

Veterans

If you are a veteran seeking your educational benefits at WVC, you should contact the veterans coordinator in the financial aid office at 509.682.6817. Selected WVC programs of study are approved by the Washington State Higher Education Coordinating Board's State Approving Agency. WVC programs are approved for benefits under the following Veterans Administration regulations: 30 (Montgomery Bill), Chapter 31 (Vocational Rehabilitation), 32 (VEAP), 33 (Post 9-11 GI Bill), 35 (Survivors and Dependents Education Assistance), 1606 (Reserves) and 1607 (Reap) of Title 38, U.S. Code.

You are responsible for providing the veterans coordinator with your class schedule each quarter. Any schedule changes during the quarter must also be reported.

Reduced tuition and fee waivers are available for eligible veterans. You may contact either the financial aid office or the registration office for more information.

General Information

Student Services

Information about WVC services available to you can be found on our Web site, www.wvc.edu. Web pages are created on the following topics and can be accessed through the Site Directory (pages listed alphabetically) and through various links throughout the site.

If you do not have access to our Web site or need personal assistance, student services staff members are available to help you.

- **Bookstores**

The bookstore on the Wenatchee campus is located in Van Tassell Center. On the Omak campus, you can purchase books at David Rodstol Inc. in downtown Omak. You may sell your textbooks back to the bookstore at the end of each quarter. Phone: Wenatchee, 509.682.6530, or Omak, 509.826.5804.

- **Cafeteria**

The cafeteria in Van Tassell Center on the Wenatchee campus features an outdoor dining area, great menu selections and a comfortable space for students to gather.

- **Career Services**

WVC's career center in Wenatchi Hall offers a broad range of information and assistance for jobs/careers, education/training requirements, job hunting techniques, employment opportunities, internships, mentorships, cooperative work experience and career assessments. Make an appointment in Wenatchee by calling 509.682.6858 or drop in to the center. Call 509.422.7812 for the Omak campus.

- **Child Care**

Through a partnership between WVC and the Wenatchee School District, affordable child-care services are available at the WestSide Early Learning Center, located at 1521 Ninth Street. The program provides quality, licensed child care to children from one month through five years of age while you attend class, study and work. Phone: Wenatchee, 509.682.6633.

- **Counseling**

WVC's professional counselors can help by providing a safe, confidential place where you can explore your concerns and discover new strengths, insights and ways of coping. Counseling services include academic counseling, readmission petitions, career counseling and personal counseling. Phone: Wenatchee, 509.682.6850, or Omak, 509.682.7814.

- **Disability Services/Special Populations**

If you are a student with documented disabilities who requires special accommodations or services, contact the special populations coordinator in Wenatchi Hall at 509.682.6854 in Wenatchee or 509.422.7812 in Omak. Disabilities phones are located in Van Tassell Center and Brown Library.

- **International Student Program**

Wenatchee Valley College encourages students from abroad to study on the Wenatchee campus. International students may work with the international student coordinator to arrange class schedules, find student housing, coordinate travel arrangements for school attendance and help answer questions that may arise during the registration process. The international student coordinator works closely with the multicultural affairs office and student programs to provide a well-rounded college experience for visiting students. Phone: 509.682.6864; Web site: www.wvc.edu/international.

- **Library**

Full-service library/media centers are located on both the Wenatchee and Omak campuses. See Library under Quick Jump on the WVC home page, www.wvc.edu, for their extensive services. Phone: Wenatchee, 509.682.6710, or Omak, 509.422.7830.

- **Multicultural Affairs**

A variety of support services are available through the college's multicultural affairs office, including assistance to achieve academic success and opportunities for leadership development. The offices also promote appreciation and awareness of cultural heritage. Phone: Wenatchee, 509.682.6868, or Omak, 509.682.7814.

- **Placement Testing**

The COMPASS test is a series of short tests in math, reading and writing. The scores are used to determine placement in math and English. All degree-seeking students who have not taken college-level math or English classes need to take the placement test before registering for classes. If you have received credit for college-level math and English at another college, you need to provide your transcript to the registration office. Phone: Wenatchee, 509.682.6830, or Omak, 509.422.7810.

- **Tutoring Services**

Tutoring services are available free of charge during fall, winter and spring quarters to all enrolled students on both campuses. The Wenatchee campus tutor center is located on the main floor of the library; the English WriteLab is located in Sexton Hall, room 6004; and the Omak tutor center is in the student resource center. Hours of operation are posted each quarter. Phone: Wenatchee, 509.682.6863, WriteLab, 509.682.6586, or Omak, 509.422.7810.

Campus Life

As a student at WVC, you have many opportunities to participate in programs and activities outside the classroom, including student government, clubs, organizations and athletics. For more information on what is available, see Student Programs under the Site Directory on the college Web site at www.wvc.edu or contact the WVC Student Programs Office in Van Tassell Center at 509.682.6860 or in the student resource center in Omak at 509.422.7810. Athletic events may be found at www.wvc.edu/athletics or www.gowvc.com.

Faculty

WVC follows the Washington State Community and Technical College Personnel Standards for hiring faculty. This includes master's degrees in their major teaching areas for full-time academic faculty and valid vocational-technical education certificates for full-time occupational/technical faculty.

Full-time faculty members are listed on the college Web site at www.wvc.edu. This information is also available from the WVC Human Resources Office, 509.682.6440.

Policies

Academic and student policies are published on the college Web site at www.wvc.edu. Look for Policies under the Site Directory. You may also contact the student services department for a printed copy of these policies. ***It is your responsibility as a student to read and know these policies.***

Financial aid eligibility and veterans' benefits may be affected by the application of some of these policies (such as class attendance, withdrawal from class, incomplete grade, auditing a class, etc.). Please contact the financial aid office and your adviser if you are considering a change in your class schedule.

Nondiscrimination and Harrassment

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, in accordance with state and federal laws. Harrassment is a form of discrimination.

Racial harassment is defined as physical or verbal conduct that is maliciously intended to harass, intimidate or humiliate a person or persons on account of race, color or national origin and that causes severe emotional distress, physical injury, or damages or destroys the property of another, or threatens and places a specific person or group of persons in reasonable fear of harm.

Sexual harassment is a form of sex discrimination which involves the inappropriate introduction into the work or learning situation of sexual activities or comments that demean or otherwise diminish one's self worth on the basis of gender or sexual preference.

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained from the vice president of student development at 509.682.6805, a representative of the Omak campus at 509.422.7850, the director of human resources at 509.682.6445, or on our Web site at www.wvc.edu.

If you feel that you are being harassed, you should report it to the vice president of student development, the administration office of the Omak campus or the director of human resources. Resolution options may include mediation through a liaison between parties, a face-to-face meeting between parties, or filing a formal complaint with the vice president of student development, the dean of the Omak campus or the director of human resources. Information on the formal complaint process is available from any of these three administrators.

Student Records (FERPA)

All student education records are handled in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). You have the right to review and inspect all of your education records maintained by WVC and to prevent disclosure of education records to third parties with certain limited exceptions.

Unless restricted by you, the college may disclose the following information: your name, major field of study, dates of attendance, degrees earned, extracurricular activities, height/weight of athletic team members, awards received, and most recent educational agency or institution attended.

You have the right to seek to have corrected any part of your education record that you believe to be inaccurate or misleading. All students have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, concerning any failure to comply with FERPA by Wenatchee Valley College.

You have the right to obtain a copy of the written institutional policy adopted by WVC in compliance with FERPA. A copy may be obtained from the admissions/registration office. You can access FERPA's home page from a link under Policies (see Site Directory) on the WVC Web site or at www.wvc.edu/privacy.asp.

Academic Policies

Low Grade Set Aside

You may petition to set aside a grade of "C minus" or lower for the purpose of GPA calculations. The Low Grade Set Aside Policy allows you to remove poor academic records that no longer reflect your current academic performance. **Only petitions to set aside all grades in a particular quarter are considered. This option is not available for singular courses within a quarter.** For details on setting aside low grades, including what is allowed and cautions about what this means for financial aid and when transferring to other colleges, see our Web site at www.wvc.edu, Site Directory, Records and Grades.

More information about grades can be found on our Web site. See Site Directory, Records and Grades.

- ***WVC does not mail out grades to students at the end of each quarter. To access your grades, use the Unofficial Transcript function on the Student Kiosk.***

Grading System

Grades used in computing grade point average are:

Grade	Point Value
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7
C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
D-.....	0.7
F.....	0.0

Grades not used in computing grade point average are:

P.....	Pass
Y.....	Work in Progress
W.....	Withdrawal
N.....	Audit
I.....	Incomplete
NP.....	No Pass
*.....	Removed Grade

"Pass" definition: A grade of "C" or higher earns a pass; a lower grade earns a no pass, provisional pass or an F.

Calculating Your GPA

Your GPA is calculated by dividing the total number of grade points earned by the total number of credit hours completed. Here's an example:

Class #1 5 credits. Grade is an A (value of 4.0).
 Grade points = $5 \times 4 = 20$

Class #2 4 credits. Grade is a B (value of 3.0).
 Grade points = $4 \times 3 = 12$

Class #3 5 credits. Grade is a C (value of 2.0).
 Grade points = $5 \times 2 = 10$

This gives you a total of 14 credits and 42 grade points.
 Therefore, your GPA would be: $42 \text{ grade points} / 14 \text{ credits} = 3.0$

More on this policy and information on the following policies are available under Policies (see Site Directory) on the WVC Web site at www.wvc.edu or from the student development department:

- Academic Regulations Committee
- Class Attendance
- Emergency Messages
- Final Examinations
- Full-time Student Status
- Honors
- Plagiarism
- Repeating a Course
- Residency Requirements
- Transcripts

Other Policies

- Drug-Free Workplace
- Equal Opportunity
- Financial Aid
- Freedom of Inquiry and Expression
- Military Withdrawal
- Nondiscrimination
- Racial Harassment
- Refunds
- Sexual Harassment/General Harassment
- Student Records (FERPA)
- Student Right to Know

An official transcript is a copy of your permanent academic record, will be released only upon your written request and may be withheld if any financial obligations to the college have not been met. Official transcripts are available from the registration office. Written permission with a signature is required. You may obtain an unofficial copy of your transcript on our Web site at www.wvc.edu. GED transcripts are available from student development. Call 509.682.6843 for more information.

Academic Standards Procedure

The Academic Standards at Wenatchee Valley College have been established to ensure that the college resources are used in the best interest of all current and future students. The procedure helps to ensure that students with academic difficulties are made aware of the many educational resources available to them. Students are encouraged to assume responsibility for their own academic progress.

The three levels of unsatisfactory academic performance are Warning, Probation and Suspension.

Academic Warning

A student attempting six or more graded credits will be placed on academic warning when his or her **cumulative** GPA falls below 2.0. Students on warning status will receive a letter advising them of their academic standing. The transcript will be endorsed “Academic Warning.” Students will remain on this status until their cumulative GPA is 2.0 or higher.

Academic Probation

If a student who is on academic warning attempts six or more graded credits for a second time, and his or her **quarterly** GPA falls below 2.0, they will be placed on academic probation. Students on academic probation will receive a letter informing them of their academic standing, and their transcript will be endorsed “Academic Probation.” Students will remain on probation status until their cumulative GPA is 2.0 or higher.

Academic Suspension

If a student on academic probation attempts six or more graded credits, and his or her **quarterly** GPA falls below 2.0, that student will be placed on academic suspension. Students on academic suspension will receive a letter informing them of their academic status, and their transcript will be endorsed “Academic Suspension.” Suspended students will not be permitted to enroll for any classes for one quarter. Students returning from academic suspension will be required to complete the following:

- Submit a completed Petition for Readmission Form to the student development office.
- Complete a readmission interview with a counselor.
- During the interview, the student should be prepared to:
 - Identify the reasons for poor academic performance, presenting a plan for eliminating the factors contributing to poor academic performance.
 - Review educational goals, presenting an educational plan that includes proposed course schedules for the next one-to-three quarters and how those courses relate to an educational goal.
 - Be reinstated by the college.

Students wanting early reinstatement from suspension may petition the WVC Academic Regulations Committee. The petition must be in writing and must explain the circumstances that merit special consideration. Contact the student development office at 509.682.6850 for additional information.

Campus Safety

In compliance with Federal law, WVC publishes campus safety statistics for our areas of service. Information regarding campus safety can be found on the WVC Web site at www.wvc.edu listed under Safety and Security (see Site Directory).

AIDS Information

In accordance with federal regulations, information regarding AIDS and the transmission of HIV may be found in Van Tassell Center on the Wenatchee campus and in the student resource center on the Omak campus.