

Summer/Fall 2018



**LARAMIE COUNTY
COMMUNITY COLLEGE**

lccc.wy.edu

Resources and Dates

Summer Semester 2018

April 10	Summer Financial Aid Applications Available
May 7	Summer Tuition Payments Due (after this date, payment is due upon registration)
May 15	Final Course Cancellations A Block (A10, A8, A5)
May 28	Memorial Day (college closed)
May 28	Last Day to Register for A Block (A10, A8, A5)
May 29	Summer Semester A Block (A10, A8, A5) Classes Begin
May 29	Final Course Cancellations (B8)
June 1	College Closed 12-5/No Classes, afternoon only
June 1	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (A5)
June 4	2018 Summer Graduation Applications Due
June 4	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (A8)
June 5	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (A10)
June 7	End of 50% Refund Period (A5)
June 10	Last Day to Register for B Block (B8)
June 11	End of 50% Refund Period (A8)
June 11	First Day of Classes B Block (B8)
June 12	First Financial Aid Disbursement
June 12	End of 50% Refund Period (A10)
June 13	Midterm (A5)
June 15	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B8)
June 18	Last day to Withdraw (A5)
June 18	Final Course Cancellations (B5)
June 22	Midterm (A8)
June 22	End of 50% Refund Period (B8)
June 29	Midterm (A10)
June 29	Last day of Classes (A5)
July 1	Last Day to Register B Block (B5)
July 2	First Day of Classes (B5)
July 2	Last day to Withdraw (A8)
July 4	Independence Day (college closed)
July 6	Midterm (B8)
July 6	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B5)
July 9	Last Day to Withdraw (A10)
July 13	End of 50% Refund Period (B5)
July 13	Laramie Jubilee Day (no classes/Albany County Campus Closed)
July 16	Last Day to Withdraw (B8)
July 18	Midterm (B5)
July 20	Last Day of Classes (A8)
July 24	Last Day to Withdraw (B5)
July 25	Cheyenne Day (no classes/Cheyenne Campus Closed)
Aug. 3	Last Day of Summer Classes (A10, B8, B5)
Aug. 6	Grades Due at 12 Noon

Fall Semester 2018

Aug. 3	Fall Tuition Payments Due (after this date, payment is due upon registration)
Aug. 10	Fall Semester Administrative Drop for Nonpayment
Aug. 20-24	Faculty Planning and College In-Service
Aug. 26	Last Day to Register A Block (A16, A8)
Aug. 27	Fall Semester A Block (A16, A8 week) Classes Begin
Aug. 31	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (A8)
Sept. 1-2	Saturday and Sunday Classes Do Not Meet This Weekend Prior to Labor Day
Sept. 3	Labor Day, College closed
Sept. 9	Last Day to Register B Block (B14)
Sept. 10	First Day of Classes (B14)
Sept. 10	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (A16)
Sept. 10	End of 50% Refund Period (A8)
Sept. 11	First Financial Aid Disbursement
Sept. 14	First Financial Aid Refunds Issued by Accounting
Sept. 17	End of 50% Refund Period (A16)
Sept. 20	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B14)
Sept. 21	Midterm (A8)
Sept. 23	Last Day to Register B Block (B12)
Sept. 24	First Day of Classes (B12)
Sept. 27	End of 50% Refund Period (B14)
Sept. 28	Fall 2018 Graduation Applications Due
Oct. 1	Last Day to Withdraw (A8)
Oct. 2	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B12)
Oct. 9	End of 50% Refund Period (B12)
Oct. 19	Midterm (A16)
Oct. 19	Last Day of Classes (A8)
Oct. 21	Last Day to Register B Block (B8)
Oct. 22	First Day of Classes (B8)
Oct. 26	Midterm (B14)
Oct. 26	Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (B8)
Oct. 30	Student and Faculty Connections Day-No Classes
Nov. 2	Midterm (B12)
Nov. 2	Last Day to Withdraw (A16)
Nov. 2	End of 50% Refund Period (B8)
Nov. 6	Spring Registration Begins for Currently Enrolled Students
Nov. 7	Last Day to Withdraw (B14)
Nov. 13	Last Day to Withdraw (B12)
Nov. 13	Spring Registration Open for All Students
Nov. 16	Midterm (B8)
Nov. 21-25	Thanksgiving Holiday (College closed)
Nov. 26	Classes Resume
Nov. 26	Last Day to Withdraw (B8)
Dec. 7	Spring Tuition Payments Due
Dec. 14	Spring Semester Administrative Drop for Nonpayment
Dec. 14	Last Day of Fall Semester (A16, B14, B12, B8)
Dec. 17	Grading Day (Grades Due noon)
Dec. 24-Jan. 1	Winter Break (college closed)

Every effort will be made to cancel classes at least one week prior to the start date of each block.

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building, 1400 E College Drive, Cheyenne, WY 82007, 307.778.1217, TitleIX_ADA@lccc.wy.edu.

Produced by LCCC Public Relations

Calendar Blocks — Summer 2018 (May 30-Aug. 4)

A10 – May 29 to Aug. 3

April 10 Summer Financial Aid Applications Available
 May 7 Summer Tuition Payments Due (after this date, payment is due upon registration)
May 15 Final Course Cancellations **A Block (A10)**
May 28 Last Day to Register for **A Block (A10)**
May 29 Summer Semester **A Block (A10)** Classes Begin
June 1 **College Closed 12-5/No Classes, afternoon only**
 June 4 2018 Summer Graduation Applications Due
June 5 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**A10**)
June 12 **First Financial Aid Disbursement**
June 12 End of 50% Refund Period (**A10**)
June 29 Midterm (**A10**)
 July 4 Independence Day (college closed)
July 9 Last Day to Withdraw (**A10**)
 July 13 Laramie Jubilee Day (no classes/Albany County Campus Closed)
 July 25 Cheyenne Day (no classes/Cheyenne Campus Closed)
Aug. 3 Last Day of Summer Classes (**A10**)
 Aug. 6 Grades Due at 12 Noon

B8 – June 11 to Aug. 3

April 10 Summer Financial Aid Applications Available
 May 7 Summer Tuition Payments Due (after this date, payment is due upon registration)
May 29 Final Course Cancellations (**B8**)
June 1 **College Closed 12-5/No Classes, afternoon only**
 June 4 2018 Summer Graduation Applications Due
June 10 Last Day to Register for **B Block (B8)**
June 11 First Day of Classes **B Block (B8)**
June 12 **First Financial Aid Disbursement**
June 15 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**B8**)
June 22 End of 50% Refund Period (**B8**)
 July 4 Independence Day (college closed)
July 6 Midterm (**B8**)
 July 13 Laramie Jubilee Day (no classes/Albany County Campus Closed)
July 16 Last Day to Withdraw (**B8**)
 July 25 Cheyenne Day (no classes/Cheyenne Campus Closed)
Aug. 3 Last Day of Summer Classes (**B8**)
 Aug. 6 Grades Due at 12 Noon

A5 – May 29 to June 29

April 10 Summer Financial Aid Applications Available
 May 7 Summer Tuition Payments Due (after this date, payment is due upon registration)
May 15 Final Course Cancellations **A Block (A5)**
May 28 Last Day to Register for **A Block (A5)**
May 29 Summer Semester **A Block (A5)** Classes Begin
June 1 **College Closed 12-5/No Classes, afternoon only**
June 1 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**A5**)
 June 4 2018 Summer Graduation Applications Due
June 7 End of 50% Refund Period (**A5**)
June 12 **First Financial Aid Disbursement**
June 13 Midterm (**A5**)
June 18 Last day to Withdraw (**A5**)
June 29 Last day of Classes (**A5**)
 Aug. 6 Grades Due at 12 Noon

B5 – July 2 to Aug. 3

April 10 Summer Financial Aid Applications Available
 May 7 Summer Tuition Payments Due (after this date, payment is due upon registration)
 May 28 Memorial Day (college closed)
June 1 **College Closed 12-5/No Classes, afternoon only**
 June 4 2018 Summer Graduation Applications Due
June 12 **First Financial Aid Disbursement**
June 18 Final Course Cancellations (**B5**)
July 1 Last Day to Register **B Block (B5)**
July 2 First Day of Classes (**B5**)
 July 4 Independence Day (college closed)
July 6 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**B5**)
July 13 End of 50% Refund Period (**B5**)
 July 13 Laramie Jubilee Day (no classes/Albany County Campus Closed)
July 18 Midterm (**B5**)
July 24 Last Day to Withdraw (**B5**)
 July 25 Cheyenne Day (no classes/Cheyenne Campus Closed)
Aug. 3 Last Day of Summer Classes (**B5**)
 Aug. 6 Grades Due at 12 Noon

A8 – May 29 to July 20

April 10 Summer Financial Aid Applications Available
 May 7 Summer Tuition Payments Due (after this date, payment is due upon registration)
May 15 Final Course Cancellations **A Block (A8)**
May 28 Last Day to Register for **A Block (A8)**
May 29 Summer Semester **A Block (A8)** Classes Begin
June 1 **College Closed 12-5/No Classes, afternoon only**
 June 4 2018 Summer Graduation Applications Due
June 4 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund (**A8**)
June 11 End of 50% Refund Period (**A8**)
June 12 **First Financial Aid Disbursement**
June 22 Midterm (**A8**)
July 2 Last day to Withdraw (**A8**)
 July 4 Independence Day (college closed)
 July 13 Laramie Jubilee Day (no classes/Albany County Campus Closed)
July 20 Last Day of Classes (**A8**)
 Aug. 6 Grades Due at 12 Noon

Calendar Blocks — Fall 2018

A16 – Aug. 27 to December 14

Aug. 26 Last Day to Register **A Block (A16)**
Aug. 27 Fall Semester **A Block (A16)** week) Classes Begin
 Sept. 1-2 Saturday and Sunday Classes Do Not Meet This Weekend Prior to Labor Day
 Sept. 3 Labor Day, College closed
Sept. 10 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund **(A16)**
 Sept. 11 First Financial Aid Disbursement
 Sept. 14 First Financial Aid Refunds Issued by Accounting
Sept. 17 End of 50% Refund Period **(A16)**
 Sept. 28 Fall 2018 Graduation Applications Due
Oct. 19 Midterm **(A16)**
 Oct. 30 Student/Faculty Connections Day-No Classes
Nov. 2 Last Day to Withdraw **(A16)**
 Nov. 6 Spring Registration Begins for Currently Enrolled Students
 Nov. 13 Spring Registration Open for All Students
 Nov. 21-25 Thanksgiving Holiday (College closed)
 Nov. 26 Classes Resume
 Dec. 7 Spring Tuition Payments Due
 Dec. 14 Spring Semester Drop for Nonpayment
Dec. 14 Last Day of Fall Semester **(A16)**
 Dec. 17 Grading Day (Grades Due noon)

A8 – Aug. 27 to October 19

Aug. 26 Last Day to Register **A Block (A8)**
Aug. 27 Fall Semester **A Block (A8)** week) Classes Begin
Aug. 31 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund **(A8)**
 Sept. 1-2 Saturday and Sunday Classes Do Not Meet This Weekend Prior to Labor Day
 Sept. 3 Labor Day, College closed
Sept. 10 End of 50% Refund Period **(A8)**
 Sept. 11 First Financial Aid Disbursement
 Sept. 14 First Financial Aid Refunds Issued by Accounting
Sept. 21 Midterm **(A8)**
 Sept. 28 Fall 2018 Graduation Applications Due
Oct. 1 Last Day to Withdraw **(A8)**
Oct. 19 Last Day of Classes **(A8)**
 Nov. 6 Spring Registration Begins for Currently Enrolled Students
 Nov. 13 Spring Registration Open for All Students
 Dec. 7 Spring Tuition Payments Due
 Dec. 14 Spring Semester Drop for Nonpayment
 Dec. 17 Grading Day (Grades Due noon)

B14 – September 10 to December 14

Sept. 9 Last Day to Register **B Block (B14)**
Sept. 10 First Day of Classes **(B14)**
 Sept. 11 First Financial Aid Disbursement
 Sept. 14 First Financial Aid Refunds Issued by Accounting
Sept. 20 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund **(B14)**
Sept. 27 End of 50% Refund Period **(B14)**
 Sept. 28 Fall 2018 Graduation Applications Due
Oct. 26 Midterm **(B14)**
 Oct. 30 Student/Faculty Connections Day-No Classes
 Nov. 6 Spring Registration Begins for Currently Enrolled Students
Nov. 7 Last Day to Withdraw **(B14)**
 Nov. 13 Spring Registration Open for All Students
 Nov. 21-25 Thanksgiving Holiday (College closed)
 Nov. 26 Classes Resume
 Dec. 7 Spring Tuition Payments Due
 Dec. 14 Spring Semester Drop for Nonpayment
Dec. 14 Last Day of Fall Semester **(B14)**
 Dec. 17 Grading Day (Grades Due noon)

B12 – September 24 to December 14

Sept. 11 First Financial Aid Disbursement
 Sept. 14 First Financial Aid Refunds Issued by Accounting
Sept. 23 Last Day to Register **B Block (B12)**
Sept. 24 First Day of Classes **(B12)**
 Sept. 28 Fall 2018 Graduation Applications Due
Oct. 2 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund **(B12)**
Oct. 9 End of 50% Refund Period **(B12)**
 Oct. 30 Student/Faculty Connections Day-No Classes
Nov. 2 Midterm **(B12)**
 Nov. 6 Spring Registration Begins for Currently Enrolled Students
Nov. 13 Last Day to Withdraw **(B12)**
 Nov. 13 Spring Registration Open for All Students
 Nov. 21-25 Thanksgiving Holiday (College closed)
 Nov. 26 Classes Resume
 Dec. 7 Spring Tuition Payments Due
 Dec. 14 Spring Semester Drop for Nonpayment
Dec. 14 Last Day of Fall Semester **(B12)**
 Dec. 17 Grading Day (Grades Due noon)

B8 – October 22 to December 14

Sept. 11 First Financial Aid Disbursement
 Sept. 14 First Financial Aid Refunds Issued by Accounting
 Sept. 28 Fall 2018 Graduation Applications Due
Oct. 21 Last Day to Register **B Block (B8)**
Oct. 22 First Day of Classes **(B8)**
Oct. 26 Last Day to Drop Without Receiving a W on Transcripts and to receive a 100% refund **(B8)**
 Oct. 30 Student/Faculty Connections Day-No Classes
Nov. 2 End of 50% Refund Period **(B8)**
 Nov. 6 Spring Registration Begins for Currently Enrolled Students
 Nov. 13 Spring Registration Open for All Students
Nov. 16 Midterm **(B8)**
 Nov. 21-25 Thanksgiving Holiday (College closed)
 Nov. 26 Classes Resume
Nov. 26 Last Day to Withdraw **(B8)**
 Dec. 7 Spring Tuition Payments Due
 Dec. 14 Spring Semester Drop for Nonpayment
Dec. 14 Last Day of Fall Semester **(B8)**
 Dec. 17 Grading Day (Grades Due noon)

Step 1 Admission/Readmission

Before enrolling in classes, students who have never attended Laramie County Community College can apply online at lccc.wy.edu. Students who have not attended LCCC in the past semester also need to complete the Application for Admission/Readmission online.

Step 2 Academic Skills Assessment and Placement

Academic skills assessment and subsequent placement for initial levels of Math and English courses are essential to assist students in making choices that will enable them to attain their educational goals. To assure appropriate advising, LCCC adheres to the following assessment and placement protocols:

1. Students who have graduated from high school within five years of applying to LCCC and whose high school cumulative GPA is 3.0 or higher OR students who have an acceptable ACT score in the previous five years are considered ready for initial college level math and college level English courses. Placement can be determined from high school transcripts and/or ACT scores submitted to LCCC.

ACT English	18	ENGL 1010
ACT Reading	21	College-level reading
ACT Math	19-21	MATH 1000
ACT Math	22-23	MATH 1400, MATH 1100, MATH 1450
ACT Math	24-26	MATH 1405, MATH 2350
ACT Math	27+	MATH 2200

2. Students without either of the above measures will be directed to prepare for and take the tests provided in the Testing Center for placement into the correct levels of math and English.
3. Students who hold a college degree from a regionally accredited college or university, as evidenced by provision of official transcripts to the Office of the Registrar, are considered ready for college-level math and college-level English courses (listed above); see the LCCC Catalog for information regarding transferability of courses from other institutions.
4. Students auditing courses do not need to provide proof of academic eligibility.
5. Students who doubt their own readiness for college-level courses, regardless of their high school GPA or ACT scores, are welcomed to take placement exams for better advice.

Additional information regarding placement scores for math and English are available at lccc.wy.edu/placement.

Note: In selected programs there may be additional (higher) reading requirements for acceptance into those programs. Also, selected programs may require academic skills assessment for all candidates prior to acceptance. Students should consult the appropriate advisors in those program areas.

Disclaimer

This document is not a contract, and the college does not assume liability for errors in scheduling or financial charges. Please call any discrepancies to the college's attention.

A Step-By-Step Guide To Registration

Step 1

Admissions/Readmissions

Apply online at lccc.wy.edu.

Step 2

Academic Skills Assessment

Take the Academic Skills Assessment tests. These tests are mandatory for new students. Call 307.778.1212 for more information.

Step 3

Orientation

For more information visit lccc.wy.edu/admissions/orientation.

Step 4

Advising

Meet with an academic advisor. Advisors work with students on a walk-in basis or by appointment.

In Cheyenne: In the Advising Center or call 307.778.1214.

In Laramie: In the Student Services Office or call 307.778.1214.

Step 5

Registration

Online: Go to ee.lccc.wy.edu Login to EaglesEye, and click on Register for Classes under the Student tab.

In Person: Register at the Student Hub at LCCC in Cheyenne or Laramie.

Step 6

Financial Information

If you plan to apply for financial aid, contact the Student Hub at LCCC in Cheyenne or Laramie or visit lccc.wy.edu/services/financialAid

Step 7

Bookstore

Online: Go to bookstorelccc.com

In Cheyenne: Get your books and supplies at the LCCC Bookstore in the Clay Pathfinder Building. Visa and MasterCard are accepted.

In Laramie: Get your books through the ACC bookstore, Room 203.



Laramie County Community College

LUDDEN LIBRARY

lccc.wy.edu/library • 307.778.1205



tutor@lccc.wy.edu • 307.778.4315

FREE TUTORING

including

Writing

Public Speaking

Test-taking skills

Study skills

Go to tutor.lccc.wy.edu
to schedule a face-to-face or
online tutoring appointment

ALBANY COUNTY CAMPUS

LIBRARY

lccc.wy.edu/library/acc.aspx

307.772.4263

STUDENT SUCCESS CENTER

307.772.4285
FREE TUTORING!

Go to tutor.lccc.wy.edu
to schedule a face-to-face or
online tutoring appointment

Exam Lab

[lccc.wy.edu/academics/
services/examLab.aspx](http://lccc.wy.edu/academics/services/examLab.aspx)

307.778.1274

Testing Schedule

Cheyenne

Location: Testing Center, Clay Pathfinder Building, Suite 119

LCCC uses ALEKS and McCann for placement testing. The Testing Center also offers nursing entrance and advanced placement exams, CLEP, and DSST. Testing times may vary from month to month. The schedule can be found on the LCCC website at lccc.wy.edu/testingschedule. Please contact the Testing Center at 307.778.1105 or dmccoy@lccc.wy.edu for more questions.

Laramie

Location: Testing Center, Room 217

General testing is held Monday 1-3 p.m., Tuesdays 10 a.m.-2 p.m., Thursdays 5-9 p.m., and Fridays 1-5 p.m. GED testing is held alternating times on Tuesdays, Wednesdays and Thursdays. Testing Center hours may change monthly, and students should contact the Testing Center at 307.772.4262 for information on changes.

Step 3 Orientation

Orientation is required for all degree- and certificate-seeking students. Orientation promotes student success. Multiple sessions are offered throughout the year to correspond to the various term and block start dates. Sessions are available on the Cheyenne campus, on the Albany County Campus, and online. For more information, visit: lccc.wy.edu/admissions/orientation.

Step 4 Academic Advising

All students new to LCCC will meet with an academic advisor after orientation where they will register for classes and prepare an academic plan.

Continuing and returning students should contact their advisors with questions about classes or programs of study. Academic advisors are also available in the Advising Center at the main campus and at the Student Services Office at the Albany County Campus.

Step 5 Registration

Note: If you are a new student or a continuing student who has not attended LCCC in the past semester, please see Step 1.

Register online at lccc.wy.edu

Register on the LCCC campus in Cheyenne or Laramie at the Student Hub.

Student Hub Hours

Monday, Tuesday, Wednesday and Friday, 8 a.m.-5 p.m.

Thursday, 10 a.m.-5 p.m.

SUMMER HOURS

Student Hub Hours – May 19 to July 27

Monday, Tuesday, Wednesday and Friday, 7:30 a.m.-4 p.m.

Thursday, 9:30 a.m.-4 p.m.

Services available after 4 p.m. by appointment.

Summer tuition is due May 7, 2018, or at the time of registration after that date.

Fall tuition is due August 3, 2018, or at the time of registration after that date.

Registration for F.E. Warren Air Force Base Classes

Students may register at the F.E. Warren Air Force Base (WAFB) Outreach Office, Building 841, 9 a.m.-3 p.m. All WAFB classes are open to residents of the community. Students taking classes at WAFB must have a state or federal government issued picture ID (driver's license or state issued ID card), current vehicle registration, current proof of vehicle insurance and current class registration statement.

All students who do not have base access privileges must contact Terry Cook, LCCC/WAFB Outreach Program Manager, at 307.773.2113 or tcCook@lccc.wy.edu immediately after registration to avoid delays for base

admittance. If you choose to send an email, the following information is required for placement on the Entry Authorization List (EAL): last name, first name, middle initial, date of birth, driver's license number, driver's license state of issue, and class(es) enrolled in.

Things To Note

Schedule Changes

1. Add/drop via the student portal or
2. Obtain a drop/add form from the Student Hub.
3. On the form, list courses to be dropped and/or added. The instructor's and dean's signatures are required for adding a course after the first day of class. An advisor's signature may also be required. The school dean's signature and a Withdrawal After the Deadline (also available at the Student Hub) form is required for dropping a course after the withdrawal date.
4. Return the completed form to the Student Hub.

Veterans must contact the Student Hub when any change of schedule is made.

Campus Housing (Cheyenne campus only)

On-campus student housing in the residence halls is available for single students. LCCC's three residence halls offer a number of room options, including one-person, two-person and four-person suites. Suites include living and kitchen areas and private or shared bedrooms.

The residence halls are connected by a community center, which acts as a gathering place for students and features a computer lab, TV lounge, classroom, social kitchen, recreation area, laundry facilities and mailroom.

The three- and four-story buildings accommodate more than 250 students in a comfortable campus setting with access for disabled students. Residents have ready access to classrooms and labs, the Physical Education Building and dining room, as well as student services such as counseling and financial aid.

Application forms, contracts and more information are available from the Residence Life Office, 307.637.2498 or lccc.wy.edu/life/livingOnCampus/application.aspx.

Step 6 Financial Information

Tuition and Fees

Notice: The college catalog outlines the policy for residency status. Questions should be directed to the registrar. Errors made in tuition assessments due to residency status will be corrected during the application audit and will result in tuition adjustments. Tuition and fees are subject to change. Please check the website for current rates.

SPRING 2018	12 OR MORE HOURS	1-11 CREDIT HOURS For a student attending the college less than full time, the following rates apply:
Wyoming resident		
Tuition	\$1,128 a semester	\$94 a credit hour/semester
Student Fees	\$585 a semester	\$48.75 a credit hour/semester
Total	\$1,713 a semester	\$142.75 a credit hour/semester
Out-of-State student		
Tuition	\$3,384 a semester	\$282 a credit hour/semester
Student Fees	\$585 a semester	\$48.75 a credit hour/semester
Total	\$3,969 a semester	\$330.75 a credit hour/semester
WUE (Western Undergraduate Exchange)		
Tuition	\$1,692 a semester	\$141 a credit hour/semester
Student Fees	\$585 a semester	\$48.75 a credit hour/semester
Total	\$2,277 a semester	\$189.75 a credit hour/semester

Veterans Guard Reservists

lccc.wy.edu/services/financialAid/veteransAid

Student Hub
307.778.1265

Third Party Billing
307.432.1690

Eastern Laramie County Outreach Center

Historic Pine Bluffs High School

307.245.3595

lccc.wy.edu/about/easternLaramieCounty.aspx

Disability Support Services (DSS)



lccc.wy.edu/services/disability

Cheyenne Campus
307.778.1359

Albany County Campus
307.772.4258

TRIO

307.778.4387

lccc.wy.edu/services/TRIO/index.aspx

Complete your degree Online at LCCC

The following programs can be completed online.

- ✦ Accounting (AAS)
- ✦ Business Management (AAS)
- ✦ Computer Information Systems (AAS)
 - ✦ Cisco Certified Networking Associate (CCNA) (CD)
 - ✦ Computer Support Specialist (CD)
 - ✦ Microsoft Systems and Networks (CD)
- ✦ Cybersecurity (AAS)
 - ✦ Cybersecurity Fundamentals (CD)
 - ✦ Cybersecurity Professional (CD)
- ✦ Education (AA)
- ✦ Health Information Technology and Management (AAS)
 - ✦ Medical Office Essentials (CD)
 - ✦ Medical Claims Coding Associate (CC)
- ✦ Psychology (AA)
- ✦ Spanish – Liberal Arts Concentration (AA)
- ✦ Speech Language Pathology Assistant

For more information go to lccc.wy.edu

LCCC-ACC Degrees, Credit Diplomas, and Certifications

- ✦ Accounting (AAS)
- ✦ Accounting (AS)
- ✦ Business and Finance (AS)
- ✦ Business Management* (AAS)
- ✦ Computer Information Systems (AAS)
 - ✦ Cisco Certified Networking Associate (CCNA) (CD)
 - ✦ Microsoft Systems and Networks* (CD)
- ✦ Education (AA)
 - ✦ Early Childhood Education* (AA)
- ✦ Engineering (AS)
- ✦ History (AA)
- ✦ Interdisciplinary Liberal Arts (AA)
- ✦ Mathematics (AS)
- ✦ Psychology (AA)
- ✦ Psychology (AS)

Western Undergraduate Exchange (WUE) is a program through which students in participating states may enroll in designated institutions and programs in other participating states at a special, reduced tuition level. Under the terms of this program, students can be admitted at a cost of 150 percent of resident tuition.

Participating in the Western Undergraduate Exchange are Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. WUE rates are extended to Nebraska students by Wyoming community colleges.

LCCC will admit students from the above states to enter with the WUE designation. Proof of residence will be the same as currently in place for all LCCC students.

Students from any participating state may enroll in any program at LCCC provided all other admission requirements are met.

Other Applicable Fees

Credit by Examination Fee:	
CLEP Subject Examination Fee (subject to change)	\$85
plus administrative fee to LCCC	\$20
Departmental Examination Fee (per credit hour)	\$25
DSST Subject Examination Fee (subject to change)	\$85
plus administrative fee to LCCC	\$20
Initial Placement Test Fee	N/C
Retake Placement Test Fee (per subject)	\$5
Non-LCCC Placement Test Fee (per subject)	\$5
Transcript Fee (official copy)	\$5
Cap and Gown Fee (estimated)	\$35
Course Fees	Vary according to course
Compressed Video Fee (for students at the remote receiving site)	\$20
Books and Course Supplies (estimated per semester)	\$600
Approximate Campus Housing Fees: Annually starting at \$6,832	

Deferred Tuition and Fee Payment Plan

Students may elect to pay their tuition and fees through LCCC's Automatic Payment Plan. LCCC has contracted with Nelnet Business Solutions (NBS) to provide an automatic payment plan that is an easy, convenient, and interest-free alternative for payment of tuition and fees. A student must pay a nonrefundable \$25 processing fee to NBS and agree to automated withdrawal payments by NBS to participate in the plan. The automated withdrawal payments can be from checking or savings accounts or major credit card accounts. Plan details are available on our website, the Student Hub at LCCC in Cheyenne or Laramie, or the Cashier's office. See schedule below for deadlines, required down payment and number of payments for remaining balance.

Students enrolled in 11- to 16-week courses will be allowed two installment time periods for the balance due.

Summer 2018 e-Cashier available on April 10, 2018.

Full payments may be made on e-Cashier.

Last day to enroll online	Required down payment	Number of payments	Months of payments
May 7	25%	2	June & July
Jun 10 (B Block Only)	50%	1	July Only

Fall 2018 e-Cashier available on April 10, 2018.

Full payments may be made on e-Cashier.

Last day to enroll online	Required down payment	Number of payments	Months of payments
26-Jul	15%	4	Aug-Nov
24-Aug	25%	3	Sept-Nov
Sept 10 (B Block Only)	35%	2	Oct & Nov

NOTE: All down and full payments are processed immediately!

Golden Age Privilege

LCCC offers students 60 years of age and older the privilege of enrolling in credit classes at a cost of \$10 per credit hour. However, other fees such as lab, records, etc., must be paid.

Withdrawal

A student who wishes to withdraw from the college should follow the procedures for a schedule change as shown on Page 5, after contacting his or her advisor.

Note: Students receiving financial aid should talk with their advisor and inquire at the Student Hub at LCCC, in Cheyenne or Laramie, about potential impacts to their aid due to their withdrawal.

For any full semester course that is officially dropped after the 10th business day of the semester, a grade of “W” will be noted on the transcript. All courses that are less than a full semester in length will have the “drop period” and the grade of “W” adjusted accordingly. The last day to drop without a “W” grade and the last day to withdraw for each course block are listed in the Academic Calendar.

All course offerings are dependent upon sufficient enrollment and the availability of instructors. In some cases, the course content may vary slightly from the course description.

Refund Policy for Credit Courses

Dropping a course prior to the first class meeting will result in a 100 percent refund of tuition and fees. For a drop or withdrawal after the first class meeting, tuition and fees will be refunded based on the length of the course. The end of the 100 percent refund period aligns with the last day to drop a class without a “W” grade. The refund dates for each course block are listed in the Academic Calendar. Students must drop classes from EaglesEye or submit an add/drop form to the Student Hub at LCCC in Cheyenne or Laramie to officially drop or withdraw from any course. *The effective date of the change is the date the form is received by the Student Hub or the date the online transaction is processed.*

Students may expect to receive refund checks approximately four to six weeks after the course is dropped. No cash refunds will be issued. Students may also elect to have refunds deposited electronically. See EaglesEye for details.

Different refund rules apply for federal financial aid recipients.

Step 7 Bookstore

Bring your registration printout with you to ensure that you are buying the correct book. Buy early to get used books, which are cheaper than new books. Books typically will cost about \$300 for a semester of classes. Receipts are needed for refunds. Visa and MasterCard are accepted. Please contact the Bookstore at 307.778.1114 for availability of books.

In Cheyenne: The LCCC Bookstore is located in the Clay Pathfinder Building.
Hours: Monday through Thursday, 8:30 a.m.-5:30 p.m.
Friday, 8:30 a.m.-4 p.m.

In Laramie: The ACC Bookstore is located in Room 203.
Please call 307.772.1667 for hours.

To find information on textbooks specific to your class go to bookstorelccc.com

Location Abbreviations

The following abbreviations are used in the Class Schedule to indicate locations of classes.

On Cheyenne Campus

(See map Page 90)

- AB – Auto Body
- AG – Boyd Agriculture Building
- AREN – College Arena
- ARP – Arp
- AT – Auto Tech
- BT – Andrikopoulos
Business and Technology
- CCC – College Community Center
THEA – Playhouse
- CCI – Center for Conferences and
Institutes
- CR – Crossroads
- CT – Career and Technical Building
- EEC – Education and Enrichment
Center
- FA – Fine Arts
- FT – Flex Tech
- HS – Health Science Building
- LLIB – Ludden Library
- PF – Clay Pathfinder Building
- RAC – Recreation and Athletics
Complex
- SC – Science Center
- TC – The Training Center

Off Campus

- ACC – Albany County Campus
1125 Boulder Drive, Laramie
- ELCC – Eastern Laramie County
Outreach Center,
Historic Pine Bluffs High School
603 Elm St., Pine Bluffs
- WAFB – Warren Air Force Base
Outreach Center, Cheyenne

Other Important Information

Disability Services

The Disability Support Services (DSS) office provides confidential assistance for students with documented disabilities. LCCC students that require accommodations will find services and adaptive equipment in the DSS to accommodate mobility, sensory and perceptual concerns.

Students who have questions or wish to make arrangements for DSS should call 307.778.1359 for an appointment with a staff member. For students who are deaf or hard of hearing, the TTY number is 307.778.1266. The DSS office is located in Room 222 of the Education and Enrichment Center.

The DSS office provides this publication in an alternate format upon request.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review students' education records within 45 days of the day that Laramie County Community College receives a request for access. Students should submit to the vice president, registrar, division dean of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed.
2. The right to request the amendment of students' education records that students believe are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by students, the college will notify the students of the decision and advise the students of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in students' education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests including, contractors, volunteers, and other non-employees performing institutional services and functions. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college has

contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which students seek or intend to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LCCC to comply with the requirements of FERPA.

Laramie County Community College designates the following items as Directory Information: student name, address, phone number, major field of study, participation in officially recognized activities and sports, photograph, email address, dates of attendance including whether currently enrolled, enrollment status (full time, part time), and degrees and awards received. The college may disclose any of these items without prior written consent, unless notified to the contrary in writing by the student at the Student Hub at LCCC in Cheyenne or Laramie.

Federal tax credits and IRAs for higher education expenses

The Taxpayer Relief Act of 1997 provides higher education tax incentives for eligible students. The Internal Revenue Service, an accountant or an income tax preparer should be consulted for details about the new programs, which went into effect in 1998.

They are:

Hope Scholarship Credit

- Up to \$2,500 credit per student, per year.
- The student must carry at least half the workload of full-time status in either the first or second year of an undergraduate program.
- Applies to tuition and certain expenses.

Lifetime Learning Credit

- Up to \$1,000 credit per family per year.
- Part-time, full-time and graduate students are eligible.
- Applies to tuition and certain expenses.

Student Loan Interest Deduction

- Deduct interest paid on student loans for taxpayers themselves, their spouse or their dependents.

Education Individual Retirement Accounts (IRAs)

- Deposit up to \$500 per year into a tax-free Education IRA for a child under age 18.

IRA Withdrawals to Pay Higher Education Expenses

- Make withdrawals from an IRA for qualified higher education expenses without the 10 percent early withdrawal penalty.

Distance Learning@LCCC

Online courses, Hybrid courses and Compressed Video courses

ONLINE

HYBRID

VIDEO

ONLINE What is an online course?

An online course is an interactive class that allows students to complete coursework independently using a personal computer connected to the Internet. Online courses provide a highly participatory experience while offering maximum scheduling flexibility. Online students interact with their instructors and classmates through various online tools.

HYBRID What is a hybrid course?

A hybrid course is a blend of face-to-face instruction with an online learning component. Hybrid courses are designated as either hybrid distance or hybrid face-to-face. More than 75% of the course learning is online in a hybrid distance course, while a hybrid face-to-face course is 25% or more of the course learning in the classroom. A hybrid student must have the same technical skills and equipment as an online student.

VIDEO What is compressed video?

Compressed video is a technology using telephone lines that allows students at a remote site to receive instruction on a video monitor. The instructor and visual materials can be seen and heard at the remote site. Students receive instruction simultaneously with students in a specially equipped LCCC Cheyenne campus classroom (EEC 132). Students can see and talk to one another at various sites throughout Wyoming.

College Credit

Full credit will be awarded upon successful completion of all distance learning courses that are credit-based.

Who takes distance learning courses?

- Anyone with limited time for travel to and from campus
- Independent, motivated students
- Military personnel with unpredictable schedules
- Employees wanting to upgrade their skills
- Students needing flexible learning schedules

What makes a successful distance learner?

- Students who enjoy learning independently using online courses, video lessons, textbooks and study guides.
- Students who can manage their time well.
- Students who are self-motivated and able to problem solve.

What technical skills will a distance learning student need?

ONLINE/HYBRID For online courses, at a minimum, students must know how to use the basic functions of a computer:

- use a mouse to navigate around the screen
- use word processing software
- upload and download files
- read and send email, attach document files to email, etc.
- navigate and use the Internet
- submit files to an online folder
- post to a discussion forum

With some courses you may be asked to use:

- spreadsheet, database, and presentation software (such as Excel®, Access®, and PowerPoint®)

VIDEO The basic mode of communication for compressed video courses is speaking and listening on a two-way television system. However, some compressed video courses have an online component. Students taking such courses must have the same technical skills as those taking online courses.

What equipment will an online learner need?

For all courses with an online component students will need access to reliable Internet service. Additionally, a computer that is five years old or newer with:

Specs

- Minimum of 2 GB of RAM (4+ GB recommended)
- Minimum of 500 MB free space on hard drive
- Reliable Internet connection, minimally at a broadband speed

Applications

- Web browsers: The most up-to-date versions of both Google Chrome and Mozilla Firefox are recommended. Microsoft Edge and Apple Safari are also supported. Browsers must be kept up-to-date.
- Anti-virus software, fully updated
- Cookies and popups enabled
- Java
- Adobe Acrobat Reader, fully updated
- Flash Player, fully updated
- Web-compatible media player (e.g., VLC Media Player, Media Player Classic, Quicktime).

How does an online learner get started?

- Apply for Admission and follow the Enrollment Steps at lccc.wy.edu/admissions
- Once you are registered for your classes, purchase your books at bookstorelccc.com
- Prepare your computer for online classes: visit lccc.wy.edu select the Canvas link at the bottom of the page.

Books

Textbooks are required for most courses, and supplemental study guides are often made available. Textbooks and other course materials are available from the LCCC and ACC bookstores. Textbooks may be purchased online at bookstorelccc.com or by phoning 307.778.1114.

For more information about online learning:

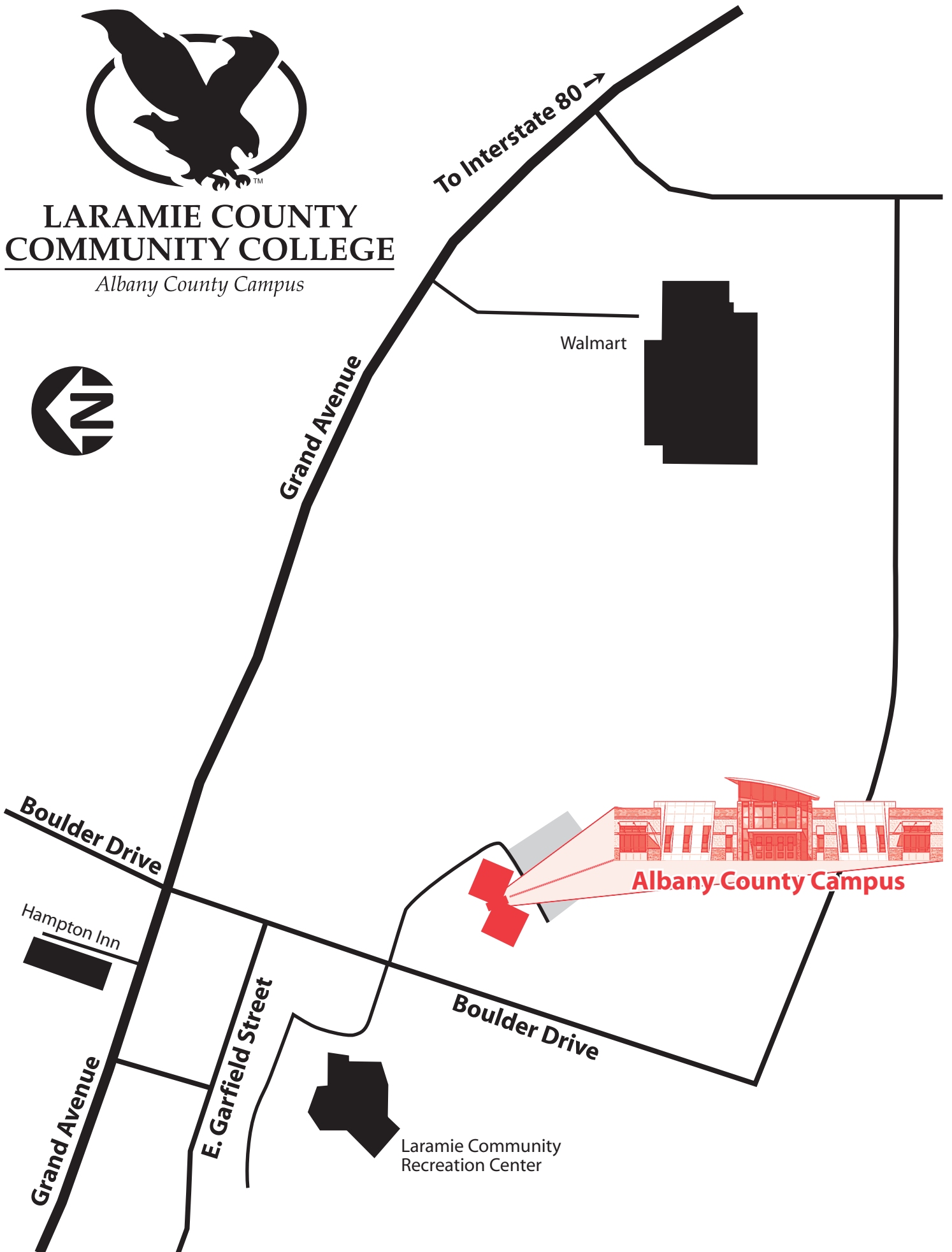
General Technology Assistance itstech@lccc.wy.edu
or 307.778.HELP (4357)

Course information contact the instructor of record



LARAMIE COUNTY COMMUNITY COLLEGE

Albany County Campus





LARAMIE COUNTY COMMUNITY COLLEGE

Cheyenne | Laramie | Online



to
I-80

EAST
ENTRANCE

to
South Greeley Hwy

WEST
ENTRANCE

East College Drive

1400 E. College Drive • Cheyenne, Wyoming 82007
307.778.LCCC • lccc.wy.edu

Administration (AM) Business Services Human Resources President's Office	Auto Body (AB) UW Manufacturing-Works / PTAC / SBDC	Clay Pathfinder (PF) Admissions Student Planning & Success Advising / Career Center / TRIO SSS Bookstore Cashier / Student Accounts Counseling & Campus Wellness Disability Support Services Exam Lab & Testing Center Student Hub Financial Aid / Student Records UW LC Extension / Outreach School / UW TRIO	College Community Ctr (CCC) Dining Room Playhouse Student Life Student Lounge	Health Science (HS) Ludden Library (LIB) Modular (MA) Campus Safety High School Programs
Andrikopoulos Business & Technology (BT) Arena (Aren) Arp (Arp) Children's Discovery Center	Boyd Agriculture (AG) Career & Technical (CT) ACES Center for Conferences & Institutes (CCI) Boys & Girls Club Central Plant North (CPN)	Auto Tech (AT) Career & Technical (CT) ACES Center for Conferences & Institutes (CCI) Boys & Girls Club Central Plant North (CPN)	Crossroads (CR) Education & Enrichment Ctr (EEC) Fine Arts (FA) Esther and John Clay Art Gallery LCCC Foundation Student Computer Center/Help Desk Flex Tech (FT)	Plant Operations (PO) Recreation & Athletic Ctr (RAC) Residence Halls (RH) Science Ctr (SC) Training Ctr (TC)