



WENATCHEE VALLEY COLLEGE STUDENT HANDBOOK

2025-2026

GET MORE INFORMATION

wvc.edu

Wenatchee Omak
509.682.6800 509.422.7800

NON-DISCRIMINATION STATEMENT

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445 [correction: removed stray space after dash and standardized format], title9@wvc.edu.

To request disability accommodations: Student Access Manager, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.

WVC STUDENT SERVICES

Admissions

The admissions office handles incoming student applications and transfer credits. wvc.edu/apply
Wenatchi Hall, First Floor
admissions@wvc.edu
W: 509.682.6806
O: 509.422.7800

Athletics

WVC offers a variety of team sports that compete in the Northwest Athletic Conference (NWAC). Features 7 total sports. Women's and Men's Soccer, Women's and Men's Basketball, Men's Baseball, Women's Softball, and Women's Volleyball. Support your Knights at home. See you there!
Smith Gym
509.682.6726
gowvc.com

Advising/First Year Experience (FYE) Navigators

WVC has both FYE Navigators and faculty advisors to help students assess options and develop a higher education plan. wvc.edu/plan
Wenatchi Hall, First Floor
First Year Experience
W: 509.682.6830
O: 509.422.7803

Using the WVC Bookstore Website

wvc.ecampus.com
The WVC Bookstore website is the primary resource for purchasing and selling course materials. Please keep the following guidelines in mind:

Accounts: Use WVC email if paying with grants/vouchers. Others may

create a guest account. Financial aid funds usually aren't available until classes start – check with Financial Aid.
Shop by Schedule: Sign in with WVC email to pull up required materials.
Forgot login? Call Help Desk: 509-682-6550.

Find Books: Search by ISBN or title or use Shop by Courses (course code/number/section from your schedule).

Shipping: Orders ship directly to your home – double-check your address.

Buyback: Textbook buybacks are handled through eCampus.

Help: Contact Michael Williamson at 509-682-6970.

Cafeteria

The cafeteria offers an indoor and outdoor dining area and an affordable menu. Hours will be posted. The Cafe is closed during the summer, holidays, weekends, non-class days and during school breaks.
Van Tassell Center
509.682.6518

Student Life

The student life staff supports campus events and activities, student organizations and the student senate.
wvc.edu/studentprograms
Van Tassell Center 5005
E: campuslife@wvc.edu
W: 509.682.6860
O: 509.422.7814

Career & Technical Education (CTE) Dual-Credit

The office supports students in attaining credit in high school and in college career

technical programs simultaneously.
Concurrent Enrollment, Wells Hall 1070
W: 509.682.6920
O: 509.422.7803

Cashier

The cashier handles tuition and fee payments.
Wenatchi Hall, First Floor
509.682.6500

College Assistance Migrant Program (CAMP)

A federally funded program that supports students from migrant/seasonal farming backgrounds in their first year of college by providing academic assistance, career planning, transfer assistance, cultural enrichment and financial support.
wvc.edu/camp
Wells Hall 1060
E: camp@wvc.edu
O: 509.682.6975

Counseling & Support Services

Counseling offers academic counseling, readmission petitions, career counseling and personal counseling. wvc.edu/counseling
Wenatchi Hall, First Floor
W: 509.682.6850
O: 509.422.7806

Financial Aid Office

The financial aid office provides information about and accepts applications for scholarships, FAFSA, WASFA, Student Employment and other financial aid opportunities.
wvc.edu/financialaid
Wenatchi Hall, First Floor
financialaid@wvc.edu
509.682.6810

Health Clinic

On-Campus Health Clinic for WVC Students, Faculty and Staff.
Van Tassell Center
509.662.7106
cvch.org

International Student Programs

Since AY 2024-25, WVC has limited the recruitment of international students. The offices of Enrollment Services and First Year Experience (formerly Educational Planning) continue to support current international students, including selected new students before their entry into the U.S. through the time that they graduate.
wvc.edu/international
Enrollment Services & First Year Experience

Student Recreation Center

Student Rec Center with multi-purpose and large fitness center with state-of-the-art cardio equipment and weights.
West end of Wenatchee campus.
509.682.6943

Knights Kupboard

The Knights Kupboard offers assistance to students who are hungry and in need of basic necessities due to financial hardships.
Van Tassell 5017
509.682.6850

Library

The library holds physical and electronic collections, media and device checkouts, study rooms,

Xerox machines, reference librarians and student-use computers.

wvc.edu/library

John A. Brown Library

library@wvc.edu

W: 509.682.6710

O: 509.422.7830

Lost and Found

All personal items found on the WVC campus are brought to and stored at this central lost and found location.

Van Tassell Center 5005

W: 509.682.6860

O: 509.422.7800

Mathematics, Engineering, Science Achievement (MESA)

MESA offers academic and professional support services to qualifying students who intend to transfer to four-year universities in pursuit of science, technology, engineering and mathematics (STEM) majors.

Eller-Fox 3016

509.682.6583

Parking

Parking on the Wenatchee campus is by permit only, which can be purchased via HONK. Omak parking fees are included in the comprehensive fee.

wvc.edu/parking

509.682.6659

Registration

The registration office handles all online and in-person registration for courses listed in the course catalog and

student academic records. Also reviews academic petitions.

wvc.edu/registration

Wenatchi Hall, First Floor

registration@wvc.edu

W: 509.682.6855

O: 509.422.7807

Running Start

The Running Start office handles enrollments to the Running Start program and supports current Running Start students.

wvc.edu/runningstart

Wells Hall 1070

509.682.6920

Security

Students may report safety concerns to faculty or staff members or use the contact information provided here to reach campus security.

wvc.edu/safety

W: 509.682.6911

O: 509.422.7800

Student Access Services

The student access office provides accommodation and ensures equal access to college services, programs and activities for qualified students with disabilities.

wvc.edu/studentaccess

Wenatchi Hall 2133

sas@wvc.edu

509.682.6854

Student Housing

WVC provides safe, friendly and secure housing opportunities located directly across the street from the Wenatchee campus.

Van Tassell Center 5002

509.682.6706

wvc.edu/housing

Student Benefits Navigator:

The Student Benefits Navigator connects students with campus and community resources—such as food, housing, childcare, healthcare, and financial assistance—to reduce barriers and support academic success. In addition, two grants are available to assist any WVC student with urgent needs.

Supporting Students

Experiencing Homelessness (SSEH) Grant

Student Emergency Assistance Grant (SEAG)

Mish ee twie 1126

BasicNeeds@wvc.edu

wvc.edu/BasicNeeds

Study Abroad

Students have the opportunity to travel to countries like England, Italy, Spain, Costa Rica, Germany, and more. The credits earned while studying abroad can also help you complete WVC degree requirements.

Wenatchi Hall, First Floor

First Year Experience (formerly Educational Planning)

W: 509.682.6846

studyabroad@wvc.edu

eLearning Support

eLearning Support helps with online learning, including Canvas, Panopto, and Turnitin. Students may explore wvc.edu/distance for resources or contact the Help Center for

support.

Helpdesk@wvc.edu

509.682.6550

John A. Brown Library

Technology Help Desk

The Help Desk is students' first point of contact for technology related questions.

wvc.edu/it/studentemail.html

helpdesk@wvc.edu

W: 509.682.6550

O: 509.422.7825

Placement Testing

The office provides placement testing information for English and Math placements. We review Accuplacer, GED, SAT/ACT test scores.

wvc.edu/placement

Wenatchi Hall, First Floor

First Year Experience

W: 509.682.6830

O: 509.422.7803

Transitional Studies

The Transitional Studies program offers classes for high school completion or equivalency test preparation, along with hosting a Student Success Center to support pre-college students through tutoring and mentoring.

wvc.edu/transition

Knights Hall

transition@wvc.edu

509.682.6597

TRIO Student Support Services (SSS)

WVC TRiO SSS increases opportunities for success of first-generation and low-income students who may have

disabilities.
wvc.edu/trio
trio@wvc.edu
Mish ee twie 1221
509.682.6978

Veterans Services Office

The veterans services office supports student veterans through scholarship and financial aid opportunities, in addition to other services and resources.

wvc.edu/veterans
Wenatchi Hall 2136
509.682.6817

Workforce

Workforce grants offer basic food, employment and training, early achievers grant, opportunity grant and worker retraining.

Wells Hall 1043 and 1044
W: 509.682.6612

Student Grants Center

WVC Student Grants Center provides financial assistance to eligible students through a

variety of grant-funded programs. These programs are designed to reduce financial barriers and support students in achieving their educational and career goals.

Basic Food Employment
& Training (BFET)
Opportunity Grant
Worker Retraining
WorkFirst

Mish ee twie 1125J
509.682.6964
Para asistencia en Español
509.682.6965
studentgrantscenter@wvc.edu

WriteLab

The WriteLab tutors help students with writing assignments to improve their work and avoid common errors.

wvc.edu/writelab
W: Mish ee twie 1135
O: Friendship Hall 205C
W: 509.682.6586
O: 509.422.7840

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WELCOME AND INTRODUCTION



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 about how we can help you reach your goals.

We look forward to seeing you on campus.

Dr. Faimous Harrison
WVC President



Welcome to Wenatchee Valley College! We are excited that you have chosen to continue your education with us and become part of our community. College is an opportunity to learn, grow, and discover your strengths. You'll find dedicated faculty and staff ready to support you along the way, whether through academic, student life, or the many resources available to help you succeed. This handbook is here to guide you with information about WVC's policies, services, and opportunities. We encourage you to get involved, ask questions, and make the most of your time here. Your journey is important, and we are honored to be part of it.

Dr. Diana Garza
WVC Vice President of Student Affairs

ADMISSIONS AND REGISTRATION

New Student Checklist

- 1) Apply online
- 2) How will you pay for college?
 - a) Apply for financial aid
 - b) Research options for funding
 - c) Find ways to pay at wvc.edu/pay
- 3) Determine Placement (wvc.edu/placement)
- 4) Advising and Registration
 - a) Meet with an advisor
 - b) Register for classes online at wvc.edu
 - c) Pay tuition and fees prior to the tuition due date

Admission Policy

Phone: 509.682.6806

Fax: 509.682.6801

WVC has an open-door admission policy and welcomes all individuals who can benefit from its programs. Applicants are generally required to be 18 or older, a high school graduate, have earned a GED, or qualify through Running Start or other approved programs. Students under 18 who do not meet these standards must petition through the Underage Admission Policy. Admission to the college does not guarantee entry into all programs, as some have additional requirements and limited space. All new and returning students who have been out for a year or more must complete an Admissions Application online at wvc.edu or at the admissions and registration office. Once processed, an acceptance email will be sent.

Residency

Phone: 509.682.6806

A number of factors are used to determine residency. It is the student's responsibility to inform WVC about changes in residency. The Washington Residence Questionnaire is available at the registration office. For further information, please call the Wenatchee campus at 509.682.6806.

Financial Aid

509.682.6810 (Wenatchee)

509.422.7800 (Omak)

The WVC Financial Aid Office accepts applications from all students seeking financial assistance. Financial support for students should come from three sources: the student, the student's family and financial aid programs. The financial aid office is available to assist eligible students for specific college programs when their personal or family resources are not adequate to meet educational expenses.

WVC offers the following types of financial aid: grants, loans, scholarships and employment opportunities. For additional information on financial aid resources, check the college website at wvc.edu/financialaid.

To begin the financial aid application process:

- 1) If you will be a new student attending the college, apply for admission to WVC. Returning students should check with the admissions/registration office to make sure address and program of study information are still accurate.
 - 2) Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov/.
 - 3) If required, submit additional documents as requested by the financial aid office.
- For further information on eligibility requirements and deadlines contact the financial aid office.

Placement Services

509.682.6830 (Wenatchee)

509.422.7803 (Omak)

For more information on placement services and to determine if placement is required, start by taking the pre-placement questionnaire at wvc.edu/placement.

Navigating and Educational Planning

509.682.6830 (Wenatchee)

509.422.7800 (Omak)

College Navigators in the Educational Planning and Placement office provide both on-campus and online support to new students with program advice and class selection for the first quarter of the first year. College Navigators are knowledgeable about the broad range of programs of study available at WVC and are able to assist with a range of new-to-college support, such as course selection, first quarter scheduling and providing referrals to the other support services available on campus. In the first quarter, students will be assigned a faculty advisor who provide the continued support and assistance needed in education, career and life planning, to help students determine appropriate career and education plans, including quarterly class scheduling. However, the final responsibility for meeting all graduation requirements rests with the individual student.

Students are encouraged to meet with their faculty advisors regularly, particularly during advising days, which occur once each quarter except for the Summer quarter.

Registration

509.682.6806 (Wenatchee)

509.422.7800 (Omak)

Check the academic calendar online for registration dates. New students who apply after the Priority Enrollment Deadline may need to start the following quarter, unless approved by a navigator, program director, and/or the registrar.

Students can register online through the WVC website and ctcLink with a valid application and ctcLink ID. If you have not attended WVC for more than four quarters (excluding summer), you must submit a Student Information Update form before registering.

In-person registration is required for students taking ABE, ESL, or HS+ classes, or those using a space-available tuition waiver. Registration staff are available during office hours for anyone who prefers in-person help. Visit wvc.edu for details.

Pay Tuition and Fees

509.682.6500 (Wenatchee)

509.422.7800 (Omak)

Tuition may be paid at the cashier office by cash, check or credit card, or online at wvc.edu/pay. Students may also enroll in a payment plan that allows them to make payments over the quarter. Payment plan information can be found at wvc.edu/pay. Tuition and fees are due ten business days before the first day of each quarter.

Student ID Card

509.682.6860 (Wenatchee)

509.422.7890 (Omak)

Students at both campuses who are enrolled 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 or payroll checks. To obtain a card, bring a form of identification (ID) to the student life office in Van Tassell Center on the Wenatchee campus. On the Omak campus, visit the Omak student government office.



ACADEMIC INFORMATION

Academic Dishonesty and AI

Any student who engages in any form of academic dishonesty may be subject to discipline. Common instances of academic dishonesty include (but are not limited to): misrepresenting AI-generated material as one's own work, cheating; fabrication; plagiarism; facilitating, aiding or abetting others in academic dishonesty; collusion; or resubmitting work previously submitted for another course without instructor permission. Academic dishonesty may be subject to both academic sanctions and/or code of conduct sanctions.

Students are expected to maintain high standards of academic honesty and integrity in accordance with the code of student conduct.

1. A student shall not give unauthorized information to another person or receive unauthorized information from another person during any type of examination.
2. A student shall not obtain or provide without authorization questions or answers from the examination prior to the time of the examination.
3. A student shall not use unauthorized sources for answers during any examination.
4. A student shall not engage in any form of plagiarism. Plagiarism is defined as submitting to a faculty member any work product which the student fraudulently represents to the faculty member as the student's own work product, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as a part of the student's program of instruction. Students are expected to know and comply with accepted classroom procedures and academic standards as set forth by the college faculty.

Degrees and Certificates

509.682.6700 (Wenatchee)

509.422.7800 (Omak)

A description of WVC's degrees, certificates and programs, is available at wvc.edu/programs. Class descriptions are available at wvc.edu/academics.

Dropping and Adding Classes

509.682.6806 (Wenatchee)

509.422.7800 (Omak)

Check the schedule online each quarter for registration, tuition payment and tuition refund deadlines. It is your responsibility to add/drop classes. You may add classes online until the second day of the quarter. You may also withdraw online until the 35th day of the quarter. Adding/dropping classes may also be completed at the registration office. Online registration is turned off on the second day of class.

Graduation

509.682.6806 (Wenatchee)

509.422.7800 (Omak)

You must apply for your degree certificate as soon as you have registered for your final quarter. Deadlines are listed at wvc.edu/graduation. The Application for Degree/Certificate form is available online at wvc.edu/graduation. The commencement ceremony is held each June for all WVC graduates. Check the academic calendar for specific dates. Ceremonies are held on both the Wenatchee and Omak campuses. If you do not receive cap and gown information by May 1, please visit either the Student Life office in Van Tassell Center or Student Programs in Omak.

Transitional Studies Programs

High School +, Adult Basic Education, and English language acquisition classes
509.682.6790 (Wenatchee)
509.422.7958 (Omak)

WVC offers transitional studies and educational development classes for adult learners who want to increase their reading, writing and math skills, earn credits toward a high school diploma or prepare for college classes. These noncredit classes are offered on the Wenatchee and Omak campuses, and at the SkillSource office in Wenatchee. Day and evening classes are available, though there may be quarterly schedule differences. For those wishing to prepare for college or vocational programs, the classes will help students get the education and skills needed to go to the next level.

For more information about the classes nearest you, call WVC Transitional Studies at 509.682.6790 (Wenatchee) or 509.422.7958 (Omak). For information on registering for classes, visit wvc.edu/transition.



INSTRUCTIONAL SUPPORT SERVICES

Tutoring Centers

The goal of tutoring at Wenatchee Valley College is to provide supplemental instructional support. Tutoring services on the Wenatchee campus and on the Omak campus meet that goal by providing a dynamic, collaborative learning opportunity that enhances the educational experience at WVC.

Tutoring services are available free of charge to all enrolled students on both campuses.
wvc.edu/tutoring

Omak: The Learning Support Center, located in Friendship Hall, room 205c, houses all tutoring services including math/STEM, the Omak Write Lab, and any other tutoring subjects. Hours vary by quarter.

Wenatchee: Tutoring Centers Include:

- STEM Tutoring Center (Wenatchi Hall 2205)
- WriteLab (Mish ee twie 1135)
- Languages & Communications Lab (Mish ee twie 1309)
- Tutoring in Academic Support Programs such as: MESA, Student Grants and Transitional Studies Lab, TRIO SSS.

Running Start Program

509.682.6920 (Wenatchee Campus)

509.422.7848 (Omak Campus)

Running Start allows incoming high school juniors and seniors to enroll in high school and community college at the same time, earning credits that apply towards both high school graduation and college. 10th grade students may enroll in up to 10 credits during the summer quarter before their senior year. If Running Start students choose to attend WVC full time in both their junior and senior years, they may be able to graduate with a general two-year degree such as the associate of arts and sciences–DTA.

Home-schooled and private school students must enroll in a public high school to participate in this program. To qualify for Running Start, students must submit one (1) of the following documents:

- High School Transcript with cumulative GPA of 2.5 or higher
- PSAT/SAT Reading of 500 or higher
- ELA Smarter Balanced Assessment score of 3 or 4
- ACT English score of 20 or higher
- ACT Reading score of 21 or higher
- AP English score of 4 or 5

Running Start students pay quarterly fees to the college based on their course load and must pay for their own textbooks; additionally, students may be charged tuition based on the number of credits they are enrolled in at their high school. Students may qualify for fee waivers and some textbook assistance if they qualify for Free and Reduced Priced Lunch at their high school. Students are required to submit an Enrollment Verification form every quarter that they plan to participate in Running Start.

Reach out via email if you have any questions: Wenatchee Campus (runningstart@wvc.edu)
Omak Campus (omakrunningstart@wvc.edu)

Study Abroad

509.682.6830 (Wenatchee/Omak)

Do you want to see the world? Would you be interested in studying abroad? This is your chance! WVC has partnered with the Washington State Community College Consortium for Study Abroad (WCCCSA) to offer students an affordable study abroad opportunity. Students have the opportunity to travel to countries like England, Italy, Spain, Costa Rica, Germany, Ireland, and more. The credits earned while studying abroad can also help you complete WVC degree requirements.

No foreign language knowledge is required to participate but some age restrictions do apply. For more information see wvc.edu/studyabroad.

Transcript Evaluations

509.682.6806 (Wenatchee)

Students may request an evaluation of transfer credits at any time to see how their credits apply toward a WVC degree or certificate. WVC evaluates its own credits first, then accepted transfer credits, and finally any non-traditional credits. Official transcripts from other colleges must be on file for credits to count toward a degree, though unofficial transcripts may be used for advising. Students can also run a degree audit in ctcLink through the Academic Advisement Report to track progress. Questions should be directed to a faculty advisor, and evaluation requests are submitted through the admissions/registration office.

Request form. Forms, instructions, and additional information can be found at wvc.edu/TranscriptEvaluation.

Transcripts

509.682.6806 (Wenatchee)

A transcript is the official documentation of a student's educational record. Transcripts are released only if a student has submitted an authorization for release of the transcript. Official transcripts can be ordered online through our partnership with Parchment. There is a fee for this service. If you have any questions, call 509-682-6836 or email transcripts@wvc.edu. An unofficial transcript is an unsigned and unsealed copy of the student's record and is used primarily for advising purposes. WVC does not release transcripts from high schools or other educational institutions. Transcripts from other institutions submitted during the admissions process are part of the student's official file and will not be returned to the student.

STUDENT LIFE

Wenatchee Valley College encourages students to get involved with Student Life. Listed below are multiple opportunities to engage in college activities as well as college governance – take this opportunity to impact your campus and get involved! Van Tassell and the Student Life Office are here to support you—please don't hesitate to visit us for guidance or assistance.



Associated Students of Wenatchee Valley College (ASWVC)

Student Activities

509.682.6860 (Wenatchee)

WVC students are encouraged and welcomed to participate in many programs and activities beyond the classroom. Events and activities assist students in pursuing a great variety of interests, often at no cost. ASWVC provides many different activities throughout the year and offers assistance to campus clubs. Popular student activities include Laser Tag, movie night, karaoke, game night, intramurals, club sports and many more. Stop by the student government office to find out about upcoming events and activities or visit us on Facebook at facebook.com/ASWVC.

Student Government

509.682. 6868 (Wenatchee)

509.422.7810 (Omak)

Selections for student body officers are held each spring and fall. Contact the Director of Student Life for details. Volunteers are also needed to help with planning student activities. News and events are available on wvc.edu.

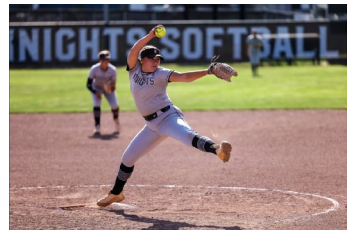
Athletics Intercollegiate Teams

WVC is a member of the Northwest Athletic Conference (NWAC) and offers a variety of men's and women's teams. Features 7 total sports. Women's and Men's Soccer, Women's and Men's Basketball, Men's Baseball, Women's Softball, and Women's Volleyball. Support your Knights at home. See you there!

Smith Gym (Wenatchee)

509.682.6726

gowvc.com



Events

Campus events are posted around campus, on WVC

bulletin boards and on the WVC homepage. All athletic schedules and rosters are listed on the WVC website at WVC student ID cards will admit students to all athletic events.

Bulletin Boards

509.682.6860 (Wenatchee)

509.422.7803 (Omak)

To place materials on WVC bulletin boards or bring desired posting to the Student Life office in Van Tassell (5004) on the Wenatchee campus or the Omak campus main office (122), 25 poster limit. All postings must have an approval stamp from Student Life.

College Assistance Migrant Program (CAMP)

509.682.6975 (Wenatchee/Omak)

CAMP is a federally funded program designed to help students from migrant/seasonal farmworking backgrounds during their first year of college. It provides academic, career development, and financial support services to empower students, so they have a strong foundation to build upon as they work toward a bachelor's degree. CAMP collaborates with college instructors, student services and community-based organizations to improve educational opportunities for students. Visit wvc.edu/camp for more information!

Child Care

WestSide Early Learning Center

509.682.6633 (Wenatchee)

Through a partnership between WVC and the Wenatchee School District, affordable childcare services are available at the WestSide Early Learning Center, located at 1510 Ninth Street, Wenatchee. The program provides quality, licensed childcare to children from one month to five years of age while you attend class, study and work. Priority is given to WestSide High School and WVC students.

Clubs and Organizations

509.682.6860 (Wenatchee)

509.422.7810 (Omak)

Student clubs and organizations provide excellent opportunities for social involvement. Any group of students can form a club to promote their common interests. Contact the Student Life office for more information. The following includes clubs and organizations on both campuses:

- Agriculture
- Auto Tech Knights
- Baila Conmigo
- Medical Assistant Student Knights (both campuses)
- Cyber Knights
- Esports
- DELTA Club
- Mechatronics
- MEChA (Both Campuses)
- Phi Theta Kappa
- Psi Beta Club
- Queer Straight Alliance
- Red Road Association (Omak)
- Refrigeration Technology
- Science Club (Omak)
- Signing Knights Club
- STEM Club
- Student Nurses of North Campus (Omak)

- Student Nurses of Wenatchee (SNOW)

- Waterpower Club

Computer Labs

509.682.6587

509.682.6550 (WVC Help Desk)

IBM-compatible computers are available for student use. These labs are staffed by peer lab monitors who can help students with the computer software programs and with their assignments. In Wenatchee, computers are also available in the library and the tutor center.

Computers may be used by registered students and those covered through cooperative agreements.

Wireless connection to the internet is available on both campuses.

Copy Machines

Coin-operated copiers are available for public use in the college libraries.

Counseling

509.682.6850 (Wenatchee)

509.422.7806 (Omak)

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

Crisis 911 (Campus Phones dial 6-911)

Call 911 to summon emergency services for any crisis with immediate threat to health or safety. On the Wenatchee campus, call security with non-crisis threats at ext. 6911 from campus phone or 509.423.3705. On the Omak campus, call 509.422.7911 or 509.860.2247.

Catholic Charities

509.662.7105

1.800.852.2923 (Crisis Line)

Catholic Charities provides culturally sensitive mental health services for adults, children and their families. They provide recommendations which identifies the kind of treatment and support that best suits your situation and referrals to professional mental health providers in the Wenatchee Valley.

Child Protective Services

509.665.5300 (Wenatchee)

509.846.8700 (Omak)

866.363.4276 (WA State Child Abuse Hotline)

CPS investigates complaints of child abuse and neglect and offers adolescent reconciliation services, counseling and community referrals.

Disability Parking Permit

State designated disabled parking stalls are available on campus for use by students who have a disabled parking permit or valid disabled license plate.

Students requiring a permanent or temporary state disabled parking permit can find more information at dol.wa.gov/vehicleregistration/parking.html.

Drug and Alcohol Counseling and Treatment

Drug and alcohol dependency is a very serious problem for abusers and their families. Confidential information is available from WVC counselors located on the first floor of Wenatchi Hall in the student services area. Referrals for assessment, support groups and treatment are also available in the community.

For students at the Wenatchee campus, the following resources are available:

| | |
|---------------------------------|----------------|
| WVC Counselors | 509.682.6850 |
| Alcoholics Anonymous | 509.663.4567 |
| Help Line..... | 509.662.9673 |
| VA Medical Center | 509.663.7615 |
| Chelan/Douglas Crisis..... | 509.662.7105 |
| TDD/TTY | 1.800.833.6388 |
| Narcotics Anonymous..... | 1.877.664.0398 |
| Mental Health Crisis Line | 509.662.7105 |

For students at the Omak campus the following resources are available:

| | |
|---------------------------------------|--------------|
| Student Services | 509.422.7800 |
| Alcoholics Anonymous | 509.826.6299 |
| Narcotics Anonymous..... | 509.826.6371 |
| Wenatchee Valley Medical Center | 509.826.1800 |
| Mid-Valley Hospital..... | 509.826.1760 |
| Crisis Line | 509.826.6191 |

Email and Student Accounts

helpdesk@wvc.edu

All students enrolled in a credit class at WVC are issued a WVC student email account and have access to the MyWVC student portal. WVC students enrolled in courses gain elevated privileges that include the ability to login to campus computers, print on campus printers and access the college's online registration system. The MyWVC student portal provides timely and targeted messages and information. Class registration and unofficial transcript are also displayed. More information can be found at wvc.edu/it.

Emergency Assistance

Wenatchee

- Life-Threatening Emergency (Police, Fire, Ambulance): Dial 911
- On-Campus Emergency (from campus phone): 6-911
- WVC Security (non-emergency/safety concerns): 509-682-6911

If someone poses immediate harm to themselves or others, call 911 immediately. For all other safety concerns, contact WVC Security.

Emergency Alerts: E-mail and Text

Wenatchee Valley College partners with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your WVC and personal e-mail addresses, as well as your cell phone.

As a WVC student, you will be enrolled in the e-mail portion of the program at no additional expense to you. However, you are not automatically enrolled in the text portion of the program. If you choose to sign up for text alerts, you may incur expenses through your carrier when alerts are issued. To sign up for text alerts, follow the step-by-step directions below.

1. Text "Campus Alerts" to 67283
2. Visit wvc.edu/safety

Emergency Social Services Chelan Douglas Community Action

509.662.6156

Community Action is a not-for-profit agency serving the residents of Chelan and Douglas counties. Assistance is available to meet the basic needs of low-income individuals and families. Services provided include food distribution, home energy assistance, money management, English tutoring, housing assistance, job training workshops and home improvement services to community members in need.

Employment Services

Student Help/Work-Study Positions

509.682.6579 (Wenatchee)

509.422.7808 (Omak)

studentemployment@wvc.edu

On-campus and off-campus student jobs are available. Work-Study positions are part-time jobs available to students who qualify to receive Work-Study funds through the financial aid office. Resumé, cover letter and interviewing assistance are also available from the Student Employment Coordinator.

Work Source

509.665.6605 (Wenatchee)

509.826.7310 (Omak)

go2worksource.com

Work Source helps with building resumé's, applications and interviewing skills.

Food Service

Wenatchee campus

The Café in Van Tassell Center serves grab and go items, breakfast and lunch Monday - Friday. The Cafe is closed during the summer, holidays, weekends, non-class days and during

school breaks. They can be reached at 509.682.6518.

Health Insurance

509.682.6500 (Wenatchee)

509.422.7803 (Omak)

Any student registered at WVC for six or more credits per quarter is 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 are made by the student directly to the insurance company. Brochures are available from the cashier.

Area Health Clinics

Columbia Valley Community Health

509.662.6000

CVC provides primary medical care, dental care, counseling, walk-in clinic, insurance and income-based discounts.

Confluence Health - Wenatchee Valley Medical Center

509.663.8711 (Wenatchee)

509.826.1800 (Omak)

Confluence Health is dedicated to improving our patients' health by providing safe, high-quality care in a compassionate and cost-effective manner.

Confluence Health - Central Washington Hospital

509.662.1511

Confluence Health at Central Washington Hospital and Clinics provides physician practices to serve the healthcare needs of our community. The physicians and staff of our physician practices are committed to providing you with the finest medical care possible.

RediMedi Clinic (East Wenatchee)

509.888.6334 (Wenatchee)

Offers low cost, flat rate fees for high-quality healthcare, including physical exams and prescription refills. Medical care services are available to WVC students at a reduced fee.

Help Desk

For General Technical questions:

509.682.6550

HelpDesk@wvc.edu

For questions related to the online learning system (Canvas) go to the website wvc.edu/distance. The technology services help desk is usually the first point of contact for faculty, staff and students when technology issues arise. The

technology services department provides assistance for students with network logon account, student e-mail account, secure file storage, computer information, wireless student guest network and classroom phones.

Student Housing

509.682.6706 (Wenatchee only)

wvc.edu/housing

Wenatchee Valley College offers on-campus housing, with 24-hour security and a dedicated parking lot for residents.

Located directly across from campus on Fifth Street, the residence hall is within walking distance of grocery stores, shopping areas, and downtown

Wenatchee, or residents can take the free city bus which stops directly in front of the residence hall. Choosing the WVC Residence Hall not only saves time and money, but offers a broader college experience, with opportunities to interact with individuals from around the country and the world, allowing for a deeper understanding of others and an expanded world view. Each month student staff facilitate events to engage with residents and provide opportunities to relax and have fun outside of classes.



Intramurals

509.682.6860 (Wenatchee)

Opportunities to participate in intramural sports and special event activities are available throughout the academic year. Intramural sports include volleyball, dodge ball, ultimate frisbee, laser tag, basketball and soccer. Intramural sports are available only on the Wenatchee campus.

Student Recreation Center

509.682.6943

Monday-Friday (occasional Saturdays). Closed Sunday.

The Student Rec Center opened in August 2017. The Rec Center has two multi-purpose courts, high-tech studio rooms, group exercise space and large fitness center with state-of-the-art cardio equipment and weights. All students can access the Rec Center with no additional costs. Please show your student ID for entrance. Please check the website for specific hours.

Knights Kupboard

509.682.6860 (Student Life office, Van Tassell Center)

Open on Tuesdays 10 am – 1 pm, Thursdays 12-3 p.m. or as needed basis for students.

The Knights Kupboard offers assistance to students who are hungry and in need of basic necessities due to financial hardships. All WVC students in need qualify to receive items. It is closed in between breaks (winter break, spring break, and summer break).

Languages & Communications Lab

509.682.6478 (Mish ee twie 1309)

wvc.edu/tutoring

The Languages and Communications Lab (LCL) provides tutoring services to WVC students in World Languages and Communications Studies, as well as a place to study.

Library

Wenatchee: 509.682.6710 (John A. Brown Library)

Omak: 509.422.7830 (room 306)

wvc.edu/library

The John A. Brown Library houses the library on the main and upper levels and four classrooms on the lower level. In addition to a wide selection of books, periodicals, and videos, the library provides extensive electronic resources including journals, e-books, and video streaming content that can be accessed from anywhere with an internet connection.

Other services include book and periodical circulation, research and reference support, reserve materials, interlibrary loans, group and individual study rooms, and printing and scanning. An open computer lab on the upper floor of the library contains computers with accessible technology for students with disabilities. The Omak campus library offers print and digital collections, a full range of library services, printing and scanning, and study areas.

For more information and current hours, see the WVC Library webpage:

wvc.edu/library Lost and Found

509.682.6860 (Wenatchee)

509.422.7800 (Omak)

Contact the Student Life office in Van Tassell Center on the Wenatchee campus and the administration office on the Omak campus.

Tutoring Center

509.682.6587 (Wenatchi Hall 2205)

wvc.edu/tutoring

The STEM Center offers support in mathematics and sciences to students who seek guidance outside of the classroom.

Parking

509.682.6659 (Wenatchee)

Parking for students and employees on the Wenatchee campus is by permit only.

Students and staff using the parking facilities on the Wenatchee campus must purchase a parking permit. Purchase permits on the Wenatchee campus via HONK. HONK Website

Violators of the parking regulations are subject to fines. Questions relating to parking

permits and violations or fines should be addressed to the safety and security department at 509.682.6659. Parking rules are available at wvc.edu/parking.

Fuel-efficient (hybrid/electric) permit rates:

- STUDENT: \$20/quarter or NON-REFUNDABLE \$60/year
- EMPLOYEE: \$20/quarter, \$60/year
- RESERVED EMPLOYEE: \$32/quarter, \$96/year
- EVENING-ONLY: \$12/quarter

Standard vehicle permit rates:

- STUDENT: \$25/quarter or NON-REFUNDABLE \$70/year
- EVENING-ONLY: \$15/quarter
- DAILY: \$2.00/day
- SENIOR STUDENT (60 or older): \$5/quarter
- EMPLOYEE: \$25/quarter or \$70/year
- RESERVED EMPLOYEE: \$40/quarter or \$115/year

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

Visitor or One-Day Permits

Visitors must obtain a courtesy permit from whom you are visiting in order to park in the visitor area longer than the posted 30 minutes or in any other designated parking space for any length of time.

Daily permits are available from the HONK QR code posted in all campus lots for \$2.00/day.

Student Access Services

509.682.6854 (Wenatchee/Omak)

Dial 711 (TTY)

wvc.edu/studentaccess

Student access services at WVC provides accommodation services on both campuses (Wenatchee and Omak) for students with disabilities. The student access manager will work with students individually to help facilitate the best possible assistance. The manager is in Wenatchi Hall, 2133 and available virtually.

WVC is committed to providing equal opportunity in accommodations, benefits, rights and privileges of college services, programs and activities for every qualified student with disabilities. WVC will provide reasonable accommodations for qualified students

The image shows a promotional graphic for the HONK mobile app. At the top left is a blue 'P' in a square. To the right is the 'HONK' logo. Below the logo, it says 'NO APP | EXPRESS CHECKOUT' and 'PAY HERE' in large blue letters. In the center is a QR code with 'SCAN ME' written below it. To the right of the QR code is a camera icon with the text 'Open camera & point at QR code' and a smartphone icon with 'Tap link to pay'. Below the QR code is a small 'OP' logo. At the bottom, it says 'Text 54506 to 75498 Tap link to pay'. At the very bottom, there is a dark banner with a smartphone icon, the text 'Get the HonkMobile App', 'ZONE 54506', and 'POWERED BY HONK'.

with disabilities, in accordance with the Americans with Disabilities Act, the Rehabilitation Act of 1973 and Washington State Law.

Student Services

509.682.6800 (Wenatchee)

509.422.7800 (Omak)

The student services area houses counseling, financial aid, registration, cashiering, testing, career planning, workstudy, veteran services, disability services and educational planning. Counselors and staff in the student services help students identify and successfully achieve their academic, career and personal goals. Staff members also assist students with the development of problem-solving skills and advocate for students when appropriate.

Suicide Prevention Hotline

1.800.852.2923

Transportation

509.682.6860 (Wenatchee)

509.662.1155 (Link Transit)

509.422.7814 (Omak)

509.826.4391 (Okanogan County Transportation and Nutrition)

Make the connection! Why worry about parking when Link bus service will take you right to the front door of WVC? You can travel for free from home to campus or around town. It's quick, convenient and environmentally friendly and no need to worry about parking! For more information about Link, please visit the Link Transit website at linktransit.com.

TRiO Student Support Services (SSS)

509.682.6978 (Wenatchee) trio@wvc.edu

TRiO SSS is a federally funded program that provides low-income, first-generation college students and students with disabilities the valuable support and services that will assist in student success and persistence toward graduation. TRiO SSS serves to motivate and help students accomplish their goals by offering comprehensive individual support. WVC serves TRiO SSS students on the Wenatchee campus.

Some of the services provided by TRiO SSS are:

- Personal, career, and academic advising
- Free one-on-one math and science tutorial services
- Scholarship and financial aid planning/monitoring
- Transfer planning to four-year colleges including campus visits

The program application is available at the TRiO SSS office or at wvc.edu/trio.

Veterans Services

509.682.6817 (Wenatchee and Omak)

2136 Wenatchi Hall 2136

veterans@wvc.edu

A veterans education benefit specialist is located on the Wenatchee campus to assist

veterans attending both the Wenatchee campus and the Omak campus with obtaining VA Education Benefits.

The main function of the veterans affairs office is to assist veterans/dependents with the application process and to monitor usage of education benefits for compliance with Department of Veterans Affairs policies and procedures.

If you are a veteran, have served or are currently serving in the military, are the spouse or child of a veteran, and are seeking eligibility for benefits, contact the WVC Veteran office. The office is located on the Wenatchee campus in Wenatchi Hall First Floor Rm 2136.

Reduced tuition and fee waivers are available for eligible veterans, military service members and dependents.

The veteran office serves as a liaison between WVC and the U.S. Department of Veterans Affairs. A representative is available to assist veterans and dependents with activating VA educational benefits, as well as provide information and additional school funding and community resources. Individuals using VA educational benefits must request to have their classes certified each quarter. This can be done in person or online, please contact the School Certifying Official for further information. Additional guidelines and requirements for accessing and using benefits can be found at wvc.edu/veterans.

Selected programs of study at WVC are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Schools should limit student enrollment to 85 percent veteran enrollment per cohort. If a veteran wishes to enroll in a class that has already reached the 85 percent cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

IMPORTANT POLICIES

Academic Standards Policies

Honor Roll

A President's List and a Dean's List are compiled at the end of each quarter to recognize outstanding student achievement. Honorees are announced publicly. To qualify, you must meet the following criteria:

- 1) Be a full-time student enrolled for 12 credits or more in courses numbered 100 or above.
- 2) Achieve a 4.0 G.P.A. for the President's List.

--OR--

- 3) Achieve a 3.5 – 3.99 G.P.A. for the Dean's List.

Students with grades of I (Incomplete), Y (In-Progress), P (Pass), NP (No Pass) or an F are not eligible for honor roll recognition.

Academic Warning, Probation and Suspension

The Academic Standards Procedure at WVC has been established to ensure that the college resources are used in the best interests of all current and future students. The procedure helps to ensure that students with academic difficulties are made aware of the many educational resources available to them. You are encouraged to assume responsibility for your own academic progress.

At the conclusion of each quarter, the grades of all students enrolled in that quarter will be reviewed.

Students who have attempted twelve or more credits in the quarter and whose grade point average that quarter is less than 2.0 will be notified of their situation.

- a) **Academic Warning** - A student attempting six or more graded credits will be placed on Academic Warning when his or her cumulative GPA falls below 2.0. Students on Warning status will receive a letter advising them of their academic standing. The transcript will be endorsed "Academic Warning." Students will remain on this status until their cumulative GPA is 2.0 or higher.
- b) **Probation** - If a student who is on Academic Warning attempts six or more graded credits for a second time, and his or her quarterly GPA falls below 2.0, the student will be placed on Academic Probation. Students on Academic Probation will receive a letter informing them of their academic standing, and their transcript will be endorsed "Academic Probation." Students on probation will have a registration hold placed on their account. They will be unable to make changes to their class schedule for the current quarter and will be unable to register for future quarters until they have met with their advisor and completed the probation form. Students will remain on Probation status until their

cumulative GPA is 2.0 or higher.

- c) **Suspension** - If a student on Academic Probation attempts six or more graded credits, and his or her quarterly GPA falls below 2.0, they will be placed on Academic Suspension. Students on Academic Suspension will receive a letter informing them of their academic status, and their transcript will be endorsed "Academic Suspension." Suspended students will be dropped from any classes they are enrolled in for the upcoming academic quarter(s). Students returning from Academic Suspension will be required to complete the following:
1. Submit a completed petition for readmission form to the student services office.
 2. Complete a readmission interview with a counselor. During the interview, you should be prepared to:
 - Identify the reasons for poor academic performance.
 - Present a plan for eliminating the factors contributing to poor academic performance.
 - Review your educational goals.
 - Present an educational plan that includes proposed course schedules for the next one to three quarters and how those courses relate to an educational goal.
 3. Be reinstated by the college.

Academic Regulations Committee

Petitions for waivers of college policies are initially reviewed by the WVC Registrar. Such petitions may include, but are not limited to:

- Late changes in class status (i.e., credit to audit, past quarterly deadline withdraw)
- Set aside of low grades from previous quarters
- Substitution of graduation requirements
- Taking more than 18 credits in one quarter

After reviewing the petition, the registrar will either make a ruling on the petition or forward it to the appropriate WVC administrator for further review/ruling.

Petitions for readmission after an academic suspension are reviewed by a WVC counselor.

All petitions must be in writing and submitted on the appropriate form, available through the admissions/registration office.

After the initial decision on a petition is made, the student can appeal this decision to the WVC Academic Regulations Committee. Filing for an appeal is completed through

the student services office.

All appeals 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.

Admission Policy and Procedures for Prospective Students (under 18)

Special admission is discretionary and requires the approval of the vice president of student affairs or designee. Special admission is viewed as an enrichment program, and high school students who have fallen behind on graduation requirements are rarely admitted.

Contact the admissions office at 509.682.6806.

Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and outlines when information may be released. All colleges that receive U.S. Department of Education funding must comply with FERPA.

At WVC, certain “directory information” may be shared without a student’s written consent, unless the student requests otherwise. This includes name, major, enrollment status, dates of attendance, participation in recognized sports, degrees or certificates earned, the term awarded, and honors. WVC does not publish a student directory. However, under the Solomon Amendment, the college must release specified student information to military recruiters if properly requested.

FERPA also allows disclosure without consent to school officials with a legitimate educational interest. This includes WVC employees in administrative, academic, research, or support roles, contractors such as attorneys or auditors, trustees, or students serving on official committees. Records may also be shared with another college if the student intends to enroll there.

Students have the right to request that WVC not release their directory information can do so in their student account in ctcLink Update Privacy Restrictions (Fluid) . By sealing your records, WVC will be unable to verify degrees, graduation or any other requested information. Contact the Registration office for more information.

Criminal Violations

Any student who shall commit theft, assault, acts of forgery or any other act on college facilities which is punishable as a gross misdemeanor or a felony under the laws of the state of Washington and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action.

Grading Policies

Grades and Grade Reporting

The WVC grading system provides a permanent record of grade evaluations which reflects the student's course achievement.

Grades used in computing grade point average are:

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

* The "D-" letter grade will no longer be assigned at WVC after spring 2012.

Grades not used in computing grade point average are:

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

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

Grade Change

A change of grade must be executed within two quarters, excluding summer, after the grade is earned. Initiating a grade change is the student's responsibility. The course may still be repeated for a different grade after the deadline for grade changes has passed. Contact the course instructor to discuss the process for grade changes.

Withdrawal

A "W" designation indicates that you have dropped a class. The last day of each quarter to withdraw from classes is specified on the official Academic Calendar. Complete information on withdrawing from a class is available in the admissions/registration office.

Instructors may choose to administratively withdraw a student who does not attend the first two days of class, but the responsibility of withdrawing still lies with the student. Do not assume an instructor will withdraw you for not attending class. If you are in doubt, check the student portal to determine if you are still registered for the class or contact the admissions/ registration office. Failure to formally withdraw from class will normally result in a failing grade. You can withdraw through the Registration function on the MyWVC Portal. You can also submit a Course Change form, available in the admissions/registration office.

Audit

The “N” designation indicates that a student has elected to take a class with the understanding that no credit will be earned and no grade given. Students who choose to audit a class do not have to take the tests, but the instructor may require reasonable attendance and class participation. Full tuition and fees are charged for classes taken on an audit basis. Changes from credit to audit are permitted until the end of the 30th day of instruction. The instructor’s written approval is required after the fifth day of instruction. You will need to turn a completed course change form, with the instructor’s signature, into the admissions/registration office to change a class to audit status.

The Incomplete (I) Grade

The “I” designation indicates that a student has been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by the student and instructor. It is the student’s responsibility to initiate this contract. Contract forms are available in the admissions office. The maximum length of a contract is two quarters, excluding summer. An “I” grade is changed to an “F” if the terms of the contract are not met within the time specified.

Pass/No Pass

The “P” or “NP” designation may be given in developmental classes. A “C” grade or higher earns a “pass”; anything lower earns a grade of “no pass.”

Grade Point Average (GPA)

The grade point average indicates the general achievement of a student. It is calculated by dividing the total number of grade points earned by the total number of credit hours completed.

Here’s an example:

- Class #1 5 credits. Grade is an A (value of 4.0). Grade points=5x4=20
- Class #2 4 credits. Grade is a B (value of 3.0). Grade points=4x3=12
- Class #3 5 credits. Grade is a C (value of 2.0). Grade points=5x2=10

This gives you a total of 14 credits and 42 grade points. Therefore, your GPA would be: 42 grade points / 14 credits = 3.00

The calculation does not include courses in which the student received grades I, Z, N, Y,

W, S or P.

Quarterly Grades

At the end of each quarter, grades are processed for each student enrolled for credit. Students may get their quarter grades and grades for the previous quarters from their MyWVC student portal or at wvc.edu/ctc-docs/student/waci002.html

Repeating a Course

Students may repeat a course once (two total attempts, including the original). Credit is awarded only once unless the catalog specifies the course is repeatable. All grades remain on the transcript, but only the highest grade counts toward GPA. Students must re-register, pay tuition/fees, and repeat the same course at WVC. Once a repeat is processed, a notation will appear on the transcript. Some programs may have stricter rules, so check program requirements. Courses with grades of P, Y, W, N, I, NP, or * are not included in GPA and not covered by this policy. Courses already applied to a completed degree or certificate cannot be repeated for the purpose of improving GPA.

Setting Aside of Low Grades for GPA Calculations (August 2018)

The Low Grade Set Aside Policy allows you to remove poor academic records that no longer reflect your current academic performance. Only full quarters may be set aside (not individual courses), and students may petition for a maximum of two quarters during their time at WVC. To qualify, the quarter must include at least one grade of C- or lower or a quarterly GPA below 2.0.

Grades that are set aside remain on the transcript with a “*” notation, but they are not calculated into the GPA, and the credits cannot be used to meet degree or certificate requirements. Students must complete at least 30 credits at WVC with a GPA of 2.0 or higher to demonstrate improved performance before petitioning. Federal Financial Aid does not recognize grade set-asides. Exceptions to these procedures can be made by petition to the Academic Regulations Committee. Only grades earned at Wenatchee Valley College can be set aside under this policy.

Petition forms are available online and in the Enrollment Services office. Completed petition forms should be returned to admissions/registration.

Caution: Although WVC makes provisions for setting aside past grades for the purposes of GPA calculation, do not assume that other colleges you transfer to will compute your GPA in the same manner. They may accept the credits and use the set aside grades for their calculations. Note: Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. We recommend checking with the transfer institution before repeating a class to determine course transferability.

Rules of Conduct Regarding Drugs, Alcohol, Tobacco and Firearms

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.

Drugs

Wenatchee Valley College has a drug abuse prevention program with procedures ensuring that all employees and students are notified of its drug-free policy and bound by its terms. In accordance with the Code of Conduct, any student who shall use, possess or sell any illicit drug, including marijuana, on college facilities or at college-related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed (other than marijuana), as medication by authorized medical personnel. Employees or students engaging in such prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination. For a full set of rules, visit wvc.edu under policies and procedures.

All students engaged in athletic or intramural activity shall upon conviction be immediately suspended from participation in college-sponsored athletic or intramural events.

Alcohol

The possession, consumption, or distribution of alcohol by students on college property or as part of college events is prohibited, except in accordance with state of Washington liquor license procedures. Being demonstrably under the influence of any form of alcohol by any student on college facilities or at college-related activities shall be cause for disciplinary action.

Tobacco

Wenatchee Valley College prohibits smoking or other tobacco use, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college property. This includes all college sidewalks, parking lots, landscaped areas, sports fields and college buildings. Use of tobacco is also prohibited at events on college premises, or in college owned, rented or leased vehicles.

STUDENT CODE OF CONDUCT

Purpose and Jurisdiction

Wenatchee Valley College (WVC) students are both citizens and members of the college community. Admission to the college carries with it the expectation that students will maintain high standards of integrity, honesty, and morality, and that they will respect the rights and property of others.

The Student Code of Conduct applies to behavior:

- On college premises;
- At college-sponsored activities (on or off campus, including athletics, travel, practicums, internships, online activities, and student organization events);
- Off-campus, when the conduct adversely affects the college or its objectives.

Students remain accountable for their conduct from the time of admission through the award of a degree, including during breaks and periods of non-enrollment, and even if they withdraw while a disciplinary matter is pending. Students arrested for criminal law violations on or off campus may also be subject to college disciplinary action.

Misconduct Subject to Disciplinary Action

The following behaviors are violations of the Code of Conduct. This list is not exhaustive; see the full WAC for details.

1. Harm to Others

- Intentionally or recklessly endangering, threatening, or causing physical harm to another person or oneself.
- Creating reasonable fear or apprehension of such harm.

2. Harassment, Bullying, Abuse

- Physical, sexual, or emotional harassment, bullying, intimidation, coercion, or abuse.
- Conduct that seriously embarrasses, assaults, or recklessly endangers another person.

3. Disorderly Conduct

- Interfering with or disrupting the educational process, operations of the college, or emergency services.
- Instructors may take immediate action in the classroom and may refer the matter for further discipline.

4. Unauthorized Entry or Use

- Entering or using college facilities without authorization.

5. Violating Sanctions

- Knowingly violating the terms of any disciplinary sanction.

6. Theft or Misuse of Property

- Theft of property or services.
- Possessing stolen property.

7. Policy Violations

- Violating any published college policies or procedures.
- Students are responsible for their guests' conduct on campus.

8. Tobacco

- Use of tobacco products on college property is prohibited.

9. Alcohol and Drugs

- Unlawful manufacture, distribution, possession, or use of alcohol, narcotics, controlled substances (including marijuana), or legend drugs.
- Alcohol may be consumed only in compliance with Washington state liquor license procedures.
- Prescription drugs are permitted only when used by the person to whom they are prescribed.

10. Academic Dishonesty

- Cheating, plagiarism, or furnishing false information to the college.
- Submitting the same work for credit in multiple courses without authorization.
- Instructors may take reasonable action for violations and refer the matter for further discipline.

11. Forgery or Misuse

- Forgery, alteration, or misuse of college documents, records, funds, or identification.

12. Failure to Comply

- Refusal to comply with the directions of college officials acting in the performance of their duties.

13. Weapons

- Possession or use of firearms (licensed or unlicensed), explosives, dangerous chemicals, or other dangerous weapons/instruments.
- Exceptions: lawful use in an approved instructional program or carried by law enforcement officers.

14. Computing and Network Misuse

- Violating the college's network acceptable use policy or WAOL memorandum of understanding.
- Misuse of computing equipment or services, including unauthorized access, intentional virus introduction, or use of email/internet for prohibited purposes.

15. Ethics Violations

- Breaching a professional code of ethics tied to the student's program of study (when such codes are distributed as part of the curriculum).

16. Hazing

- Participating in or conspiring to haze another. Hazing includes any initiation

practice that causes, or is likely to cause, physical danger, serious emotional harm, or distress.

- Consent is not a defense. Hazing is also a misdemeanor under Washington law.

17. Initiation Violations

- Conduct related to initiation into a student organization or group that causes embarrassment, ridicule, sleep deprivation, verbal abuse, or humiliation, even if not rising to the level of hazing.

18. Animals

- Animals are not allowed on or in college facilities except service animals.
- Service animals must be under physical control, leashed, and registered with the Special Populations Coordinator.

19. Gambling

- All forms of gambling are prohibited.

20. Sexual Misconduct

Sexual misconduct includes sexual harassment, sexual intimidation, and sexual violence.

- **Sexual harassment:** unwelcome sexual or gender-based conduct, including advances, requests for favors, and verbal, nonverbal, or physical behavior that is severe, persistent, or pervasive.
- **Sexual intimidation:** threatening or distressing conduct based on sex, including non-consensual recording or distribution of sexual activity.
- **Sexual violence:** non-consensual sexual intercourse or contact, domestic violence, dating violence, stalking, incest, or statutory rape.

Consent means knowing, voluntary, and clear permission by word or action. A person cannot consent if incapacitated by alcohol, drugs, sleep, or unconsciousness. Intoxication is not a defense to non-consensual conduct.

Reports of sexual **misconduct** should be made to the **Title IX Coordinator at 509-682-6445**. Supplemental Title IX student conduct procedures are outlined in **WAC 132W-115-110**.

Computer Use Policy (Handbook Note)

WVC computer labs (library and instructional spaces) are for registered students and cooperative programs. Rules include:

- Priority: scheduled classes > coursework > general use.
- No modification/tampering with hardware/software.
- No unauthorized access attempts.

- No intentional virus introduction.
- Print use is limited to academic work.
- All use must comply with WVC's Acceptable Use Policy and the State Board of Community & Technical Colleges network policy.

References

For the most current and legally binding version of the WVC Student Code of Conduct, refer to **WAC 132W-115-080** and related sections at apps.leg.wa.gov.

Supporting Students and Promoting a Safe Learning Environment

Wenatchee Valley College (WVC) is committed to supporting the whole student and maintaining a safe, welcoming environment for all.

The **Student CARE Team** focuses on proactive, coordinated support for students facing challenges that may impact on their academic or personal success. The **Student Conduct process** ensures that student rights and responsibilities are upheld when behavior violates the Student Code of Conduct. Together, these efforts help students overcome obstacles, learn from mistakes, and stay on track to achieve their goals.

When to Make a Referral

Submit a Student CARE Referral when you notice:

- Significant emotional, mental, or physical distress
- Complex life challenges such as family emergencies, loss, housing or food insecurity
- Unusual or disruptive behavior
- Signs of potential harm to self or others

Submit a Student Conduct Report when you notice:

- Academic misconduct including cheating or plagiarism
- Hazing or harassment
- Disruptive, threatening, or unsafe behavior
- Other alleged violations of the **Student Code of Conduct**

For Immediate Threats:

- Call 911 if someone's safety is at immediate risk.
- For urgent but non-emergency safety concerns, contact Campus Security:
 - Wenatchee Campus: 6911 from on-campus phones or (509) 423 3705 from off-campus phones
 - Omak Campus: 7911 from on-campus phones or (509) 422 7911 from off-campus phones

How the Process Works

1. Submit a Report online

- Report Student CARE Referral: https://wvc-advocate.symplicity.com/public_report
 - Report Student Misconduct: https://wvc-advocate.symplicity.com/public_report
 - Report Sexual Violence or Harassment (Title IX): https://wvc-advocate.symplicity.com/titleix_report
 - Report an Accident or Incident:
<https://wvc.edu/humanresources/resources.html>
2. **CARE Process:** The Student CARE Team reviews concerns and connects students with supportive resources such as counseling, academic support, or emergency assistance.
 3. **Conduct Process:** The Student Conduct Officer investigates alleged violations of the Student Code of Conduct and, if necessary, assigns educational sanctions or disciplinary actions.
 4. **Follow Up:** Students receive outreach, referrals, and support, and WVC monitors progress to ensure safety and success.

Who Can Submit a Report

Anyone including students, faculty, staff, or community members can make a referral. Early reporting helps us respond quickly and effectively.

Our Commitment

WVC is committed to supporting students through challenges, upholding fair and transparent disciplinary processes, ensuring student rights and responsibilities are respected, and promoting a safe and inclusive college environment.

Your report is the first and most important step in helping a student succeed and ensuring our campus remains safe.

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.

Disciplinary Action

Any student violating any provision of the Rules of Student Conduct will be subject to discipline. Sexual harassment violations will follow policy and procedures located on the WVC Web page and are a separate process.

FREQUENTLY ASKED QUESTIONS

How do I get a transcript?

To request an official or access an unofficial transcript, go to wvc.edu/transcripts and follow the instructions. There is a \$4.50 processing fee for each official transcript ordered. You may also visit the registration office in Wenatchi Hall or call 509.682.6806.

What is the cost of tuition and fees?

Tuition and fees for one year for a Washington resident enrolling in 12 credits per quarter, is approximately \$3,900.00. Books, supplies and tools are an additional cost, depending on classes and program.

When is tuition due?

Tuition is due 14 days before the first day of each quarter.

How long do I have to withdraw and still get a 100% refund?

You have until the fifth business day of the academic quarter (fourth day in summer quarter) to withdraw and receive a 100% refund for credit courses except for non-refundable fees. More information can be found at wvc.edu/directory/departments/tuition/refund.asp.

Do I have to enroll full time to receive financial aid?

You do not have to be enrolled full-time (12 or more credits) to receive aid. However, if you enroll for less than full time, your grant award may be pro-rated for part time attendance. Your student loan amount remains the same as long as you enroll and complete at least six credits. If you have a student loan and enroll for less than six credits, you will not be eligible for the loan portion of your financial aid. However, you may still be eligible and able to receive a small amount of grant aid.

When and how do I get my Student Identification Number?

When you apply for admission, you will be assigned a nine-digit number, called the CTCLink ID.

How do I get disability services at Wenatchee Valley College?

To request accommodations due to a disability please contact the Director of Access Services, at 509.682.6854 or e-mail them at sas@wvc.edu.

How and when can I start using my student e-mail account?

An e-mail account is generated 24 hours after a student enrolls. You can access your account by following the instructions on the website at wvc.edu/it.

Where do I get my student ID?

Visit the student programs office in Van Tassell. They will take a picture and create your student ID for you. Please bring your schedule to verify you are a

current student. The card is free for all full-time students.

How do I get a Link Transit bus pass?

Link Transit buses are free for the public; you do not need a pass.

Who do I see if I have questions about transferring to another college or university?

Make an appointment to meet with your faculty advisor or visit the educational planners in Wenatchi Hall to set up an appointment.

Is there childcare available on campus?

Affordable childcare services are available at the Westside Early Learning Center, located at 1510 Ninth Street, Wenatchee. The program provides quality, licensed childcare to children from one month to five years of age while you attend class, study and work. Priority is given to WestSide High School and WVC students. For more information and availability, contact the WVC Early Childhood Education Coordinator at 509.682.6633.

Where can I go for help planning my career?

On the Wenatchee campus our team can help with career support and guidance on the first floor of Wenatchi Hall. Please feel free to stop by. They can help with career planning and resumé assistance as well as online career exploration.

Who do I talk to if I'm interested in studying abroad?

You can visit the First Year Experience office on the first floor of Wenatchi Hall or look online at wvc.edu/studyabroad. Study abroad options change yearly so please check the website for the most up to date programs.

How do I get my degree posted on my transcript?

Contact registration at 509.682.6806 or visit the first floor of Wenatchi Hall.

When will I receive my diploma indicating my completed degree or certificate?

You will receive your diploma approximately 6-8 weeks after the end of your final quarter. Make sure your address is accurate in our student records.

When is the graduation ceremony/commencement at Wenatchee Valley College?

The graduation ceremony for Wenatchee and Omak are held at the end of spring quarter. Students who complete their degree prior to and including the summer quarter after graduation are welcome to participate. Note that participation in the graduation ceremony does not imply that a degree or certificate will be awarded. Final determination of degree status will be decided by the registrar.

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Violence Against Women Act of 2013 adds additional requirements under the Campus Sexual Violence Act (SaVE Act) provision, Section 304.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties (up to \$54,789 per violation) against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named for Jeanne Clery, a 19-year-old Lehigh (Penn.) University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act. All students are encouraged to report all crimes to Campus Safety. Additional policies can be found in the WVC Catalog and at wvc.edu/humanresources/policies-procedures/index.html.