolving workforce.

Information Technology Services (ITS) for students starts at [HelpZone](#). HelpZone is student employees helping fellow students navigate campus technology and information services. Hours are posted each semester and services are offered face-to-face, through Zoom, chat, email, and by phone.

ITS is responsible for the delivery of highly effective, reliable, secure, and innovative information technology services to facilitate student, instructional, administrative, and community functions while ensuring the collection, storage, security, integrity, and accessibility of GCCD data.

Every GCCD student has access to high speed, high availability wireless internet connectivity. Students have access to a variety of college and academic services online such as the selection of housing, class schedules, financial aid, dining services, study groups and more.

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## TESTING CENTER

### ***Brandi Martin, Director of Access and Success***

300 West Sinclair, Gillette, WY 82718

211 Main Building

Phone: 307-681-6226

Email: [gc-testing@sheridan.edu](mailto:gc-testing@sheridan.edu)

The GCCD 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

## CENTER FOR WORKFORCE AND COMMUNITY DEVELOPMENT

The GCCD Workforce and Community Development program offers comprehensive training and educational opportunities designed to enhance skills and boost career prospects for individuals in the region. Serving as a facilitator for workforce training, the program provides hands-on learning experiences, expert instruction, and resources to help participants achieve their professional goals. Whether directly providing training or connecting you with an expert to lead sessions, the program is tailored to meet the needs of today's job market. Through workshops and courses across various industries, it fosters personal development, drives economic growth, and promotes community development and personal enrichment.

### **MISSION**

We are dedicated to partnering with local industries to assess and address workforce development needs while enhancing educational opportunities within our community to drive growth, success, and enrichment for all.

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## GOALS

- Enhance Career Prospects - Provide comprehensive training and educational opportunities to improve skills and career outcomes for individuals in the region.
- Foster Industry Partnerships - Collaborate with local industries to assess workforce needs and tailor training programs that align with current job market demands.
- Support Personal and Professional Development - Offer workshops and courses that foster both personal growth and technical skill development.
- Drive Economic Growth - Contribute to the region's economic growth by ensuring the workforce is skilled, competitive, and ready for evolving job market opportunities.
- Ensure Accessibility to Education and Training - Provide accessible opportunities for community members to gain the education and training necessary to succeed in their careers.
- Promote Community Development and Personal Enrichment - Strengthen the community by enhancing access to educational resources, supporting personal growth, and creating opportunities for lifelong learning, all of which contribute to a more skilled, empowered, and vibrant local workforce.

## SCHOLARSHIPS AND FINANCIAL AID

No matter which financial path you choose to pay for college, there are steps you can take to determine your eligibility to receive assistance in paying for your education. We will outline the process for you, both with facts you need to know about financial aid at any college and with details about the different forms of aid that are available at GCCD.

Financial assistance can come in the form of scholarships, tuition waivers, grants, and loans from local, state, and federal agencies. Eligibility for these different types of aid can vary from need-based to merit-based so students may need to provide additional information along with any applications.

Federal aid and most scholarships require a student to submit the [Free Application for Federal Student Aid](#) (FAFSA). Students, and any contributors such as parent(s) or spouse, will need to establish an FSA ID to log into the FAFSA and other Department of Education websites. The FAFSA is completed annually for each academic year.

Applications for institutional scholarships, state aid, and outside scholarship information are available through GCCD financial aid website. Students can make appointments to discuss financial aid options, assistance with required documents, or discuss any circumstances specific to their situation.

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## ENROLLMENT REQUIREMENTS

### ENTRANCE COUNSELING

All first-time borrowers MUST complete Federal Direct Loan Entrance Counseling online and include Sheridan College (003930). This online information session explains the details of the loans as well as loan rights and responsibilities and must be completed before a loan will be disbursed on a student's account. [Click here](#) to complete your Entrance Counseling requirement. If Entrance Counseling has already been completed for another school, the student must log back on and add Sheridan College as a school. Once a student completes the requirement, NWCCD will receive an automatic notification within 24 to 48 hours.

### MASTER PROMISSORY NOTE

All first-time borrowers MUST complete their Master Promissory Note (MPN) prior to their loan disbursement. The MPN is a legal document which the student is promising to repay the total borrowed loan amounts, including any interest fees. [Click here](#) to complete your MPN requirement. Once a student completes the requirement, NWCCD will receive an automatic notification within 24 to 48 hours.

### EXIT COUNSELING

Exit counseling provides students important information to prepare them to repay their federal student loan(s). If a student received a subsidized and/or unsubsidized loan under the Direct Loan Program, they must complete exit counseling each time they drop below half-time enrollment, graduate or leave school. NWCCD will send out an exit loan counseling packet to the most current address on the student's record within 30 days of determining the student graduated, dropped below half-time or has left school. It is the student's responsibility to complete this federal requirement.

### SATISFACTORY ACADEMIC PROGRESS (SAP)

Students receiving aid must be degree-seeking and are required to make [Satisfactory Academic Progress](#) towards their degree. The SAP policy includes standards for completion rate, GPA, and timeframe which is reviewed after each semester. Any student not meeting the standards will be notified via email and the Hub regarding the next steps.

### FUNDS DISTRIBUTION

To qualify for a Federal Direct Loan, the student must complete the FAFSA and include the NWCCD Code 003930. The student must be in an eligible degree or certificate program and enrolled in a minimum of six credits per semester. After NWCCD receives the student's FAFSA, they will be presented subsidized and unsubsidized loans according to their Estimated Family Contribution and remaining unmet need.

The student will be able to accept their student loan package on MyNWCCD student account, on the Financial Aid Self-Service page. Loan amounts will be equally packaged to the student's account for fall, spring and summer semesters. If the student qualifies for subsidized loans, they must accept the maximum amount before accepting any unsubsidized loan amounts.

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## DEPARTMENT OF VETERANS AFFAIRS (VA) PROGRAMS

The Veteran Service Center coordinates services for military affiliated students. GCCD complies with VA regulations as they apply to each student receiving assistance under [VA Educational Benefits](#) Programs Chapters 30, 31, 33, 35, 1606, and the Marine Gunnery Sergeant John David Fry Scholarship. The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fee purposes:

- A Veteran using educational assistance under either Chapter 30 or Chapter 33 of Title 38, United States Code, who lives in Wyoming while attending a school located in Wyoming (regardless of his or her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active-duty service of 90 days or more.
- Anyone described above while they remain continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311(b)(9)) who lives in Wyoming while attending a school located in Wyoming (regardless of his/her formal State of residence).
- Anyone using transferred Chapter 33 benefits (38 U.S.C. 3319) who lives in Wyoming while attending a school located in Wyoming (regardless of his or her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

### VETERAN STUDENT ACCOUNT DISCLAIMER

Any student using benefits under Chapters 33, 31, and 35 will not be penalized due to a pending payment from the VA in accordance with Title 38 US Code 3679(e).

### VETERANS PROGRAMS ATTENDANCE DISCLAIMER

All students receiving VA Education Benefits that do not attend their classes are subject to termination of their benefits. Attendance procedures are implemented by GCCD to report last dates of attendance as mandated by the Department of Veterans Affairs. Failure to attend courses for which the Department of Veterans Affairs has paid housing, tuition, and fee benefits for will require that the student repay any funds received while not attending classes.

### WITHDRAWAL

All students receiving VA Education Benefits are required to report any class enrollment changes, including unscheduled interruptions of course work, to the Veteran Services Office. Any administrative withdrawal on behalf of a student using VA Education Benefits will be executed by the Veteran Services Office and reported to the Veterans Affairs Education Service.

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### **ACCEPTABLE PROGRAMS**

The VA prohibits payment of educational assistance for any program or course for which the assigned grade or credits are not applicable towards graduation requirements including withdrawals (except in the case of mitigating circumstances), auditing a course, an “incomplete” grade.

### **NOTIFICATIONS**

Each semester GCCD will report to the Department of Veterans Affairs:

1. Any veteran student who withdraws from classes.
2. Any veteran student who fails to maintain satisfactory academic progress in accordance with GCCD policy.
3. Any student in receipt of VA Education Benefits who graduates.

### **CREDIT FOR PRIOR LEARNING**

GCCD will inquire regarding each veteran or veteran dependents previous education and training, and will request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted as appropriate.

### **MITIGATING CIRCUMSTANCES**

Mitigating circumstances will be documented for VA Education beneficiaries that withdraw or make unsatisfactory academic progress. Some examples of mitigating circumstances are serious illness of the beneficiary, serious illnesses or death in the beneficiary’s immediate family, financial or immediate family obligations which require a change in the terms, hours or place of the beneficiary’s employment which precludes continued pursuit of course, discontinuance of a course by the College, and active-duty military service including active duty for training.

A mitigating circumstance requires source documents or proof of the circumstance. Such proof must be provided to the Veteran Advisor by the beneficiary.

### **PRIORITY REGISTRATION**

VA Education Beneficiaries have the opportunity to register for classes one (1) week prior to open registration.

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## TUITION AND FEES

Tuition is established by the Wyoming Community College Commission each year. There are three (3) different tuition rates based on residency status:

- In-State: Student is a resident of the state of Wyoming
- Out of State: Student is not a resident of the state of Wyoming
- Western Undergraduate Exchange (WUE): Student is a resident of one of the following states and is eligible for reduced tuition - Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, and Washington

Fees are calculated on a per credit hour basis dependent on the delivery method of the course. Additional fees may be assessed for particular programs or courses.

## COLLEGE ACCREDITATION / MEMBERSHIP

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, GCCCD's academic programs are included within the accreditation of the Northern Wyoming Community College District (Sheridan College). To view the accreditation status of the Northern Wyoming Community College District (Sheridan College), please click [HERE](#).

## ATHLETICS

### MISSION STATEMENT

The GCCD Department of Athletics is committed to fostering a culture of excellence and integrity through athletics. We strive to empower our student-athletes to achieve their personal, academic, and athletic goals while promoting teamwork, sportsmanship, and resilience. Our mission is to create a supportive and inclusive environment that encourages lifelong learning and community engagement, reflecting the core values of GCCD and enhancing the overall success of our students.

### GUIDING PRINCIPLES

We are committed to creating a transformative athletic experience that prioritizes the well-being and development of our student-athletes. Our dedication to fostering a supportive and inclusive environment ensures that every individual has access to the resources and opportunities necessary for success. We pledge to uphold the values of integrity, excellence, and community partnership, guiding our student-athletes on their journey toward personal growth and achievement. Through our programs, we aim to cultivate a spirit of resilience and a passion for lifelong learning, empowering our athletes to excel in all aspects of their lives.

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## GENERAL INFORMATION

The GCCD Department of Athletics (DA) competes in Region IX of the National Junior College Athletic Association (NJCAA). NJCAA affiliate teams include men's and women's basketball, men's and women's soccer, and women's volleyball. GCCD competes at the NJCAA Division I level and is subject to funding of grants-in-aid (scholarships) in accordance with Division I allocation regulations. GCCD DA is also an affiliate of the National Intercollegiate Rodeo Association (NIRA) with men's and women's rodeo participating in the Central Rocky Mountain Region.

NJCAA Region IX institutions include the following member schools: Casper College, Central Community College - Columbus, Central Wyoming College, Eastern Wyoming College, Lamar Community College, Laramie County Community College, Luna Community College, McCook Community College, North Platte Community College, Northeastern Junior College, Northwest College, Otero Junior College, Southeast Community College, Trinidad State Junior College, Western Nebraska Community College, and Western Wyoming Community College.

NIRA Central Rocky Mountain Region include the following member schools: Casper College, Central Wyoming College, Chadron State College, Colorado State University, Eastern Wyoming College, Lamar Community College, Laramie County Community College, Northeastern Junior College, Otero Junior College, Sheridan College, and University of Wyoming.

The DA is managed by the Director of Athletics, who reports directly to the President of the College. The Director of Athletics ensures the department operates in a manner consistent with the mission, commitment, and values of the DA and upholds and adheres to all policies and procedures set forth by the NJCAA, NIRA, and GCCD. For additional information please visit the College's official [athletic website](#).

## GCCD

GCCD courses are designed to help students acculturate to college life and coursework and learn key academic skills. Course content is combined with training in critical reading, academic writing, research, formal presentation, and many other emphases. GCCD courses have low student-teacher ratios in an effort to help students experience richer connection with the instructor and students in the course. Several GCCD courses are part of Gillette learning communities and provide additional opportunities for students to engage with and work together in their cohort.

