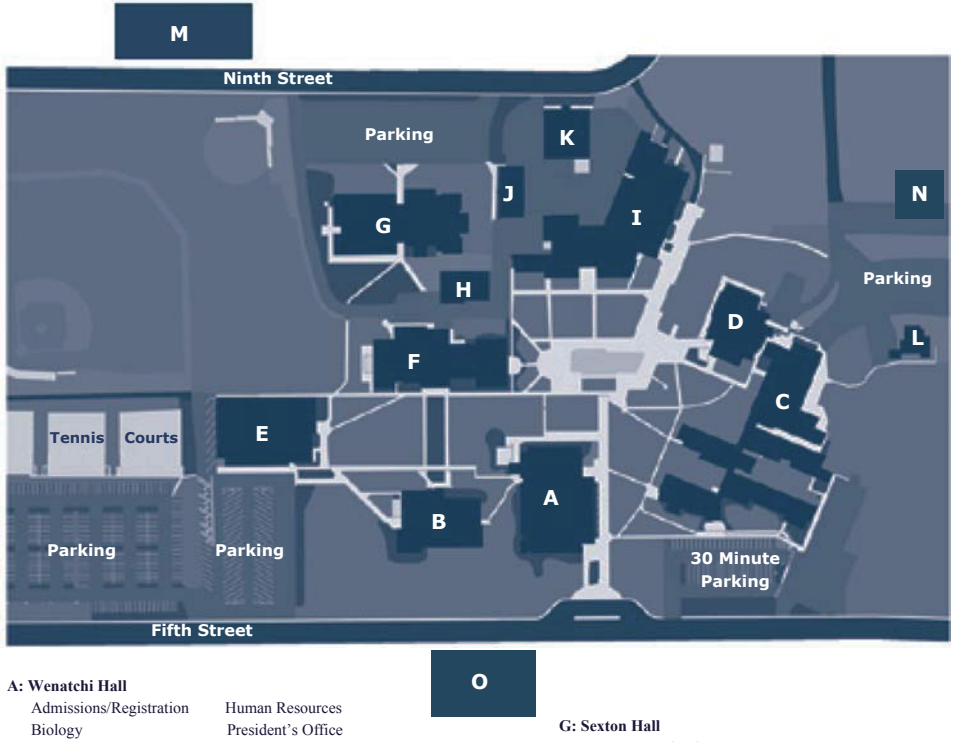
Home of the Knights

WENATCHEE VALLEY
COLLEGE

2012-2013
Student Planner

Building Names	Rooms begin with
A Wenatchi Hall	2000
B Eller-Fox Science Center	3000
C Wells Hall	1000
D Brown Library	9000
E Smith Gym	4000
F Van Tassell Center Bookstore	5000
G Sexton Hall	6000
H CWU	
I Batjer Hall	8000
J Refrigeration Lab	7000
K Industrial Technology	7500
L Wells House	
M Music and Art Center	
N Facilities and Operations	9500
O Residence Hall	



A: Wenatchi Hall
- Admissions/Registration
- Biology
- Business Office
- Cashier
- Community Relations
- Financial Aid
- Human Resources
- President's Office
- Nursing
- Radiologic Technology
- WVC Foundation
- Computer Lab

B: Eller-Fox Science Center
- Chemistry
- Physics

C: Wells Hall
- Adult Basic Skills
- Campus Theater
- Instruction Office
- Ceramics Studio

D: Brown Library
- Computer Lab
- Tutor Center

E: Smith Gymnasium
- Basketball Courts
- Fitness Lab
- Racquetball Courts
- Weight Room

F: Van Tassell Center
- Bookstore
- Café
- Multicultural Affairs
- Student Lounge
- Student Programs

G: Sexton Hall
- Computer Technology
- Business Information Technology
- Robert Graves Gallery
- WriteLab

H: Central Washington University

I: Batjer Hall
- Agriculture
- Automotive

J: Environmental Systems and Refrigeration Technology

K: Industrial Technology

L: Wells House

M: Music and Art Center (MAC)
- Art
- Music

N: Facilities and Operations

O: Residence Hall

Welcome to Wenatchee Valley College

Jim Richardson
WVC President

This year will be full of opportunities for you at Wenatchee Valley College. Along with your classroom studies, a wide variety of activities are available to enhance your educational experience—from athletics to student clubs to special events. In addition, we have many student services to help you along the way including a tutoring center, computer labs, and library resources.

We encourage you to explore your options at WVC, to get to know your teachers and fellow students and to learn as much as you can both inside and outside the classroom. Your success is important to us. Please feel free to ask questions on how we can help you reach your goals.

We look forward to seeing you on campus.

This student handbook has been developed for your use as a reference of resources, services, activities, ASWVC-governing documents and a daily planner. We hope you will find the handbook useful and that it will assist you in your journey toward meeting your educational goals at Wenatchee Valley College.

Wenatchee Valley College is your college and we encourage you to become actively involved on campus. Involvement in campus life is an important vehicle for you to develop valuable leadership skills, as well as a way to become better acquainted with other students. We hope you will consider involvement in student government and/or the various student clubs and organizations available to you. Become involved and make the most of your education. We invite you to stop by the student programs office on either campus to discover the many opportunities that are available to make your experience here more rewarding.

Kelly Ketcham, Director of Student Programs
Wenatchee Valley College
Livia Millard, Student Services Coordinator
Wenatchee Valley College at Omak

Student Calendar 2012-2013

	FALL 2012
Classes begin	September 24
Last day to register	September 25
Last day to withdraw or change to audit	November 2
Advising Day (no day classes)	November 9
Veterans Day (holiday)(no classes)	November 12
Thanksgiving Day (holiday)(no classes)	November 22-23
Last day to apply for fall quarter graduation	December 3
Final exams	December 11-13
Winter vacation	December 14-January 1
	WINTER 2013
Classes begin	January 2
Last day to register	January 3
Martin Luther King Day (holiday)(no classes)	January 21
Last day to withdraw or change to audit	February 13
Advising Day (no day classes)	February 15
Presidents' Day (holiday)(no classes)	February 18
Last day to apply for winter quarter graduation	March 1
Final exams	March 18-20
Spring vacation	March 21-31
	SPRING 2013
Classes begin	April 1
Last day to register	April 2
Last day to apply for spring quarter graduation	May 1
Advising Day (no day classes)	May 10
Last day to withdraw or change to audit	May 13
Memorial Day (holiday)(no classes)	May 27
Final exams	June 12-14
Graduation (Wenatchee)	June 14
Graduation (Omak)	June 15
	SUMMER 2013
Classes begin	June 26
Last day to register	June 27
Independence Day (holiday)(no classes)	July 4
Last day to withdraw or change to audit	July 30
Last day to apply for summer quarter graduation	August 1
End of quarter	August 20

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Student Life

ASWVC Student Government

The ASWVC- The Associated Students of Wenatchee Valley College (ASWVC) is a self-governing student organization which functions within the framework of policies and regulations adopted by the board of trustees.

Student Senate- The majority of all student events, activities and projects are sponsored by the ASWVC student senates, which are the governing bodies at Wenatchee and Omak campuses.

The ASWVC student senate schedules student activities, charters student clubs, makes recommendations regarding student body policy, and provides a mature and effective liaison between the student body and the college administration and faculty. The Wenatchee senate also co-sponsors the athletic programs.

Meetings of the ASWVC student senate at each campus are conducted weekly. The student senates on both campuses schedule a wide range of activities, including orientations, elections, cultural and social events, dances, and intramurals, which provid eentertainment and a variety of educational and community service opportunities for students.

Activity Council- The activity council coordinates and regulates all student activities on the Wenatchee campus with the approval of the student senate. The activity council, chaired by the ASWVC vice president, is composed of a representative from each student organization on the Wenatchee campus and approves program scheduling at its weekly meeting.

Wenatchee Valley College at Omak coordinates student activities through the events coordinator with the approval of the student senate.

Recognition as a WVC Sponsored Student Program- In order to be officially recognized as participating members of WVC student programs, all organizations must be approved by the ASWVC activity council, the student senate and the chief student programs officer or designee. In addition, intercollegiate athletic programs must have the approval of the athletic director. Anyone interested in chartering a new group should contact the student programs office. Officially recognized organizations are eligible to: (1) use college facilities, (2) be included in student publications, (3) reserve activity dates on the official college calendar, and (4) be eligible to administer programs for the senate.

ASWVC Financing- A portion of each student's tuition and fees is designated by law as the services and activities fee. These fees, plus outside donations and fundraising proceeds, comprise the funds of the Associated Students. Typical uses of funds include clubs and organizations, athletics, and cultural and social events. Before funds can be expended, the WVC Board of Trustees must approve a budget for each group. It is the responsibility of the student senate to recommend the annual ASWVC budget to the board.

Clubs and Organizations

Student organizations provide excellent opportunities for social involvement. For more information about student activities and organizations, contact the student programs office in Van Tassell Center on the Wenatchee campus, the student services coordinator at the Omak campus, or visit the student programs Web site at www.wvc.edu.

Student Senate (Wenatchee Campus) Adviser: Kelly Ketcham, kketcham@wvc.edu 509-682-6865

Student Senate (Omak Campus) Adviser: Livia Millard, lmillard@wvc.edu 509-422-7814

Agricultural Students Association (Wenatchee Campus) Adviser: Leo Garcia, lgarcia@wvc.edu

Arduino Club (Wenatchee Campus) Adviser: Zack Jacobson, zjacobson@wvc.edu

Campus Crusade for Christ (Wenatchee Campus) Adviser: Rob Fitch, rfitch@wvc.edu

Criminal Justice Club (Omak Campus) Adviser: David Lindeblad, dlindeblad@wvc.edu

DECA (Wenatchee Campus) Adviser: Jennifer Korfiatis, jkorfiatis@wvc.edu

Gay-Straight Alliance (Wenatchee Campus) Adviser: Joara Minharo, jminharo@wvc.edu

Gay-Straight Alliance (Omak Campus) Advisor: Jennifer Haugen, jhaugen@wvc.edu

Grappling Club (Wenatchee Campus) Adviser: Zack Jacobson, zjacobson@wvc.edu

HepCat Swing Club (Wenatchee Campus) Adviser: Cheryl Fritz, cfritz@wvc.edu

Knaves of Knowledge (Wenatchee Campus) Adviser: Craig Vander hart, cvanderhart@wvc.edu

Knight Techs (Wenatchee Campus) Adviser: Blake Murray, bmurray@wvc.edu

Knights of Justice (Wenatchee Campus) Adviser: Bob Smet, bsmet@wvc.edu

Knights of Music (Wenatchee Campus) Adviser: Juel Iwaasa, jiwaasa@wvc.edu

MEChA Club (Wenatchee Campus) Adviser: Faviola Contreras, fcontreras@wvc.edu

MEChA Club (Omak Campus) Adviser: Becky Hightower, rhightower@wvc.edu

MASK (Medical Assistant Student Knights) (Wenatchee Campus) Adviser: Jan Kaiser, jkaiser@wvc.edu

Medieval Mayhem (Wenatchee Campus) Adviser: Kari Erickson, kerickson@wvc.edu

Outbackers (Wenatchee Campus) Adviser: Kevin Eikenberry, keikenberry@wvc.edu

Phi Theta Kappa (Wenatchee Campus) Adviser: Dr. Dan Stephens, dstephens@wvc.edu

Phi Theta Kappa (Omak Campus) Adviser: Kit Arbuckle, karbuckle@wvc.edu

Publishing Club (Omak Campus) Adviser: Mary McIvor, mmcivor@wvc.edu

Radiant Knights (Wenatchee Campus) Adviser: Shelly Zimmerman, szimmerman@wvc.edu

Red Road Association (Omak Campus) Adviser: Livia Millard, lmillard@wvc.edu

Refrigeration/Electronics Club (Wenatchee Campus) Adviser: Greg Jourdan, gjourdan@wvc.edu

Science Explorations (Wenatchee Campus) Adviser: Rob Fitch, rfitch@wvc.edu

Science Club (Omak Campus) Adviser: Kathleen Johnson, kjohnson@wvc.edu

Knight Techs (Wenatchee Campus) Adviser: Blake Murray: bmurray@wvc.edu

STAVE (Student Transitional Assistance for Veterans Education) (Wenatchee Campus) Adviser: Rafe Carroll:rcarroll@wvc.edu

Student Arts Association (Wenatchee Campus) Adviser: Scott Bailey, sbailey@wvc.edu

Student Nurses of North Campus (Omak Campus) Adviser: Anne Coghlan, acoghlan@wvc.edu

SNOW (Student Nurses of Wenatchee) (Wenatchee Campus) Adviser: Jenny Capelo, jcapelo@wvc.edu

Theater Productions (Wenatchee Campus) Adviser: Janis Johnston, jjohnston@wvc.edu

W.A.C.K. (Wenatchee Campus) Adviser: Bev Warman, bwarman@wvc.edu

Housing Information

Residence Hall Living on campus can be one of your most exciting and memorable college experiences. Our residence hall community emphasizes a successful transition to college by immersing students in WVC's learning community and by empowering students to establish and enforce community-living standards for behavior and active participation. For more information visit www.wvc.edu.

Student Lockers Lockers for student use are available to rent on the Wenatchee Valley College at Omak campus. Contact any student government officer for more information.

Intercollegiate Athletics

Wenatchee Valley College is a member of the Northwest Athletic Association of Community Colleges. The NWAACC is the parent organization for 36 community colleges in Washington, Oregon and the Canadian province of British Columbia, and offers excellent competitive opportunities for WVC athletes.

Intercollegiate sports offered at WVC are men's and women's soccer, men's and women's basketball, women's fastpitch softball, men's baseball, and women's volleyball. Intercollegiate activities are available on the Wenatchee campus only. A student must be enrolled in a minimum of 12 credits to be eligible to play. Athletic events are free for WVC students with an ASWVC identification card.
Facilities include a lighted baseball field, softball field, regulation-size soccer field and two practice fields, gym, free weights room, racquetball and tennis courts.

Intramurals

Intramural sports are available on the Wenatchee and Omak campuses. An opportunity for participation in intramural sports and special event activities is available throughout the academic year. Activities include open gym time for basketball and racquetball. Other special events and sports include cross- country skiing in Leavenworth, downhill skiing at Mission Ridge, trips for fans to Mariners baseball and Seahawk football games.

Student Identification Cards

Students who are enrolled in six or more credit hours are eligible to receive a student photo identification card. The cards provide free admittance to WVC athletic events (Wenatchee campus) and discounts at ASWVC events. The cards are accepted as valid photo ID by campus offices for purposes of obtaining transcripts, financial aid, payroll checks, or check writing at the bookstore. To obtain a card, bring a copy of your current registration to the student programs office (Wenatchee campus) or the student government office (Omak campus). A fee is charged for replacement cards.
The student ID card is the property of the college and is not transferable. The college maintains a copy of the card on file.

Student Insurance

Accident and/or Sickness Insurance Plan Students registered at WVC for six or more credits per quarter are eligible for this plan. Certain dependents of eligible students may also be insured. In addition, students enrolled and covered under this plan during spring quarter may continue coverage through the summer without attending school summer quarter. Application and payment is made by the student directly to the insurance company. Coverage begins when payment is received and is not retroactive to the beginning of the quarter. Brochures are available at the cashier's station. Athletic insurance is provided for intercollegiate athletes. It is the responsibility of the athlete to notify the athletic director in order to submit a claim.

Student Services

Advising/Assessment

Educational Planning and Academic Advising New students or students returning after some time must meet with an educational planner. Educational planners will assist you in interpreting COMPASS scores, selecting classes, and registering for your first quarter. A faculty adviser will be assigned for subsequent quarters. Your adviser will be familiar with your desired educational program and will meet with you each quarter before registration.

For more information, contact the Wenatchee campus student services, 682-6830, or the Omak campus student services, Student Resource Center, 422-7810.

Assessment COMPASS is the college assessment tool that provides reading, writing and math scores for placement and advisement. All students seeking a degree or certificate should take COMPASS prior to enrolling in classes at WVC.

Admissions/Registration

The admissions/registration office has an "open door" policy for any student who has a question or is concerned about the schoolor its policies. This office is responsible for the maintenance of all students' academic records, which may include applications for admission, registration or add/drop forms, withdrawal from college, enrollment, and transcripts. The registrar's office also conducts degree checks (graduation requirements) and produces all grade reports. For more information, please check the WVC Web site, www.wvc.edu.

Bookstore

The bookstore on the Wenatchee campus is located in Van Tassell Center. Students can purchase books, school supplies, art supplies, clothing, snacks, greeting cards and computer software. Purchases may be made using cash, check, MasterCard or VISA. ID is required.

A dated WVC Bookstore sales receipt is required to return merchandise to the bookstore. The textbook return policy is as follows:

1. Refunds are allowed only during the first seven days of the quarter.
2. The dated cash register sales receipt is required.
3. New and used books may be returned; however, new books must be in new condition, unmarked, free of damage and still in their original packaging.
4. No refunds are allowed on any books after the refund period.
5. A 10% restocking fee will be charged on all returned books unless the student is exchanging books or withdrawing from class. For a full refund, the customer may be required to show a printed schedule to verify withdrawal.

Textbooks may be sold back the last week of each quarter during 'Book Buyback.'
No receipt is required.

Textbooks for Wenatchee Valley College at Omak classes are marketed through a cooperative agreement with David Rodstol's Office Supply located in Omak. For further information contact the Omak administrative office at (509) 422-7800.

Business Office/Cashier

Tuition, fees, parking permits and fines, other charges are paid at the cashier office on either campus. Fees can also be paid by mail or online with a credit/debit card. The cashiers distribute student payroll and other payments to students. Valid photo ID is required.

Cafeteria

The WVC cafeteria is located in the Van Tassell Center. Students, employees and guests are encouraged to use the facility. A cafeteria is not available on the Wenatchee Valley College at Omak campus An espresso machine is located in Friendship Hall, and vending machines are located in the student lounge area of the administration building.

Campus Posting Policy

Any signs, posters or notices to be placed on official college bulletin boards must be stamped "Approved for Posting" by the student programs office and be posted in such a way as to protect the facilities (signs, posters or notices promoting a WVC class or academic/vocational program do not need to be stamped, however they must display an end date and be removed after that date) . Materials may be attached with low adhesive blue "painter's" tape or with thumb tacks on approved bulletin boards. Fun-Take reusable adhesive and clear or "invisible" tape is not permissible. Signs are not allowed on any glass doors or windows, on any exterior marble-crete walls (for example, Van Tassell Center), or on unpainted brick such as the library. Chalk is not allowed on sidewalks. The stall displays in campus restrooms are for student programs use only. College groups who wish to have information in the restroom displays or TV displays in Wenatchi Hall should contact the student programs office in Van Tassell Center. Unapproved items will be removed without notice. A free posting area, where approval is not necessary, is maintained on the outdoor kiosks and outside the café.

Wenatchee Valley College at Omak campus maintains a free posting area in the student lounge.

Career Center

The WVC Career Center is open to students and the general public and offers a broad range of career information and assistance.Whether it is occupation exploration, education and training, internship and mentorship opportunities, employment, or job search techniques, the career center offers a wide variety of materials and activities for individuals and classes. To make an appointment, call 682-6858.

Career planning services are also available at Wenatchee Valley College at Omak. Contact the student services office for more information.

Child Care

Through a partnership between WVC and the Wenatchee School District, affordable child care services are available to WVC students at the WestSide Early Learning Center, located at 1521 Ninth Street. This program provides quality, licensed child careto children from one month through five years of age while their parents attend class, study and work. Students wanting to findout more about the child care program should contact the early childhood education coordinator at 682-6633.

Counseling

WVC counselors provide academic, career and personal counseling. These services are free, voluntary and confidential for WVC students. Student services/counseling is dedicated to supporting students in their pursuit of academic and personal growth and in making good decisions about their lives.

Disability and Support Services

Students with special needs should contact the special populations coordinator at 682-6854 as soon as possible after deciding to attend WVC. The following types of accommodations are available, if needed, to students with documented disabilities: *Use of voice recorder in class, notes taken by another student in class, use of Franklin Speller, use of calculator, extended test time, quiet/low distraction-free place for testing, tests in large print and/or on colored paper, scribe, reader for exams, preferentialseating, audiobooks or Etext, lumbar pillows/wrist rests, ASL interpreter, Kurzweil Reader, Dragon Naturally Speaking software, ZOOM Text, JAWs, book carriers, use of "white" noise while testing or during class, use of personal laptop in class, trackball mouse, large monitor or special keyboard, etc.*

Students requiring special assistance on the Wenatchee Valley College at Omak campus should contact the student services coordinator.

Financial Aid

Students who apply for financial aid at WVC are considered for a variety of federal, state and/or institutional programs. Students begin the process for applying for grants, loans and work study by completing the Free Application for Federal Student Aid (FAFSA). Students apply online at www.fafsa.ed.gov. Students should apply by March 1 for on-time status for the following academic year (starting in September). Applications can be submitted after the priority deadline of March 1 but funding may be limited.

Dropping a class or changing to audit can cause students to repay some of the financial aid they received and they may become ineligible for future financial aid. Monitoring of a student's academic progress is done even if they are not receiving financial aid funds. Students should check with the financial aid office or call 682-6810 for the most current information on financial aid awards and related policies. Financial aid information is also available at the WVC Web site.

International Student Programs

The international student coordinator assists international students from their first day of contact with WVC until their graduation or transfer to a four-year college or university. Before arrival in the U.S., information regarding WVC, the community, housing, locating a supporting family and more will be provided to the student. During the quarter, the international student coordinator will work with WVC staff, faculty and the community to make sure that the needs of the student are fulfilled. The international student coordinator's office is located in Van Tassell Center room 5003.

Library

The John A. Brown Library houses the library on the main and upper levels and four classrooms on the lower level. The library contains a wide variety of books, print periodicals and videos. The library catalog lists the book, periodical and video titles in both the Wenatchee and Omak libraries and the Central Washington Hospital library. The libraries also provide access to several other library catalogs. Other services include book and periodical circulation, reference assistance, reserve materials, interlibrary loans, group and individual study rooms, and a photo copier. An open computer lab is located on the upper floor of the library and contains computers with accommodations for students with special needs. For more information, see the library Web page, www.wvc.edu/library (or via the Quick Jump Library link on the WVC home page).
The library at the Omak campus is located in room 306. It has both print and non-print collections, the full range of library services, study areas and a photo copier. Campus and home access is available for the electronic resources via the library Webpage.

Lost and Found

Contact the student programs office in Van Tassell Center at 682-6860 on the Wenatchee campus and the administration office at (509) 422-7800 on the Omak campus.

Multicultural Affairs

The office of multicultural affairs located in Van Tassell Center is designed to help students of all ethnic backgrounds pursue their educational opportunities. This office works with other departments and WVC at Omak to make sure that the needs of students are fulfilled in counseling, financial aid, registration, learning skills and student programs. Counseling, recruiting, job service and leadership are just a few of the services provided by the multicultural affairs office. Students wanting to find out more about multicultural affairs programs and/or services should call 682-6868.

Parking

Students and staff using the parking facilities on the Wenatchee campus must register vehicles with the cashier and purchase a parking permit. Permits must be renewed each quarter. Student parking fees are established without regard for the number of credits a student is carrying. Permits are the individual's responsibility and cannot be replaced if lost.

Violators of the parking regulations are subject to fines. Questions pertaining to parking permits and violations or fines should be addressed to the facilities department at 682-6450.

Parking is provided for students at WVC at Omak, with entrances on Birth Street and Bartlett Street. The parking fee is included in the comprehensive fee. No parking permit is required at the Omak campus.

Security

Any time a student has a safety concern, he or she should share their concern with a WVC employee or call the security company at 6911 (from a campus phone) or 509.853.8399. Students can also direct any safety concern to the student programs office located in Van Tassell Center or call 509.682.6860. Throughout the campus, bulletin boards with pertinent safety and security information are maintained, including reference guides for what to do during emergencies.

Tutoring Services

Tutoring for a variety of classes is available free of charge to all enrolled students. Each location provides a dynamic atmosphere of collaborative learning guided by competent, caring tutors who have a desire to help our students achieve academic success. The goal of tutoring is to provide supplemental instructional support that will enhance the educational experience at WVC. Tutoring may not be offered during the summer.

The Tutor Center – Wenatchee: John A. Brown Library 509-682-6863
http://www.wvc.edu/directory/departments/tutoring/
The WriteLab – Wenatchee: Sexton Hall 509-682-6856
http://www.wvc.edu/directory/departments/tutoring/writelab
E-Tutoring: http://www.etutoring.org/index.cfm
Learning Support Center – Omak: Administration Building 509-422-7800

Veterans Services

Questions regarding eligibility for VA educational benefits should be directed to the Veterans Administration at 1-888-442-4551. Students who are eligible to receive VA educational benefits should also contact the WVC Financial Aid office or call 682-6810. The application process takes 6-8 weeks. Students must be prepared to pay their own tuition while they await completion of the

application process. Monthly benefits are paid directly to the student. Veterans are responsible for adhering to the approved distribution of courses required for their chosen degree program. Withdrawing from a class or taking the wrong course could result in an over payment or a loss of benefits. Credit for prior military or civilian training must be evaluated within the first two quarters at WVC. Veterans are responsible for submitting official transcripts to document all prior training. Failure to do so will result in loss of benefits. Some veterans may qualify for tuition reductions and should inquire at the Financial Aid office.

Alcohol and Other Drug Abuse

Wenatchee Valley College has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. The policy and prevention program is in concert with the Drug-Free Schools and Communities Act Amendments of 1989. Students are expected to comply with the general policies, procedures and regulations established by the board of trustees.

A. Policy

The use, distribution and possession of alcohol by students or employees on Wenatchee Valley College property or as part of college activities is prohibited. The unlawful possession, use or distribution of illicit drugs or alcohol by students or employees of WenatcheeValley

1. College property or as part of college activities is prohibited. Any violation of local, state or federal law regarding the unlawful possession, use or distribution of illicit drugs or alcohol may result in referral for prosecution and the imposition of penalties, including community service hours, fines, forfeiture of personal and/or real property and/or incarceration up to life imprisonment.
2. The college will impose sanctions consistent with local, state and federal law and regulations adopted hereunder on students and employees found to have violated this policy. Such sanctions may include recommendation for completion of an appropriate rehabilitation program, expulsion from the college or termination of employment and referral for prosecution. Student disciplinary action will be initiated in accordance with the Washington Administrative Code.

B. Program

1. The use of illicit drugs and the abuse of alcohol may result in numerous physiological, psychological and sociological disorders. College and community resources are available to assist students with problems related to alcohol and other substance abuse. County alcohol centers and mental health clinics are available for students. Private practitioners and agencies are listed in the local telephone directory.
2. A brochure describing available services and listing telephone numbers is available in the college counseling center in Van Tassell Center.

Use of Tobacco Products

The inhaling, exhaling, burning or carrying of any lighted smoking equipment, including cigarettes, cigars or pipes, is prohibited in the interior of all buildings and vehicles owned or operated by WVC. State law prohibits smoking within 25 feet of building doorways, outside air supply grills, windows, or where prohibited by signage. Smoking and tobacco use is permitted only in designated locations. A map depicting designated smoking use areas is available on the college website.Violators may face a $100 fine. The use of other tobacco products, such as smokeless or chewing tobacco, in college facilities is also prohibited.

Classroom Access Policy

A classroom access policy is necessary in order to ensure a safe and educationally sound environment within the classrooms and labs of the college. During any class period, only students who are registered for that particular class, district personnel, and those programs invited by district personnel for the purpose of enhancing the educational process may be in attendance.

Computer Use/Computer Lab Policy

This policy governs the use of computer labs on campus. These labs include the library and any other instructional areas that have student access to computers. Violations can be subject to prosecution and/or loss of student access to computer labs. A full account of the disciplinary action for violating this policy can be found in the following section titled "Disruptive Behavior."

1. Labs are open only to registered students of WVC and those covered through cooperative agreements.
2. Students may not modify, reconfigure or tamper with any computer hardware or software, nor may they attempt to gain unauthorized access to any computer network. Attempting unauthorized access to computer networks is a violation of both state and federal laws.
3. Intentionally introducing a computer virus into any Wenatchee Valley College computer system is a violation of both state and federal laws.

First priority is given to classes that have scheduled time in the lab. Second priority is given to students doing homework and research for

1. currently enrolled classes. Lowest priority is given to students "surfing the net" or other non-instructional activities. A student may be requested to give up his/her position to another student with higher priority and, depending on demand for services, a time limit may be imposed.
2. Printouts are limited to academic work. Printing limits will be determined as is necessary for each lab. These limits will be clearly marked and enforced. Failure to comply with set printing limits may result in the loss of computer lab access.
3. Any use of the computers in Wenatchee Valley College labs must comply with the State of Washington's Community and Technical College Network Acceptable Use Policy. Accessing obscene, abusive or highly offensive material is not allowed.

Vendor Policy

Purpose:

The purpose of this policy is to standardize the on-campus sale of goods and services to students and staff of Wenatchee Valley College while providing a campus market atmosphere. This policy shall not apply to private sales between individuals, which do not involve the general public offer of goods or services for sale. This policy shall not apply to the sale of goods and services by a person or company pursuant to a written agreement, involving the lease, rental or use of College facilities, or to an activity that is part of a college sanctioned program.

A. Sales Prohibited

1. No person shall offer for sale, or sell, goods or services on the campus of Wenatchee Valley College except at tables, located in the proper area which have been designated for vending purposes, or designated outdoor locations.
2. No person shall offer for sale, or sell arrangements/agreements for future goods or services that may or may not be subject to approval from another, non-college party. This includes, but is not limited to, such contractual agreements as credit cards, internet service providers, cellular phone/pager service, etc. Exceptions to this policy must be approved by Director of Student Programs. Exceptions must offer unique and special incentive for WVC students and/or staff.
3. No person shall offer for sale or sell arrangements/agreements for future goods or services that may be in direct competition with the Wenatchee Valley College bookstore, or the current food vendor at Wenatchee Valley College
4. Financial institutions (i.e., banks, savings and loan, credit unions, etc.) who wish to offer for sale, or sell, goods or services on the campus of Wenatchee Valley College must also provide non-soliciting educational training or service for WVC students (i.e., how to avoid credit card fraud, debt management, etc.)

B. Standards

The sale of goods and services on the campus of Wenatchee Valley College shall be consistent with the aims of the College, shall enhance the campus environment, and shall not interfere with the College's normal operation.

C. Procedures

1. Table Designation

*Depending upon anticipated demand, full, or half-tables may be assigned for rental.
*Temporary tables may be authorized on a short-term basis for special events, such as Orientation.
*Scheduling and assignment of tables shall be the responsibility of the Director of Student Programs. The WVC Campus Market will take place on the same day of each month. The WVC Campus Market day will be determined by the ASWVC. Exceptions to this will be approved by the Director of Student Programs.

2. Reservations

*Tables shall be available only on an advanced reservation basis as indicated below:

*Reservations are done through the student programs office and tables shall be reserved at least five days prior to the date of the event.

*College and Non-Profit Groups
These groups may reserve tables on a space available basis for bonafide, fundraising activities of these groups, contingent on approval of the ASWVC activity council.

*Groups may not use reservation privileges to "front" for other individuals or businesses.

3. Table Availability/Access

Access for delivery and removal of equipment, supplies and materials shall be as directed by the WVC facilities department and during regular work hours.

4. Vending Permit Privileges

Vending permits (WVC sales receipt generated from WVC cashier) shall entitle a vendor to vend under the terms and conditions of this policy only, and shall not grant or imply any other rights or privileges nor relationship with the College or ASWVC. Vending permits are not transferable, and are valid only to the vendor to whom issued. Vending permits may be revoked for refusal to abide by the terms of this policy and subsequent regulations, subject to appeal to the WVC Administration.

5. Licenses, Registrations, and Permits

Prior to acquiring a vending permit and reserving a table, vendors must provide proof of all necessary business and health licenses, registrations and permits for the type of businesses they are conducting. Nonprofit groups may also be required to show proof of their nonprofit status. All necessary copies of business licenses, registrations and or permits shall be held in the student programs office.

6. Fees

Rates shall be established by the ASWVC student budget committee on an annual basis during the budgeting process.

7. Payment

Fees must be paid in advance. Payments go to the ASWVC.

D. Liability

1. Wenatchee Valley College shall not be responsible for the quality, fitness or merchantability of goods or services in accordance with the provisions of this policy. No vendor shall advertise, represent or claim to be an agent or employee of Wenatchee Vally College
2. Depending upon the nature of goods or services being sold, the College will require proof of a specified level of insurance as a condition for receiving a vending permit.

E. Taxes

Each person or organization selling goods or services on the campus of Wenatchee Valley College shall be responsible for the payment of any sales taxes, income taxes or other taxes resulting from the sales.

F. Traffic Flow

The sale of goods and services on the campus of Wenatchee Valley College shall not interrupt the College's normal flow of traffic.

G. General Conduct

1. The conduct of persons or organizations selling goods or services on the campus of Wenatchee Valley College is expected to be polite and unobtrusive. Aggressive selling or harassment of members of the College community or the general public will result in revocation of an individual's or organization's vending permit as deemed necessary by the Director of Student Programs, subject to appeal to the WVC Administration
2. Noise shall not interfere with adjacent College activities or offices.
3. Vendors shall abide by all relevant college conduct policies.
4. Each person or organization selling goods or services on the campus of Wenatchee Valley College shall prominently display a current registration card issued by the Director of Student Programs.
5. This registration card shall be used only in conjunction with the table for which it was provided.

H. Health and Safety

1. All vending shall be conducted in accordance with appropriate rules and ordinances governing a particular type of activity.
2. Portable power, such as, but not limited to, propane, storage battery or generator, shall not be permitted. Exceptions to this policy must be approved by the Director of Student Programs and the Director of Facilities.
3. Open flames shall not be permitted. Exceptions to this policy must be approved by the Director of Student Programs and the Director of Facilities.
4. Any unsafe or hazardous conditions shall result in termination of vending privileges.

I. Interpretation and Enforcement: WVC Administration

TRAVEL PROCEDURE

A. Student Travel

Student funds may be used to pay travel expenses of club advisers or individuals who officially represent the associated students in an activity which is generally related to the entire student body. For an ASWVC sponsored activity students are required to travel with an instructor/adviser/coach. A prior trip request form must be submitted by the adviser/coach to the chief student development services officer or designee, with the approval of the administrative dean (i.e., dean of professional development, transfer education,etc.) for approval by the student senate and/or activity council. All out-of-state travel must be approved in advance by the Wenatchee Valley College president. **Out-of-state travel expenses for students must be paid for from non-S&A fee fundraising.** Advisers must ensure that students attending a trip sign the travel consent form and that these forms are filed in the student programs office prior to departure. Students who refuse to sign the WVC travel consent form will not be allowed to participate in the WVC sponsored activity.

1. ***Meals and Lodging***: The combined meal and housing costs may not exceed district travel allowance policies.
2. ***ASWVC Vans***: Drivers of vans with a capacity of more than 11 persons are required to possess a valid Washington State driver's license and be an employee of the college. All drivers are required to participate in the van safety training program per state mandate.

B. Instructional Field Trips

1. Instructional field trips are arranged through the appropriate administrator at the beginning of each quarter, if possible, but not later than two weeks prior to the time trips are to be made.
2. The instructor must complete the field trip request (form I-3), sign it and submit it to the appropriate administrator for approval.

3. An instructional field trip is intended to be a class activity and students are required to travel with the instructor.
4. Wenatchee Valley College is insured through the tort claims and does not cover employees' private vehicles.

C. Use of State Vehicles

1. State vehicles may only be used for authorized college business. Only agents and employees of the state may travel in state vehicles.
2. Vehicles purchased with college or ASWVC funds and vehicles leased from the state motor pool are state-owned and the responsibility of the college.
3. To be authorized to use college-owned vehicles, employees and work study students must furnish a copy of their valid driver's license (appropriate to the vehicle being driven) with a state ID number, the name of their insurance company, and the policy number showing proof of state-required liability insurance. In addition, it is strongly encouraged that all drivers have "driver of other car" coverage on their personal vehicle liability policy.
4. Use of any college vehicle for student activities must be scheduled through the chief student development services officer or designee, and checked out on the Wenatchee campus or the campus administrator on the Omak campus.
5. The following procedures apply to the use of ASWVC-purchased vans:
   (a) Use of ASWVC-purchased vehicles must be approved in advance through the official prior trip approval process.
      1) Travel requests for all ASWVC clubs and organizations must be approved by the appropriate campus activity council and the appropriate campus administrator.
      2) Travel requests for all student government activities must be approved by the appropriate campus student senate and the appropriate campus administrator.
      3) All out-of-state travel by student clubs, organizations, athletic teams and student government must be approved in advance by the appropriate campus administrator and the college president.
   (b) ASWVC-purchased vehicles may be used for group and/or student travel sanctioned by the college, such as college visitations or instructional field trips. The chief student development services officer or designee and/or the campus administrator of the Omak campus reserve the right to restrict the use of the ASWVC-purchased vehicles when conditions might result in undue damage.
   (c) Charges for the use of ASWVC-purchased vehicles are reviewed annually by the appropriate campus student senate and must be approved by the president's cabinet. The current rate schedule for fifteen-passenger vans is available from the student program office.

WVC Network (WVCNet) Acceptable Use Policy

This policy applies to students enrolled at and employees working for WVC. Internet access for students and employees of WVC is provided through the state of Washington Community and Technical college network (CTCNet). In as much as this network is provided by the state for the purposes of education of students and business of the college, its use is restricted to activities that improve student learning, build overall system efficiencies, maximize accessibility of the Internet and eliminate inappropriate traffic over the interconnected networks. As such, the following Acceptable Use Policy from the Center for Information Services (CIS) is in effect:

1. Use of CTCNet shall be solely for the purpose of facilitating the exchange of information in furtherance of education and research, and otherwise be consistent with the purposes and objectives of the State of Washington Community and Technical Colleges, the State Board for Community and Technical Colleges, and the CIS.
2. CTCNet shall not be used to transmit any communication in any form (e.g. text, images, sound) where the content and/or meaning of the message or its transmission or distribution would violate any applicable law or regulation.

3. CTCNet shall be used solely for business related activities carried out in a professional and ethical manner in the normal course of business and shall not be used for personal reasons to transmit any communication in any form.
4. Users of CTCNet shall promote efficient use of the public networks to minimize, and avoid if possible, creating congestion within or upon the networks thereby interfering with the work of other users of the networks. Further, users of CTCNet services shall respect the rights and property of all others and shall not improperly access, misappropriate or misuse the information/files of other users.
5. CTCNet shall not be used for commercial purposes. Advertising of commercial offerings is forbidden.
6. When using CTCNet for accessing sources beyond the CTCNet itself, users shall apply the CTCNet Acceptable Use Policy while navigating through and making use of those networks.
7. With advice/recommendations from the Internet Information Group (IIG) and the Standing Advisory Committee (SAC), the CIS is responsible for the modification and distribution of this Acceptable Use Policy.
8. Withdrawal of use privileges because of violations of this policy is the 1.responsibility of the college or other agency which authorized that individual's use of CTCNet and could result in discipline and/or termination of employment.
9. WVC is not responsible internally for use of the Internet by students and staff. Any violation by a WVC computer user of the above Acceptable Use Policy will result in the revoking of Internet connection privileges for that user and reporting of that violation to the appropriate dean or to the president of the college.

Memorandum of Understanding
Student Rights/Responsibilities--Washington Online Virtual Campus

Students served by the Washington Online Virtual Campus will follow the policies and procedures that govern student conduct, disciplinary procedures and procedures for resolving conflicts regarding student conduct which are in place at the enrolling college. Washington Online Virtual Campus students are responsible for being familiar with the student rights and responsibilities and code of conduct of the enrolling college.

Jurisdiction and authority for discipline of students served by the Washington Online Virtual Campus will rest with the enrolling college; however, administrators and faculty of the teaching college and/or Washington Online Virtual campus staff may be included in investigations prior to final decisions regarding a discipline situation. All appeals will be handled according to the policies of the enrolling college.

Student Rights and Freedoms

WVC shall admit all individuals who qualify according to current admission requirements. The college, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and other applicable laws and regulations, does not discriminate on the basis of race, creed, religion, color, national origin, sexual orientation, mental or physical handicaps, age, or gender in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs and activities.

Admissions under the Running Start program are subject to the rules and regulations of the Office of the Superintendent of Public Instruction, the State Board for Community and Technical Colleges, and the Higher Education Coordinating Board. Curriculum offerings shall be provided to meet the educational and training needs of the community. All students, regardless of their courses of study, shall be considered, known and recognized equally as members of the student body.

A. ACADEMIC RIGHTS

The following protections apply to students attending any class at WVC.

1. Student performance shall be evaluated solely on an academic basis (which may include attendance), not on the opinions or conduct in matters unrelated to academic standards.

2. Students are expected to attend classes for which they are registered. When absence occurs because of illness or other urgent reasons, including hazardous weather conditions, it is the obligation of the student to complete makeup work deemed necessary by the instructor.
3. Students shall have the right to appeal their academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

B. PROTECTION OF FREEDOM OF EXPRESSION

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

C. PROTECTION AGAINST IMPROPER DISCLOSURE

Individual student views, beliefs and political associations which faculty members acquire in the course of their work as instructors, advisers and counselors, are to be considered confidential

D. CONFIDENTIALITY OF STUDENT RECORDS

Student records are managed in accord with the Family Educational Rights and Privacy Act (FERPA). To minimize the risk of improper disclosure, academic and disciplinary records shall be separate. Transcripts of academic records shall contain only information about academic status, except when a student is dismissed for misconduct. Record of dismissal for misconduct shall be entered on a student transcript. Academic records, or information from disciplinary or counseling files, shall not be available to unauthorized persons on campus, or to individuals off campus, without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved. No records shall be kept which reflect the political activities or beliefs of students. Provision shall be made for the destruction of non-current disciplinary records after a period of three years. Administrative staff and faculty members shall respect confidential student information acquired in the course of their work.

E. FREEDOM OF ASSOCIATION

Students are free to organize and to participate in voluntary associations of their own choosing. To be officially recognized, the Associated Students of Wenatchee Valley College must grant student organizations an official charter. Procedures for obtaining an official charter can be found in the ASWVC bylaws. To receive or maintain official recognition, a student organization must be open to all students without regard to race, color, gender, creed, national origin, mental or physical handicaps, age, or sexual orientation.

F. FREEDOM FROM SEXUAL HARASSMENT

It is the responsibility of WVC to provide and maintain a work and academic community which is free from sexual harassment. Sexual harassment violates federal and state law and will not be tolerated by WVC. Any student or staff in violation of this policy and who engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, will be subject to informal or formal disciplinary action up to and including expulsion from the school or dismissal from employment.

If the harassment occurs between students and is not work-related, contact the Vice President of Student Development at 682-6804, in Wenatchi Hall. On the WVC at Omak campus, contact the administration office at (509) 422-7805. If the harassment is work-related or occurs between faculty and a student, contact the Executive Director of Human Resources at 682-6445, in Wenatchi Hall. Please see college policy 000.330 and 000.340 and procedure 1000.350 for more information.

G. RIGHT TO DISTRIBUTION OF MATERIALS

Handbills, leaflets and similar materials, whether sold or distributed free of charge, may be distributed by regularly enrolled students and members of recognized student organizations in all areas of the campus, except classrooms, so long as such distribution does not interfere with the educational process, the free flow of traffic or the rights of others. Such materials shall bear identification as to the distributing organization or individual.

1. Non-students may distribute legal and noncommercial materials on campus in open areas and outside entrances to building so long as such distribution does not interfere with college affairs, scheduled programs and activities, or the free flow of traffic. Material may not be placed on or in automobiles. Inside distribution of materials by non-students must have prior approval of the president or a designee.
2. The college reserves the right at all times to judge each event or activity separately and to regulate the distribution of materials in terms of time, place and manner by furnishing reasonable notice to interested parties.
3. Petition Signature Solicitation: Individuals that wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters or nomination of a candidate for elective office must submit a copy of the petition to the vice president of student development, who will designate the time, place and manner petition signatures can be solicited. The location will be in an outside common area where the solicitation will not be an obstruction to student activities or otherwise disrupt the college environment. No solicitations will be allowed inside WVC buildings.

H. COMMERCIAL ACTIVITIES

College facilities may not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives. These activities must be sanctioned by the president or designee and shall not interfere with college affairs or the free flow of traffic. The college reserves the right to charge commercial vendors for the use of college facilities or space. Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

I. FREEDOM OF PUBLICATIONS AND PRESS

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. The college has developed a Publications Code that is used to administer all student publications.

J. FREEDOM OF SPEECH AND ASSEMBLY

No rule shall restrict student expression solely based on disapproval or fear of the student's ideas or motives. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

1. Students and members of the public are guaranteed the rights of free inquiry, expression and assembly on the outdoor college facilities that are generally open and available to the public.
2. Any recognized ASWVC organization may utilize available college activities as provided for in official ASWVC documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases. Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization. Student organizations should schedule the facility use request with the chief student programs officer or designee through the ASWVC activity council three (3) days in advance of an event whenever possible.
3. Modes of expression or assembly that are manifestly unreasonable or disruptive in terms of time, place or manner may be restricted. Students and members of the public must ensure that assemblies are conducted in an orderly manner and:
   a. Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or regular functions of the college.
   b. Do not unreasonably interfere with pedestrian or vehicular traffic, or
   c. Do not cause destruction or damage to college property, including library materials, or private property on college facilities.
4. Assemblies that violate these rules may be ordered to disperse by the college in accordance with Washington state statutes.
5. A non-student who violates any provision of the rule may be required to leave the campus or section of campus or facility and/or be referred to civilian authorities for criminal prosecution.
6. A student, student group or student organization that violates any provision of the rule may be subject to disciplinary action inaccordance with this code. This may also include criminal prosecution.

K. RIGHT TO INVITE OFF-CAMPUS SPEAKERS

Any recognized ASWVC student organization with the written sanction of its adviser, may invite speakers on campus subject to the normal restraints imposed by consideration of the laws of the United States and the state of Washington.

1. Faculty members may invite speakers to make presentations to classes on topics related to materials being studied.
2. Faculty organizations may schedule speakers for appearances before faculty groups subject to the normal constraints imposed by consideration of the laws of the United States and the state of Washington.
3. The appearance of an invited speaker on the campus does not involve an endorsement, either implicit or explicit, of his/her views by this college, its students, its faculty, its administration or its board of trustees.
4. The college may require and arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting. The president may, at his/her discretion, assign a representative to preside over any meeting where a speaker has been invited.

L. RIGHT TO BE INTERVIEWED

Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the college.

M. RIGHT TO DUE PROCESS

Students subject to disciplinary action by the college are entitled to a hearing, the procedures for which guarantee that the student will receive fair treatment, and which allow the college to take appropriate action. Pending action on college or civil charges, the status of a student will not be altered, or his or her right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, staff or college property. In those cases where students have a complaint concerning the college rules and regulations and no clear avenue of appeal is stated, students are encouraged to submit their concerns to the vice president of instruction for academic matters or to human resources for nonacademic matters. The respective offices will seek the necessary means for providing a student with a decision.

N. FREEDOM FROM UNREASONABLE SEARCH

Students have the right to be secure in their persons, quarters, papers and effects against unreasonable searches and seizures.

Code of Student Conduct

A. STANDARDS OF CLASSROOM BEHAVIOR

Academic honesty is vital to the very fabric and integrity of the college. All students must comply with an appropriate and sound academic honesty policy and code of honest behavior. All members of the college community are responsible for knowing and understanding the statement on academic honesty. The statement and procedures will be made readily available to all students and faculty to ensure understanding of the academic honesty system and its proper functioning.

Where suspected violations of the academic honesty system occur, appropriate procedures are designed to protect academic integrity while ensuring due process.

1. Academic dishonesty: honest assessment of student performance is crucial to all members of the academic community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:
   a. It is the responsibility of the college administration and teaching faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of academic dishonesty that occur at the college.
   b. Any student who knowingly submits a fraudulent examination, assignment or any other academic work product shall have committed an act of academic dishonesty. Acts of academic dishonesty shall be cause for disciplinary action.

c. Any student who aids or abets the accomplishment of an act of academic dishonesty, as described in (b) of this subsection, shall be subject to disciplinary action.

d. This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This action shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test or class grade for academic dishonesty.

2. Classroom conduct: instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

a. Any student who substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain class decorum shall be subject to disciplinary action which may include removal from the class.

b. Any college instructor is authorized to take steps necessary to preserve order and to maintain the effective cooperation of the class in fulfilling course objectives, provided that a student shall have the right to appeal such disciplinary action to the chief student services officer or designee.

B. CODE OF CONDUCT

Wenatchee Valley College expects that its students while within college facilities or attending a college-sponsored activity, will adhere to high standards of honor and good citizenship at all times. Students will always conduct themselves in a responsible manner that reflects credit on themselves and the college. The following misconduct on college facilities is subject to disciplinary action:

1. Intentionally or recklessly endangering, threatening, or causing physical harm to any person or oneself, or intentionally orrecklessly causing reasonable apprehension of such harm.
2. Sexual harassment as defined in college policy under policies 000.330 and 000.340.
3. Intentionally or recklessly interfering with normal college or college-sponsored activities or any form of emergency services. See college policy 500.450, Violence in the Workplace.
4. Unauthorized entry or use of college facilities, classrooms or offices.
5. Knowingly violating the term of any disciplinary sanction imposed in accordance with the code.
6. Theft of property, identity or services; knowing possession of stolen property.
7. Violating college policies or procedures by any student or by the guest of any student.
8. The possession, use, sale or distribution of any alcoholic beverage or illegal drug by students on the college campus or at any college-sponsored event designated as alcohol free, either on or off campus. All college-sponsored events are alcohol free unless specifically designated by the college president.
9. Academic dishonesty, including cheating, plagiarism or knowingly furnishing false information to the college.
10. Forgery, alteration or misuse of college documents, records, funds, or instruments of identification.
11. Refusal to comply with the direction of college officials acting in the legitimate performance of their duties.
12. Unauthorized possession of or use of any gun (including shotguns, rifles, pistols, air guns and pellet guns), firearms, licensed or unlicensed, or other dangerous weapons or instruments. Exception to this policy are permitted when the weapon is in conjunction with an approved college instructional program or is carried by a duly commissioned police officer as prescribed by law. See college policy 000.350 Weapons on Campus.
13. Failure to comply with the college's Technology Acceptable Use Policy, WAOL Memorandum of Understanding, and/or misuse of computing equipment, services and facilities, including use of electronic mail and the Internet.
14. Ethics Violation: the breech of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular trade, skill, craft or profession for which the student is taking courses or is pursuing as his/her educational goal or major. These ethics codes must be distributed to students as part of an educational program, course or sequence of courses and the student must be informed that a violation of such ethics codes may subject the student to disciplinary action by the college.

15. Hazing: conspiracy to engage in hazing or participation in hazing another. Hazing shall include any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group, that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student or other person attending Wenatchee Valley College. Consent is no defense to hazing. The term does not include customary athletic events or other similar contests or competitions. Hazing is also a misdemean or, punishable under state law.
16. Initiation violation: conduct associated with initiation into a student organization, association or living group, or any pastimeor amusement engaged in with respect to an organization, association or living group not amounting to a violation of under the definition of hazing. Conduct covered by this definition may include embarrassment, ridicule, sleep deprivation, verbal abuse or personal humiliation. Consent is no defense to initiation violation.
17. Animals, with the exception of service animals, are not allowed on or in college facilities. All services animals on campus shall be under direct physical control, leashed by their owner or custodian.
18. Gambling: any form of gambling is prohibited.

C. ACADEMIC MISCONDUCT

The following acts by a student are considered academic misconduct and are prohibited:

1. Academic Dishonesty: Academic dishonesty occurs when students give or receive unauthorized assistance in an academic exercise or attempt to receive credit for work that is not their own.
2. Cheating: Intentionally using or attempting to use unauthorized materials, information or study aides in an academic exercise.
3. Fabrication: The intentional and unauthorized falsification or invention of any information or citation in an academic exercis
4. Plagiarism: The deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgement.
5. Falsifying an exam, paper, projects, transcript, etc. (or assisting another student to do so).
6. Unauthorized use of materials or collaboration with another person during a test or assignment.
7. Substituting for a student, or permitting a substitute for oneself, to take an exam, course or test, or to provide the work for any assigned project.
8. The acquisition of grades, academic credits, degrees, honors, awards, certification or professional endorsements by means of cheating.
9. Failure to comply with the policies of the student's program or department as stated in the student handbook.
10. Failure to comply with policies set forth by specific educational programs.

D CIVIL DISTURBANCES

In accordance with provision contained in RCW 28B.10.571 and 28B.10.572:

1. It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any administrator, faculty member or student of the college who is in the peaceful discharge or conduct of his/her duties or studies. See college policy 500.450 Violence in the Workplace.
2. The college prohibits acts of intimidation as well as actual or threatened violence against co-workers, students, visitors, or any other persons who are on campus or college employees in the course of their duties. The prohibited acts include behavior that interferes with an individual's legal rights of movement, or expression, disrupts the workplace, the academic environment or the college's ability to provide service to the public. See college policy 500.450 Violence in the Workplace.
3. The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any administrator or faculty member who is engaged in the reasonable exercise of their disciplinary authority.
4. Any person or persons who violate the provisions of subsections (1) and (2) of this section will be subject to disciplinary action and referred to the authorities for prosecution.

E. ACADEMIC STANDARDS

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 policy also ensures 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.

1. First Quarter—Warning: A student attempting six (6) or more graded credits will be placed on Academic Warning when his or her cumulative GPA falls below 2.0. All students on Academic Warning will receive letters from the Admissions department advising them of their academic standing, and the next steps to take. The transcript will be endorsed "Academic Warning." Students will remain on Academic Warning status in subsequent quarters until their cumulative GPA is 2.0 or higher.
2. Second Quarter—Probation: If a student on Academic Warning attempts six (6) 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. All students on Academic Probation will receive letters from the admissions department advising them of their academic standing, and the next steps to take. The transcript will be endorsed "Academic Probation." Students will remain on Academic Probation status in subsequent quarters until their cumulative GPA is 2.0 or higher.
3. Third Quarter—Suspension: If a student on Academic Probation attempts six (6) or more graded credits for a third time, and his or her quarterly GPA falls below 2.0, they will be placed on Academic Suspension. All students on Academic Suspension will receive letters from the admissions department advising them of their academic standing, and the next steps to take. The 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 submit a completed Petition for Readmission to the student development office. The student will be scheduled for a readmission interview with a counselor. The student will remain on Academic Suspension status in subsequent quarters until their cumulative GPA is 2.0 or higher.
4. Academic Forgiveness: If a student stops attending WVC while on 1.Academic Warning, Probation or Suspension status, they will remain at that level for a period of at least three years (12 academic quarters). If during that time they have not returned to WVC, their student records will be updated to remove them from their academic deficiency status.

F. ACADEMIC REGULATIONS COMMITTEE (ARC)

The WVC Academic Regulations Committee reviews student's petitions for waiver of college policies. All petitions must be in writing; petitioners may appear in person before the committee. The committee makes recommendation on petitions and refers them to the appropriate administrator for action. Student appeals may include, but are not limited to, petitions for:

1. Re-admission after academic suspension
2. Substitution of graduation requirements
3. Removal of low grades
4. Late changes in class status (i.e., credit to audit).

All petitions must be in writing. Petitioners may appear in person before the committee but are not required to do so. It is the responsibility of the student to be fully aware of the policies and procedures that govern a specific program in which the student is seeking enrollment or is currently enrolled.

Student Disciplinary Procedures

A. PURPOSE OF THE DISCIPLINARY SYSTEM

This code of student conduct protects the unique and diverse community of Wenatchee Valley College. Admission to the college carries with it an expectation that the student will obey appropriate laws, will comply with the policies and procedures of the college, and will maintain a high standard of integrity and honesty. If a student does not accept these responsibilities, corrective action must be taken which may include suspension or expulsion. The college will impose and carry out sanctions for conduct that interfere with the operation of college. The college may impose sanctions independently of any action taken by civil or criminal authorities. In the case of minors, misconduct may be referred to parents or legal guardians.

B. JURISDICTION AND AUTHORITY FOR STUDENT DISCIPLINE

All rules in this chapter concerning student conduct and discipline apply to every student enrolled at the college whenever the student is engaged in or present at a college-related activity whether occurring on or off college facilities.

The board of trustees, acting pursuant to RCW 28B.50.140(14), has delegated by written order to the president of the college the authority to administer disciplinary action. Pursuant to this authority, the president, or designee, shall be responsible for the administration of the disciplinary procedures provided for herein. However, the president or acting president shall review all disciplinary action in which there is a recommendation that a student be suspended or dismissed.

C VIOLATIONS OF LAW AND COLLEGE REGULATIONS

Students may be accountable both to civil authorities and to the college for acts that constitute violations of law and of this code. Disciplinary action at the college will normally proceed even if criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Definitions; when used in the code:

1. The term "aggravated violation" means a violation that resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.
2. The term "group" means persons who are associated with each other but who have not complied with college requirements for registration or organization.
3. The terms "institution" and "college" mean Wenatchee Valley College and all of its areas, elements, programs and college related activities.
4. The term "reckless" means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal college operations and/or college-sponsored activities.
5. The term "student" means any person who is enrolled at the college and for whom the college maintains current educational records, as defined by the Family Rights and Privacy Act of 1974, and related regulations.
6. The term "college facilities" means buildings, grounds, or technology owned, leased, operated, controlled or supervised by the college, including all appurtenances affixed thereon or attached thereto.
7. "Board" means the board of trustees of Wenatchee Valley College.
8. "Liquor" means the definition of liquor as contained within RCW 66.04.010.
9. "Drugs" means a narcotic drug as defined in RCW 69.50.101,a controlled substance as defined in RCW 69.50.201 through 69.50.212, or a legend drug as defined in RCW 69.41.010.
10. "President" means the chief executive officer of the college appointed by the board of trustees.
11. "Disciplinary action" means the warning, reprimand, summary suspension, suspension and/or expulsion, probation of a student for the violation of a rule adopted under this policy.

D STUDENT PARTICIPATION

Students will participate in college matters pursuant to these procedures.

E DEMAND FOR IDENTIFICATION

For the purpose of determining whether probable cause exists for any application of this code to any behavior occurring on a college facility, college personnel, WVC security or other authorized personnel may demand that evidence of student enrollment at the college be produced which can include WVC student identification or other picture identification.

F. FREE MOVEMENT ON CAMPUS

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of, a person or persons or any group of persons to enter onto or remain upon any portion of the college facility.

resources are used in the best interest of all current and future students. The policy also ensures 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.

1. First Quarter—Warning: A student attempting six (6) or more graded credits will be placed on Academic Warning when his or her cumulative GPA falls below 2.0. All students on Academic Warning will receive letters from the Admissions department advising them of their academic standing, and the next steps to take. The transcript will be endorsed "Academic Warning." Students will remain on Academic Warning status in subsequent quarters until their cumulative GPA is 2.0 or higher.
2. Second Quarter—Probation: If a student on Academic Warning attempts six (6) 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. All students on Academic Probation will receive letters from the admissions department advising them of their academic standing, and the next steps to take. The transcript will be endorsed "Academic Probation." Students will remain on Academic Probation status in subsequent quarters until their cumulative GPA is 2.0 or higher.
appealed to the officer designated by the president.
4. The president of the college or his/her designee, after reviewing the case, may reverse, sustain or modify any sanctions. The decision of the president or designee is final.

H. PROCEDURES FOR RESOLVING DISCIPLINARY VIOLATIONS

1. The chief student services officer or designee is responsible for initiating disciplinary proceedings. The chief student services officer or designee may delegate this responsibility to members of his/her staff, and he/she may also establish committees or other hearing bodies to advise or act for him/her in disciplinary matters.
2. In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student involved shall be informed at the initial conference or hearing of the sanctions that may be involved.
3. Upon initiation of formal disciplinary proceedings, the chief student services officer or designee shall provide written notification to the student, either in person or by delivery via regular mail to the student's last known address, specifying the violations with which the student is charged. The chief student services officer or designee shall set a time and place for meeting with the student to inform the student of the charges, the evidence supporting the charges, and to allow the student an opportunity to be heard regarding the charges and evidence.
4. After considering the evidence in a case and interviewing the student or students involved, the chief student services officer or designee may take any of the following actions:
   a. Terminate the proceeding, exonerating the student or students.
   b. Dismiss the case after whatever counseling and advice may be appropriate, not subject to the appeal rights provided in this code.
   c. Dismiss the case after verbally admonishing the student, not subject to the appeal rights provided in this code.
   d. Direct the parties to make a reasonable attempt to achieve a mediated settlement.
   e. Impose disciplinary sanctions directly, subject to the student's right of appeal as described in this chapter. The student shall be notified in writing of the action taken except that disciplinary warnings may be given verbally.
   f. Refer the matter to the academic regulations committee requesting their recommendation for appropriate action. The student shall be notified in writing that the matter has been referred to the academic regulations committee.
5. This section shall not be construed as preventing the appropriate official from summarily suspending a student.
6. If the chief student services officer or designee's has cause to believe that any student:
   a. Has committed a felony, or
   b. Has violated any provision of this chapter, and

   c. Presents an imminent danger either to himself or herself, other persons on the college campus or to the educational process, that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served.

   Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.
7. During the summary suspension period, the suspended student shall not enter campus other than to meet with the chief student services officer or designee or to attend the hearing. However, the chief student services officer or designee or the college president may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for a probable cause hearing.
8. When the president or his/her designee exercises the authority to summarily suspend a student, he/she shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student. The notice shall be entitled "notice of summary suspension proceedings" and shall state:
   a. The charges against the student including reference to the provisions of the student code or the law involved, and
   b. That the student charged must appear before the designated disciplinary officer at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension. The hearing shall be held within five day safter the summary suspension.
9. The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted within five days with the chief student services officer or designee presiding. At the summary suspension hearing, the chief student services officer or designee shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.
10. If the chief student services officer or designee, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:
    a. The student against whom specific violations of law or of provisions of this chapter are alleged has committed one or more of such violations, and
    b. That summary suspension of said student is necessary for the protection of the student, other students or persons on college facilities, college property, the educational process, or to restore order to the campus, and
    c. Such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action, then the chief student services officer or designee may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action as appropriate
11. A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the chief student services officer or designee's findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed. The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail to said student's last known address within three working days following the conclusion of the summary suspension hearing. The notice of suspension shall state the duration of the suspension or nature of other disciplinary action and the conditions under which the suspension may be terminated.
12. The chief student services officer or designee is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.
13. Any student aggrieved by an order issued at the summary suspension proceeding may appeal through written copy to the academic regulations committee. No such appeal shall be entertained, unless:
    a. The student has first appeared at the student hearing in accordance with subsection (9) of this section.
    b. The student has been officially notified of the outcome of the hearing.

c. Summary suspension or other disciplinary sanction has been upheld, and
d. The appeal conforms to the standards set forth in WAC 132W-109. The academic regulations committee shall, within five working days, conduct a formal hearing in the manner described in WAC 132W-109.

I. THE ACADEMIC REGULATIONS COMMITTEE (ARC) AND SERIOUS DISCIPLINARY VIOLATIONS

The Wenatchee Valley College ARC will hear cases referred under this code. In cases involving serious disciplinary violations where suspension or summary suspension from college can result, a subcommittee of the ARC will convene.

1. An ARC subcommittee, convened by the chief student services officer or designee for serious disciplinary violations, will hear and make recommendations on all disciplinary cases referred to it or appealed to it by students. The hearing body will be composed of the following persons:
   a. The committee chair will be a member of the ARC appointed by the president or chief student services officer of the college.
   b. The faculty representative will be a member of the ARC appointed by the ARC membership.
   c. The student representative will be a member of the ARC appointed by the ARC membership.
2. None of the above-named persons shall sit on any case in which he or she has been or will be a complainant or witness, in which he or she has a direct or personal interest, or in which he or she has acted previously in an advisory or official capacity. The entire ARC membership shall make decisions regarding eligibility according to this section, including the selection of alternate committee members.
3. The committee may recommend in writing to the chief student services officer or designee that the student involved:
   a. Be exonerated with all proceedings terminated and with no sanctions imposed.
   b. Be disqualified from participation in any school-sponsored athletic events or activities.
   c. Be given a disciplinary warning.
   d. Be given a reprimand.
   e. Be placed on disciplinary probation.
   f. Be responsible for restitution for damages resulting from the violation.
   g. Be given a suspension.
   h. Be expelled.

J. PROCEDURAL GUIDELINES FOR HEARINGS INVOLVING SERIOUS DISCIPLINARY VIOLATIONS.

1. The committee chair shall set the time, place and available seating capacity for a hearing.
2. All committee proceedings will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.
3. The committee chair shall enforce general rules of procedures for conducting hearings consistent with these procedural guidelines.
4. The student shall be given notice of the date, time and place of the hearing, the charges, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him/her to prepare a defense.
5. The student or his/her representative shall be entitled to hear and examine the evidence against him or her and be informed ofthe identity of its sources and shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall be able to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.
6. Committee hearings may be held in closed session at the discretion of the council, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of the hearing invited persons are disruptive of the proceedings, the committee chair may exclude such persons from the hearing room.

7. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged, but the student's past record of conduct may be taken into account in formulating the committee's recommendation for disciplinary action.
8. The failure of a student to cooperate with the hearing procedures, however, shall not preclude the committee from making its findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the committee in recommending penalties.
9. The student may be represented by counsel and/or accompanied by an adviser of his/her choice. If counsel is present for the student, the college may also have counsel present to assist the council. If the student intends to use an attorney, he or she must notify the chief student services officer or designee five days in advance of the formal hearing.
10. An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspections and copying in the office of the chief student services officer or designee during regular business hours.
11. The student will be provided with a copy of the findings of fact and the conclusions of the committee.
12. If the council's proceedings were to hear a disciplinary matter pursuant to the request of the chief student services officer, the council's recommendation shall be forwarded to the chief student services officer or designee for disposition of the matter.
13. The chief student services officer or designee shall notify the student of his or her decision.
14. The student will be advised of his/her right to present to the president, within ten (10) calendar days, a written statement of appeal speaking specifically to the decision made to the president of the college before action is taken on the decision of the committee.
15. The president of the college or his/her designated representative shall, after reviewing the case, sustain the decision, give directions as to what other disciplinary action shall be taken by modifying its decision or nullify previous sanctions imposed by reversing the decision. The president or designee shall then notify in writing the chief student services officer or designee, the student, and the committee. The president's decision shall be final.

K. DISCIPLINARY TERMS

The definitions set forth in this section apply throughout.

1. Disciplinary warning means oral or written notice of violation of college rules.
2. Reprimand means formal action after censuring a student for violation of college rules for failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.
3. Disciplinary probation means formal action placing conditions upon the student's continued attendance because of violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.
4. Summary suspension means temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten (10) days which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself or other students or persons in college facilities on or off campus, or to the educational process of the college.
5. Suspension means temporary dismissal from the college and temporary termination of student status

for violation of college rules or for failure to meet college standards of conduct.

6. Expulsion means dismissal from the college and termination of student status for violation of college rules or for failure to meet the college standards of conduct for an indefinite period of time or permanently.
7. Restitution means repayment to the college or to an affected party for damages resulting from a violation of this code.

L. LOSS OF ELIGIBILITY IN COLLEGE ACTIVITIES AND ATHLETICS

Any student found to have violated the standards of student conduct or chapter 69.41 RCWshall, in lieu of or in addition to, any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored athletic events or activities.

M. STUDENT GROUPS AND ORGANIZATIONS

Student groups and organizations may be charged with violations of the Student Code of Conduct (see policy 400.110 and procedure 1400.110).

1. A student group or organization and its officers may be held collectively and individually responsible when violations of this code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.
2. The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by college officials to take appropriate action designed to prevent or end violations of this code by the group or organization. Failure to make reasonable efforts to comply with college officials' order shall be considered a violation of this code, by the officers, leaders or spokesperson for the group or organization and by the group or organization itself.
3. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition as well as other appropriate sanctions.

N. APPEALS

Disciplinary actions subject to appeal as specified in board policy may be appealed as described below. Notice of an appeal by student shall be made in writing and addressed to the chief student services officer or designee within ten (10) calendar days of the college's giving of the notice of the disciplinary action.

1. Disciplinary action by a faculty member or other college staff member may be appealed to, and shall be reviewed by, the chief student services officer or designee.
2. Disciplinary action by the appropriate disciplinary official may be appealed to, and shall be reviewed by, the academic regulations committee.
3. Disciplinary recommendation by the academic regulations committee and subsequent action by the chief student services officer or designee, may be appealed to, and shall be reviewed by, the college president or his/her designee.
4. Disciplinary action by the president shall either indicate approval of the conclusions by sustaining the decision or shall give directions as to what other disciplinary action shall be taken by modifying the decision, or shall nullify previous sanctions imposed by reversing its decision. The president's decision shall be final.

O. TRANSCRIPT NOTATIONS

The chief student services officer or designee may place a temporary encumbrance on a student's college records while disciplinary proceedings are pending. Permanent notation of disciplinary action will be made on the transcript whenever a student is dismissed for misconduct.

P. REFUNDS AND ACCESS

1. There shall be no refund of tuition and/or fees for the quarter in which disciplinary action is taken.
2. A student suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility.

Q. READMISSION AFTER SUSPENSION OR DISMISSAL

Any student suspended from the college for disciplinary reasons will normally be readmitted upon

expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the chief student services officer or designee by the student. Such petition must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petition must be reviewed and approved by the college president or designee.

R. REESTABLISHMENT OF ACADEMIC STANDING

Students who have been suspended pursuant to disciplinary procedures set forth in this chapter and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

S. REPORTING, RECORDING AND MAINTAINING RECORDS

The disciplinary official taking or initiating the action shall keep records of all disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than three years after resolution of the case. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation or not more than five years.

ASWVC Governing Documents

CONSTITUTION
ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DIST. 15
Approved by Board of Trustees, June 10, 1998

PREAMBLE

We, the students of Community College District No. 15, in order to build a more perfect union, contribute to the common good, promote a spirit of harmony and cooperation, guarantee to each student a just share of participation in the government, create and maintain adequate events and programs, undertake properly our part in the educational enterprises taking place in our institution, and provide a sound basis for the development of a greater student body, do ordain and establish this constitution for the associated students of Community College District No. 15.

ARTICLE I
NAME

The name of this organization shall be the Associated Students of Community College District No. 15, divided into the ASWVC, composed of all students attending WVC, and the ASWVC at Omak, composed of all students attending Wenatchee Valley College at Omak. The associated student bodies are composed of all students that meet the qualifications of membership and shall be represented by legislative bodies known as the ASWVC student senate and the ASWVC at Omak student senate.

ARTICLE II
AUTHORITY

Under Washington State law, the Board of Trustees of Community College District No. 15 is charged with the ultimate authority and responsibility for all programs and activities throughout the district. The programs and responsibilities that are carried out by the respective student senates in the name of the associated students have been delegated by the board to the respective student body government to administer under the direction and authority of the college administration. In acceptance of this authority and responsibility, the student body governments recognize their responsibilities to administer programs and monies in compliance with the rules and regulations prescribed by the college and the laws of the state and federal governments.

ARTICLE III
FUNCTIONS

It shall be the function of the associated students to provide cultural, social, recreational, and educational events and programs throughout the district. Typically these activities are outside the formal instructional program and may include such things as leadership training, clubs and organizations, activities programs, and athletic programs.

ARTICLE IV
MEMBERSHIP

All students of Community College District No. 15 taking six or more credit hours are eligible to become members of the organization. To be entitled to the rights and privileges of membership, the student must have obtained and have in his/her possession a valid student body card and have paid all services and activities fees. Membership provides for the participation in governance, elections, and attendance in those programs conducted by the associated students.

ARTICLE V
EXECUTIVE COMMISSION

Section l. Membership. The executive commission of the associated students shall consist of five (5) executive officers of the ASWVC student senate and four (4) executive officers of the ASWVC at Omak student senate.
Section 2. Duties. The executive commission shall be the officially recognized student government body to address district-wide issues, including budgeting as outlined in the financial code. The duties of the individual officers shall be defined and set forth in the ASWVC and ASWVC at Omak bylaws and/or constitutions.
Section 3. Term of office. The term of the members of the executive commission shall be the same as their respective office.
Section 4. Meetings. The executive commission shall meet twice a year.
Section 5. Leadership. The leadership of the executive commission shall consist of a rotating chairperson and recorder and shall retain their voting privileges within the commission.

ARTICLE VI
STUDENT SENATE

Section 1. Function. The ASWVC student senate shall be the legislative body of the ASWVC.
The ASWVC at Omak student senate shall be the legislative body of the ASWVC.
Section 2. Structure. The membership, meetings, duties, and elections of each student senate shall be outlined in the appropriate campus bylaws and/or constitutions.

ARTICLE VII
DISTRICT JUDICIARY REVIEW BOARD

Section 1. Authority. The constitutionality of each action of the executive commission under the constitution shall be determined by the district judiciary review board.
Section 2. Membership. The district judiciary review board shall consist of the members of the ASWVC judiciary review board and the ASWVC at Omak judiciary review board.
Section 3. Duties and responsibilities.

A. When the question of constitutionality arises, the district judiciary review board serves as the first appeal body for interpretation of the constitution of the associated students.
B. The district judiciary review board has the right of approval or rejection as to the constitutionality of all actions of the executive commission.
C. The district judiciary review board will not interfere with the activities of the executive commission, except as stated in Section 3 of this article, or as may be required by laws of the state of Washington.

Section 4. Appeals. Decisions of the district judiciary review board may be appealed to the chief student services officer or designee by submitting a request in writing within five calendar days of any action taken by the board.

Section 5. Meetings. Meetings of the district judiciary review board shall be called by the president of ASWVC, president of ASWVC at Omak, Omak chief administrator or chief student services officer or designee as needed.
Section 6. Official records. A copy of all official rulings and precedents established by the district judiciary review board will be maintained in the chief student services' office.
Section 7. Interpretation. Final authority for interpretations is outlined in article XII.

ARTICLE VIII
RECOGNITION AS A SPONSORED STUDENT PROGRAM

Section l. Sponsorship. Any group within the student body of Community College District No. 15 desiring to organize must go to the appropriate student senate to ask for sponsorship.
Section 2. Procedures. Procedures for obtaining sponsorship shall be set forth in the appropriate bylaws and/or constitutions.

ARTICLE IX
RULES OF ORDER

Associated student body meetings shall be governed by Robert's Rules of Order, newly revised, Scott Foresman and Co.

ARTICLE X
CAMPUS BYLAWS AND/OR CONSTITUTIONS

There shall be separate campus bylaws and/or constitutions for the ASWVC and the ASWVC at Omak to address the individual structures and procedures to be established and maintained by the appropriate student senate.

ARTICLE XI
AMENDMENTS TO THE CONSTITUTION

Section 1. Rights. The constitutional rights of initiative and referendum shall be guaranteed to the associated students of Community College District No. 15.
Section 2. Initiation. Constitutional amendments may be initiated in two ways: (1) by initiative petition, which must be signed by twenty (20) percent of either student body or, (2) by initiative of either student senate. In this case, the other student senate shall be notified. The suggested amendment shall be read in one meeting of each student senate and voted upon in any subsequent regular meeting, provided that at least seven days but not more than two months have elapsed. Student senate approval will require a two-thirds (2/3) vote of a quorum of each student senate to advance to a student body vote.
Section 3. Adoption. Adoption of amendments will be by affirmative vote by both student bodies as demonstrated by a two-thirds (2/3) majority vote of both ASWVC and ASWVC at Omak members voting in a regular or constitutional election.
Section 4. Ratification. Amendments to the constitution can be placed in effect after review and approval by the Community College District No. 15 Board of Trustees or the president of Wenatchee Valley College.
Section 5. Referendum. A referendum may be demanded on any action taken by the executive commission upon petition of twenty (20) percent of the ASWVC members.

ARTICLE XII
INTERPRETATION

The Board of Trustees of Community College District No. 15, while reserving the right to exercise ultimate authority over student affairs at its own discretion, has designated the chief student services officer or designee as the administrative officer charged with the responsibility for the conduct of student affairs as described in article II. In fulfilling this function, the chief student services officer or designee interprets the constitution, campus by-laws and/or constitutions and financial code; serves as the final appeal on actions of the student senates, their subdivisions, and the district judiciary review board; relates associated student activities and actions to district policies and goals, legal restraints, and board of trustees directions.

BYLAWS OF
THE ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE
Approved by the ASWVC Student Senate October 2007
Approved by the Board of Trustees on January 16, 2008

INTRODUCTION

We, the students of Wenatchee Valley College, in order to more completely fulfill the obligations and purposes of the Associated Students of Community College District No. 15, do establish these bylaws for the Associated Students of Wenatchee Valley College(ASWVC).

ARTICLE I
RESPONSIBILITIES OF THE STUDENT SENATE

Section 1. The ASWVC student senate shall be the official representative of the Associated Students of Wenatchee Valley College and shall serve as their legislative body, sponsor events, and oversee all ASWVC matters.
Section 2. The student senate shall be responsible for granting official recognition or sponsorships to student organizations and programs, as well as revoking such sponsorship as stipulated in these bylaws.
Section 3. The student senate shall be responsible for the administration of all monies assigned to the ASWVC in accordance with the provisions of the financial code, and shall consider the budget for the following year as outlined in the financial code.
Section 4. The student senate shall be responsible for sponsoring such events as leadership conferences and the spring awards banquet.
Section 5. The student senate shall be responsible for initiating amendments needed to update associated student documents.

ARTICLE II
STUDENT SENATE MEMBERSHIP

The student senate shall be composed of fourteen members: the five executive officers (president, vice president, secretary, activities treasurer, and athletics treasurer), one events coordinator, one instruction/academic coordinator, three freshman representatives and four student ambassadors.

ARTICLE III
THE EXECUTIVE OFFICERS

Section 1. Membership. The executive officers of the ASWVC shall be the president, vice president, secretary, activities treasurer, and athletics treasurer.
Section 2. Duties. The executive officers shall prepare the order of business for senate meetings, shall function as a consulting body to the president as necessary, and shall represent the ASWVC in an official capacity, including serving as the ASWVC representatives to the district executive commission as outlined in the Constitution of the Associated Students of Community College District No. 15.
The executive officers shall also make arrangements for the planning of orientation prior to the opening of fall quarter, and shall be empowered during vacation periods and summer quarter to make decisions as necessary for the operation of the student senate.
Section 3. Term of Office. The term of the executive officers shall be for one year, ending on the last day of spring quarter.
Section 4. The ASWVC president shall:

A. Preside at all meetings of the student senate and attend all meetings of the executive officers and executive commission and is responsible for upholding the documents of the Associated Students.
B. Preside at assemblies and convocations sponsored by the ASWVC.
C. Be responsible for all official communications of the ASWVC.
D. Be responsible for close cooperation between the student body and the administrative heads of the college.
E. Prepare a leadership transition program during the spring quarter for incoming leaders.
F. Be responsible for appointments as described in these bylaws.

G. Serve as an official student senate spokesperson after consultation with student senate and/or appropriate college officials.
H. Serve on the S&A fee budget committee.

Section 5. The ASWVC vice president shall:
A. Attend all meetings of the student senate, executive officers, activity council, and executive commission.
B. Assume presidency and all duties if president is no longer capable or eligible to hold office.
C. Be chairman of the activity council.
D. Record, distribute, and post all minutes of the activity council meeting.
E. Prepare the agenda for each activity council meeting.
F. Call roll in activity council meeting.
G. Be in charge of all student elections and serve as chairperson of the election committee.
H. Serve on the S&A fee budget committee.

Section 6. The ASWVC secretary shall:
A. Attend all meetings of the student senate, executive officers, and executive commission.
B. Record, distribute, and post all minutes of the student senate meetings.
C. Prepare the agenda for each student senate meeting.
D. Call roll in student senate.
E. Handle all ASWVC correspondence.
F. Keep a file of all correspondence, reports, and minutes.

Section 7. The ASWVC athletics treasurer shall:
A. Attend all meetings of the student senate, executive officers, and executive commission.
B. Record the athletic income and expense transactions and provide timely account summaries to the chief student services officer or designee, student senate, and athletic personnel.
C. Maintain the athletic purchase order files.
D. Serve as co-chairman of the student senate budget committee.

Section 8. ASWVC activities treasurer shall:
A. Attend all meetings of the student senate, executive officers, and executive commission.
B. Record the activities income and expense transactions and provide timely account summaries to the chief student services officer or designee, student senate, and clubs and organizations upon request.
C. Maintain the activities purchase order files.
D. Serve as co-chairman of the student senate budget committee.

ARTICLE IV
REQUIREMENTS FOR STUDENT SENATE MEMBERSHIP

Section 1. General requirements.
A. All student senate members must maintain membership in the ASWVC during their term of office.
B. A student shall hold no more than one student senate position concurrently.
C. A student may be re-elected to the same student senate position if s/he meets other requirements for candidacy.
D. Students will sign and adhere to the ASWVC Code of Conduct policy.

Section 2. Executive officers.
A. All candidates for executive office, events coordinator, and instruction/academic coordinator must have earned a minimum of 20 quarter hours at Community College District No. 15 prior to the elections. Candidates must have maintained a GPA of at least 2.75.
B. All executive officers, events coordinator, and instruction/academic coordinator must maintain an accumulative GPA of 2.75 during their term of office.
C. No student on disciplinary probation may hold or be a candidate for an executive office.
D. The five executive officers, events coordinator and instruction/academic coordinator will receive a full scholarship each quarter. In order to receive a leadership scholarship, officers must maintain satisfactory academic progress per financial aid requirements as detailed in the financial aid brochure.

Section 3. Other student senate positions.
A. All other student senate members must maintain an accumulative GPA of 2.75 during their term of office.
B. Freshman representative candidates cannot have earned more than 44 quarter credits prior to assuming office.

C. Student ambassador candidates may be appointed with zero (0) quarter credits earned.
D. Student ambassadors and freshmen representatives will receive a half scholarship each quarter. In order to receive a leadership scholarship, officers must maintain satisfactory academic progress per financial aid requirement as detailed in the financial aid brochure.

Section 4. Removal from office.

A. Student senate members may be removed from office for just cause by (1) a recall petition signed by at least ten (10) percent of all ASWVC members and a majority of votes cast in a special election, or (2) by a two-thirds (2/3) majority vote of the entire membership of the student senate and a majority of votes cast in a special election.
B. If a student senate member misses two unexcused senate meetings and executive meetings in any quarter, then said person will be notified within one week that his/her position on the student senate is in jeopardy. An excused absence, where prior notice has been given to the student programs office, does not constitute as an unexcused absence. After that time, s/he may be dropped from student senate by a two-thirds (2/3) majority vote of the entire student senate membership.
C. If a student member violates the ASWVC Code of Conduct the senate member may be removed from the position and will no longer be able to hold an office in the future.

ARTICLE V
ELECTIONS AND VACANCY IN STUDENT SENATE OFFICE

Section 1. Election committee.

A. The election committee chairperson shall be the ASWVC vice president unless s/he is running for an office in the spring election, in which case another executive officer will be appointed. A committee of five members shall be appointed by the chairman within two weeks of the opening of fall quarter. It shall be the responsibility of the election committee to insure all candidates are eligible in accordance with the ASWVC by-laws.
B. Election committee members shall not be eligible to run for any office nor shall they serve as balloting officials.
C. The election committee shall be responsible for the planning, supervision and conduct of the general spring election, the fall election, and any special elections.

Section 2. Filing. Anyone wishing to be a candidate for any position in student senate must file a declaration of candidacy with the student programs office at least two weeks before the election date. All candidates must have an accumulative GPA of at least 2.75 in order to file for office. Candidates may withdraw only during the filing period.

A. All candidates must attend a designated meeting before the elections.

Section 3. General spring election.

A. The general spring election shall be held the second Wednesday in May unless otherwise directed by the chief student services officer or designee. Student senate executive officers (president, vice president, secretary, activities treasurer and athletic treasurer), shall be elected in the spring election. If a vacancy occurs following the spring election and before the filing for the fall election, a new member shall be elected during the fall election.
B. The general spring election shall include an interview process that will fill the positions of events coordinator and instruction/academic coordinator. The president-elect and the chief student services officer or designee, based upon recommendations by the interview committee, will appoint these positions. The committee shall be made up of the current events coordinator, instruction/academic coordinator, and the president

Section 4. Fall election. The fall election shall be held within one month of the opening of school. Three freshman representatives shall be elected in the fall election, as well as any unfilled positions from the spring election.

Section 5. Campaign policies.

A. Publicity rules and regulations:
   1. Campaign materials may not be displayed until 8 a.m., seven school days prior to the election.
   2. Each candidate shall be responsible for maintaining their signs during the seven campaigning days and for the removal of his or her campaign materials, including removal of all tape off all surfaces by 5 p.m. the day of the election.
   3. Campaign materials must be approved and stamped with the ASWVC stamp and posted in such a way as to protect the facilities. Materials may be attached with low adhesive blue "painter's" tape or with thumb tacks only on approved bulletin boards. Signs are not allowed on any glass doors or windows, on any exterior marble-crete walls, for example, Van Tassell Center, or on unpainted brick such as the library. Chalk is not allowed on sidewalks for campaign purposes.
   4. Campaigning or soliciting of votes shall not be allowed within the immediate proximity of the polls, as determined by the ASWVC vice president.

B. Advertising. It is the duty of the elections committee to insure that no candidate has an unfair advantage through utilization of publicity media not readily available to all candidates.
C. Expenses. Campaign expenses by any one candidate and his/her supporters shall be limited to seventy-five dollars ($75). This is to include donations and loan of materials for use in campaigning. This area shall be interpreted with the intent of precluding any candidate from having an unfair advantage due to materials or financial resources.
D. Violations. Any violations of campaign policies shall be referred to the election committee. Complaints must be written and signed by the complaining candidate and must include the time, date, place, and nature of the violation. No complaints will be considered later than three days after the election. The election committee shall call a hearing to deliberate complaints and may impose one or more of the following penalties: (1)disqualification of the violating candidate for the election concerned; (2)disqualification of the violating candidate from all elections for a period not to exceed one calendar year; (3)warning or reprimand; (4)referral to the chief student services officer or designee. Penalties shall be imposed only in the case when it is obvious that the candidate has made no attempt to comply with regulations.

Section 6. Voting.

A. The polling place shall be selected by the election chairman in conjunction with the chief student services officer or designee
B. The chief student services officer or designee shall open the polls at 8:30 a.m. and close the polls at 4:30 p.m. on election day. If deemed necessary, an election may be extended with the approval of a simple majority of the student senate sitting in quorum and the approval of the chief student services officer or designee. The chief student services officer or designee shall hold the keys to the voting machine throughout the election.
C. Only members of the ASWVC shall be allowed to vote.
D. Upon closing of the polls, the ASWVC vice president and the chief student services officer or designee shall take the reading of voting machines.
E. The student senate vice president shall announce the results of the election.
F. Majority vote wins in all cases. In the case of ties, the tied candidates shall run in a special election.
G. Absentee voting arrangements may be made through the chief student services officer or designee. They must be postmarked no later than 5:00 p.m. the day preceding the election.

Section 7. Special election.

A. Special elections may be called by the ASWVC president, subject to the approval of a two-thirds (2/3) majority vote of the student senate sitting in quorum and the approval of the chief student services officer or designee.
B. Before the special election can be held, official election notices shall be posted seven school days prior to the polling date announcing the election date and the items or individuals to be polled.

Section 8. Organizational elections.
A. The sponsoring organization is responsible for the conduct of such elections.
B. Organizations should observe the following guidelines: prior to the election, the overall plan must be made public and adhered to. Such things as what to do in case of a tie vote, will there be a semi-final, etc., must be specified in advance.

Section 9. Vacancy in office.
A. The vice president of the ASWVC shall become president in case the office of president is vacated.
B. In the case of a vacancy in any other elected office, the following procedures will be instituted:
1. If a vacancy occurs following the spring election and before the filing for the fall election, a new member shall be elected during the fall election.
2. If a vacancy occurs after the fall election, student senate will interview applicants and make a selection within two weeks to fill the vacancy for the duration of the school year. The vacancy will be filled following discussion and acceptance by a simple majority of the entire membership of the student senate sitting in quorum.

ARTICLE VI
STUDENT SENATE MEETINGS

Section 1. Student senate shall meet once a week during the school year, unless other arrangements are made with the chief student services officer or designee. All senate meetings shall be open to all members of the Associated Students of Community College District No. 15, the college faculty, administration, and the public.

Section 2. Quorum. A quorum shall consist of two-thirds (2/3) of the senate membership present. All votes requiring a two-thirds (2/3) majority must have two-thirds (2/3) of the entire senate membership voting in the affirmative.

Section 3. Order of business. The order of business at student senate meetings shall be:
A. Call to order.
B. Roll call.
C. Approval of the minutes.
D. Reports of officers and special committees
E. Unfinished business.
F. New business.
G. Announcements.
H. Adjournment.

Section 4. Special meetings of student senate may be called by the ASWVC president when deemed necessary.

Section 5. Student senate meetings shall be governed by Robert's Rules of Order, newly revised, Scott Foresman and Co.

ARTICLE VII
ACTIVITY COUNCIL

Section 1. Responsibilities.
A. It shall be the responsibility of activity council to plan, approve, and coordinate all sponsored student programs on campus in cooperation with the student senate and the chief student services officeror designee.
B. Activity council shall review and recommend sponsorship of student programs to the student senate, as well as recommend to the student senate that the sponsorship of a student program be revoked if the program fails to comply with the provisions of the associated students documents.
C. Activity council will determine the financial solvency of all organizations requesting an event.
D. Activity council will serve as the voice of all organizations of the ASWVC.
E. It shall be the responsibility of the activity council, through the ASWVC vice president, to insure that all sponsored student programs are represented at activity council meetings as outlined below, and take appropriate action as outlined.

Section 2. Membership and leadership.
A. The activity council shall be composed of the vice president of the ASWVC, the events coordinator, and the vice president or a representative of each ASWVC sponsored club or organization. One student shall represent only one club or organization at any meeting.
B. The ASWVC vice president shall be chairperson of the activity council and shall preside at the meetings.
C. The ASWVC vice presidentshall record and post minutes of all activity council meetings. Copies of the minutes shall be sent to the members of the administration and faculty as well as to all student senate and activity council members.
D. ASWVC vice president shall be the liaison between sponsored student programs and the student senate.

Section 3. Activity council meetings.
A. The activity council shall meet once a week during the school year, unless other arrangements are made with the chief student services officer or designee. Special meetings may be called by the ASWVC vice president when deemed necessary.
B. The order of business at activity council meetings shall be:
1. Call to order
2. Roll call
3. Approval of the minutes
4. Unfinished business
5. New business
6. Action on scheduling requests
7. Action on prior trip approvals
8. Announcements
9. Adjournment

Section 4. Activity council attendance.
A. Activity council attendance is a requirement for all active clubs and organizations and intercollegiate athletic programs.
1. Active clubs and organizations must meet the attendance requirements by weekly student representation at activity council.
2. Athletic programs shall meet the attendance requirements by weekly student representation for each sport at activity council. Absences are approved for scheduled season games.
3. A club/athletic program representative must be present at the activity council meeting for the approval of any request. If a representative is not present, the request will not be approved. It is highly recommended that requests be submitted two weeks in advance.
B. Clubs and organizations not properly represented at activity council are subject to the following action:
1. After two consecutive absences or three absences in any one quarter, the ASWVC vice president will inform the program in writing that their sponsorship is in jeopardy.
2. After three consecutive absences or four absences in any one quarter, student senate may, upon the recommendation of activity council revoke the sponsorship and/or budget of program.
3. After a two-week waiting period, clubs and organizations may reapply for sponsorship according to the procedures outlined inthese bylaws.
4. The club funds will be frozen for two weeks if the organization takes part in an unapproved activity. The funds will remain frozen until a representative makes an appeal to activity council.

ARTICLE VIII
SPONSORED STUDENT PROGRAMS

Section 1. Official recognition. All student programs, as defined in the financial code, must be officially recognized by the student senateif they are to:
A. Use the name of the college,
B. Use the facilities of the college,
C. Be eligible to administer program s for the associated students, and/or
D. Receive services and activities fees subsidy.

Section 2. Facilities. Clubs and organizations in the formation stages may use college facilities up to a period of 21 days upon receiving permission of the chief student services officer or designee.
Section 3. Procedures for acquiring sponsorship. Student programs desiring sponsorship shall:

A. Provide for membership in the club or organization which does not eliminate students on the basis of race, religion, sex, nationalorigin, or creed, or sexual orientation.
B. Prepare a constitution and bylaws,
C. Complete an application for sponsorship indicating the following:
   1. Those student leaders and members involved with the program,
   2. The faculty/staff Adviser or coach,
   3. Whether or not ASWVC subsidy is desired in accordance with the financial code,
   4. Desired level of activity status as outlined below.
D. Appear before activity council and request sponsorship. Activity council will take the proposal under consideration and review the application and constitution and may approve sponsorship by a two-thirds majority vote at the next regularly scheduled meeting before forwarding the application to student senate for further action.
E. The student senate may approve, deny, or amend the application by a two-thirds (2/3) affirmative vote.
F. The application must be approved by the chief student services officer or designee.

Section 4. Level of activity definitions.

A. Active student program: an organization or program which conducts business, holds meetings and/or events, conducts financial transactions, or uses college facilities during any quarter.
B. Inactive student program: an organization or program which chooses to suspend its business for a period of one quarter. No meetings or events may be held, no financial business conducted, nor college facilities used during this time.
C. Disbanded student programs: an organization which has:
   1. Failed to complete the application for sponsorship within 30 days of the beginning of fall quarter or after 21 days from the group's formation,
   2. Failed to comply with its constitutional purpose, student senate and/or college policy or the laws of the city, state, or federal governments, or
   3. Failed to conduct a program for one year.

ARTICLE IX
FINANCES

Section 1. All financial transactions are governed by the ASWVC financial code, administrative and board of trustees policies, and the laws of the state of Washington.
Section 2. All sponsored student programs are responsible to the student senate for insuring that their business is conducted within the framework outlined by the financial code, administrative and board of trustees policies, and the laws of the state of Washington.

ARTICLE X
EVENT MANAGEMENT

Section 1. All events sponsored by the ASWVC and its subdivisions must be calendared and approved by the activity council and/or chief student services officer or designee through use of the activities scheduling request form.
Section 2. Attendance at sponsored events may be limited to WVC students and their guests by the sponsoring organization and the chief student services officer or designee. Admittance will be upon ASWVC card and admission charge, if any.
Section 3. Organizations wishing to cancel an event or change the date must notify the activity council and/or chief student services officer or designee in a timely fashion.
Section 4. The sponsoring organization of any event shall be responsible for insuring that all procedures outlined in associated student documents are followed. The committee chairman and the activity adviser should meet with the chief student services officer or designee for planning guidance before initiating events. Specific procedures for managing events are outlined in the ASWVC student leadership handbook available from the student programs office.

Section 5. Supervision.

A. All events and activities which occur outside normal operational hours of the college will require the attendance of an official WVC staff representative.
B. The sponsoring organization shall provide for ticket distribution and sales, assigning of door guards, cashiers, hand stampers, and light and sound furnishings.
C. The sponsoring group must arrange for proper supervision, decorating, early admittance for the entertainers, etc.
D. In the case of any major event, arrangements should be made through the chief student services officer or designee for the employment of additional security.

ARTICLE XI
JUDICIARY REVIEW BOARD

Section 1. Authority. The constitutionality of each action of the student senate and its subdivisions under the bylaws shall be determined by the judiciary review board.
Section 2. Membership. The judiciary review board shall consist of three students who are not members of the student senate appointed by the president of the ASWVC and subject to the approval of a simple majority sitting in quorum of the student senate, one student appointed by the chief student services officer or designee.
Section 3. Duties and responsibilities.

A. When the question of constitutionality arises, the judiciary review board serves as the first appeal body for interpretation of the ASWVC bylaws.
B. The judiciary review board has the right of approval or rejection as to the constitutionality of all actions of the student senate and its various subdivisions and committees.
C. The judiciary review board will not interfere with the activities of the student government, except as stated in this section 3, or as may be required by the laws of the state of Washington.
D. The ASWVC judiciary review board will act with the ASWVC at Omak judiciary review board as the district judiciary review board as outlined in the constitution of the associated students of Community College District No. 15.

Section 4. Appeals. Decisions of the judiciary review board may be appealed to the chief student services officer or designee by submitting a request in writing within 14 calendar days of any action taken by the board.
Section 5. Meetings. Meetings of the judiciary review board shall be called by the president of the ASWVC or the chief student services officer or designee as needed.
Section 6. Official records. A copy of all official rulings and precedents established by the judiciary review board will be maintained in the chief student services officer or designee's office.

ARTICLE XII
AMENDMENTS TO THE BYLAWS

Section 1. Amendments to the bylaws may be initiated in two ways: 1) by initiative of the student senate or, 2) by initiative petition by the student body.

A. Amendments may be submitted and read to the student senate in one meeting and voted upon in any subsequent meeting, provided at least seven days and fewer than two months have lapsed. Student senate ratification of bylaws must be approved by a two-thirds(2/3) vote (9) of the entire membership (14) of the student senate.
B. By student body petition, signed by ten (10) percent of the ASWVC membership, an amendment will appear on the ballot at a regular or special election. Ratification of the amendment shall be by a simple majority affirmative vote of those ASWVC members voting in the election.

Section 2. Revisions of the bylaws can be placed in effect after review and approval by the Community College District No. 15 Board of Trustees or the president of Wenatchee Valley College or his/her designee.

BYLAWS OF THE ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE AT OMAK
Approved by the Associated Students of Wenatchee Valley College at Omak Student Senate on: October 2010
Approved by the Board of Trustees on: January 2011

INTRODUCTION

We, the students of Wenatchee Valley College at Omak announce our desire and intent to take an active and responsible role in our own educational, cultural, social and recreational development, to exhibit intelligence and concern by making meaningful contributions to the administrative process of the institution, and to unite in association under the direction of these bylaws for the purpose of promoting, directing and financing student affairs.

INTERPRETATION

Section 1: Interpretation of the wording of the Wenatchee Valley College at Omak constitution and bylaws shall be the responsibility of the Wenatchee Valley College at Omak Student Senate.
Section 2: Students, faculty, classified staff, and administrators have the right to appeal the decision of the Wenatchee Valley College at Omak Student Senate through the following chain of command:

A. First, the Dean, or designee, of Wenatchee Valley College at Omak
B. Second, the College President
C. Finally, the Wenatchee Valley College Board of Trustees

Section 3: The Board of Trustees shall make the final interpretation concerning any appeals of the Wenatchee Valley College at Omak constitution and bylaws.

ARTICLE I
NAME

Section 1: The name of the college of this organization is the Wenatchee Valley College at Omak. (WVCO)
Section 2: The name of this organization shall be the Associated Students of Wenatchee Valley College at Omak (ASWVC O).

ARTICLE II
MEMBERSHIP

Section 1: The membership of the ASWVCO shall consist of all currently enrolled students of WVCO.
Section 2: The status of honorary membership in the ASWVCO may be granted for life by the Executive Cabinet of WVCO, to those persons who have made an outstanding contribution to the ASWVCO and/or the WVCO in general.

ARTICLE III
AUTHORITY

Section 1: The Executive Cabinet shall have the authority, as granted by the Board of Trustees of WVCO, to legislate, promote and regulate the affairs of the Association.
Section 2: This authority shall extend to all areas of WVCO student affairs as deemed necessary by the Executive Officers, except where reserved by a specific statute or regulation.

ARTICLE IV
THE STUDENT CABINET

Section 1: The ASWVCO Executive Officers shall be the President, the Vice President, the Secretary and the Treasurer. The ASWVCO Student Cabinet will consist of the Executive Officers, the Events Coordinator, two (2) Sophomore Representatives and two (2) Freshmen Representatives.
Section 2: Members of the ASWVCO Student Cabinet will not hold any elected office for more than two (2) consecutive academic years, including the time served by an appointed officer holding an Executive position, if such time served is more than one (1) quarter.

Section 3: Minimum qualification to hold office for all ASWVCO Student Cabinet officers is a 2.50 cumulative grade point average when applying for and assuming a Student Cabinet office. A 2.50 cumulative grade point average must be maintained and at least 6 credits completed each quarter during the term of office, excluding summer quarter.
Section 4:

A. All ASWVCO Cabinet Officers, except Freshmen Representatives, shall maintain and document a minimum of eight (8) scheduled office hours per week each quarter, to be maintained during regular college business hours. Office hours shall be defined as: scheduled office hours, Student Cabinet, Senate and Committee meetings, and any other official representative functions, such as college events and any on campus function done for the students of WVCO. Freshmen representatives must maintain and document a minimum of four(4) hours per week each quarter.
B. The ASWVCO President will monitor the office hour schedules of the Student Cabinet officers.
C. The ASWVCO Senate Adviser will monitor the hours of the Student Cabinet President.

Section 5: All Student Cabinet Officers, except the Freshmen Representatives shall assume office the first day of summer quarter and shall maintain office until the first day of the following summer quarter.
Section 6: Executive Officers, Events Coordinator, and Sophomore Representatives will receive a leadership scholarship of in-state tuition, but not fees, to be distributed at the end of each quarter, upon fulfillment of specified job duties. The Freshmen Representatives,will receive a grant of one-half of the in-state tuition, not including fees, to be distributed at the end of each quarter, upon fulfillment of specified job duties. (Scholarship amounts will be dependent on credits completed by each officer for the quarter specified.)m
Section 7: No Executive Officer of the Cabinet shall serve in the capacity of President, Vice President, or Treasurer for any WVCO club, due to potential conflicts of interest.
Section 8: The Adviser of the ASWVCO Student Cabinet shall be appointed by the Dean, or designee, of WVCO.
Section 9: Incoming Student Cabinet Officers shall be responsible for attending and assisting the exiting Student Cabinet Officers at the WVCO graduation ceremony.
Section 10: Relatives of the first degree are not eligible to hold elected or appointed office as Executive Officers of WVCO concurrently.

ARTICLE V
DUTIES OF OFFICERS

Section 1: The ASWVCO President shall:

A. Preside at all ASWVCO Student Senate and Cabinet meetings except in case of illness and/or with proper notice to the next highest officer.
B. Preside at assemblies and special events sponsored by the ASWVCO Student Senate.
   1. If unable to attend, the officer will contact the Student Senate Adviser. If the Adviser is unavailable, the officer is to contact the appropriate designee
C. Be responsible for all official communication of the ASWVCO Student Senate.
D. Assist Student Senate Adviser in preparing a leadership transition program during the spring quarter for the incoming ASWVCO Student Cabinet Officers.
E. Attend monthly board meetings at the request of the WVCO Dean, or designee, and submit monthly reports to the Wenatchee Valley College Board of Trustees.
F. Review and keep documentation on the attendance and activities of the Student Cabinet members and make disciplinary recommendations as necessary at the next regularly scheduled meeting, unless the president is among the members in review. The duty shall then fall on the next highest officer not involved in the infraction.
G. Serve as an official spokesperson after consultation with the ASWVCO Student Cabinet and/or appropriate WVCO official.
H. Appoint Student Cabinet members to various committees as needed, including appointment of a Student Graduation Chairperson.

Section 2: The ASWVCO Vice President shall:

A . Be available to assist the ASWVCO President whenever it is deemed necessary.
B . Attend all ASWVCO Student Cabinet and Senate meetings.
1. If unable to attend, the officer will contact the Student Senate Adviser. If the Student Senate Adviser is unavailable, the officer is to contact the appropriate designee
C. Assume the office of ASWVCO President if that officer is no longer capable or eligible to hold office.
D. Be in charge of the Wenatchee Valley College Student Cabinet elections and the election committee, unless running in said election.
E. Present to the ASWVCO Student Senate any/all student programs to be considered for sponsorship.
F. Chair and organize the bylaws committee in a review of the ASWVCO bylaws every other year, or as necessary due to discrepancy. A club representative from each active club and volunteer students may assist. The Chairperson will determine the number of persons in the committee.
G. Be responsible for reviewing club attendance at Student Senate meetings and recommending appropriate action.
H. Prepare and implement new club orientation.
I. Assist in upkeep and maintenance of the ASWVCO vehicles.
J. Shall serve on any committee appointed by the President.

Section 3: The ASWVCO Secretary shall:

A. Attend all Student Cabinet and Senate meetings.
1.If unable to attend, the officer will contact the Student Senate Adviser. If the Adviser is unavailable, the officer is to contact the appropriate designee
B. Record and distribute all minutes of Student Cabinet and Senate meetings. Post a copy of minutes by the Student Cabinet information board or other designated area.
C. Shall format and compose any letters or memos as needed.
D. Call roll at the Student Cabinet and Senate meetings and keep accurate records of attendance.
E. Handle all Student Senate correspondence, including keeping accurate files.
F. Shall serve on any committee appointed by the President.

Section 4: The ASWVCO Treasurer shall:

A. Attend all Student Cabinet and Senate meetings.
1. If unable to attend, the officer will contact the Student Senate Adviser. If the Adviser is unavailable, the officer is to contact the appropriate designee
B. Present an accurate report of accounts at weekly Student Senate meetings.
C. Shall receive all financial records dealing with activities and/or student programs, and maintain the accounts in a timely and orderly fashion.
D. Facilitate the budget process within the Student Senate.
E. Chair and organize the budget committee.
F. Assist WVCO clubs with expenditures and the budget process.
G. Compile a yearly event and activity summary and earning report for each club at WVCO.
H. Facilitate locker policy and rentals.
I. Empty the copy machines monthly or as needed, doing so jointly with the ASWVCO President or other Student Cabinet member.
J. Shall serve on any committee appointed by the President.

Section 5: The ASWVCO Events Coordinator shall:

A. Attend all Student Cabinet and Senate meetings.
1. If unable to attend, the officer will contact the Student Senate Adviser. If the Adviser is unavailable, the officer is to contact the appropriate designee
B. Be responsible for the planning and coordination of all Student Senate entertainment functions, which would include preparing contracts, arranging travel plans, coordination of ticket distribution, and advertisement with the Student Cabinet Adviser.

C. If requested, assist any/all student-sponsored programs in coordinating their events.
D. Assist the ASWVCO Student Cabinet President when deemed necessary.
E. Shall serve on any committee appointed by the President.

Section 6: The ASWVCO Sophomore Representatives (2) shall:

A. Attend all Student Cabinet and Senate meetings.
1. If unable to attend, the officer will contact the Student Senate Adviser. If the Adviser is unavailable, the officer is to contact the appropriate designee
B. Chair and organize the awards banquet committee.
C. Participate in distributing the WVCO campus newspaper with the publishing club.
D. Attend staff meetings upon request of the President.
E. Maintain Student Cabinet computers and printers.
F. Shall serve on any committee appointed by the President.

Section 7: The ASWVCO Freshmen Representatives (2) shall:

A. Attend all Student Cabinet and Senate meetings.
1. If unable to attend, the officer will contact the Student Senate Adviser. If the Adviser is unavailable, the officer is to contact the appropriate designee
B. Be responsible for distributing posters, flyers, memos, announcements, etc, necessary to inform the ASWVCO student body and faculty of all events and activities.
C. Be responsible for keeping all bulletin boards and reader boards updated and accurate. They will also remove outdated materials in a timely fashion.
D. Shall serve on any committee appointed by the President.

Section 8: The ASWVCO Senators (1 representative from each club) shall:

A. Attend all senate meetings.
1. If unable to attend, the officer will contact the Student Senate Adviser or ASWVCO Secretary. If they are unavailable, the officer is to contact the appropriate designee.
B. Report at senate meetings about the activities of their clubs.
C. Liaison between their clubs and the ASWVCO Cabinet.
D. Submit a copy of their clubs' minutes to the ASWVCO Secretary after each meeting.
E. Shall serve on any committee appointed by the President.

Section 9: All officers shall be responsible for upholding the ASWVCO constitution, bylaws, and financial code.

ARTICLE VI
RESPONSIBILITIES OF THE STUDENT SENATE

The WVCO Student Senate shall consist of the WVCO Student Cabinet and all club Senators from active clubs.

Section 1: It shall be the duty of the ASWVCO Student Senate to plan, approve, and coordinate all ASWVCO student programs in accordance with Washington State laws through the ASWVCO Student Senate Adviser.

Section 2: The ASWVCO Student Senate shall review and recommend sponsorship of ASWVCO student programs to the Student Senate Adviser and the Dean, or designee, of Wenatchee Valley College at Omak.

Section 3: The ASWVCO Student Senate shall determine if proposed activities are within planned programs of the sponsoring organization. Activities not within the planned program of the organization must receive approval of the Dean, or designee, of WVCO as special events.

Section 4: The ASWVCO Student Senate shall determine the financial solvency of all organizations requesting events.

Section 5: The ASWVCO Student Senate shall facilitate the total program by informing and/or teaching organizational representatives the contents of the ASWVCO constitution, bylaws, and financial code.

Section 6: The ASWVCO Student Senate shall serve as the official voice of all ASWVCO members.

Section 7: The ASWVCO Student Senate shall be responsible for evaluating all budget requests from the ASWVCO student programs and making recommendations for the use of those funds assigned to WVCO.

ARTICLE VII
ELECTION OF OFFICERS AND CLASS REPRESENTATIVES

The election of the ASWVCO Student Cabinet Officers shall be in the general spring and fall elections, as outlined in the ASWVCO Student bylaws. The elections shall be governed by an election committee, chosen in the same manner as outlined in the bylaws and chaired by the ASWVCO Vice President, and shall follow the same filing requirements, campaign policies, and voting procedures.

Section 1:

A. The Election Committee Chairperson shall be the ASWVCO Vice President. In the event that the Vice President chooses to run for office, the ASWVCO President shall appoint a Chairperson in the Vice President's place. A committee appointed by the Chairperson shall insure all candidates are eligible in accordance with the constitution and bylaws.
B. Election Committee members shall not be eligible to run for any office.
C. The Election Committee shall be responsible for the planning, supervision, and conduction of the spring election, the fall election, and any special elections.
D. The Election Committee shall hear and adjudicate all complaints concerning elections and shall have all authority to disqualify any candidate or void an election when in the best interest of the ASWVCO.

Section 2:

Filing. Any Associated Student of WVCO wishing to be a candidate for any position in the ASWVCO Student Cabinet must file a declaration of candidacy with the ASWVCO Student Cabinet and the Omak Student Services office at least three (3) weeks before the election dates.Candidates may withdraw only during the filing period and must meet the requirements for the ASWVCO Student Senate membership, Article VIII.

Section 3: Spring Election. The spring elections shall be held the second Wednesday and Thursday in May unless otherwise directed by the Dean, or designee, of WVCO.

A. ASWVCO Student Cabinet officers and two (2) Sophomore Representatives will be elected during this time. Any positions not filled at this time will be filled in the fall election.

Section 4: Fall Election.

The fall election will be held within 45 days of the beginning of the fall quarter at WVCO. Two (2) Freshmen Representatives shall be elected in the fall election, as well as any positions not filled in the spring election.

Section 5: Campaigning Polices.

A. Publicity Rules and Regulations.
1. Campaign materials may not be displayed until 8:00A.M., seven business days prior to the election.
2. Each candidate shall be responsible for the removal of his/her campaign materials by 5:00 PM on the day after the elections.
3. Campaign materials may not exceed $35.
4. Campaign materials may not originate from the Student Cabinet office, except for banners purchased from the banner maker.
5. No materials may be used belonging to the ASWVCO.
6. Any Student Cabinet Officer seeking election may not use office hours or the Student Cabinet office to make or distribute posters or to campaign.
7. Campaign materials must be approved prior to display. Approval must be through the Dean, or designee, of WVCO, the ASWVCO Student Cabinet Adviser, or a current Student Cabinet member.
8. Areas where displays will be put up must not be used without prior approval of the Dean, or designee, of WVCO and the custodial supervisor.

Section 6: Voting.

A. The polling place shall be selected by the Election Chairperson in conjunction with the ASWVCO Student Senate Adviser.
B. The Chairperson of the Election Committee shall open the polls at WVCO and the polls shall remain open into the evening as determined by the ASWVCO Student Cabinet to more appropriately meet the needs of the WVCO students.
C. Any student currently enrolled at WVCO is eligible to vote.
D. Upon closing of the polls, the Election Committee Chairperson, the ASWVCO Student Senate Adviser and the ASWVCO Administrative Assistant to the Dean, or designee, shall count the ballots.
E. The ASWVCO Dean, designee, or the Election Chairperson shall announce the results of the election.
F. Majority of votes wins in all cases. In the case of ties, the tied candidates shall run in a special election.
G. In the case of a candidate running unopposed, a majority vote of 2/3 confidence is required.
H. Absentee voting arrangements may be made through the ASWVCO Student Cabinet Adviser or the Dean, or designee, of WVCO. These votes must be postmarked no later than 5:00 P.M. the day before the elections begin.

Section 7: Vacancy of offices.

A. If there is a vacancy for any reason, the Student Cabinet should appoint someone into the vacant position until the next election or a special election can be called by the ASWVCO President. The appointee is subject to the approval of a two-thirds majority vote of the Student Cabinet sitting in quorum.
B. In the special election case, official election notices should be posted seven days prior to the polling date, announcing the election date and the individuals to be voted on. Only Student Cabinet Officers sitting in quorum may vote on which candidate is to fill the vacant position.
C. In either case, by appointment or special election, the individual that fills the vacant position will receive a leadership scholarship for that quarter, and any other quarter served in the Student Cabinet position.
D. Candidates applying for, or being appointed to, a vacant position must meet the requirements for the ASWVCO Student Cabinet membership, Article VIII, section 2.

ARTICLE VIII
REQUIREMENTS FOR THE ASWVCO AT OMAK STUDENT SENATE MEMBERSHIP

Section 1: General Requirements.

A student shall hold no more than one (1) ASWVCO Student Senate position concurrently.

Section 2: Cabinet Membership.

A. All candidates for ASWVCO Student Cabinet officers must have earned a minimum of 15 credits hours at WVCO prior to the commencement of the quarter elections, with the exception of the Sophomore Representatives and Freshmen Representatives.
B. Candidates must have a cumulative GPA of at least 2.50.
C. All ASWVCO Student Cabinet Officers must maintain a cumulative GPA of 2.50, and complete a minimum of 6 credits per quarter during their term of office.
D. No student on disciplinary probation may be a candidate for an ASWVCO Student Cabinet office.
E. Candidates for ASWVCO Sophomore Representatives must have earned 45 quarter credits prior to assuming office, with a cumulative GPA of at least 2.50.
F. Candidates for ASWVCO Freshmen Representatives cannot have earned more than 44 credits prior to assuming office.
G. No student may hold more than one (1) incomplete when filing for a Student Cabinet office.
H. Exceptions may be granted by vote of Student Cabinet membership.
I. Students will sign and adhere to the Associated Students of Wenatchee Valley College Code of Conduct policy.

Section 3: Club Senators.

The Student Senate Representative (Senator) of ASWVCO sponsored student programs must be an elected officer or designated representative in accordance to the sponsoring groups' constitution and bylaws.

Section 4: Removal from Student Cabinet.

A. Student Cabinet Officers may be removed from office for just cause by a majority secret ballot vote of the Student Cabinet.

B. Any Student Cabinet member may be removed from office by a two-thirds (2/3) majority vote and approval of the Dean, or designee, due to conduct unbecoming an ASWVCO Student Cabinet officer.

C. Just cause.

1. Failure to complete assigned duties as stated in the bylaws.
2. Failure to maintain necessary GPA (2.50 cumulative).

D. Student Cabinet officers shall be allowed no more than one (1) incomplete, to be completed by the last day of the following quarter. Failure to do so, or further incomplete, shall result in termination of office.

E. If an officer has one (1) unexcused absence in a Student Cabinet or Senate meeting in any quarter, then said person will be notified within one (1) week. After two (2) unexcused absences, the person will be informed in writing, within one (1) week, that his/her position on the Student Cabinet is on probation. After the third time, he/she may be dropped from the Student Cabinet by a majority secret ballot vote of the Student Cabinet.

F. If a Student Cabinet Officer violates the ASWVCO Code of Conduct, they may be removed from the position and will no longer be able to hold an office in the future.

G. If a Student Cabinet Officer's status becomes on disciplinary probation, for any reason, a Student Cabinet meeting shall be called, and Student Cabinet shall vote as to if said officer on disciplinary probation shall receive a leadership scholarship at the end of that quarter.

H. Any Student Cabinet Officer on disciplinary probation, for any reason, for a second quarter shall be immediately removed from office, without receiving a leadership scholarship for the second quarter of disciplinary probation.

ARTICLE IX
SPONSORED STUDENT CLUBS

Section 1: All ASWVCO Student Clubs must be officially recognized by the ASWVCO Student Senate if they are to do any of the following:

A. Use the name of Community College District No. 15.
B. Use the facilities of WVCO.
C. Be eligible to administer programs for the ASWVCO Student Senate on an as needed basis.
D. Receive ASWVCO Student Senate service and activities fees subsidy.

Section 2: Requirements for continuing Official Recognition.

A. Each student club must provide a current copy of the constitution and bylaws to be held on file in the ASWVCO Student Senate office.

B. Have an official faculty/staff Adviser.

C. Provide for membership in the club, which does not eliminate students on basis of race, religion, sex, creed, national origin, color, or physical ability.

D. Must submit to the Executive Cabinet Secretary the minutes of each meeting within 5 business days by paper or electronically. After two (2) un-submitted sets of minutes, a written notice will be sent to the President and Adviser of that club. After three(3) unsubmitted minutes, club funds will be frozen.

E. The ASWVCO Vice President will verify the eligibility of the club for sponsorship each fall and recommend ASWVCO Student Senate approval for each qualifying organization.

F. No new clubs will be eligible to apply for sponsorship after fall quarter unless they are approved by a 2/3 majority vote of the Student Senate. At this time they should be able to demonstrate adequate attendance, interest, and activity in the proposed club.

G. No club may hold their regular meeting during the time of the Student Senate meeting and each club shall send a Senator to each ASWVCO Student Senate meeting.

Section 3: Procedures for Acquiring Sponsorship.

A. Adopt club constitution and/or bylaws, and complete an application for sponsorship, indicating the following:

1. A minimum of ten members involved with the club.
2. A faculty/staff Adviser.
3. Whether or not ASWVCO subsidy is desired in accordance with the financial code.

B. Appear before the ASWVCO Student Senate through the ASWVCO Vice President, and request sponsorship.

C. The ASWVCO Student Senate will take the proposal under consideration and review the application and constitution subject to vote on approval at the next regularly scheduled meeting.

D. Upon approval of the constitution and bylaws, including application form, the ASWVCO Student Senate will grant the organization an official sponsorship, and a new club shall receive a maximum of $1,000 startup subsidy.

Section 4: Definition of level of activity status.

A. An active student program is a club which conducts business, holds meetings and/or events, conducts financial transactions, and/or uses college facilities during any quarter.

B. An inactive student program is a club that has:

1. Been suspended by the Dean, or designee, of WVCO, or the ASWVCO Student Senate, either because of lack of attendance at ASWVCO Student Senate meetings or because of failure to comply with Omak Student Senate and/or college policy, or the laws of the city, state, or federal government.
2. Failed to complete the application for sponsorship within 30 days of the club's formation.
3. Failed to comply with the adopted club constitutional purpose, actual or implied.
4. Failed to conduct a program or meet requirements for more than one (1) quarter.

C. Definition of Suspension

1. If a club has one (1) unexcused absence in a Student Senate meeting in any quarter, the club President and Adviser shall be informed in writing within one (1) week. If the club has two (2) unexcused absences within one (1) quarter, the club President and Adviser shall receive written notice that the club is on probation, but only by a majority secret ballot vote of the Student Senate. After the third unexcused absence, funds will be frozen and, upon a majority secret ballot vote of two-thirds (2/3) by Student Senate, the club may be suspended.
2. Clubs under suspension may only conduct re-organization meetings for the purpose of petitioning for reinstatement.
3. Clubs may not utilize funds, conduct activities, fund raisers, etc., while under suspension.
4. Suspension period shall be a minimum of two (2) weeks.

D. Probationary Period

1. Following one (1) suspension, the club must consider itself on probation for the remainder of the year.
2. Further suspensions may result in disbandment.

E. Reasons for disbanding of sponsored clubs.

An organization which has been:

1. Inactive for two (2) quarters.
2. Failed to meet election requirements as provided by the clubs constitution and bylaws.

F. When a club is disbanding, the monies will be appropriated back to Student Senate contingency.

G. Clubs can petition for reinstatement by the Student Senate after all requirements have been met. Student Senate will decide by two-thirds (2/3) vote whether to release funds back to the club.

ARTICLE X
AMENDMENTS

Section 1: These bylaws may be amended by a two-thirds (2/3) majority vote of the Student Senate sitting in quorum, PROVIDED that at least one (1) week prior notice is given to the Student Senate, PROVIDED FURTHER that the students, faculty, classified staff, and Dean, or designee, are given an opportunity to speak to the amendments.
Section 2: The Board of Trustees of WVCO shall be notified of the amended changes to the bylaws of the ASWVCO constitution and shall vote for approval.

ARTICLE XI
IMPLEMENTATION

Section 1: The bylaws shall be implemented immediately upon a two-thirds (2/3) majority vote of the Student Senate sitting in quorum and approval by the Board of Trustees.
Section 2: Policies and Procedures, separate from the bylaws, can be changed with a two-thirds (2/3) Student Senate majority vote and enacted immediately. They can be appealed by anyone in Section 2, Interpretation.

ARTICLE XII
VOTING

Section 1: Voting in Student Cabinet Meetings: Only elected Cabinet Officers (Vice President, Secretary, Treasurer, Events Coordinator, Sophomore Representatives, and Freshmen Representatives) shall be allowed to vote in Student Cabinet Meetings.
Section 2: Voting in Student Senate Meetings: Only elected Cabinet Officers (Vice President, Secretary, Treasurer, Events Coordinator, Sophomore Representatives, and Freshmen Representatives) and elected Senators shall be allowed to vote in Student Senate Meetings.
Freshmen
Section 3: Voting in Committee Meetings: All WVCO students that are participating in the committee shall be allowed to vote in the Committee's Meeting, except the chair person.
Section 4: Absentee Ballots: To have your vote counted if you will be absent from a meeting in which a vote will be taking place, you must:
A. Be eligible by the above standards to vote in the meeting and
B. Submit a written vote by 5 pm the day prior to the meeting to the ASWVCO Secretary.

ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DISTRICT NO. 15
FINANCIAL CODE

Approved by ASWVC Senate on April 17, 2008
Approved by Board of Trustees on June 18, 2008

INTRODUCTION

Chapter 28 and other related chapters of the Revised Code of Washington relating to education, state that all fees and all other income which the trustees are authorized to impose shall be deposited as the trustees may direct. Such sums of money shall be subject to the budgetary and audit provisions of law applicable to state agencies. The services and activities fees and other revenues collected by Community College District No. 15 for the associated students are for the benefit of the entire student body. The ASWVC and ASWVC, Omak accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the district. Separate accounts shall be kept for each student program and activity. However, such funds are still considered state funds subject to budgetary, purchasing, and audit provisions of law applicable to state agencies. Insofar as the legal provisions are adhered to, this code has been authorized by the Board of Trustees of Community College District No. 15 for the governance of funds of the associated students. The authority for administering the code and the budget and control of expenditures for the ASWVC and ASWVC, Omak funds has been delegated by the Board to the chief student development services officer or designee in consultation with the campus administrator of Wenatchee Valley College, Omak on matters concerning ASWVC, Omak student programs. The objective of this code is one of providing a meaningful variety of educational, cultural, recreational, and social experiences. The raising and expending of funds by the associated students has but one basic purpose, which is the legal promotion of the general welfare and morale of the students as a whole. To that end, services and activities fee expenditures which are devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas. Violations of the provisions of this financial code by an entity within the associated students of Community College District No. 15 shall be just cause for revoking the sponsorship and/or funding of the violating program or activity.

ARTICLE I
FUNDS

Section 1. Source of funds. Associated student body funds are acquired from four sources: (1) services and activities fees which are paid at registration, (2) revenues from activities sponsored by the associated students, (3) contributions, and (4) interest earned on accounts.
Section 2. Use of funds. Associated student accounts are to be used to finance the student programs and activities. With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property and fund capital projects, and may beused in matching funds for such purposes.
Section 3. Limitations. Regular salaries
of professional employees in tenurable or administrative positions and permanent classified staff shall not be paid from student funds, nor shall stipends for activity advisers or coaches. Student funds shall not be used to fund programs, personnel, facilities, equipment, and maintenance covered within the State Board allocation model. Services and activities fee revenues shall not be used to fund activities, which involve the promotion of non-secular beliefs.
Section 4. General fiscal responsibilities.
A. Recording and reporting responsibility. It shall be the responsibility of the dean of administrative services to maintain proper accounting for associated student's monies and to provide periodic reports to the chief student development services officer or designee, campus administrator of WVC, Omak, and other interested parties upon request.

B. Account responsibility. Those in charge of an activity may determine how monies are to be spent so long as the expenditure is within the policies and requirements of Community College District No. 15 and state statutes and is not an improper expenditure of public funds or contrary to sound financial practices. It shall be the responsibility of the chief student development services officer or designee, in conjunction with the dean of administrative services and the business office, to maintain property budget management and processing procedures, and to determine whether a purchase is within the legal limits of state funds.

C. Deposits and expenditures. All funds collected or revenues produced by or through associated student activity or athletic programs or fee collection shall be deposited with and expended through the business office of the district. The following points should be noted and observed by all student groups:

1. All monies collected as a result of any student activity or program must be deposited immediately. If needed, night deposit bags and cash report forms are obtained from the business office.
2. At the time of deposit, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of the monies.
3. No disbursements from any accounts are made except by checks prepared by the business office according to district policies and procedures.

ARTICLE II
SPONSORED STUDENT PROGRAMS

Section 1. Recognition. Any program, the basic aim of which is to promote the welfare and morale of the student body as a whole, may request recognition as an ASWVC or ASWVC, Omak sponsored student program as outlined in the ASWVC and ASWVC, Omak constitution and/or by-laws, except when its purpose is in violation of state or federal laws. The membership of the sponsored program must be composed of students registered for 6 or more credits at Community College District #15.

Section 2. Definition of a sponsored student programs.

A. Chartered student clubs and organizations generally promote a special interest, occupation, or field of study. In order to be recognized, a club or organization must have an approved adviser selected from the professional staff of Community College District #15.

B. Intercollegiate athletic programs for either men or women compete as members of the Northwest Athletic Association of Community Colleges.

C. Student initiated programs are those which are recreational, educational, cultural or social in nature, and are initiated by the ASWVC or ASWVC, Omak, and are intended to supplement the curricular mission of the district.

D. College initiated programs are those programs of the district which have extra-curricular aspects and are of benefit to the entire student body.

Section 3. Subsidization option. Any sponsored studentprogram may be recognized as a subsidized student program upon a two-thirds affirmative vote of the appropriate student senate and approval of the chief student development services officer or designee and/or campus administrator of WVC, Omak. It shall be the responsibility of the members of sponsored student programs to determine whether they desire to be subsidized or non-subsidized.

Student programs which are recognized during the fiscal year normally will not quality for subsidization until the beginning of the following fiscal year.

ARTICLE III
BUDGET

Section 1. Revenue estimates. S & A fee revenue estimates and target levels will be made by the chief student development services officer or designee, following consultation with the dean of administrative services, the campus administrator of WVC, Omak, and the executive commission. Revenue estimates will be based on the anticipated enrollment for the succeeding year.

Section 2. Budget Levels.

A. Responsibility for proposing program priorities and budget levels within the target levels for the associated student budget shall reside with the executive commission according to the following parameters:

1. Services and activities fees collected at WVC and WVC, Omak shall be used to fund student programs at the respective campus, allowing for the funding from either campus of specific programs as decided by the executive commission.
2. The ASWVC and ASWVC, Omak shall maintain ten percent of their budget levels in contingency to assure the programs. Monies may be released from contingency to a designated account following two-thirds vote of the appropriate student senate sitting in quorum voting in the affirmative, and upon approval of the chief student development services officer or designee, and/or campus administrator of WVC, Omak. Upon dissolution of any student program, all funds of the program shall revert to the appropriate contingency.
3. Five percent of the ASWVC and ASWVC, Omak budget levels will be retained in the appropriate campus project fund. Monies may be released from these accounts for expenditure by a two-thirds vote of the appropriate student senate the approval of the chief student development services officer or designee and/or campus administrator of WVC, Omak upon submission of a detailed project proposal and budget.
4. Three percent of the remaining ASWVC services and activities fee revenue shall be deposited to the vehicle replacement fund.
5. Sixty percent of the balance of ASWVC services and activities fee revenue will be used to fund athletic programs and forty percent for activities programs.

B. Amendments within the established yearly budget allocation may be initiated by a two-thirds affirmative vote of the appropriate student senate. The chief student development services officer or designee will review the amendment with the district president to determine whether the amendment is of sufficient magnitude to require board of trustee action.

Section 3. Budget process and calendar.

A. The chief student development services officer or designee, at the direction of the executive commission shall circulate budget request forms to any interest program for the activity in the next fiscal year (February 1-15).

B. The revenue levels shall be set by the chief student development services officer or designee, dean of administrative services, campus administrator of WVC, Omak, and the executive commission (February 1-15).

C. Student programs advisers/coaches and leaders will turn in the budget request forms to the student programs office for compilation and distribution to the appropriate budget committee (February 15-March 1).

D. The budget levels shall be set by the executive commission and sent to the appropriate budget committee (February 15-28).

E. The budget committees shall meet with representatives from sponsored student programs to review their requests and shall prepare their subsidization recommendations (March 1-April 15).

The ASWVC budget committee shall consist of the ASWVC activities treasurer, the ASWVC athletics treasurer (co-chairpersons), the ASWVC president, the ASWVC vice president and three students appointed by the ASWVC president, and the chief student development services officer or designee (ex-officio). The ASWVC, Omak student senate shall serve as the budget committee to review ASWVC, Omak budget requests. The committees shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities.

F. The ASWVC student senate shall review the recommendations of the ASWVC budget committee and make any necessary changes. The ASWVC and ASWVC, Omak student senates, upon two-thirds majority affirmative vote of the entire membership, shall forward the budgets to the executive commission for approval (April 15-22).

G. The executive commission shall approve the budget by two-thirds majority affirmative vote of the entire membership and prepare it for presentation to the board of trustees through the chief student development services officer or designee, the campus administrator of WVC, Omak, and the president of Community College District #15 (April 22-30).

H. The administration shall reserve the right to submit a separate budget recommendation to the board of trustees. In doing so, the administration shall review the executive commission's recommendations and submit a written response to the executive commission and the board of trustees that outlines any areas of differences (April 22- May 7). The administration will further meet with the executive commission in a good faith effort to resolve the difference between the budget proposals prior to the submittal of final recommendations to the board of trustees (April 22-June 15).

I. The board of trustees shall review the recommendation of the executive commission and that of the administration, if one is proposed. Before board adoption of the final budget, representatives of the executive commission and/or the budget committees shall be given the opportunity to reasonably address the board (May 1- June 15).

J. The adopted budget shall be made available to all interested parties, including the budget officer for input into the financial information system, administrators, student government officials, and all sponsored student programs (June 15-20). The adopted budget shall be in effect for the fiscal year (July 1-June 30).

Section 4. Year-end balances.

A. Accounts will retain five percent of their total budget as a yearly reserve to be used to pay year-ending bills, if needed.

B. All remaining and unencumbered student account funds shall, at fiscal year end, be carried forward to the next fiscal year in those same accounts. Whenever possible, available carryover funds will be considered when setting the subsequent year's budget. In the unusual case of over-expenditure, the negative balance will also be carried forward and it shall be the responsibility of the students, the chief student development services officer or designee and the activity adviser/coach to budget accordingly for the succeeding year.

C. Any excess services and activities fees revenue shall remain in holding, to be included in the subsequent year's budget in compliance with the processes outlined in this code.

ARTICLE IV
EXPENDITURE PROCEDURES

Section 1. General. The procedures as set forth in this code shall be followed in the expenditure of funds from the associated student's accounts. All purchases shall be made in compliance with section 8.P.09 of the college policies and procedures manual.

Section 2. Purchase orders.

A. The club or activity wishing to make a purchase or pay for a service must obtain a purchase order in advance by submitting a purchase order authorization form signed by the program adviser/coach to the chief student development services officer or designee. No purchase order will be issued without sufficient funds present in the account. Purchase orders shall be signed by the chief student development services officer or designee and one executive officer from the appropriate campus (the student signature for ASWVC, Omak purchases will be included on the purchase order authorization form).

B. The purchase order is taken with the person while making the purchase. At the time of the purchase, the person should take to (1) give the vendor the original copy of the purchase order, (2) demand a receipt for the purchase (this should reflect the amount of the purchase or charge, including tax) and, (3) sign and date the receipt to show that the goods were actually received. Vendors are notified that no disbursements from student accounts will be made unless, at the time of purchase, a purchase order is presented. The vendors retain the original copy of the purchase order for billing purposes.

C. The signed and dated receipt is returned to the chief student development services officer or designee. After insuring that proper entries are made in the ASWVC or ASWVC, Omak records, the chief student development services officer or designee forwards the second copy (yellow) of the purchase order, together with the receipt, to the business office for payment according to district policies and procedures.

D. The treasurers will forward the organizational copy to the club/coach.

Section 3. Reimbursements. Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected.

Section 4. Advances. It may be necessary to request funds in advance for the services to be performed. Advance payments are to be strictly controlled and are not intended to take the place of the regular ordering procedures. Advances may be requested for meals and lodging associated with official ASWVC or ASWVC, Omak travel. The maximum allowable advances will be set by the chief student development services officer or designee. The adviser or coach is accountable for the proper disbursement of funds when advance payment has been made. Unexpended funds are to be returned to the business office upon the return of the group or team.

Section 5. Emergency purchases. Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the chief student development services officer or designee for emergency verbal authorization for purchase. This procedure must be followed by the normal procedures outlined above. In no case is purchasing to be initiated without prior approval of the chief student development services officer or designee. Activity advisers, coaches, and students will be personally liable for expenditure commitments made in violation of this procedure.

Section 6. Travel. Student funds may be used to pay travel expenses of individuals who officially represent the associated students in an activity, which is generally related to the entire student body. A prior trip approval request must be submitted by the adviser/coach to the chief student development services officer or designee through the appropriate student senate or activity council for approval. Upon return the adviser or coach will submit a trip report to the chief student development services officer or designee to account for all funds expended.

A. Meals and lodging: The combined meal and housing costs may not exceed district travel allowance policies.

B. District vehicles: To provide for the maintenance, repair, and replacement of district vehicles, organizations and administrators using such vehicles will be charged according to the district rate. Staff members or students may be authorized to drive district vehicles providing they possess a current unrestricted driver's license as issued by the Washington Department of Motor Vehicles and maintain good driving records. Only those persons so authorized may travel in state vehicles.

C. Private automobiles: The use of private automobiles is reimbursable at the rate established by the district travel policy.

D. Rental vehicles: Those organizations or activities utilizing rental vehicles will be required to fulfill the obligations of and pay the full amount of the rental.

Section 7. College facilities. Deductions may be made from organizations, activities, and administrative accounts for labor and supply expenditures incurred while using college facilities, e.g., theater, gym, etc., through the use of purchase order authorizations. Non-sponsored activities conducting fund-raising activities in college facilities will normally be charged a nominal and appropriate rental.

Section 8. Special events and projects support. The ASWVC or ASWVC, Omak student senate, with the approval of the chief student development services officer or designee and/or of WVC, Omak, may request or authorize the members of an activity to perform a special service by sponsoring an extraordinary, non-budgeted event or project. Either student senate may pledge its account in supporting the activity and will determine the level of support, which will be granted. All expenses involved in sponsoring such an event or project will be processed through the student senate accounts. These expenses shall be reimbursed from the proceeds of the event or project.

ARTICLE V
ADMISSION TO EVENTS

Section 1. Issuance of associated student membership cards. ASWVC or ASWVC, Omak membership cards will be issued to all students who register for and pay tuition and fees for six or more credit hours.

Section 2. Use of membership cards. Membership cards entitle the authorized holder to participate in contests or events, vote in elections, and receive publications of the ASWVC or ASWVC, Omak, in most cases without charge or at specific reduced prices.

Section 3. Faculty/staff card. Full-time faculty/staff shall receive a card, validated for the entire year, which admits the faculty-staff member to ASWVC or ASWVC, Omak sponsored activities except when prohibited by contractual agreement or other conditional proviso.

Section 4. Admission prices. Admission prices shall be set in line with policies established by the appropriate student senate and approved by the chief student development services officer or designee.
Section 5. Season tickets. The sale of pre-numbered season tickets shall be the responsibility of the activity leaders. Accounting for the sale of these tickets shall be made to the chief student development services officer or designee.
Section 6. Ticket sales. Tickets for ASWVC or ASWVC, Omak events may be placed on sale in appropriate campus areas and/or off campus areas designated by the chief student development services officer or designee or the adviser/coach.
Section 7. Complimentary passes. In order to strictly control extending the assets of the state to private individuals in accordance with state law, complimentary passes may be issued only in accordance with the following conditions:
A. The number assigned and the recipients are approved in advance by the chief student development services officer or designee.
B. The passes are pre-numbered.
C. These passes may then be issued by the chief student development services officer or designee for distribution.
Section 8. ASWVC Lifetime membership cards. ASWVC or ASWVC, Omak lifetime membership cards will be issued for outstanding service to the associated students upon approval of the chief student development services officer or designee, in consultation with the campus administrator of WVC, Omak as appropriate. Such passes entitle the holder to all rights and privileges of ASWVC or ASWVC, Omak membership in accordance with the constitution, by-laws and/or this code.

ARTICLE VI
CONTRACTS

Section 1. Responsibility. Prior approval for all contractual agreements and bid items pertaining to associated student activities and programs must be obtained from the chief student development services officer or designee. The responsibility for finalizing and signing all contractual agreements rests with the dean of administrative services.
Section 2. Invalid contracts. Written contracts pertaining to athletics, student clubs and organizations, and student sponsored activities made without prior approval and not finalized by the dean of administrative services are invalid. Responsibility for payment of invalid contracts rests with the adviser or coaches and members of the contracting group and may not be paid from public funds.

ARTICLE VII
RECOGNITION AND AWARDS

Section 1. Awards ceremonies. Awards ceremonies are the responsibility of the appropriate student senate and should be conducted at the annual spring ASWVC or ASWVC, Omak awards banquet and/or graduation. Athletic awards banquets following each season of play are recognized as traditional events by the associated students. Student funds may be used to support this type of activity. The appropriate student senate may approve other recognition events upon proper application.
Section 2. Awards system. The awards system shall be the responsibility of the student senate. The cost of the award should not exceed $35.00.
A. Athletic awards. Awards made to students who participate in varsity intercollegiate shorts may be made following appropriate recommendation by the head coach of the sport and approved by the athletic director and chief student development services officer or designee. The cost of the awards, certificates, and trophies shall be charged to the account of the sport in which the award was earned.
B. Activities and student government awards. Awards made to students who participate in the activities and student government program may be made upon the recommendation of the adviser for the activity and approved by the chief student development services officer or designee, or the campus administrator of WVC, Omak as appropriate.

ARTICLE VIII
CODE LIMITATIONS

Section 1. Operational directives. The associated students of Community College District #15 recognize that certain sections or parts of this code may be impractical or that emergency or legal situations may arise which are not covered by the code. The chief student development services officer or designee is hereby authorized to issue operational directives in order to protect the integrity of the associated students. The directives will be in the best interests of the associated students. Operational directives will be reviewed by the ASWVC and/or ASWVC, Omak student senate at a regularly scheduled meeting.
Section 2. Vacation operations. The associated students authorize the chief student development services officer or designee or his/her designated representative to operate the budget in the best interests of the associated students during vacation periods.

ARTICLE IX
AMENDMENT PROCEDURES

Proposed amendments to this code may be submitted to the executive commission for a first reading at any regularly scheduled meeting. The proposed amendment may be voted on at any subsequent meeting following the first reading so long as the time elapsed between the first reading and voting does not exceed two months. Amendments will be approved by a two-thirds affirmative vote of the executive commission. Final authority for approval shall rest with the board of trustees.

ARTICLE X
REVISIONS

The Financial Code will be reviewed on or before every three years by the executive commission. Any revisions will be approved by two-thirds affirmative majority vote of the entire membership of the executive commission and have the approval of the board of trustees.

WENATCHEE VALLEY COLLEGE

SEPTEMBER 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
					1
					2
3 Labor Day	4	5	6	7	8
					9 Grandparents' Day
10 Tuition due for Fall quarter classes	11 Patriot Day	12	13	14	15
					16
17	18	19	20	21	22
					23
24 Classes begin	25	26	27	28	29
					30

MONDAY Aug 27

TUESDAY Aug 28

WEDNESDAY Aug 29

THURSDAY Aug 30

31 Aug FRIDAY

1 Sep SATURDAY

2 Sep SUNDAY

August 2012

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY Sep 3

Labor Day

. Men's Soccer vs. Walla Walla U, 4pm

TUESDAY Sep 4

WEDNESDAY Sep 5

THURSDAY Sep 6

7 Sep FRIDAY

8 Sep SATURDAY

9 Sep SUNDAY

Grandparents' Day

August 2012

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY Sep 10

- Tuition due for Fall quarter classes
- Get a parking pass too, while you're paying your tuition

TUESDAY Sep 11

Patriot Day

WEDNESDAY Sep 12

- Volleyball vs. Yakima Valley, 6pm

THURSDAY Sep 13

- Books go on sale

14 Sep FRIDAY

- Women's Soccer vs. Highline, 12pm
- Men's Soccer vs. Highline, 2:15pm

15 Sep SATURDAY

16 Sep SUNDAY

August 2012

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY Sep 17

. Stop by Van Tassell to get your student ID card

TUESDAY Sep 18

WEDNESDAY Sep 19

. "O" @ WVC, 10am or 5:30pm

THURSDAY Sep 20

. Washington online classes begin

21 Sep FRIDAY

22 Sep SATURDAY

23 Sep SUNDAY

August 2012

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY Sep 24

- Classes begin
- Bookstore extended hours: 8am - 6pm
- Stop by the Cashiers in Wenatchi Hall to get your parking pass
- Volleyball vs. Blue Mountain, 6pm

TUESDAY Sep 25

- Last day to register (w/out instructor permission)
- Bookstore extended hours: 8am - 6pm
- Activity Council, 12pm

WEDNESDAY Sep 26

- Bookstore extended hours: 8am - 6pm
- Women's Soccer vs. Yakima Valley, 2pm

THURSDAY Sep 27

- Bookstore extended hours: 8am - 6pm

28 Sep FRIDAY

- Volleyball vs. Big Bend, 6pm

29 Sep SATURDAY

- Women's Soccer vs. Bellevue CC, 12pm
- Men's Soccer vs. Bellevue CC, 2:15pm

30 Sep SUNDAY

August 2012

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WENATCHEE VALLEY COLLEGE

OCTOBER 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
1	2	3	4	5	6 7
8 Columbus Day	9	10	11	12	13 14
15	16	17	18	19	20 21
22	23	24	25	26	27 28
29	30	31 Halloween			

MONDAY Oct 1

- Last day to return books with receipt for full refund

TUESDAY Oct 2

- Activity Council, 12pm

WEDNESDAY Oct 3

- Women's Soccer vs. CC of Spokane, 2pm
- Men's Soccer vs. South Puget Sound, 4:15pm

THURSDAY Oct 4

5 Oct FRIDAY

6 Oct SATURDAY

- Volleyball vs. Treasure Valley, 2pm

7 Oct SUNDAY

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Oct 8

Columbus Day

TUESDAY Oct 9

- Activity Council, 12pm

WEDNESDAY Oct 10

- Volleyball vs. Columbia Basin, 6pm

THURSDAY Oct 11

12 Oct FRIDAY

13 Oct SATURDAY

- Women's Soccer vs. Peninsula College, 2pm
- Men's Soccer vs. Peninsula College, 4:15pm

14 Oct SUNDAY

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Oct 15

TUESDAY Oct 16

- Activity Council, 12pm

WEDNESDAY Oct 17

- Women's Soccer vs. Walla Walla, 1pm
- Men's Soccer vs. Walla Walla, 3:15pm

THURSDAY Oct 18

19 Oct FRIDAY

- Women's Soccer vs. Columbia Basin, 12pm
- Men's Soccer vs. Columbia Basin, 2:15pm

20 Oct SATURDAY

21 Oct SUNDAY

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Oct 22

TUESDAY Oct 23

. Activity Council, 12pm

WEDNESDAY Oct 24

. Volleyball vs. CC of Spokane, 6pm

THURSDAY Oct 25

. If you're a quarter or two away from graduation, consider filling out a Credit Evaluation Request form with Registration to be sure you're on track

26 Oct FRIDAY

27 Oct SATURDAY

28 Oct SUNDAY

September 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Oct 29

TUESDAY Oct 30

- Activity Council, 12pm

WEDNESDAY Oct 31

Halloween

- Women's Soccer vs. Treasure Valley, 1pm
- Men's Soccer vs. Treasure Valley, 3:15pm
- Volleyball vs. Walla Walla 6pm

THURSDAY Nov 1

- Last day to withdraw or change to audit

2 Nov FRIDAY

3 Nov SATURDAY

Daylight Saving (End)

4 Nov SUNDAY

October 2012

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

WENATCHEE VALLEY COLLEGE

NOVEMBER 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
			1	2	3
					4 Daylight Saving (End)
5	6	7	8	9 Advising Day for continuing/former students for Winter quarter (no day classes)	10
					11
12 Veterans' Day (no classes)	13	14	15	16	17
					18
19	20	21 Professional Day (no classes)	22 Thanksgiving Day (no classes)	23 Thanksgiving Day (no classes)	24
					25
26	27	28	29	30	

MONDAY Nov 5

. Advising Day is coming up. Don't forget to make an appointment with your faculty advisor

TUESDAY Nov 6

. Activity Council, 12pm

WEDNESDAY Nov 7

THURSDAY Nov 8

. Advising Day for continuing/former students for Winter quarter (no day classes)

9 Nov FRIDAY

10 Nov SATURDAY

11 Nov SUNDAY

October 2012

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MONDAY Nov 12

Veterans' Day
(no classes)

TUESDAY Nov 13

- Winter quarter registration for continuing/former students
- Activity Council, 12pm

WEDNESDAY Nov 14

- Winter quarter registration for continuing/former students

THURSDAY Nov 15

- Winter quarter registration for continuing/former students

16 Nov FRIDAY

17 Nov SATURDAY

- Men's Basketball vs. WVC Alumni, 6pm

18 Nov SUNDAY

October 2012

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MONDAY Nov 19

TUESDAY Nov 20

. Activity Council, 12pm

WEDNESDAY Nov 21

. Professional Day (no classes)

THURSDAY Nov 22

Thanksgiving Day (no classes)

Thanksgiving (no classes)

23 Nov FRIDAY

24 Nov SATURDAY

25 Nov SUNDAY

October 2012

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MONDAY Nov 26

. Winter quarter advising & registration for new students begins

TUESDAY Nov 27

. Activity Council, 12pm

WEDNESDAY Nov 28

. Washington online classes end

THURSDAY Nov 29

30 Nov FRIDAY

. Men's Basketball vs. Skagit Valley, 5pm

1 Dec SATURDAY

2 Dec SUNDAY

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WENATCHEE VALLEY COLLEGE

DECEMBER 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
					1
					2
3	4	5	6	7	8
					9
10 Deans Day (no classes)	11	12	13	14 Winter vacation begins	15
					16
17	18	19 Tuition due for Winter quarter classes	20	21	22
					23
24 Christmas Eve	25 Christmas Day	26	27	28	29
					30
31 New Year's Eve					

MONDAY Dec 3

. Last day to apply for Fall quarter graduation

TUESDAY Dec 4

. Activity Council, 12pm

WEDNESDAY Dec 5

THURSDAY Dec 6

7 Dec FRIDAY

8 Dec SATURDAY

9 Dec SUNDAY

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY Dec 10

- Deans Day (no classes)
- Textbook Buy Back, 9am-4pm
- First day for Spring-start Rad Tech apps

TUESDAY Dec 11

- Final Exams
- Textbook Buy Back, 9am-4pm

WEDNESDAY Dec 12

- Final Exams
- Textbook Buy Back, 9am-4pm

THURSDAY Dec 13

- Final Exams
- Textbook Buy Back, 9am-4pm

14 Dec FRIDAY

- Winter vacation begins

15 Dec SATURDAY

16 Dec SUNDAY

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY Dec 17

TUESDAY Dec 18

. Grades available for students (Student Kiosk, on-line)

WEDNESDAY Dec 19

. Tuition due for Winter quarter classes
. Renew your parking pass, while you're paying your tuition

THURSDAY Dec 20

. Last day for Spring-start Rad Tech apps @ 5pm

21 Dec FRIDAY

22 Dec SATURDAY

23 Dec SUNDAY

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY Dec 24

Christmas Eve

TUESDAY Dec 25

Christmas Day

WEDNESDAY Dec 26

THURSDAY Dec 27

. Books go on sale

28 Dec FRIDAY

29 Dec SATURDAY

30 Dec SUNDAY

November 2012

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY Dec 31

New Year's Eve

TUESDAY Jan 1

New Year's Day

WEDNESDAY Jan 2

- Classes Begin
- Bookstore extended hours: 8am - 6pm
- Stop by the Cashiers in Wenatchi Hall to renew your parking pass

THURSDAY Jan 3

- Last day to register (w/out instructor permission)
- Washington online classes begin
- Bookstore extended hours: 8am - 6pm

FRIDAY 4 Jan

- Stop by Van Tassell to get your student ID card

SATURDAY 5 Jan

SUNDAY 6 Jan

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WENATCHEE VALLEY COLLEGE

JANUARY 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
	1 New year's Day	2 Classes Begin	3	4	5 6
7	8	9	10	11	12 13
14	15	16	17	18	19 20
21 Martin Luther King Day (no classes)	22	23	24	25	26 27
28	29	30	31		

MONDAY Jan 7

TUESDAY Jan 8

- Activity Council, 12pm

WEDNESDAY Jan 9

- Last day to return books with receipt for full refund
- Women's Basketball vs. CC of Spokane, 6pm
- Men's Basketball vs. CC of Spokane, 8pm

THURSDAY Jan 10

11 Jan FRIDAY

12 Jan SATURDAY

- Women's Basketball vs. Big Bend, 2pm
- Men's Basketball vs. Big Bend, 4pm

13 Jan SUNDAY

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY Jan 14

TUESDAY Jan 15

- Activity Council, 12pm

WEDNESDAY Jan 16

THURSDAY Jan 17

18 Jan FRIDAY

- Women's Basketball vs. Walla Walla, 2pm
- Men's Basketball vs. Walla Walla, 4pm

19 Jan SATURDAY

20 Jan SUNDAY

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY Jan 21

Martin Luther King Day (no classes)

TUESDAY Jan 22

. Activity Council, 12pm

WEDNESDAY Jan 23

THURSDAY Jan 24

25 Jan FRIDAY

26 Jan SATURDAY

27 Jan SUNDAY

December 2012

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY Jan 28

TUESDAY Jan 29

- Activity Council, 12pm

WEDNESDAY Jan 30

- Women's Basketball vs. Yakima Valley, 6pm
- Men's Basketball vs. Yakima Valley, 8pm

THURSDAY Jan 31

1 Feb FRIDAY

- If you're a quarter or two away from graduation, consider filling out a Credit Evaluation Request form with Registration to be sure you're on track
- WVC Scholarship Deadline

2 Feb SATURDAY

Groundhog Day

3 Feb SUNDAY

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

WENATCHEE VALLEY COLLEGE

FEBRUARY 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
				1	2 Groundhog Day
					3
4	5	6	7	8	9
					10
11	12	13	14 Valentine's Day	15 Advising Day for continuing/former students for Spring quarter (no day classes)	16
					17
18 Presidents Day (no classes)	19	20	21	22	23
					24
25	26	27	28		

MONDAY Feb 4

TUESDAY Feb 5

- Activity Council, 12pm

WEDNESDAY Feb 6

- Women's Basketball vs. Columbia Basin, 6pm
- Men's Basketball vs. Columbia Basin, 8pm

THURSDAY Feb 7

8 Feb FRIDAY

9 Feb SATURDAY

10 Feb SUNDAY

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MONDAY Feb 11

. Advising Day is coming up. Don't forget to make an appointment with your faculty advisor

TUESDAY Feb 12

. Activity Council, 12pm
. Don't forget to submit your FAFSA

WEDNESDAY Feb 13

. Last day to withdraw or change to audit

THURSDAY Feb 14

Valentine's Day

15 Feb FRIDAY

. Advising Day for continuing/former students for Spring quarter (no day classes)
. Women's Basketball vs. Blue Mountain, 6pm
. Men's Basketball vs. Blue Mountain, 8pm

16 Feb SATURDAY

. Women's Basketball vs. Treasure Valley, 2pm
. Men's Basketball vs. Treasure Valley, 4pm

17 Feb SUNDAY

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MONDAY Feb 18

Presidents Day
(no classes)

TUESDAY Feb 19

- Spring quarter registration for continuing/former students
- Activity Council, 12pm

WEDNESDAY Feb 20

- Spring quarter registration for continuing/former students

THURSDAY Feb 21

- Spring quarter registration for continuing/former students

22 Feb FRIDAY

23 Feb SATURDAY

24 Feb SUNDAY

January 2013

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MONDAY Feb 25

- Spring quarter advising/registration for new students begins

TUESDAY Feb 26

- Activity Council, 12pm

WEDNESDAY Feb 27

THURSDAY Feb 28

- Last day to apply for Winter quarter graduation
- Priority FAFSA deadline

1 Mar FRIDAY

2 Mar SATURDAY

3 Mar SUNDAY

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WENATCHEE VALLEY COLLEGE

MARCH 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
				1	2
					3
4	5	6	7	8	9
					10 Daylight Saving (Start)
11	12	13	14	15	16
					17 St. Patrick's Day
18 Tuition due for Spring quarter classes	19	20	21 Spring Break Begins	22	23
					24
25	26	27	28	29	30
					31 Easter

MONDAY Mar 4

TUESDAY Mar 5

. Activity Council, 12pm

WEDNESDAY Mar 6

THURSDAY Mar 7

8 Mar FRIDAY

9 Mar SATURDAY

Daylight Saving (Start)

10 Mar SUNDAY

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MONDAY Mar 11

TUESDAY Mar 12

. Activity Council, 12pm

WEDNESDAY Mar 13

. Washington online classes end

THURSDAY Mar 14

. Textbook Buy Back, 9am-4pm

15 Mar FRIDAY

16 Mar SATURDAY

St. Patrick's Day

17 Mar SUNDAY

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MONDAY Mar 18

- Final Exams
- Tuition due for Spring quarter classes
- Textbook Buy Back, 9am-4pm
- First day for second-year MLT apps

TUESDAY Mar 19

- Final Exams
- Textbook Buy Back, 9am-4pm

WEDNESDAY Mar 20

- Final Exams
- Textbook Buy Back, 9am-4pm

THURSDAY Mar 21

- Spring Break Begins

22 Mar FRIDAY

23 Mar SATURDAY

24 Mar SUNDAY

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MONDAY Mar 25

. Books go on sale

TUESDAY Mar 26

. Grades available for students (Student Kiosk, on-line)

WEDNESDAY Mar 27

THURSDAY Mar 28

. Washington online classes begin

29 Mar FRIDAY

. Last day for second-year MLT apps @ 5pm

30 Mar SATURDAY

31 Mar SUNDAY

Easter

February 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WENATCHEE VALLEY COLLEGE

APRIL 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
1 April Fool's Day Classes Begin	2	3	4	5	6 7
8	9	10	11	12	13 14
15	16	17	18	19	20 21
22 Earth Day	23	24	25	26	27 28
29	30				

MONDAY Apr 1

April Fool's Day

- Classes Begin
- Bookstore extended hours: 8am - 6pm
- Stop by the Cashiers in Wenatchi Hall to renew your parking pass

TUESDAY Apr 2

- Last day to register (w/out instructor permission)
- Bookstore extended hours: 8am - 6pm
- Activity Council, 12pm

WEDNESDAY Apr 3

- Bookstore extended hours: 8am - 6pm

THURSDAY Apr 4

5 Apr FRIDAY

6 Apr SATURDAY

7 Apr SUNDAY

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MONDAY Apr 8

. Last day to return books with receipt for full refund

TUESDAY Apr 9

. Activity Council, 12pm

WEDNESDAY Apr 10

THURSDAY Apr 11

12 Apr FRIDAY

13 Apr SATURDAY

14 Apr SUNDAY

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MONDAY Apr 15

TUESDAY Apr 16

. Activity Council, 12pm

WEDNESDAY Apr 17

THURSDAY Apr 18

19 Apr FRIDAY

20 Apr SATURDAY

21 Apr SUNDAY

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MONDAY Apr 22

Earth Day

TUESDAY Apr 23

. Activity Council, 12pm

WEDNESDAY Apr 24

THURSDAY Apr 25

26 Apr FRIDAY

. If you're a quarter or two away from graduation, consider filling out a Credit Evaluation Request form with Registration to be sure you're on track

27 Apr SATURDAY

28 Apr SUNDAY

March 2013

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MONDAY Apr 29

TUESDAY Apr 30

. Activity Council, 12pm

WEDNESDAY May 1

. Last day to apply for Spring Quarter graduation

THURSDAY May 2

3 May FRIDAY

4 May SATURDAY

Cinco de Mayo

5 May SUNDAY

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WENATCHEE VALLEY COLLEGE

MAY 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
		1	2	3	4
					5 Cinco de Mayo
6	7	8	9	10 Advising Day for continuing/former students for Summer/ Fall quarters (no day classes)	11
					12 Mother's Day
13	14	15	16	17	18
					19
20	21	22	23	24	25
					26
27 Memorial Day (no classes)	28	29	30	31	

MONDAY May 6

. Advising Day is coming up. Don't forget to make an appointment with your faculty advisor

TUESDAY May 7

. Activity Council, 12pm

WEDNESDAY May 8

THURSDAY May 9

. Advising day for continuing/former students for Summer/ Fall quarters (no day classes)

10 May FRIDAY

11 May SATURDAY

Mother's Day

12 May SUNDAY

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY May 13

. Last day to withdraw or change to audit

TUESDAY May 14

. Activity Council, 12pm

WEDNESDAY May 15

THURSDAY May 16

17 May FRIDAY

18 May SATURDAY

19 May SUNDAY

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY May 20

- Summer/**Fall** quarter registration for continuing/former students

TUESDAY May 21

- Summer/**Fall** quarter registration for continuing/former students
- Activity Council, 12pm

WEDNESDAY May 22

- Summer/**Fall** quarter registration for continuing/former students

THURSDAY May 23

24 May FRIDAY

25 May SATURDAY

26 May SUNDAY

April 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY May 27

Memorial Day
(no classes)

TUESDAY May 28

- Summer/**Fall** quarter advising/registration for new students begins
- Activity Council, 12pm

WEDNESDAY May 29

THURSDAY May 30

31 May FRIDAY

1 Jun SATURDAY

2 Jun SUNDAY

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WENATCHEE VALLEY COLLEGE

JUNE 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
					1
					2
3	4	5	6	7	8
					9
10	11	12 Tuition due for Summer quarter classes	13	14 Flag Day	15
					16 Father's Day
17	18	19	20	21	22
					23
24	25	26 Classes Begin	27	28	29
					30

MONDAY Jun 3

TUESDAY Jun 4

. Activity Council, 12pm

WEDNESDAY Jun 5

. Washington online classes end

THURSDAY Jun 6

7 Jun FRIDAY

8 Jun SATURDAY

9 Jun SUNDAY

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY Jun 10

. First day for Fall-start Nursing & MA apps

TUESDAY Jun 11

. Textbook Buy Back, 9am-4pm
. Activity Council, 12pm

WEDNESDAY Jun 12

. Final Exams
. Textbook Buy Back, 9am-4pm
. Tuition due for Summer quarter classes

THURSDAY Jun 13

. Final Exams
. Textbook Buy Back, 9am-4pm

Flag Day

. Final Exams
. Textbook Buy Back, 9am-4pm
. Graduation (Wenatchee Campus)

14 Jun FRIDAY

. Graduation (Omak Campus)

15 Jun SATURDAY

Father's Day

16 Jun SUNDAY

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY Jun 17

TUESDAY Jun 18

. Grades available for students (Student Kiosk, on-line)

WEDNESDAY Jun 19

. Books go on sale

THURSDAY Jun 20

. Last day for Fall-start Nursing & MA apps@ 12pm

21 Jun FRIDAY

22 Jun SATURDAY

23 Jun SUNDAY

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY Jun 24

TUESDAY Jun 25

WEDNESDAY Jun 26

- Classes Begin
- Stop by the Cashiers in Wenatchi Hall to get your parking pass
- Bookstore extended hours: 8am - 6pm

THURSDAY Jun 27

- Last day to register (w/out instructor permission)
- Bookstore extended hours: 8am - 6pm

28 Jun FRIDAY

29 Jun SATURDAY

30 Jun SUNDAY

May 2013

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WENATCHEE VALLEY COLLEGE

JULY 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
1	2	3	4 Independence Day (no classes)	5	6 7
8	9	10	11	12	13 14
15	16	17	18	19	20 21
22	23	24	25	26	27 28
29	30	31			

MONDAY Jul 1

. Washington online classes begin

TUESDAY Jul 2

. Last day to return books with receipt for full refund

WEDNESDAY Jul 3

THURSDAY Jul 4

Independence Day (no classes)

5 Jul FRIDAY

6 Jul SATURDAY

7 Jul SUNDAY

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Jul 8

TUESDAY Jul 9

WEDNESDAY Jul 10

THURSDAY Jul 11

12 Jul FRIDAY

13 Jul SATURDAY

14 Jul SUNDAY

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Jul 15

TUESDAY Jul 16

WEDNESDAY Jul 17

THURSDAY Jul 18

19 Jul FRIDAY

20 Jul SATURDAY

21 Jul SUNDAY

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Jul 22

TUESDAY Jul 23

WEDNESDAY Jul 24

THURSDAY Jul 25

26 Jul FRIDAY

27 Jul SATURDAY

28 Jul SUNDAY

June 2013

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY Jul 29

TUESDAY Jul 30

. Last day to withdraw or change to audit

WEDNESDAY Jul 31

THURSDAY Aug 1

. Last day to apply for Summer quarter graduation

2 Aug FRIDAY

3 Aug SATURDAY

4 Aug SUNDAY

July 2013

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WENATCHEE VALLEY COLLEGE

AUGUST 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
			1	2	3
					4
5	6	7	8	9	10
					11
12	13	14	15	16	17
					18
19	20	21	22	23	24
					25
26	27	28	29	30	31

MONDAY Aug 5

TUESDAY Aug 6

WEDNESDAY Aug 7

THURSDAY Aug 8

9 Aug FRIDAY

10 Aug SATURDAY

11 Aug SUNDAY

July 2013

S	M	T	W	Th	F	Sa
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August 2013

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MONDAY Aug 12

TUESDAY Aug 13

WEDNESDAY Aug 14

THURSDAY Aug 15

16 Aug FRIDAY

17 Aug SATURDAY

18 Aug SUNDAY

July 2013

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August 2013

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MONDAY Aug 19

. Textbook Buy Back, 9am-4pm

TUESDAY Aug 20

. End of quarter
. Textbook Buy Back, 9am-4pm

WEDNESDAY Aug 21

THURSDAY Aug 22

. Washington online classes end

23 Aug FRIDAY

24 Aug SATURDAY

25 Aug SUNDAY

July 2013

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August 2013

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MONDAY Aug 26

TUESDAY Aug 27

. Grades available for students (Student Kiosk, on-line)

WEDNESDAY Aug 28

THURSDAY Aug 29

30 Aug FRIDAY

31 Aug SATURDAY

1 Sep SUNDAY

July 2013

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August 2013

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3 Years At-A-Glance

2012

January 2012

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February 2012

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March 2012

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April 2012

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July 2012

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2013

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February 2013

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April 2013

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July 2013

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August 2013

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January 2014

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November 2014

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2012-2013 At-A-Glance

September 2012

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October 2012

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January 2013

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February 2013

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April 2013

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May 2013

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July 2013

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August 2013

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NO.10: GOOD READERS MAKE GOOD WRITERS

If milk helps build strong bones, then reading helps build strong vocabularies and strong writers. Read all of the time. Hopefully, some of the time, you'll be reading solely for pleasure. Whenever you encounter a word you don't recognize, look it up. There are very few guarantees in life, but one of them is that all good writers are also good readers and vice versa.

NO.9: IT' S ALL ABOUT TIME MANAGEMENT

Keep track of the time it takes you to complete a writing assignment. If you're not sure how long it takes you to write something, then keep a log of the time you spend on the paper. Include time spent researching, thinking about it, procrastinating about it, and actually writing it. Then you will know how long you need to set aside for the whole of the writing process. Build in time for drafting, revision, and polishing. Generally, though, writing takes longer than you think it will.

NO.8: GET HELP

If you have questions, concerns, or even need another pair of eyes to look at your writing, then get help. Seek out a friend or classmate that you know is a good writer. Seek out your teacher or professor during office hours or make an appointment to go over a draft. Seek out the campus's writing resources such as the Odegaard Writing & Research Center (http://www.depts.washington.edu/owrc).

NO.7: SPELLING COUNTS, EVERYTHING COUNTS

Life is in the details. So is good writing. Everything counts in small and large amounts. Spelling, punctuation, grammar, margins, font face, font size, manuscript format, topic sentences, supporting details, title page, page numbers, turning papers in on time, and so on. All of it matters. Don't squander the easy stuff. Therefore, keep in mind Rule No.7 and have a good usage book or writer's handbook on hand such as Diana Hacker's A Writer's Reference.

NO.6: KNOW THE ASSIGNMENT, BE THE ASSIGNMENT

One of the top mistakes new writers make is not following directions, not fully understanding the assignment. Know what is expected from you. Understand what is required for your assignment. Identify the key skills, concepts, criteria, and materials needed by the assignment and employ them effectively. When in doubt, see Rule No. 8.

NO.5: KNOW YOUR AUDIENCE

Who are you writing for? What are their expectations? What do they know about your topic? How will they respond to your point of view? Knowing your audience is very important for successful writing. Addressing a university classroom is very different than writing for a children's magazine. Understanding your audience helps you tailor your writing to the needs of the audience. Keep in mind, too, that your instructor and your classmates are part of your audience.

NO.4: READ IT ALOUD

Read your papers out loud. Really. Read your papers out loud. Right now. Read your papers out loud. It helps. Reading your paper out loud (or even mouthing the words as you read quietly) allows you to catch things, hear things, notice things that you wouldn't catch if you were just silently skimming. Read your paper out loud to someone else, or have someone else read your paper to you. Wherever you stumble as you read there might be a problem or a bump in the writing. Read your papers out loud.

NO.3: WRITE WITH AUTHORITY

You are the expert. You are the scholar. You are the writer. You have done the research. You have read and thought about and analyzed and written about your topic. You know things. You understand things. Now show it in your writing. Be confident. Make clear, solid, direct statements and claims. Support your claims with clear, solid, and direct evidence and detail.

Top Ten Rules of Writing

NO. 2: BE TELLING, BE CLEAR, BE PRECISE

As per Rule No.7, writing is in the details. Don't make vague claims. Don't use meaningless adjectives. Don't over inflate your language. Rarely can you sound smart without actually being smart. Say what you mean and mean what you say. Writing must be telling. Writing must be compelling. Writing must communicate clearly. Think of writing like sculpture rather than painting. In painting, you add to the canvas to create something; in sculpture, you start with a block of stone and slowly chisel away what's not necessary. When in doubt, be simple and elegant.

NO. 1: WRITE ALL OF THE TIME

Practice makes perfect. Since you're already reading all of the time, you need to be writing all of the time. Put some of the skills and vocabulary you are learning to use. Be willing to try new things. Be ready to make mistakes. Be conscientious in correcting those mistakes. The more writing you do, the better you will become at it. Keep a journal or a blog or try going out for the school newspaper or literary magazine. You might even discover that you like writing for pleasure.

Courtesy the Odegaard Writing & Research Center
http://www.depts.washington.edu/owrc

Used with permission. Created and written by Edmond Chang.
http://staff.washington.edu/changed

Style Guide for Citing Sources in the Text of a Manuscript

Based on the Publication Manual of the American Psychological Association, 6th ed. [BF76.7 .P82 2010].

This guide shows the most frequently used citation types. For other citation or style questions in APA format, copies of the complete manual are located at these libraries: Suzzallo, Odegaard, Social Work, Health Sciences, Engineering, Foster, Bothell, and Tacoma.

Unless stated below, all rules shown are applicable to most common types of sources: articles, books, and book chapters.

Additional information on APA Style is available online at www.lib.washington.edu/ research/wri.html; or contact a University of Washington Librarian at www.lib.washington.edu/about/contacts.html.

General rule for citing a source in the text of your manuscript:(author's last name, year of publication).

Indirect Quotations (paraphrasing):

Works by one author:

First citation of this source in your manuscript:

Walker (2000) compared reaction times… -or-

In a recent study of reaction times (Walker, 2000) -or-

In 2000 Walker compared reaction times…

If citing the same source more than once in the same paragraph:

First citations in a paragraph:

Walker (2000) compared reaction times…

Subsequent citations of same source in same paragraph:

Walker also found…

Works by three to five authors:

First citation of this source in your manuscript:

Wasserstein, Sapula, Rosen, and Gerstman (1994) showed…

After first citation of your source, use the following rules if using the same source again in the rest of your paper:

First citation in a paragraph:

Wasserstein et al. (1994) studied conditions…

Subsequent citations of same source in same paragraph:

Wasserstein et al. also found…

Note: If more than five authors of a work, consult the Publication Manual of the American Psychological Association, 6th ed., section 6.12(p. 175)

Works by two authors:

Use the same format as you would for one author, except always refer to both au-thors' names whenever you cite the source in your paper:

Walker and Smith (2000) compared reaction times…

Newspaper article with no author named:

A comprehensive study showed dramatic results ("New Drug," 1993).(The full title of this article is: "New drug appears to sharply cut risk of death from heart failture.")

Direct Quotations:

See section 6.03 (p. 170) of the Publication Manual of the American Psychological Association, 6th ed., for more on quotations and sources. In general, for a direct quote (rather than a paraphrase), provide a page number in the citation in addition to the reference information shown above.

Resource with page numbers:

She stated, "The 'placebo effect' disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276).

Electronic resources without page numbers:

Use the heading of the section (if available) and the paragraph number in that section preceded by the ¶ symbol: The current system of managed care and the current approach to defining empirically supported treatments are shortsighted" (Beutler, 2000, Conclusion section, para.1).

Style Guide for Citing Sources in Reference Lists

General Guidelines:

- References are cited on separate pages at the end of a manuscript under the label References (with no quotation marks or underlining), centered at the top of the pages.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names. Use "&" instead of "and" when listing multiple authors of a single work.
- References should be double-spaced and have a hanging indent: The first line of a reference is set flush with the left margin, and subsequent lines are indented one-half inch from the left margin.
- Italicize titles of books and journals. Do not put quotation marks around article titles.
- A Digital Object Identifier (DOI) must be included whenever available for both print and online sources. For more information on DOI see the Publication Manual of the American Psychological Association, 6th Ed. section 6.31 (p. 187).
- Instructors may have preferred variations: Check with them.

Type of Entry	*Reference List*
journal article retrieved from a print or Internet version of a journal with available DOI	Drews, F.A., Pasupathi, M., & Strayer, D.L. (2008). Passenger and cell phone conversations in simulated driving. Journal of Experimental Psychology: Applied, 14, 392-400. doi: 10.1037/a0013119
journal article retrieved from a print version or Internet database with no available DOI	Douglass, C.B. (1984). "toro muerto, vaca es": An interpretation of the Spanish bullfight. American Ethnologist, 11, 242-258. Retrieved from http://www.jstor.org
newspaper article with no author named	New drug appears to sharply cut risk of death from heart failure. (1993, July 15). The Washington Post, p. A12.

magazine article	Posner, M. I. (1993, October 29). Seeing the mind.
books and other non-periodical literature (i.e., reports, brochures, manuals, audiovisual materials)	Kirk, H. D. (1964). Shared fate: A theory of adoption and mental health. London: Free Press of Glencoe.
book chapter	Ready, S. K. (1987). Search strategy in the research process: Sociology. In M. Reichel & M. A. Ramey (Eds.), Conceptual frameworks for bibliographic education: Theory into practice (pp. 75-85). Littleton, CO: Libraries Unlimited.
online book	Cush, C. (2000). Cybercitizen: how to use your computer to fight for all the issues you care about. Retrieved from http://books.google.com

Works Cited General Guidelines:

- References are cited on separate pages at the end of a manuscript, under the title, Works Cited (with no quotation marks, underlining or italicizing), centered at the top of the first page. The Works Cited list should be alphabetized by authors' last names. References are double-spaced within and between entries.
- Generally, italicize titles of books and journals, but note: some instructors prefer underlining instead of italics.

While URLs are no longer required when citing web publications, you should include a URL as supplementary information when the reader most likely cannot find the source without it, or when an instructor requires it. This guide shows the most frequently used citation types. For other citation or style questions in MLA format, copies of the complete manuals are located at these libraries: Suzzallo, Odegaard Undergrad -uate, Engineering, Drama, UW Bothell, UW Tacoma and Urban Horticulture. For additional information on MLA style, contact a UW librarian at www.lib.washing -ton.edu/about/contacts.html.
Source: MLA Handbook for Writers of Research Papers, 7th ed. LB2369 .G53 2009.

Print Resources	Works Cited List
book by a single author	Castle, Gregory. Modernism and the Celtic Revival. New York: Cambridge UP, 2001. Print. Note: "Print" indicates the medium of publications consulted
book by two or more authors	Kelley, Robert E., and O. M. Brack. Samuel Johnson's Early Biographers. Iowa City: U of Iowa P, 1971. Print. **Note: Give the names in the same order as on the title page, not necessarily in alphabetical order. For more than three authors, you may name the first author and add "et al." or give all names in full.**
work in an anthology	Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plume, 1992. 83-88. Print. **Note: This example also shows how to indicate the translator of a work.**
article in a scholarly journal	Vickeroy, Laurie. "The Politics of Abuse: The Traumatized Child in Toni Morrison and Marguerite Duras." *Masaic* 29.2 (1996): 91-109. Print.

article in a monthly magazine	Giovannini, Joseph. "Fred and Ginger Dance in Prague." Architecture Feb. 1997: 52-62. Print.
article in a newspaper	Alaton, Salem. "So, Did They Live Happily Ever After?" Globe and Mail [Toronto] 27 Dec. 1993: D1+. Print.
article in a reference work	Le Patourel, John. "Normans and Normandy." Dictionary of the Middle Ages. Ed. Joseph R. Strayer. 13 vols. New York: Scribner's, 1987. Print.
anonymous article or book	Encyclopedia of Virginia. New York: Somerset, 1993. Print. "The Decade of the Spy." Newsweek 7 Mar. 1994: 26-27. Print. Note: When a work is anonymous, alphabetize the entry by title (ignoring any initial A, An, or The).

Electronic Resources	Works Cited List
website	"Royal Shakespeare Company." Encyclopedia Britannica Online. Encyclopedia Britannica, 2009. Web. 21 July 2009. Note: No URL is required here, although it is necessary to indicate the electronic medium ("Web.")
journal article from library database	Collett, Anne. "Reading Kate Llewellyn's Garden." Australian Literary Studies 22.4 (2006): 482-504. Expanded Academic ASAP. Web. 16 Mar. 2007.
journal article from web, with print publication data	Reynolds, Robert. "The Demise of Sadness: Melancholia, Depression and Narcissism in Late Modernity." Australian Humanities Review 41 (2007): n.pag. Australian Humanities Review. Web. 15 Mar. 2009. Note: "n.pag." indicates that page numbers are inapplicable or unavailable.
e-book	Nesbit, Edith. Ballads and Lyrics of Socialism. London: The Fabian Society, 1908. Victorian Women Writers Project. Ed. Perry Willett. Indiana U, May 2000. Web. U. 24 July 2009 Norman, Richard. The Moral Philosophers. New York: Oxford UP, 1998. NetLibrary. Web 23 July 2009.
scholarly project	Willett, Perry, ed. Victorian Women Writers Project. Indiana U. Apr. 2003. Web. 14 July 2009.

poem	Nesbit, Edith. "Marching Song." Ballads and Lyrics of Socialism, London: The Fabian Society, 1908. Victorian Women Writers Project. Ed. Perry Willett. Indiana U, May 2000. Web. 14 July 2009.

Citing a Web Source with No Page Numbers

If you have the option of viewing a PDF version of an article or book chapter, do it—these have the same pagination as the print version and you can cite it exactly like an article in print format.

Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, you cannot cite page numbers or use numbers associated with your printout.

If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. For example--paragraph numbers: Moulthrop, pars. 19-20. (Pars. is the abbreviation for paragraphs. Common abbreviations are listed in the MLA Handbook.)

COMMONLY MISSPELLED WORDS

abbreviate
absurd
abundance
accidentally
accompanying
according
achieve
acknowledge
acquit
advice
aggravate
airplane
address
affect
aggression

alcohol
allege
a lot
allot
amateur
amend
apparent
argument
arithmetic
average
absence
accommodate
babies
bachelor
balance
balloon
bankruptcy

barbecue
bare
bicycle
biscuit
bureau
beautiful
because
beginning
belief
believe
bellwether
burglar

calm
campaign
chaos
casualties
catalog
ceiling
celebrity
chief
children
choose
clothes
concede
calendar
camouflage
cantaloupe

category
cemetery
changeable
column
committee
conscience
conscientious
conscious
consensus
controversy
coolly
commitment
criticize
Dalmatian
dealt
debater debt
defendant

descend
desirable
dilemma
doubt
disease
disastrous
deceive
definite
desert
desperate
dessert
deterrence

disappoint
discipline
drunkenness
dumbbell
definitely
dependent
develop
echoes
ecstasy
eighth
eligible
emphasize
encyclopedia
endurance
enough

environment
espresso
excitement
extremely
embarrass
equipment
exceed
exhilarate
existence
experience
extraordinary
extreme
especially
exaggerate
familiar
feminine
finally

first
flexible
foresee
forward
fundamental
February
fiery
foreign
forty
friend
fulfill
generally

genius
genre
genuine
gesture
government
grammar
gruesome
gymnasium
guidance
gauge
grateful
guarantee
Halloween
handkerchief
haphazard

happiness
heard
height
herd
hoarse
hygiene
hypocrite
hoping
hole
hungrily
harass
hear
height
hierarchy
humorous
hypocrisy
heroes

ice cream
ideally
illegal
Illiterate
imaginary
innate
information
insure
interesting
interpretation
irresistible
ignorance

Commonly Misspelled Words

immediate	marriage	penitentiary	supersede
incredible	mathematics	personnel	sandal
independent	matinee	phenomenon	savvy
immediate	mediocre	pneumonia	scissors
incredible	millennium	prejudice	siege / seize
independent	millionaire	pastime	shepherd
indispensable	miscellaneous	people	sheriff
innocent	monastery	piece	sincerely
inoculate	murmur	playwright	subtly
intelligence	medieval	possession	sacrilegious
itinerary	memento	potassium	schedule
immediately	mischievous	potato	sergeant
incidentally	misogyny	practice	similar
jealousy	misspell	presence	surprise
jewelry	mnemonic	principal	their
judgment	maintenance	psychology	tomato
jumped	maneuver	probably	tomorrow
khaki	narrative	professor	tangible
kindergarten	naturally	pronunciation	technique
knowledge	negotiable	pursue	theories
kernel	neighbor	quarantine	threw / through
laboratory	nevertheless	quite	tongue
language	night	queue	triathlon
lasagna	nowadays	quiet	twelfth
led	naive	questionnaire	there
legible	necessary	raze	tragedy
lengthwise	no one	receipt	truly
let's	obedience	rule	unfortunately
liquefy / liquify	octopus	reign	unanimous
luxurious	official	relieve	usage
laugh	often	renaissance	undoubtedly
liaise	oneself	rescind	until
license	opportunity	reservoir	usually
lieutenant	original	ridiculous	vacuum
loose	overrun	roommate	valleys
lose	occasion	reference	valuable
leisure	occur	relevant	vilify
liaison	omission	rhythm	waste
lightning	outrageous	really	we're
loneliness	pamphlet	referred	Wednesday
magical	parallel	repetition	willful
magnificent	paralyze	restaurant	writing
maintain	parliament	secretary	yacht
manual	patience	separate	zoology

U.S. Customary System	
Length	1 foot(ft) = 12 inches (in)
	1 yard (yd) = 3 feet = 36 inches (in)
	1 chain = 22 yards (yd)
	1 furlong = 10 chains
	1 mile (mi) = 8 furlongs = 5280 feet
	1 mile = 1760 yards
Weight	1 pound (lb) = 16 ounces (oz)
	1 ton = 2000 pounds (lb)
Capacity	1 cup = 8 fluid ounces(floz)
	1 pint (pt) = 2 cups (c)
	1 pint (pt) = 16 ounces (oz)
	1 quart (qt) = 2 pints (pt)
	1 quart (qt) = 4 cups (c)
	1 gallon (gal) = 4 quarts (qt)
Volume	1 cubic foot = 1728 cubic inches
	1 cubic yard = 27 cubic feet
Area	1 square foot = 144 square inches
	1 square yard = 9 square feet
	1 acre (A)= 43,560 square feet
	1 square mile = 640 acres
Temperature	Degree Fahrenheit (F)

Length Conversion Factors		
From:	**To:**	**Multiply by:**
Mile (mi.)	Kilometer (km)	1.609347
Inch (in)	Centimeter (cm)	2.54
Foot (ft)	Meter (m)	0.3048
Foot (ft)	Inch (in)	12
Yard (yd)	Foot (ft)	3
Mile (mi.)	Yard (yd)	1760
Yard (yd)	Meter (m)	0.9144

Tables of Customary Measurement

Metric System	
Length	10 millimeters (mm) = 1 centimeter (cm)
	10 centimeter (cm) = 1 decimeter (dm) = 100 millimeters (mm)
	10 decimeter (dm) = 1 meter (m) = 1000 millimeters
	10 meter (m) = 1 decameter (dam)
	10 decameter (dam) = 1 hectometer (hm) =100 meters (m)
	10 hectometers (hm) = 1 kilometer (km) = 1000 meters (m)
Weight	10 milligram (mg) = 1 centigram (cg)
	10 centigrams (cg) = 1 decigram (dg) = 100 milligram (mg)
	10 decigram (dg) = 1 gram (g) = 1000 milligram (mg)
	10 gram (g) = 1 decagram (dag)
	10 decagrams (deg) = 1 hectogram (hg) = 100 grams (g)
	10 hectograms (hg) = 1 kilogram (kg) = 1000 grams (g)
	1000 kilograms (kg) = 1 mega gram (Mg) or metric ton (t)
Capacity	10 millimeter (mL) = 1 centiliter (cL)
	10 centiliters = 1 deciliter = 100 milliliter
	10 deciliters = 1 liter = 1000 milliliters
	10 liters = 1 dekaliters (daL)
	10 dekaliters (daL) =1 hectoliter (hL) =100 liters
	10 hectoliter (hL) =1 kiloliters (kL) =1000 liters
Volume	1 cubic meter = 1000 cubic decimeters
	1 cubic decimeter = 1000 cubic centimeters
Area	1 square meter = 100 square decimeters
	1 square decimeter = 100 square centimeters
	1 are (a) = 100 square meters
	1 hectare (ha) = 100 ares (a)
	1 square kilometer = 100 hectares
Temperature	Degree Celsius (C)

Weight Conversion Table		
1 milligram (mg)	=	0.001 grams (g)
1 gram (g)	=	0.001 kilograms (kg)
1 gram (g)	=	0.035273962 ounces
1 ounce	=	28.34952312 grams (g)
1 ounce	=	0.0625 pounds
1 pound (lb)	=	16 ounces
1 pound (lb)	=	0.45359237 kilograms (kg)
1 kilogram (kg)	=	1000 grams
1 kilogram (kg)	=	35.273962 ounces
1 kilogram (kg)	=	2.20462262 pounds (lb)
1 stone	=	14 pounds
1 short ton	=	2000 pounds
1 metric ton	=	1000 kilograms (kg)

Volume Conversion Table		
1 cubic centimeter	=	1000 cubic millimeter
1 cubic decimeter	=	1000 cubic centimeter
1 cubic meter	=	1000 cubic decimeter
1 liter / litre	=	.001 cubic meter
1 liter / litre	=	10 deciliter
1 deciliter	=	10 centiliter
1 centiliter	=	10 milliliter
1 cubic foot	=	1728 cubic inches
1 cubic yard	=	27 cubic feet

Area Conversion Table		
1 square inch	=	645.16 square millimeter
1 square feet	=	144 square inches
1 square yard	=	9 square feet
1 ACRE	=	43560 square feet
1 square mile	=	640 acres
1 Section	=	1 Square Mile
1 Township	=	36 Sections
1 Square	=	100 square foot

Conversions

Length Conversion Table		
12 inches	=	1 foot
3 feet	=	1 yard
1 centimeter	=	0.3937 inches
5280 feet	=	1 mile
1760 yards	=	1 mile
1 foot	=	0.3048 meters
1 mile	=	1.6093 kilometers
1 inch	=	2.54 centimeters
1 foot	=	0.3048 meters
1 yard	=	0.9144 meters
1 meter	=	3.28083 feet
1 kilometer	=	3281 feet
1 kilometer	=	0.6214 miles
3 miles	=	1 league

Mass Conversion Factors		
From:	To:	Multiply by:
Pound (lb)	Kilogram (kg)	0.4536
Ounces (oz)	Gram (g)	28.3495
Ounces (oz)	Pound (lb)	0.0625

Length Conversion Factors		
From:	To:	Multiply by:
Mile (mi.)	Kilometer (km)	1.609347
Inch (in)	Centimeter (cm)	2.54
Foot (ft)	Meter (m)	0.3048
Foot (ft)	Inch (in)	12
Yard (yd)	Foot (ft)	3
Mile (mi.)	Yard (yd)	1760
Yard (yd)	Meter (m)	0.9144

$$a(b+c) = ab + ac$$
$$(a+b)^2 = a^2 + 2ab + b^2$$
$$(a-b)^2 = a^2 - 2ab + b^2$$
$$(a+b)(c+d) = ac + ad + bc + bd$$
$$(a+b)^3 = a^3 + 3a^2b + 3ab^2 + b^3$$
$$(a-b)^3 = a^3 - 3a^2b + 3a^2b - b^3$$
$$(a+b)(a-b) = a^2 - b^2$$
$$(a+b)(a^2 - ab + b^2) = a^3 + b^3$$
$$(a-b)(a^2 + ab + b^2) = a^3 - b^3$$
$$(a+b+c)^2 = a^2 + b^2 + c^2 + 2ab + 2ac + 2bc$$

Tables of Formulas

Geometric Formulas	
Area of a square	$A = s^2$ where s = side length
Area of a rectangle	$A = lw$ where l = length and w = width
Area of a triangle	$A = \frac{1}{2}bh$ where b = base and h = height
Area of a parallelogram	$A = bh$ where b = base and h = height
Area of a circle	$A = \pi r^2$ where $\pi = 3.14$ and r = radius
Circumference of a circle	$C = \pi d$ where $\pi = 3.14$ and d = diameter
Perimeter of a polygon	P = Sum of the length of the sides
Perimeter of a rectangle	$P = 2l + 2w$ where l = length and w = width
Perimeter of a square	$P = 4s$ where s = side length
Volume of a triangular prism	$V = Bh$ where B = area of base and h = height
Volume of a rectangular prism	$V = lwh$ where l = length, w = width, and h = height
Volume of a cylinder	$V = \pi r^2 h$ where $\pi = 3.14$, r = radius, and h = height
Surface area of a polyhedron	S = Sum of the area of the faces
Surface area of a cylinder	S = Sum of the lateral surface area and the area of the two bases Lateral surface area = $2\pi rh$ Area of two bases = $2\pi r^2$

Other Formulas	
Distance traveled	$d = rt$ where r = rate, d = distance, and t = time
Simple interest	$I = Prt$ where I = interest, P = principal, r = rate, and t = time

Periodic Table of the Elements

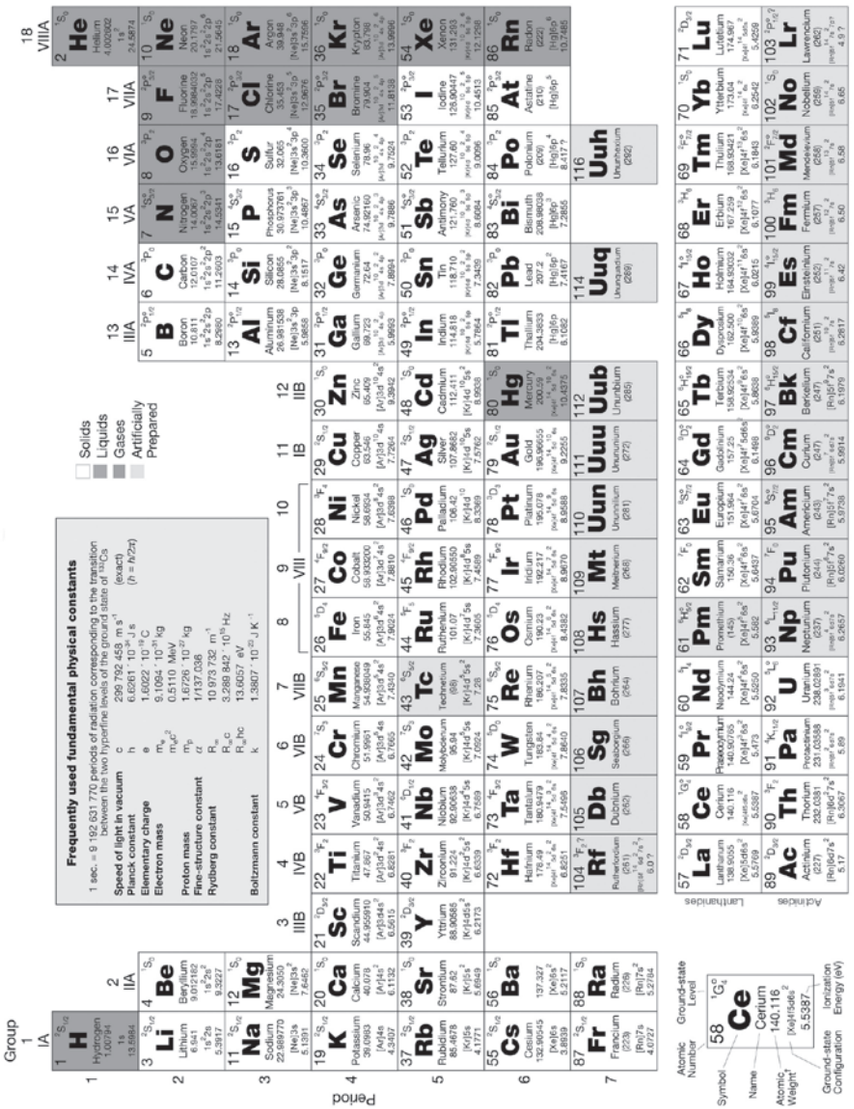


Table: Dreamstime

A BRIEF INTRODUCTION

Grammar is more than just a set of rules. It is the ever-evolving structure of our language, a field which merits study, invites analysis, and promises fascination.

Don't believe us? Didn't think you would.

The fact is that grammar can be pretty dull: no one likes rules, and memorizing rules is far worse than applying them. (Remember studying for your driver's test?) However, as I've said, grammar is more than this: it is an understanding of how language works, of how meaning is made, and of how it is broken.

You understand more about grammar than you think you do. If you were brought up as an English speaker, you probably know when to use articles, for example, or how to construct different tenses, probably without even thinking about it. (Non-native speakers of English may struggle with these matters for years.)

However, when you write, even as a native speaker of English, you will encounter problems and questions that you may not know how to answer. "Who" or "whom?" Comma or no comma? Passive, or active?

To answer these questions, you will want to have a handbook on hand. Handbooks are available at the OWRC; tutors are also available to help you find what you need.

MOST COMMONLY OCCURRING ERRORS

Would grammar seem more manageable to you if we told you that writers tend to make the same twenty mistakes over and over again? In fact, a study of error by Andrea Lunsford and Robert Connors shows that **twenty different mistakes comprise 91.5 percent of all errors in student texts**. If you can control these twenty errors, you will go a long way in creating prose that is correct and clear.

Below is an overview of these errors, listed according to the frequency with which they occur. Look for them in your own prose.

1. **Missing comma after introductory phrases**. For example: After the devastation of the siege of Leningrad the Soviets were left with the task of rebuilding their population as well as their city. (A comma should be placed after "Leningrad.")

2. **Vague pronoun reference**. For example: The boy and his father knew that he was in trouble. (Who is in trouble? The boy? His Father? Some other person?)

3. **Missing comma in compound sentence**. For example: Wordsworth spent a good deal of time in the Lake District with his sister Dorothy and the two of them were rarely apart. (Comma should be placed before the "and.")

4. **Wrong word**. This speaks for itself.

5. **No comma in nonrestrictive relative clauses**. Here you need to distinguish between a restrictive relative clause and a nonrestrictive relative clause. Consider the sentence, "My brother in the red shirt likes ice cream." If you have TWO brothers, then the information about the shirt is restrictive, in that it is necessary to defining WHICH brother likes ice cream. Restrictive clauses, because they are essential to identifying the noun, use no commas. However, if you have ONE brother, then the information about the shirt is not necessary to identifying your brother. It is NON-RESTRICTIVE and, therefore, requires commas: "My brother, in the red shirt, likes ice cream."

6. **Wrong/missing inflected ends**. ”Inflected ends" refers to a category of grammatical errors that you might know individually by other names - subject-verb agreement, who/whom confusion, and so on. The term "inflected endings" refers to something you already understand: adding a letter or syllable to the end of a word changes its grammatical function in the sentence. For example, adding "ed" to a verb shifts that verb from present to past tense. Adding an "s" to a noun makes that noun plural. A common mistake involving wrong or missing inflected ends is in the usage of **who/whom**. "Who" is a pronoun with a subjective case; "whom" is a pronoun with an objective case. We say "Who is the speaker of the day?" because "who" in this case refers to the **subject** of the sentence. But we say, "To whom am I speaking?" because, here, the pronoun is an **object** of the preposition "to."

7. **Wrong/missing preposition**. Occasionally prepositions will throw you. Consider, for example which is better: "different from," or "different than?" Though both are used widely, "different from" is considered grammatically correct. The same debate surrounds the words "toward" and "towards." Though both are used, "toward" is preferred in writing. When in doubt, check a handbook.

8. **Comma splice**. A comma splice occurs when two independent clauses are joined only with a comma. For example: "Picasso was profoundly affected by the war in Spain, it led to the painting of great masterpieces like Guernica." A comma splice also occurs when a comma is used to divide a subject from its verb. For example: "The young Picasso felt stifled in art school in Spain, and wanted to leave." (The subject "Picasso" is separated from one of its verbs "wanted." There should be no comma in this sentence, unless you are playing with grammatical correctness for the sake of emphasis - a dangerous sport for unconfident or inexperienced writers.)

9. **Possessive apostrophe error**. Sometimes apostrophes are incorrectly left out; other times, they are incorrectly put in (her's, their's, etc.)

10. **Tense shift**. Be careful to stay in a consistent tense. Too often students move from past to present tense without good reason. The reader will find this annoying.

11. **Unnecessary shift in person**. Don't shift from "I" to "we" or from "one" to "you" unless you have a rationale for doing so.

12. **Sentence fragment. Silly things,** to be avoided. Unless, like here, you are using them to achieve a certain effect. Remember: sentences traditionally have both subjects and verbs. Don't violate this convention carelessly.

13. **Wrong tense or verb form**. Though students generally understand how to build tenses, sometimes they use the wrong tense, saying, for example, "In the evenings, I like to lay on the couch and watch TV" "Lay" in this instance is the past tense of the verb, "to lie." The sentence should read: "In the evenings, I like to lie on the couch and watch TV." (Please note that "to lay" is a separate verb meaning "to place in a certain position.")

14. **Subject-verb agreement**. This gets tricky when you are using collective nouns or pronouns and you think of them as plural nouns: "The committee wants [not want] a resolution to the problem." Mistakes like this also occur when your verb is far from your subject. For example, "The media, who has all the power in this nation and abuses it consistently, uses its influence for ill more often than good." (Note that media is an "it," not a "they." The verbs are chosen accordingly.)

15. **Missing comma in a series.** Whenever you list things, use a comma. You'll find a difference of opinion as to whether the next-to-last noun (the noun before the "and") requires a comma. ("Apples, oranges, pears, and bananas...") Our advice is to use the comma because sometimes your list will include pairs of things: "For Christmas she wanted books and tapes, peace and love, and for all the world to be happy." If you are in the habit of using a comma before the "and," you'll avoid confusion in sentences like this one.

16. **Pronoun agreement error**. Many students have a problem with pronoun agreement. They will write a sentence like "Everyone is entitled to their opinion." The problem is, "everyone" is a singular pronoun. You will have to use "his" or "her."

17. **Unnecessary commas with restrictive clauses**. See the explanation for number five, above.

18. **Run-on, fused sentence.** Run-on sentences are sentences that run on forever, they are sentences that ought to have been two or even three sentences but the writer didn't stop to sort them out, leaving the reader feeling exhausted by the sentence's end which is too long in coming. (Get the picture?) Fused sentences occur when two independent clauses are put together without a comma, semi-colon, or conjunction. For example: "Researchers investigated several possible vaccines for the virus then they settled on one"

19. **Dangling, misplaced modifier**. Modifiers are any adjectives, adverbs, phrases, or clauses that a writer uses to elaborate on something. Modifiers, when used wisely, enhance your writing. But if they are not well-considered - or if they are put in the wrong places in your sentences - the results can be less than eloquent. Consider, for example, this sentence: "The professor wrote a paper on sexual harassment in his office." Is the sexual harassment going on in the professor's office? Or is his office the place where the professor is writing? One hopes that the latter is true. If it is, then the original sentence contains a misplaced modifier and should be re-written accordingly: "In his office, the professor wrote a paper on sexual harassment." Always put your modifiers next to the nouns they modify.

Dangling modifiers are a different kind of problem. They intend to modify something that isn't in the sentence. Consider this: "As a young girl, my father baked bread and gardened." The writer means to say, "When I was a young girl, my father baked bread and gardened." The modifying phrase "as a young girl" refers to some noun not in the sentence. It is, therefore, a dangling modifier. Other dangling modifiers are more difficult to spot, however. Consider this sentence: "Walking through the woods, my heart ached." Is it your heart that is walking through the woods? It is more accurate (and more grammatical) to say, "Walking through the woods, I felt an ache in my heart." Here you avoid the dangling modifier.

20. **Its/it's error**. "Its" is a possessive pronoun. "It's" is a contraction for "it is."

BECOMING YOUR OWN GRAMMAR TUTOR

Many of these errors you will find easy to spot and to correct. Perhaps you learned in high school to look for subject-verb agreement. Perhaps you consistently catch any confusion between "it's" and "its." Still, some of these errors will be harder to catch. How can you learn to handle these errors and to become your own grammar tutor?

The first thing that you might do is to make a trip to the OWRC. We have tutors here that might help you with grammar questions. They might help you to see patterns of error in your work, and they can give you advice as to how to eliminate these errors.

They can also help you to get used to using a handbook. Every student writer should have a handbook on his desk as he writes. Even the experienced writer comes across grammar questions that she needs answered. In creating this Web page, for example, I consulted my handbook three times.

When reading your papers for grammar errors, you'll want to make note of a few things.

- **First, determine whether the error is a matter of carelessness**, or a pattern of error. If you find a single run-on in your paper, there's probably not much to worry about. Fix it, and be on your way. But if you notice that you tend to run on again and again, it's time to think about the run-on. Do you understand the boundaries of the sentence? Do you understand the grammatical principles at work in determining these boundaries? If you think that you don't, consult a tutor and/or a handbook. Come up with strategies for addressing the problem so that it doesn't occur in future drafts.

- **Second, prioritize among your errors**. If you find that your grammar problems are serious ones, determine which of the problems are most serious and address them first. Problems that interfere with a reader's understanding of your paper - misplaced modifiers, for example, or mistakes in punctuation - ought to be addressed first. If you have trouble determining which mistakes are most serious, visit RWIT. Our tutors can help you to map a course of study in matters of grammar.

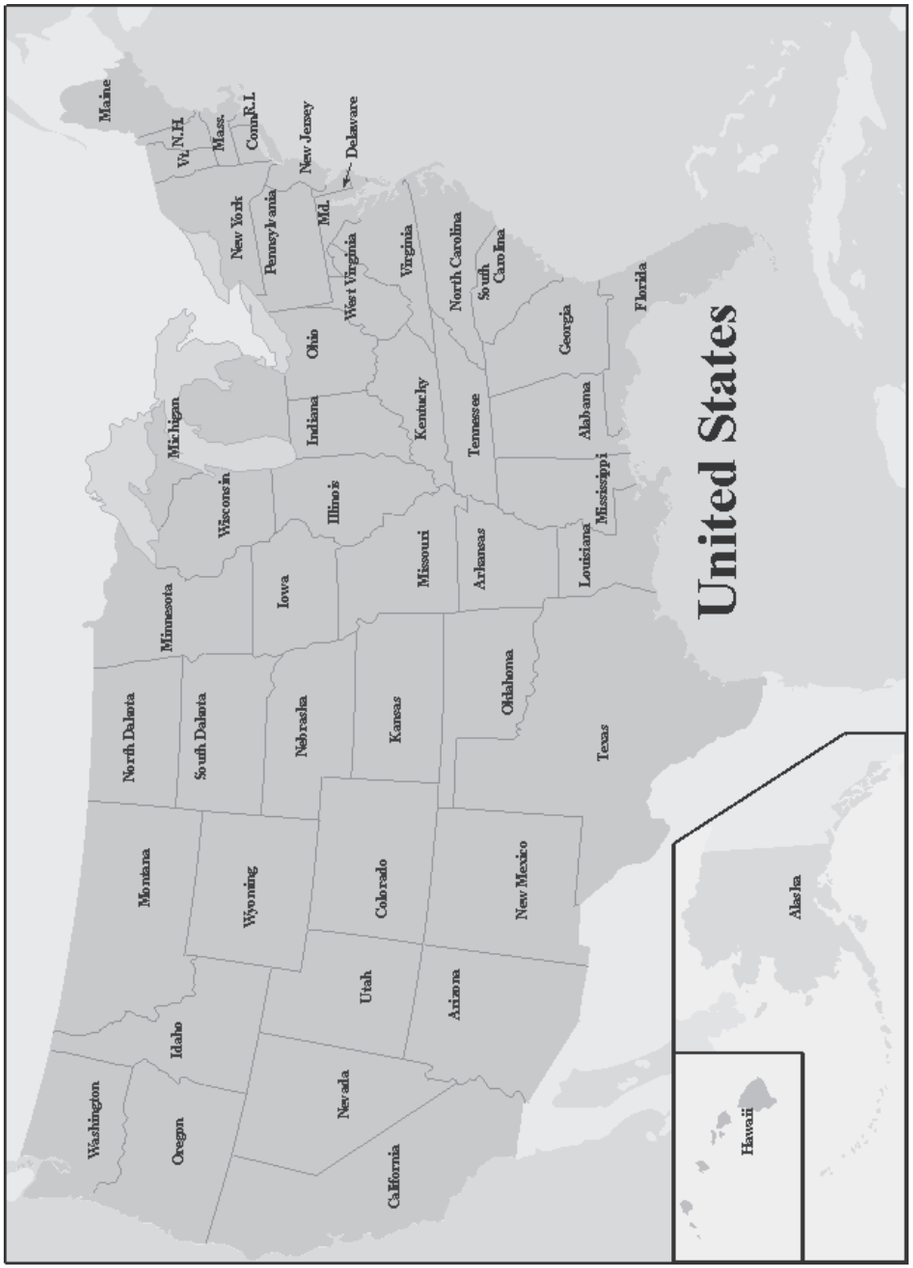
- Third, practice writing sentences. The only way to learn to write grammatically is to practice, practice, practice. If your writing is very weak, you might benefit from doing sentence exercises in handbooks to strengthen your understanding of grammatical principles. You will also want to use our Grammar Drills. If your writing is fair to middling, you can play with your own sentences, writing and rewriting them to see how using commas, for example, might change the effect or even the meaning of a sentence.

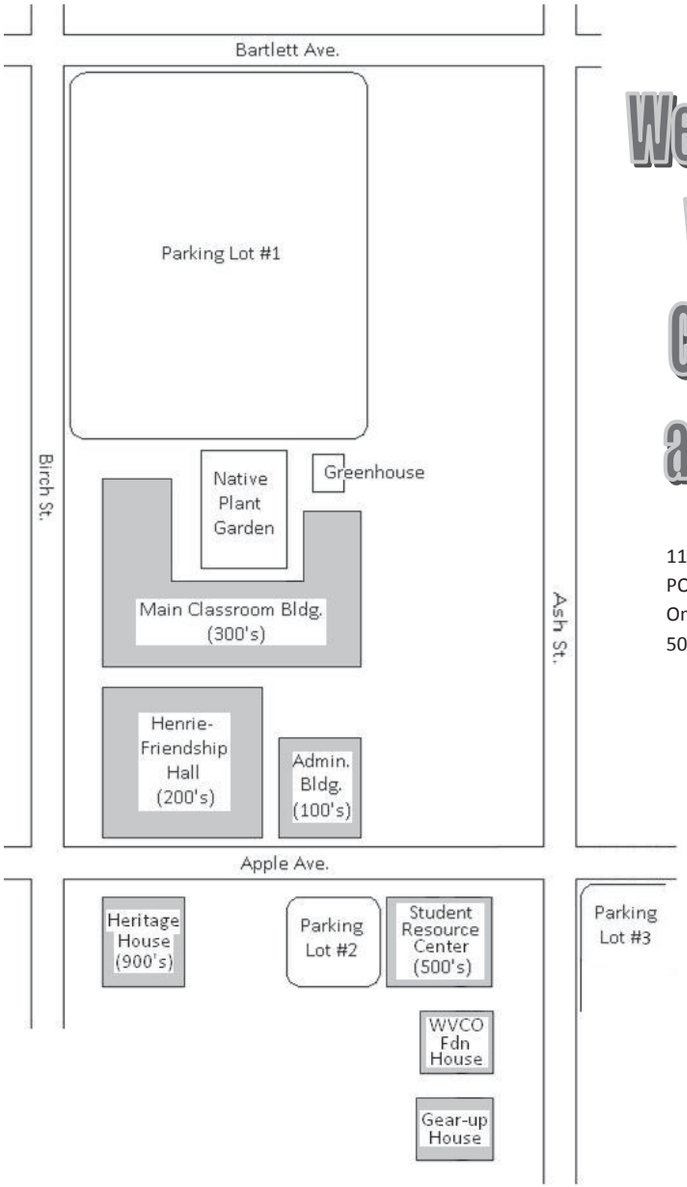
- And finally, understand that grammar COUNTS. Your professors expect writing that is correct. They are irritated when you give them papers plagued by error. Your professors may or may not mark the errors on your papers. Don't expect that if you have no red ink on your paper that it is error free. Some professors feel that you should have mastered grammar before college and that it is not their responsibility to point out your mistakes to you. Others will be more helpful and will let you know when your grammar has gone astray. Still, it is your responsibility to master the rules of the language that you speak and write. Learn them well.

USEFUL LINKS

See the OWRC website for additional grammar resources:
www.depts.washington.edu/owrc

Courtesy the Odegaard Writing & Research Center (http://www.depts.washington.edu/owrc)
Adapted from www.dartmouth.edu/~writing/materials/studnets/ac_paper/grammar.shtml





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