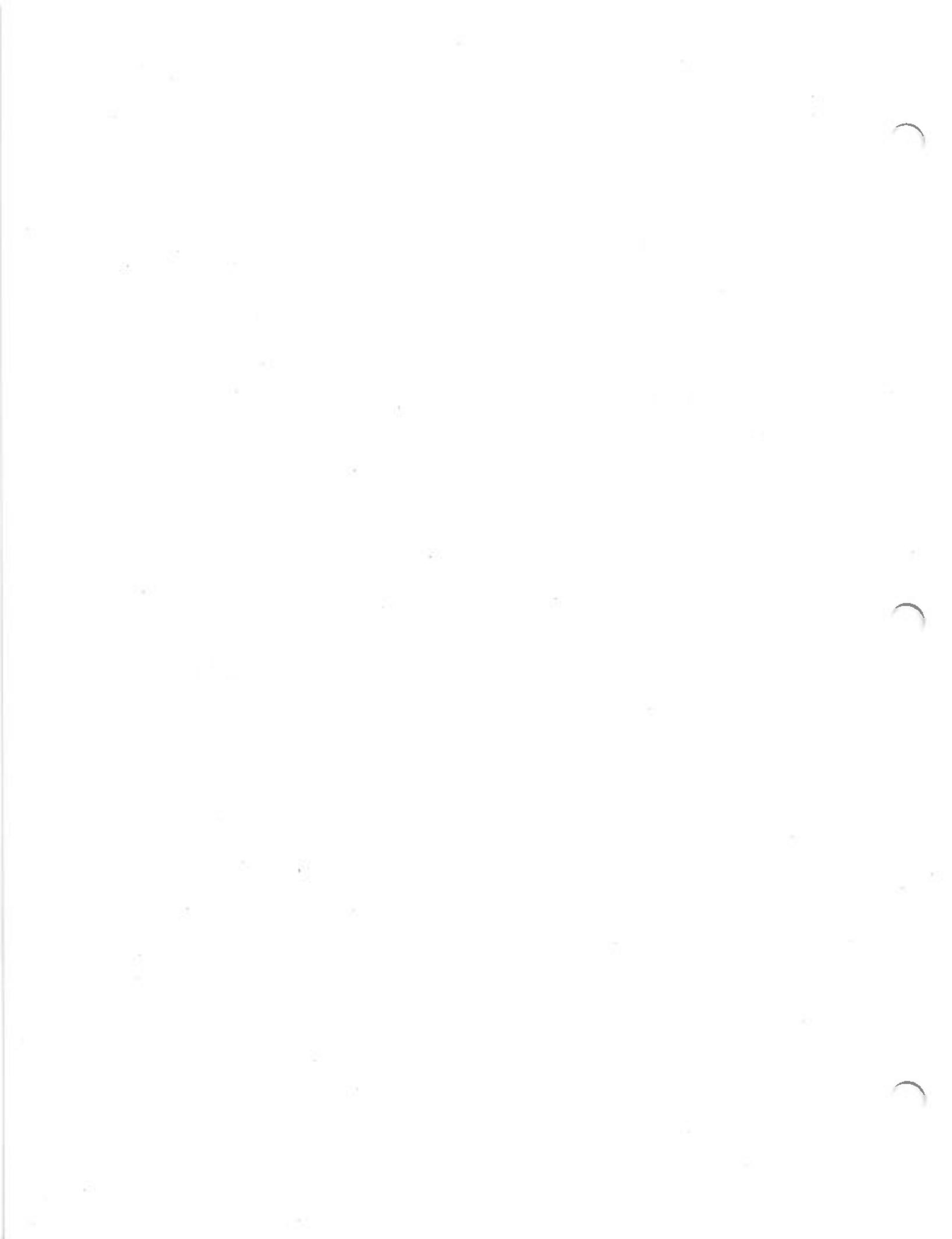




# **Concurrent Enrollment Instructor/Assessor Handbook**

**2011 - 2012 Academic Year**



## A Message from the Concurrent/Dual Enrollment Director

Thank you for agreeing to be a part of offering concurrent enrollment opportunities to high school students in Central Wyoming College's service area. CWC-BOCHES is very excited to partner with county school districts for this purpose, and I look forward to working with you this year.

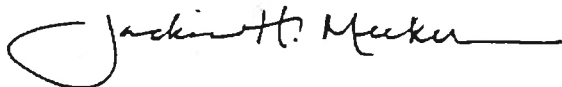
The purpose of the Concurrent/Dual Enrollment Program is to provide enrichment opportunities to academically talented students who are ready for the challenge of college coursework. As you know, the program enables qualified students to enroll in college courses while still in high school, and receive both high school and college credit upon successful course completion. Because of an innovative partnership between Fremont and Hot Springs County school districts and Central Wyoming College, courses are offered at no charge to students and represent a means of avoiding unnecessary duplication of coursework.

*Concurrent* Enrollment courses are offered within the high school, and taught by the high school instructor. *Dual* Enrollment courses are taught on CWC's main campus in a traditional classroom, via the Internet, or over the Interactive Classroom Network (ICN). Upon successful completion, credits earned in the course(s) shall be granted high school academic credit, which shall be counted towards graduation requirements of the district, per state statute. Central Wyoming College is committed to providing a college-level education to concurrent AND dual enrollment students, regardless of the origination site or delivery method. Communication between the instructor and assessor is a vital part of the *Concurrent* Enrollment process. Please take advantage of this connection, as it will help ensure a quality educational experience for your students.

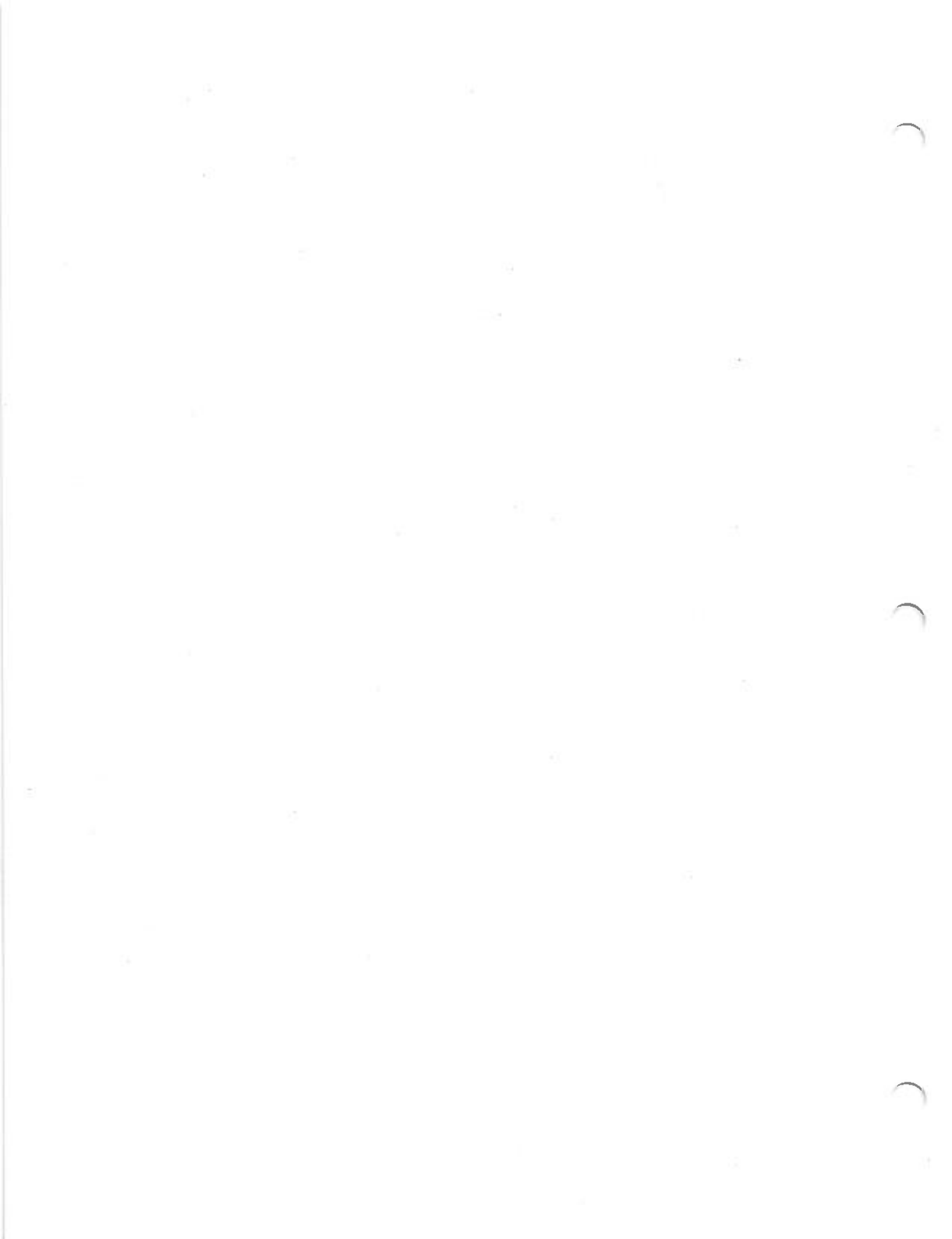
If at any time you have questions or concerns, please contact me. I am always available to help in any way I can.

Again, thank you for being a part of this exciting opportunity. Here's to a great year!

Sincerely,



Jackie H. Meeker  
CWC-BOCHES Program Director  
307-855-2039

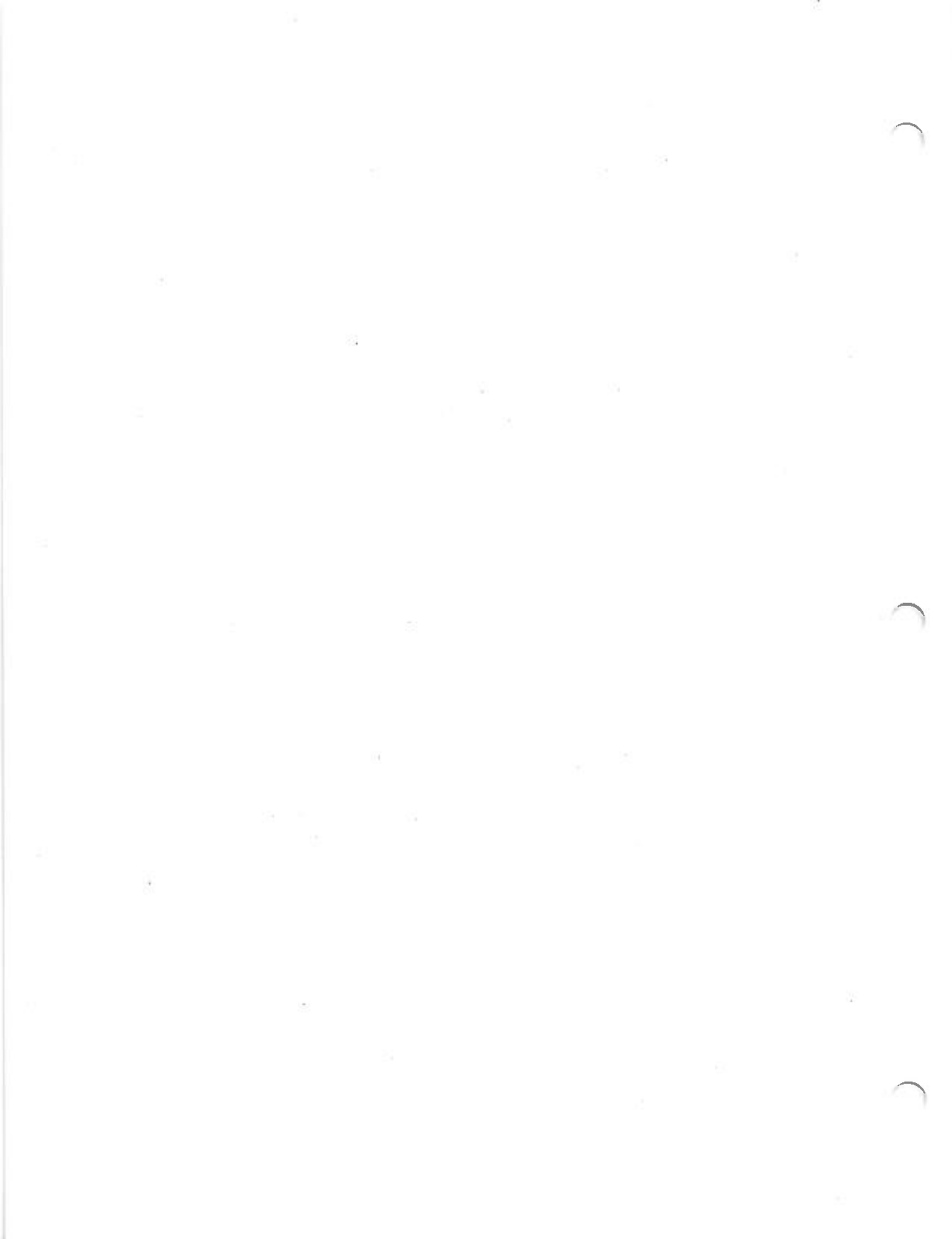


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## ***Benefits of Concurrent Enrollment Courses***

Many of the benefits for Concurrent/Dual Enrollment Courses are self-evident, but a few of the more obvious benefits are worth mentioning here:

### **Student Benefits**

- ❖ Potential to receive a more varied education than might otherwise be available
- ❖ Obtain a head start on a college education
- ❖ Develop important success skills prior to entering college
- ❖ Assist in making future higher education plans
- ❖ Contribute to making the senior year more valuable
- ❖ Decrease the overall cost of a post-secondary degree

### **High School Instructor Benefits**

- ❖ Ability to teach a college level course in their area of interest
- ❖ Develop a closer professional relationship with college faculty colleagues
- ❖ Provide opportunities for their students
- ❖ Utilize college faculty as resources and mentors

### **College Faculty Benefits**

- ❖ Develop a closer professional relationship with high school faculty colleagues
- ❖ Develop a pathway to individual college programs for increased enrollment
- ❖ Serve a greater number of students
- ❖ Assessors are paid \$250 for each course assessed in which 10 or fewer students are enrolled, and an additional \$25 for each student over 10 per class

# *Concurrent/Dual Enrollment Program Guidelines*

Outcomes/Competency Based  
Concurrent/Dual Enrollment Model

## Purpose:

- To provide an opportunity for high school students to receive high school and college credit for college course(s).
- To ensure that high school students enrolled in CWC credit courses shall:
  1. Be treated in the same or similar manner as students on campus;
  2. Be exposed to the same or similar quality learning experience as students on campus;
  3. Demonstrate competency of the same course objectives as students on campus.

## Procedures:

### *In General:*

1. CWC assumes responsibility for college level course delivery.
2. CWC courses offered in the high schools will meet established standards for student performance of competencies and outcomes, regardless of site delivery.
3. Students must meet the established standards required of all students.
4. Most concurrent enrollment courses will be assigned a CWC assessor, who will be an "Instructor of Record" for CWC. The assessor requirement may be waived, on a case-by-case basis.

### *Concurrent Enrollment Course Initiation/ High School Faculty Approval:*

1. High schools interested in offering a concurrent enrollment course shall request the CWC course syllabi and performance outcomes from the CWC-BOCHES Program Director or the appropriate Dean.
2. After review of the course syllabus, if the high school faculty believe it is possible to teach the course for both high school and college credit, the high school faculty shall provide a CWC Exempt Application, his/her resume and his/her official college transcripts to the CWC-BOCHES Program Director, who will complete the course proposal, and forward all information to the appropriate Dean for review and possible approval.



- a) The Professional Application, resume and official transcripts must be received at least 10 working days prior to the beginning of the proposed course start date.
  - b) A "Course Proposal" form will be generated and submitted by the CWC-BOCHES Program Director each time the course is offered (i.e. renewed every year).
  - c) The "Course Proposal" form must bear the signature of the high school principal.
  - d) Concurrent Enrollment courses are normally limited to approved courses as listed in the CWC Catalog. Other courses may be considered on a case-by-case basis.
  - e) CWC-BOCHES shall provide copies of the college textbook free of charge for all Concurrent Enrollment students, if requested by the school district.
  - f) Students who attend courses on the CWC Campus and wish to earn high school credit must consult with the high school principal to determine course eligibility. The "High School affirmation granting high school credit for Central Wyoming College on-campus credit class" form must be submitted to the CWC-BOCHES Program Director before BOCHES will authorize payment of tuition and fees.
3. Proposed courses may be denied for any of the following reasons:
    - a) No current articulation agreement;
    - b) Course not listed in the CWC Catalog;
    - c) Courses where articulation agreements with 4 year institutions restrict concurrent enrollment;
    - d) Any other justifiable reason not specifically herein stated.
  4. The CWC-BOCHES Program Director shall:
    - a) Notify the high school faculty member of the CWC faculty member (the "assessor") responsible for outcome assessment evaluation;
    - b) Facilitate coordination between CWC faculty and high school faculty members regarding content to be included on each assessment and/or a sample assessment and scheduling of the outcome assessment evaluation(s);
    - c) Complete "Course Proposal" forms based on information provided by the instructor;
    - d) Assign course section numbers; and
    - e) Process completed course proposals to allow student registration.

***End of Class Procedures (High School Instructor):***

1. The CWC-BOCHES Office shall provide grade report forms to appropriate high school faculty in January (fall semester classes) and/or May (year long/spring semester classes).
2. Completed grade report forms must be returned to the CWC-BOCHES office within one week of the class end date.
3. Completed student evaluations must be returned to the CWC-BOCHES office prior to the end of the course.
4. Completed assessor evaluations must be returned to the CWC-BOCHES office within one week of the class end date.
5. CWC-BOCHES will generate Purchase Orders and Invoices for reimbursement to the High Schools for instructor and facilities use.

***End of Class Procedures (College Assessor):***

1. Assessors will communicate end-of-course expectations (portfolios, final exams, etc.) to the High School Instructor in a timely manner.
2. Assessors will enter final student grades into the college system, or will make arrangements with the CWC-BOCHES staff to ensure grades have been entered by the deadline established by the Registration and Records Office.
3. Assessors will complete high school instructor evaluations and return to CWC-BOCHES office within one week of the class end date.
4. CWC-BOCHES will generate Assessor Stipend forms for payment to the Assessors.

***Articulation Agreement:***

1. An articulation agreement shall be initiated by Central Wyoming College to include (but not be limited to):
  - a) Purpose
  - b) Length of Term
  - c) Terms of Agreement
  - d) Definition of Concurrent and Dual Enrollment
  - e) Course standards
  - f) Faculty standards
  - g) Assessor information
  - h) Student selection criteria
  - i) Cost for Concurrent/Dual Enrollment courses
  - j) High School reimbursement information

2. The articulation agreement shall be signed by the appropriate college and high school administrator.
  - a) The signed articulation agreement shall reside in the CWC-BOCHES office with copies at the respective high school and in the Vice-President for Academic Services office.
  - b) The articulation agreement shall be modified or revised by mutual consent only.

***Students:***

1. Students must meet the following CWC enrollment standards:
  - a) Be a junior or senior, or have the permission of a high school official;
  - b) Complete an online CWC application;
  - c) Meet all course prerequisites, including ACT or COMPASS testing as appropriate (COMPASS testing is limited to once per 24-hour period, with a maximum of 4 times per semester); and
  - d) Submit a class registration form.
2. No students shall be registered into a concurrent enrollment course until the course proposal process has been completed.
3. The CWC-BOCHES Program Director shall provide a class roster to each instructor for student verification. Should discrepancies exist, it is the responsibility of the high school faculty to immediately notify the CWC-BOCHES Program Director.
4. No students shall be allowed to register into a semester-length concurrent enrollment class after October 14 (fall semester) or February 17 (spring semester).
5. Students shall adhere to all CWC policies and procedures.

# Outcomes/Competency Based Concurrent Enrollment Model

## *Discussion*

This model, which Central Wyoming College currently utilizes, is based upon the following question:

*Have the students acquired the competencies the course is designed to instill?*

**It is the responsibility of the individual assessors to ensure that these competencies and outcomes have been achieved.**

To fulfill this model, it is necessary to devise a way to test and/or assess student performances and/or outcomes. These assessments are course specific and vary greatly depending on the particular discipline.

## Suggested Assessment Options

1. Assessment designed by a CWC faculty member
  - Internet based assessment
  - Additional work beyond regular high school class to alleviate co-mingled class issues
2. Assessment is designed by a CWC faculty member in collaboration with the high school instructor
3. Utilize assessment instruments being used in high school class
4. Assessment must be discipline appropriate
5. Any other method that ensures that the required outcomes and competencies are met by the concurrent enrollment students

It is the responsibility of the Assessor to ensure that the required competencies and outcomes have been met. It does not help the student to pass a course, but not obtain the required education. It also does not help the student to complete the course, and then learn they will not receive a passing grade. By close collaboration between the Assessor and the High School Instructor, these negative consequences can be greatly minimized or even eliminated.

# Assessment of Concurrent Enrollment Courses

## *Responsibilities of the Central Wyoming College Assessor*

- I. Provide all the information necessary to instructors to allow concurrent enrollment students to demonstrate college level competencies and performance-based outcomes.
- II. Provide sufficient information on final assessment to allow successful attainment of the necessary college level competencies and performance-based outcomes.
- III. Provide the following necessary documents prior to the beginning of class:
  - i. Sample syllabi
  - ii. Syllabus template
  - iii. Course objectives
  - iv. Sample assessments
  - v. Grading Rubric(s)
  - vi. Course guidelines and procedures
  - vii. Contact information
  - viii. Other appropriate information
- IV. Contact the high school instructor as often as necessary, but at a minimum of three (3) times a semester. It is recommended this contact should be prior to the start of each class, during the middle of the course and near the end of the course. It is further recommended that the assessor make every effort to visit the classroom in person once per year.
- V. Provide guidance and mentoring as needed by each high school instructor.
- VI. Grade/Review each established assessment at the end of the class to ensure that students have mastered the required outcomes and competencies.
- VII. Enter grades. The assessor will ultimately decide whether a student meets the required competencies. Students are given the option of withdrawing from a CWC course up to one week prior to the end of the course, and this does not affect the student's ability to earn credit for the high school course. In the event that the assessor determines a student should earn a grade of D or F for a concurrent enrollment course, where a passing grade is recommended by the high school instructor, the assessor will contact the high school instructor directly and try to resolve the issue. Ultimately, the assessor for each class will make the final decision as to whether the outcomes and competencies were met by any individual student, and whether a student will pass or fail the course.
- VIII. Assessors will review and update required information each semester.

### ***Responsibilities of the High School Instructor***

- I. Initiate as much contact as necessary with assessor to allow for the success of the students. The assessor is a resource that should be used as frequently as needed.
- II. Resolve any issues or concerns with your assessor as early as possible.
- III. Utilize the assessor to any extent necessary to allow students to be successful. This may include personal, telephonic, or electronic (email) contact.
- IV. Attend all scheduled assessor/instructor meetings.
- V. Provide all student assessment to the assessor in a timely manner.
- VI. Complete and return "Concurrent Enrollment Assessor Evaluations" to the CWC-BOCHES office in a timely manner.

### ***What the Central Wyoming College Assessor will NOT do***

- I. Dictate the manner in which the instructor conducts his/her class:
  - i. The assessor's function is based on college level curriculum. The assessor is tasked with ensuring that college level competencies and performance-based outcomes are demonstrated by students.
- II. Determine how the instructor teaches:
  - i. Central Wyoming College is concerned with the demonstration of college level performance outcomes and competencies by students.
  - ii. The assessor will review the assessments to determine if the student has met competencies and performance-based outcomes for that discipline. If the student has met the standard, the instructor, **not the assessor**, will assign the final college grade.

### ***Questions***

If you have any questions about the assessor/instructor relationship, please feel free to contact Jackie Meeker, CWC-BOCHES Program Director, at (307) 855-2039 or by email at [jmeeker@cw.edu](mailto:jmeeker@cw.edu).

# Concurrent Enrollment Courses 2011-2012

School District	Location	Course Name	Semester Offered	Course Title
FCSD #2	Dubois	HIST 1220 7DY	YEAR LONG	U.S. History II
FCSD #2	Dubois	MATH 1450 7DY	YEAR LONG	Algebra and Trigonometry
FCSD #2	Dubois	PEAC 1292 7DY	YEAR LONG	PE: Strength and Flexibility
FCSD #2	Dubois	NAAS 1000 7DY	FA 2011	Native American Studies
FCSD #21	Fort Washakie	ART 2145 7FY	YEAR LONG	Digital Photography
FCSD #21	Fort Washakie	COSC 1200 7FY	YEAR LONG	Computer Information Systems
FCSD #21	Fort Washakie	CO/M 2000 7F	FA 2011	Radio Broadcasting I
FCSD #21	Fort Washakie	CO/M 2000 7F	SP 2012	Radio Broadcasting I
FCSD #1	Lander	BIOL 1080 7LY	YEAR LONG	Introduction to Environmental Science
FCSD #1	Lander	CHEM 1020 7LY	YEAR LONG	General Chemistry I
FCSD #1	Lander	FREN 1010 7LY	YEAR LONG	First Year French I
FCSD #1	Lander	FREN 1020 7LY	YEAR LONG	First Year French II
FCSD #1	Lander	HRM 1500 7LY	YEAR LONG	Introduction to the Hospitality Industry
FCSD #1	Lander	MATH 1400 7LY	YEAR LONG	College Algebra
FCSD #1	Lander	MATH 2200 7LY	YEAR LONG	Calculus I
FCSD #1	Lander	SPAN 1010 7LY	YEAR LONG	First Year Spanish I
FCSD #1	Lander	SPAN 1020 7LY	YEAR LONG	First Year Spanish II
FCSD #1	Lander	STAT 2050 7LY	YEAR LONG	Fundamentals of Statistics
FCSD #1	Lander	ZOO 2015 7LY	YEAR LONG	Human Anatomy
FCSD #1	Lander	ART 2410 7L	FA 2011	Ceramics I
FCSD #1	Lander	BIOL 1010 7L	FA 2011	General Biology I
FCSD #1	Lander	ENGL 1010 7L	FA 2011	English Composition I
FCSD #1	Lander	HIST 1210 7L	FA 2011	US History I
FCSD #1	Lander	MATH 1405 7L	FA 2011	Trigonometry
FCSD #1	Lander	PEAC 1009 7L	FA 2011	PE: Recreational Games
FCSD #1	Lander	PEAC 1273 7L	FA 2011	PE: Heavy Resistance
FCSD #1	Lander	POLS 1000 7L	FA 2011	American & Wyoming Government
FCSD #1	Lander	PSYC 1000 7L	FA 2011	General Psychology
FCSD #1	Lander	ART 2090 7L	SP 2012	Printmaking I
FCSD #1	Lander	ART 2210 7L	SP 2012	Painting I
FCSD #1	Lander	ART 2410 7L	SP 2012	Ceramics I
FCSD #1	Lander	BIOL 2020 7L	SP 2012	General Biology II
FCSD #1	Lander	CNTK 1505 7L	SP 2012	Introduction to Construction Trades
FCSD #1	Lander	CNTK 1510 7L	SP 2012	Safety & Tools in Construction Trades
FCSD #1	Lander	COSC 1200 7L	SP 2012	Computer Information Systems
FCSD #1	Lander	ENGL 1020 7L	SP 2012	English Composition II
FCSD #1	Lander	HIST 1220 7L	SP 2012	US History II
FCSD #1	Lander	HRM 1505 7L	SP 2012	Health, Sanitation and Safety
FCSD #1	Lander	MATH 1405 7L	SP 2012	Trigonometry
FCSD #1	Lander	PEAC 1009 7L	SP 2012	PE: Recreational Games
FCSD #1	Lander	PEAC 1248 7L	SP 2012	PE: Beginning Soccer
FCSD #1	Lander	PEAC 1273 7L	SP 2012	PE: Heavy Resistance
FCSD #1	Lander	POLS 1000 7L	SP 2012	American & Wyoming Government
FCSD #1	Lander	PSYC 1000 7L	SP 2012	General Psychology
FCSD #1	Lander	SOC 1000 7L	SP 2012	Sociological Principles

## Concurrent Enrollment Courses 2011-2012 *(continued)*

School District	Location	Course Name	Semester Offered	Course Title
FCSD #25	Riverton	AUTO 1510 7RY	YEAR LONG	Engine Systems Fundamentals
FCSD #25	Riverton	AUTO 1765 7RY	YEAR LONG	Automotive Electrical Systems
FCSD #25	Riverton	BIOL 1010 7RY	YEAR LONG	General Biology I
FCSD #25	Riverton	BIOL 2020 7RY	YEAR LONG	General Biology II
FCSD #25	Riverton	CHEM 1000 7RY	YEAR LONG	Introduction to Chemistry
FCSD #25	Riverton	CO/M 2200 7RY	YEAR LONG	Electronic Media Production
FCSD #25	Riverton	HRM 1500 7RY	YEAR LONG	Introduction to the Hospitality Industry
FCSD #25	Riverton	HRM 1505 7RY	YEAR LONG	Health, Sanitation and Safety
FCSD #25	Riverton	MATH 1400 7RY	YEAR LONG	College Algebra
FCSD #25	Riverton	PHYS 1050 7RY	YEAR LONG	Survey of Physics
FCSD #25	Riverton	SPAN 1010 7RY	YEAR LONG	First Year Spanish I
FCSD #25	Riverton	SPAN 1020 7RY	YEAR LONG	First Year Spanish II
FCSD #25	Riverton	ACCT 1050 7R	FA 2011	Practical Accounting
FCSD #25	Riverton	CMAP 2510 7R	FA 2011	Multimedia: Introduction
FCSD #25	Riverton	CNTK 1505 7R	FA 2011	Introduction to Construction Trades
FCSD #25	Riverton	CNTK 1510 7R	FA 2011	Safety and Tools in Construction Trades
FCSD #25	Riverton	CO/M 1010 7R	FA 2011	Public Speaking
FCSD #25	Riverton	ENGL 1010 7R	FA 2011	English Composition I
FCSD #25	Riverton	MATH 1400 7R	FA 2011	College Algebra
FCSD #25	Riverton	MATH 2200 7R	FA 2011	Calculus I
FCSD #25	Riverton	POLS 1000 7R	FA 2011	American & Wyoming Government
FCSD #25	Riverton	PSYC 1000 7R	FA 2011	General Psychology
FCSD #25	Riverton	ACCT 1050 7R	SP 2012	Practical Accounting
FCSD #25	Riverton	CMAP 2510 7R	SP 2012	Multimedia: Introduction
FCSD #25	Riverton	COSC 1200 7R	SP 2012	Computer Information Systems
FCSD #25	Riverton	ENGL 1020 7R	SP 2012	English Composition II
FCSD #25	Riverton	MATH 1405 7R	SP 2012	Trigonometry
FCSD #25	Riverton	POLS 1000 7R	SP 2012	American & Wyoming Government
FCSD #25	Riverton	PSYC 1000 7R	SP 2012	General Psychology I
FCSD #25	Riverton	SOC 1000 7R	SP 2012	Sociological Principles



## Concurrent Enrollment Courses 2010-2011 *(continued)*

School District	Location	Course Name	Length of Course	Course Title
FCSD #24	Shoshoni	AGEC 2010 7SY	YEAR LONG	Farm & Ranch Business Records
FCSD #24	Shoshoni	CHEM 1000 7SY	YEAR LONG	Introduction to Chemistry
FCSD #24	Shoshoni	CNTK 1505 7SY	YEAR LONG	Introduction to Construction Trades
FCSD #24	Shoshoni	CNTK 1510 7SY	YEAR LONG	Safety & Tools in Construction
FCSD #24	Shoshoni	HIST 1210 7SY	YEAR LONG	US History I
FCSD #24	Shoshoni	MATH 1405 7SY	YEAR LONG	Trigonometry
FCSD #24	Shoshoni	PEAC 1273 7SY	YEAR LONG	PE: Heavy Resistance
FCSD #24	Shoshoni	ENGL 1010 7S	FA 2011	English Composition I
FCSD #24	Shoshoni	ENGL 1020 7S	SP 2012	English Composition II
FCSD #6	Pavillion	ART 2410 7WY	YEAR LONG	Ceramics I
FCSD #6	Pavillion	ART 2420 7WY	YEAR LONG	Ceramics II
FCSD #6	Pavillion	ENGL 1010 7W	FA 2011	English Composition I
FCSD #6	Pavillion	POLS 1000 7W	FA 2011	American & Wyoming Government
FCSD #6	Pavillion	ENGL 1020 7W	SP 2012	English Composition II
FCSD #6	Pavillion	PSYC 1000 7W	SP 2012	General Psychology
FCSD #14	Ethete	AUTO 1510 7NY	YEAR LONG	Engine Systems Fundamentals
FCSD #14	Ethete	AUTO 1765 7NY	YEAR LONG	Automotive Electrical Systems
FCSD #14	Ethete	MATH 1400 7NY	YEAR LONG	College Algebra
FCSD #14	Ethete	MATH 1405 7NY	YEAR LONG	Trigonometry
FCSD #14	Ethete	WELD 1700 7NY	YEAR LONG	General Welding
FCSD #14	Ethete	PEAC 1273 7N	FA 2011	PE: Heavy Resistance
FCSD #14	Ethete	POLS 1000 7N	FA 2011	American & Wyoming Government
FCSD #14	Ethete	SOC 1000 7N	FA 2011	Sociological Principles
FCSD #14	Ethete	UNST 1000 7N	FA 2011	Orientation to College
FCSD #14	Ethete	PEAC 1292 7N	SP 2012	PE: Strength and Flexibility
FCSD #14	Ethete	PHYS 1050 7N	SP 2012	Survey of Physics
FCSD #14	Ethete	POLS 1000 7N	SP 2012	American & Wyoming Government
FCSD #14	Ethete	NAAS 1000 7N	SP 2012	Introduction to Native American Studies
HSCSD #1	Thermopolis	ART 2145 7TY	YEAR LONG	Digital Photography
HSCSD #1	Thermopolis	AUTO 1510 7TY	YEAR LONG	Engine Systems Fundamentals
HSCSD #1	Thermopolis	BIOL 1010 7TY	YEAR LONG	General Biology I
HSCSD #1	Thermopolis	CHEM 1000 7TY	YEAR LONG	Introduction to Chemistry
HSCSD #1	Thermopolis	MATH 1400 7TY	YEAR LONG	College Algebra
HSCSD #1	Thermopolis	MATH 1405 7TY	YEAR LONG	Trigonometry
HSCSD #1	Thermopolis	MATH 2200 7TY	YEAR LONG	Calculus I
HSCSD #1	Thermopolis	PSYC 1000 7TY	YEAR LONG	General Psychology
HSCSD #1	Thermopolis	SPAN 1010 7TY	YEAR LONG	First Year Spanish I
HSCSD #1	Thermopolis	SPAN 1020 7TY	YEAR LONG	First Year Spanish II
HSCSD #1	Thermopolis	ENGL 1010 7T	FA 2011	English Composition I
HSCSD #1	Thermopolis	ENGL 1020 7T	SP 2012	English Composition II



# STATE STATUTE: COOPERATIVE EDUCATIONAL SERVICES

## CHAPTER 20 - COOPERATIVE EDUCATIONAL SERVICES

### ARTICLE 1 - IN GENERAL

#### **21-20-101. Short title.**

This act may be cited as "The Boards of Cooperative Educational Services Act".

#### **21-20-102. Purpose.**

The purpose of this act is to provide a method whereby school districts and community college districts or any combination may work together and cooperate to provide educational services, including but not limited to postsecondary education, vocational-technical education, adult education and services for children with disabilities, when the services can be more effectively provided through a cooperative effort. Educational services provided under this act by or in cooperation with public schools shall be subject to the standards for educational programs imposed under W.S. 21-9-101 and 21-9-102, and by rule and regulation of the state board.

#### **21-20-103. Definitions.**

(a) As used in this act:

(i) "Assessed value" means the total assessed value of the member school district or community college district;

(ii) "Board of trustees" means the board of trustees of any school district within the state or the community college district board of any community college within the state;

(iii) "Post secondary education" means education programs offered by any accredited Wyoming college, the University of Wyoming or any accredited college or university outside of Wyoming if services are unavailable in Wyoming;

(iv) "This act" means W.S. 21-20-101 through 21-20-111.

#### **21-20-104. Board of cooperative educational services; generally.**

(a) If two (2) or more boards of trustees desire to establish a board of cooperative services for the purpose of providing cooperative educational services and if the services can be provided more effectively through a cooperative effort, the boards of trustees of the interested districts, a majority

of whose members respectively vote in favor of doing so, may enter into an agreement to form a board of cooperative educational services. The agreement shall specify among other things the length of term of the agreement, the rights, responsibilities and obligations of each participating district, the types of services to be rendered, the procedure for the establishment of additional services and the procedure for the inclusion of additional districts within the cooperative educational services program. The agreement shall also provide a method for the amendment and dissolution of the agreement with the consent of each participating district. Any agreement to form a board of cooperative educational services entered into between the participating districts shall be approved by the state board of education.

(b) The boards of trustees agreeing to participate in the board of cooperative educational services shall appoint members of the participating boards of trustees to a board of cooperative educational services. The appointed board shall be composed of not less than five (5) nor more than nine (9) members unless there are more than nine (9) districts participating in which event each participating district shall have one (1) member. Each participating board of trustees shall have at least one (1) member appointed to the board of cooperative educational services. The terms of office of each of the members of the board of cooperative educational services shall be coterminous with their respective terms of office upon their boards of trustees. As the terms of office expire, or as vacancies occur, new members of the board of cooperative educational services shall be appointed by the board of trustees of the participating district.

**21-20-105. Board of cooperative educational services; chairman, vice-chairman, clerk and treasurer; meetings.**

At its first meeting, the members of the board of cooperative educational services elected as set forth in W.S. 21-20-104(b) shall proceed to elect from their membership a chairman, a vice-chairman, a clerk, and a treasurer, whose terms of office shall be for one (1) year unless their terms of office as school board members expire earlier. The duties of the chairman, vice-chairman, clerk and treasurer of the board of cooperative educational services shall be the same as the duties provided by law for similar offices of boards of trustees of school districts within this state insofar as they are applicable. Meetings of the board of cooperative educational services shall be called, held and conducted as provided by law for the meeting of the boards of trustees of school districts within this state.

**21-20-106. Cost of facilities, equipment and services.**

Except as provided under W.S. 21-20-110(g) for revenues generated from any additional special school district tax, the costs of facilities, equipment and services performed under the direction of the board of cooperative educational services shall be financed by participating districts on a basis agreed upon by the boards of trustees of the participating districts.

**21-20-107. Powers and duties of board of cooperative educational services.**

(a) Each board of trustees of cooperative educational services shall:

(i) Prescribe and enforce rules, regulations and policies for its own government and for the government of the services and affairs under its jurisdiction which are consistent with the laws of the state;

(ii) Keep minutes of all meetings at which official action is taken and a record of all official acts which are public records;

(iii) Be responsible for such programs and services as shall be provided by joint agreement of the boards of trustees involved in the cooperative educational programs;

(iv) Administer and abide by the terms of the agreement or agreements entered into by the participating districts.

**21-20-108. Powers and duties of board of cooperative educational services; property; contracts; gifts, grants, bequests or devises; employment and discharge of personnel; expenses; bonding of employees.**

(a) Each board of trustees of cooperative educational services may:

(i) Hold, convey, lease, rent and manage property;

(ii) Except as provided by paragraph (a)(iii) of this section, contract for educational and related services with any other agency;

(iii) Contract for post secondary education services with any accredited Wyoming college or the University of Wyoming or if services are unavailable in Wyoming, with an accredited college or university outside of Wyoming;

(iv) Accept or reject any federal or other gift, grant, bequest or devise;

(v) Discharge any employee;

(vi) Employ any personnel needed to perform the services for which the board of cooperative services is formed;

(vii) Receive and spend funds and provide for the necessary expenses of the board incurred in the exercise of its powers and performance of its duties;

(viii) Require any employee responsible for funds or property of the board to be bonded under suitable bond indemnifying the board against loss, for an amount and of a type determined by the board.

**21-20-109. Special school district tax for board of cooperative educational services; election not required; determination of levy amount.**

(a) For the purpose of maintaining programs offered by a board of cooperative educational services, the school districts comprising the board may levy a special school district tax not to exceed one-half (1/2) mill on the assessed value of the member districts. The vote of the electors within the member districts shall not be required for the tax levy.

(b) The amount of the mill levy shall be determined on the basis of a predetermined formula based upon a participating district's total enrollment, ascertained by the board and ratified by at least three-fourths (3/4) of the participating boards. The assessment shall raise only the necessary funds to meet the financial requirements of programs and services offered.

(c) Repealed by Laws 1989, ch. 248, 2, 3.

**21-20-110. Additional special school district tax; election; limitations; special community college district levy.**

(a) The school districts comprising any board of cooperative educational services established under this act and providing post secondary education services may impose an additional special school district levy not to exceed two (2) mills on the assessed value of the member districts. Any additional levy imposed under this section is in addition to any tax levied under W.S. 21-20-109.

(b) Except as provided by subsection (h) of this section, no additional tax shall be levied under this section until a

proposition to impose the levy is submitted to a vote of the qualified electors of the member school districts comprising the board and a majority of all votes cast within the member districts vote in favor of imposing the additional tax levy. The proposition to impose the additional levy shall be submitted at an election held on a date authorized under W.S. 22-21-103. The board shall publish notice of the election within a newspaper of general circulation in the affected districts and the election shall be conducted in accordance with the procedures provided by W.S. 22-22-301 through 22-22-304. Each member school district shall pay all costs incident to the election within its district or if a concurrent election, an equally proportioned share of the costs as determined by the county clerk.

(c) At the election, the ballot shall contain the words "for the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services" and "against the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services".

(d) Each county clerk of the counties involved shall immediately give notice of the election results to the county commissioners and if the proposition is authorized by the electors of all participating school districts, each involved county commission shall levy the additional special school district tax in the manner provided by law.

(e) If the additional tax levy is approved, the proposition of continuing the additional special school district levy shall be submitted by the board at each second general election following approval of the proposition until the proposition for continuing the additional levy is defeated. The ballot shall contain the words "for continuing the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services" and "against continuing the .... mill (not to exceed two (2) mills) additional special school district tax for maintenance of post secondary education services offered by the .... Board of Cooperative Educational Services".

(f) If the proposition to impose or continue the increased tax is defeated, the proposition shall not again be submitted to electors of the member school districts for at least eleven (11) months. If the proposition is defeated at any general election following initial adoption of the additional tax, the tax is repealed effective December 31 of that calendar year in which defeated and the levy imposed by the county commissioners for

the following calendar year shall not exceed the levy authorized under W.S. 21-20-109.

(g) Revenues generated from any additional special school district levy under this section shall not be:

(i) Considered as a part of any local revenues to be included in any community college district budget or as a part of the operating budget of the University of Wyoming, except for tuition and fees collected for post secondary education services offered by and included within the budget of any community college or the University of Wyoming. The revenues shall be identified in the community college biennial funding report under W.S. 21-18-205(b); or

(ii) Used for building any capital construction project.

(h) In addition to subsection (a) of this section, the board of trustees of any community college district participating in an agreement under W.S. 21-20-104 may levy a special levy of not to exceed one-half (1/2) mill on the assessed value of the district for a period not to exceed two (2) years. Any levy imposed under this subsection shall be used solely for purposes of maintaining programs offered by the board of cooperative educational services of which the district is a participant and when combined with any levy imposed under subsection (a) of this section, shall not exceed two (2) mills. A determination by the board to impose the levy shall be made at a regular or special meeting following a public hearing announced by the board. Any tax imposed under this subsection may be renewed by the board for an additional two (2) years subject to public hearing requirements specified under this subsection. Revenues collected under this subsection shall be identified as district revenue in the biennial funding report of the district under W.S. 21-18-205(b) but shall not be restricted by the commission in any manner.

**21-20-111. Special school district taxes; in addition to existing district tax limitations; distribution of tax revenues; withdrawal from participation.**

(a) Any special school district tax imposed under W.S. 21-20-109 and any additional special school district tax imposed under W.S. 21-20-110 shall be in addition to the tax limitations imposed under W.S. 21-13-102.

(b) Revenues generated from any special school district tax levy imposed under W.S. 21-20-109 and 21-20-110 shall be distributed to the appropriate board of cooperative educational services and shall be deducted from the total operating costs when assessing tuition and maintenance costs for participating



districts. In addition and in accordance with W.S. 21-20-110(g), revenues generated under any additional tax levied under W.S. 21-20-110 shall be restricted to necessary operating expenses connected with maintaining post secondary education services.

(c) One (1) year advance notice shall be provided by any participating school district board of trustees before withdrawing from funding any cooperative educational services.

## ARTICLE 2 - WYOMING POSTSECONDARY EDUCATION OPTIONS PROGRAM

### **21-20-201. Agreement between districts and postsecondary education institutions authorized; student participation; credits; financial arrangements; transportation; accessibility.**

(a) A Wyoming school district board of trustees and a Wyoming community college district board of trustees or the University of Wyoming may enter into an agreement to establish a postsecondary education enrollment options program whereby students resident of the participating district may attend postsecondary education programs offered by the university or a participating community college. Additional student eligibility requirements for program participation shall be based upon criteria established by the university or the community college.

(b) An eligible student may, according to the agreement between the school district and the university or community college, enroll in a postsecondary education program offered at:

(i) The university, a community college, an off-campus center or at a site meeting safety and accessibility requirements under the instruction of a faculty member;

(ii) A higher education center which is part of a college outreach cooperative education services agreement entered into by one (1) or more community college districts and one (1) or more school districts under W.S. 21-20-104; or

(iii) A high school or other facility maintained by the participating district, under the instruction of a certified teacher employed by the district or by a faculty member of the institution entering into an agreement with the district.

(c) A student participating in a postsecondary education enrollment options program pursuant to this section shall upon successfully completing any course offered under the program, receive academic credit by the resident school district which shall be counted towards the graduation requirements of the district. Evidence of successful completion of each course, the secondary credits granted and a statement that the credits were earned through program participation shall be made a part of the participating student's records maintained by the district. In addition, the participating student shall receive postsecondary

education credit for any course successfully completed under the program.

(d) The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection. Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution.

(e) A student participating in the program shall be counted within the average daily membership of the resident school district as defined under W.S. 21-13-101(a)(i) and concurrently by the participating higher education institution for its full-time equivalent enrollment count.

(f) If the postsecondary education options program is offered at a facility operated by the university or participating community college which is located at a reasonable distance from the high school at which the participating student is enrolled, the district may provide for the transportation of the student between the high school and the location at which the program is offered. Costs incurred by the district under this subsection shall be included as part of the district transportation expenses as used in computing the district foundation program amount under W.S. 21-13-309.

(g) Nothing in this section prohibits a high school student from taking a college or university course apart from agreements outlined in this section if the student bears the cost.

(h) Each school district board of trustees shall in conjunction with the University of Wyoming, community college district boards of trustees or other postsecondary education institutions accredited by recognized and accepted accrediting agencies, make postsecondary education options programs pursuant to this section reasonably accessible to eligible students.

# Exhibits

## *Samples:*

Articulation Agreement

Course Proposal

Assessor Evaluation

Instructor Evaluation

Student Agreements:

- i. Concurrent Enrollment
- ii. CWC campus Dual Enrollment
- iii. CWC credit only

## *Policies:*

ACT Payment

Tuition/Fees Payment

College Credit Only Payment

## *Instructions:*

CWC Online Application

MyCentral/Angel



# Articulation Agreement 07-01-11

Between

Central Wyoming College  
and  
School District

## ***AGREEMENT FOR CONCURRENT AND DUAL ENROLLMENT***

This agreement is made and entered into by and between Central Wyoming College (hereinafter referred to as "**CWC**") located at 2660 Peck Avenue, Riverton, Wyoming 82501, and School District (hereinafter referred to as "**DISTRICT**") located at ADDRESS, for the purpose of providing post-secondary educational opportunities to SCHOOL DISTRICT High School students.

### **LENGTH OF TERM**

This agreement shall commence upon the day and date last signed and executed by the duly authorized representatives of the parties to this agreement and shall remain in full force and effect until the end of the 2011-2012 academic year. Either the HIGH SCHOOL or CWC may terminate this agreement, with or without cause, by giving thirty (30) days written notice; provided, however, that students receiving instruction in the HIGH SCHOOL shall be given the opportunity to complete the full course during the instructional period.

### **TERMS OF AGREEMENT**

#### **PURPOSE**

The purpose of this agreement is to establish a partnership between Central Wyoming College (CWC), and SCHOOL DISTRICT in offering concurrent and dual credit courses at SCHOOL DISTRICT High School. This agreement also defines the policy and procedures related to concurrent and dual enrollment classes for high school students as defined by Wyoming Statute 21-20-201.

The fundamental principle will always be that students in *concurrent/dual* enrollment courses are expected to accomplish the same *objectives or performance* standards as college students taking CWC courses on campus. As an educational institution accredited by The Higher Learning Commission of the North Central Association, CWC must ensure that its College credit courses are delivered in a consistent manner regardless of how and where they are delivered. Moreover, ensuring this consistency reduces transfer issues for students.

Wyoming community colleges believe that concurrent enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post secondary education.**
  - Establish a partnership to support student success.
  - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
  - Ensure that the high school faculty and students are informed of the rigor of college courses.
  - Ensure that more high school students are prepared for college-level work upon graduation.
  
- **Serve as an access point for students who otherwise are unlikely to attend college.**
  - Reduce the time associated with completing a postsecondary credential.
  - Provide opportunities for those who did not know that they were “college material.”
  - Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
  - Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.
  
- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
  - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state’s global economy.

## **DEFINITION OF CONCURRENT AND DUAL ENROLLMENT COURSES**

### **Concurrent Enrollment Courses**

Concurrent enrollment courses are CWC courses taught by high school faculty who have been approved as CWC adjunct faculty and who are teaching said course as part of their duties as a High School employee. High School faculty teaching concurrent credit courses will be considered adjunct faculty for the purposes of CWC and will be included in all adjunct faculty communications. Additionally, High School faculty teaching concurrent courses for CWC will be expected to communicate as necessary with the appropriate College representatives for issues such as student records, grades, and other institutional or student situations.

Because it is a CWC course, the student will be graded according to College standards and expectations. The students will receive a grade on a CWC permanent transcript.

### **Dual Enrollment Courses**

Dual enrollment courses are not the same as concurrent enrollment courses and, therefore, do not fall under the terms of concurrent enrollment guidelines. Dual enrollment courses are College courses for which CWC hires and pays the instructor either on-site at the CWC Main campus or other classroom facility, or via a distance education medium, typically the Internet. Because it is a CWC course, the student will be graded according to College standards and expectations. The students will receive a grade on a CWC permanent transcript. Qualified high school students can enroll in these courses. They become “dual enrollment courses” IF HIGH SCHOOL decides to allow the course to meet part of their graduation requirements.

### **COORDINATION**

The district will designate someone as the *Concurrent and Dual Enrollment Contact*. This person will be the point of contact at the high school on matters related to concurrent and dual enrollment. Duties will include coordinating the appropriate paperwork, such as adjunct faculty applications, syllabi, and *concurrent course* proposals. Because concurrent courses are CWC courses, all faculty and proposed concurrent courses must meet the same standards as for on-campus courses. These standards are

described later in this document. The *Concurrent and Dual Enrollment Contact* and CWC Contact will also work to identify and propose dual enrollment opportunities for students either in the local community or through a distance medium.

The *Concurrent and Dual Enrollment Contact* will work with the CWC Dual Credit Program Director concerning student registration, notifying students of the last day to withdraw, and other student services issues. The *Contact* will assure that students complete all required registration paperwork, obtain necessary signatures, and submit by designated deadlines each semester. The *Contact* will also assure that each student is given a copy of the Dual Credit Parent/Student Handbook which discusses student responsibilities and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent or dual credit course will result in a college grade on a college transcript. This handbook helps clarify these issues.

The CWC Dual Credit Program Director will provide SCHOOL DISTRICT one consistent contact who will answer any questions related to concurrent and dual enrollment.

### **COURSE IDENTIFICATION**

- 1) CWC assumes responsibility for college level course delivery.
- 2) Participating high schools shall submit course proposals per Concurrent Enrollment Procedure.
  - CWC will provide participating high schools with a sample course syllabus upon request.
  - Submission deadline dates shall be strictly enforced.

### **COURSE STANDARDS**

- 1) All CWC courses approved for delivery in cooperation with the participating high school must meet the established CWC standards for performance outcomes regardless of site of delivery.
- 2) Concurrent enrollment courses contain college-level material and content for college-age students and may contain controversial material or content. Such material or content must fit within the HIGH SCHOOL guidelines regarding censorship or the course will not be taught.

### **COURSE TRANSCRIPTION**

- 1) The participating student will, upon successful completion of the concurrent/dual enrollment course(s), receive academic credit by the participating school district to be counted toward graduation requirements, and
- 2) Participation in the concurrent/dual enrollment program will generate a permanent CWC transcript on which grades for concurrent/dual enrollment courses will be recorded.

### **COURSES PROVIDED BY CWC VIA DISTANCE DELIVERY METHODS**

- 1) At the discretion of the HIGH SCHOOL, students may earn high school and college credit for courses provided by CWC via distance delivery under the following conditions:
  - Distance education courses may be delivered via telecourse, videotape, Interactive Classroom Network (ICN), online, or any other means where instruction does not occur on CWC's Main Campus or at an established Outreach Center, and
  - CWC will provide the course syllabus and/or course outline for each distance course to the HIGH SCHOOL upon request, and
  - Each distance education course will be conducted following the regular schedule of CWC, and
  - All course prerequisites must be met before students will be eligible to register for distance education courses, including English and Math placement scores, as appropriate.
- 2) The HIGH SCHOOL shall provide a classroom facilitator to monitor student progress and success.
  - Students enrolled in a distance education course shall be required to report course expectations and progress to the HIGH SCHOOL facilitator, and
  - The HIGH SCHOOL shall be responsible for the monitoring of standards established by the HIGH SCHOOL.

## FACULTY STANDARDS

High school faculty who teach concurrent enrollment courses are college adjunct faculty; therefore, their applications to teach a college course are reviewed in the same manner and according to the same standards as all other college adjunct faculty. All employment forms and transcripts must be submitted through the appropriate office.

- 1) All CWC courses approved for delivery in cooperation with the participating high school must be taught by CWC approved faculty, regardless of site of delivery.
- 2) Established CWC faculty standards include:
  - a. Transfer Courses
    - i. Masters degree in the subject area or related area; **or**
    - ii. If a masters degree is not in the subject area or if baccalaureate prepared, then 18 graduate hours in the subject area.
  - b. Vocational/technical Courses
    - i. Appropriate credential/licensure/certification.
- 3) High school faculty not meeting CWC faculty standards will be evaluated for approval on a case by case basis.
- 4) All approved high school faculty may have a CWC assessor assigned. In the event CWC does not have an appropriate assessor for a particular course, this requirement will be waived until such time as a CWC assessor becomes available.

## STUDENT SELECTION

- 1) Students must meet the following CWC enrollment standards.
  - Be seniors, juniors, or have the permission of a high school official; and
  - Have permission from their parent(s) or guardian(s); and
  - Meet course entrance requirements and/or prior course work required before enrolling in a particular course; and
  - Submit a CWC application form; and
  - Submit a class registration form; and
  - Submit English and Math placement scores using COMPASS, ACT or SAT if enrolling in a math, English, certain chemistry and physics class and / or other courses requiring this type of placement score; and
  - Satisfactory completion of course prerequisites, if applicable.
- 2) **No high school, community college or BOCES/BOCHES can impose additional eligibility requirements.**
- 3) Students enrolled in CWC concurrent enrollment courses shall adhere to all CWC policies and procedures.

## COST FOR CONCURRENT/DUAL ENROLLMENT COURSES

- 1) The current CWC tuition/fees rate (general and course fees) shall be assessed for all concurrent and dual enrollments, in accordance with state statute.
- 2) Tuition and fees shall be paid at the time of registration by the CWC Board of Cooperative Higher Educational Services (CWC-BOCHES).
  - a) Failure to successfully complete the course will result in ineligibility of the student to take a concurrent or dual enrollment course the following semester at CWC-BOCHES expense.
- 3) CWC-BOCHES will not pay tuition or fees for any concurrent or dual enrollment course which has not received approval from CWC-BOCHES and Central Wyoming College. CWC-BOCHES approves courses taught cooperatively between Central Wyoming College and the partnering school districts. Approval of all concurrent and dual enrollment courses subject to this agreement must be received and approved on an annual basis.
- 4) CWC-BOCHES will not pay tuition or fees for courses offered through other institutions of higher education, except in instances in which:



- a) A request for course and / or curriculum comes to BOCHES from a participating member high school, and
  - b) CWC is unable to provide the requested course and / or curriculum, and
  - c) An articulation agreement exists between the offering institution of higher education and CWC, and
  - d) The course originates through and is coordinated by and registered under the auspices of the CWC BOCHES, and
  - e) Delivery of course and / or curriculum is consistent with this agreement, CWC policies and procedures and state and federal law, and
  - f) Delivery of course and / or curriculum is approved by CWC
- 5) CWC-BOCHES shall bear the cost of textbooks for concurrent and dual enrollment courses, as resources are available.

### **TEXTBOOKS AND MATERIALS**

- 1) CWC-BOCHES shall bear the cost of textbooks for concurrent and dual enrollment courses, as resources are available. If funds are not available through CWC-BOCHES, the high school is responsible for ensuring that textbooks and materials are available for these students. As required by Wyoming Statute 21-20-201(d), *"Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution."*

### **HIGH SCHOOL REIMBURSEMENT**

- 1) If the Concurrent Enrollment class is taught on the HIGH SCHOOL campus by a CWC-approved HIGH SCHOOL teacher, the DISTRICT may be eligible for compensation according to the Concurrent Enrollment Reimbursement Schedule.
- 2) Student enrollment figures shall be based on the 12% enrollment report.
- 3) Payment to the high school shall not occur until:
  - Required assessment materials for each course have been provided to appropriate assessor(s); and
  - Completed evaluations by students have been received in the CWC BOCHES office; and
  - Completed assessor(s) evaluations by high school instructors have been received in the CWC BOCHES office.

### **COLLEGE RESOURCES**

Students will have access to all the standard support services that any college student has available. Services include: college library services, including online database resources and reference assistance; financial aid advising; counseling; live and online tutoring; transfer advising; academic advising; career action planning; and career transfer workshops.

### **GRADING**

Grading shall be valid and reliable and based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale.

### **DATA COLLECTION AND ANALYSIS**

Concurrent and dual enrollment courses provide some students and families substantial benefit, but only if the courses truly provide students opportunity to acquire the knowledge and skills necessary for success in subsequent related courses and/or the workforce. To assist schools and colleges in assessment of student course outcomes, data on student participation and performance in concurrent

and dual enrollment coursework, high school graduation, success in subsequent academic coursework, persistence of post-secondary programs toward certificate and/or degree completion may be collected. Wyoming community colleges and the University of Wyoming have common course names and numbers which may facilitate data analysis. Courses numbered identically, i.e., ENGL 1010, offered students at schools, community colleges and UW will be included in any assessments and analysis. Any data and/or results will be made available, by request, to educational providers, educational researchers, and governmental entities with an appropriate rationale.

**RENEWAL OF AGREEMENT:** This agreement will be renewed on an annual basis.

### REVISIONS

This agreement may be modified or revised by mutual consent. Revisions shall be in writing and attached to this agreement.

### ENTIRE AGREEMENT

This agreement contains the entire understanding and agreement of the parties, and supercedes all prior agreements and understandings, whether oral and/or in writing, and sets forth the entire agreement and understanding of the parties.

\_\_\_\_\_  
CWC Vice President for Academic Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, SCHOOL DISTRICT

\_\_\_\_\_  
Date

**CONCURRENT/DUAL ENROLLMENT COURSE PROPOSAL**

CWC Course Prefix & Number \_\_\_\_\_ Section Number 7 Semester/Year FA11  
 Fall Semester                       Spring Semester                       Year Long

CWC Course Title Course Title Credits 3

Prerequisites NO PREREQUISITES

**(An appropriate COMPASS/ACT score is required for ALL English and math classes. Many other courses have prerequisites such as Math prerequisite for Accounting and Chemistry. Please check the CWC catalog for prerequisites.)**

High School Course Start Date 08/25/10 High School Course End Date 05/30/11

Location (City) \_\_\_\_\_ Meeting Place(Bldg & Room) \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_ Maximum Size \_\_\_\_\_

Meeting Days M-F Letter Grade Y

Additional Course Specific Fees: N Amount of Fee \$ \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Phone No. 307-xxx-xxxx

City, State, Zip \_\_\_\_\_ Work Phone No. 307-xxx-xxxx

E-Mail Address \_\_\_\_\_ Salary \$ N/A

***Courses may be denied for cause. See Credit Course Proposal Procedure.***

\_\_\_\_\_  
**Dual Credit/Outreach Director**

\_\_\_\_\_  
**High School Principal**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Assessor \_\_\_\_\_  
Name Phone Email

Comments \_\_\_\_\_

**AC Approval**

**Date**

**Office Use only: Computer End Date**

High School Course Name \_\_\_\_\_

Input: In Progress \_\_\_\_\_ Completed \_\_\_\_\_

Completed Date \_\_\_\_\_ Completed by \_\_\_\_\_

Synonym \_\_\_\_\_

## CONCURRENT ENROLLMENT ASSESSOR EVALUATION

Assessor: \_\_\_\_\_  
Term \_\_\_\_\_

Course Number & Title \_\_\_\_\_

Instructor Name \_\_\_\_\_ High School \_\_\_\_\_

It is very important that you take a few moments to complete the evaluation form. The purpose of the evaluation is to give instructors an opportunity to express their opinions regarding the how well the assessor assisted you and how many times you were in contact with your assessor. Please return the evaluation to my attention by \_\_\_\_\_.

1. Were you contacted by your assessor & how often?
2. Did you receive a course syllabus in a timely manner?
3. Did you receive course guidelines and procedures in a timely manner?
4. Were expectations for the course clearly explained by the assessor?
5. Were course assessments discussed in a timely manner?
6. How helpful was your assessor with questions and/or concerns? Please explain.
7. Were your questions and/or concerns answered within a reasonable time? Please explain.
8. What suggestions do you have for improving your experience as a dual/concurrent instructor?
9. What materials would assist you as a dual/concurrent instructor to be more effective?
10. Please give an overall ranking for your dual enrollment course assessor. (1 = poor; 2 = minimally acceptable; 3 = average; 4 = good; 5 = exceptional)

## CONCURRENT ENROLLMENT INSTRUCTOR EVALUATION

Term:  
HS Instructor:

Course No & Title:  
CWC Assessor:

1. Describe those aspects of your dual enrollment assessor experience that worked well.
2. Describe those aspects of your dual enrollment assessor experience that did not work well and/or could be improved.
3. Did your dual enrollment student receive a college level education, and did they demonstrate appropriate performance outcomes.
4. If yes, how was this measured and evaluated. If no, how can these goals be achieved.
5. Do you believe your dual enrollment experience will result in more students entering CWC? Why or why not.
6. What suggestions do you have for improving your experience as a dual/concurrent assessor?
7. What materials would assist you as a dual/concurrent assessor to be more effective?
8. Would a WebCT internet shell for your dual enrollment course be a useful too?
9. Please provide any other information that you believe could improve the learning experience for your dual enrollment students.
10. Please give an overall ranking of your dual enrollment course as an assessor. (1 = poor; 2 = minimally acceptable; 3 = average; 4 = good; 5 = exceptional)



## CENTRAL *Wyoming* COLLEGE

Board of Cooperative Higher Educational Services  
2660 Peck Avenue, Riverton, WY 82501 307-855-2039

### CONCURRENT ENROLLMENT STUDENT AGREEMENT and STUDENT RESPONSIBILITIES

*Fremont and Hot Springs County high schools in cooperation with Central Wyoming College, offer students the opportunity to take classes for both high school and college credit (concurrent enrollment). Credits earned will appear on both the student's high school and college transcripts.*

The following conditions and/or expectations apply to students enrolling in concurrent enrollment classes. Students must:

- Achieve a grade of "C" or better in all concurrent enrollment classes in order to be eligible for enrollment in paid concurrent enrollment classes the following semester. Students who withdraw from any concurrent enrollment class will be ineligible for paid concurrent enrollment classes the following semester.
- Be aware that if he/she drops the college credit portion of a concurrent enrollment class after the drop/add date set by Central Wyoming College, he/she may be required to continue the class for high school credit until the end of the semester. Students should check with the high school guidance counselor for the school district's policy.
- Submit a CWC Application for Admission, if he/she has NEVER taken a CWC college credit course.
- Complete and submit this Student Agreement.
- Take the COMPASS or ACT and submit results to Central Wyoming College, if wishing to register into English, math, physics and/or chemistry.
- Register for classes by completing the appropriate CWC-BOCHES registration form.
- Adhere to CWC policies and procedures – i.e. course prerequisites, instructor requirements for success, change of schedule to add or drop classes, last day to withdraw from a class, etc.
- Know that he/she may meet all course requirements to earn credit at the high school, but not meet the course requirements to earn credit at the college.
- Know that concurrent enrollment courses contain content for traditional college-age students that may be considered controversial.
- Know that receiving less than a "C" (including withdrawing from a class) in one or more concurrent enrollment classes will impact his/her cumulative college grade point average (GPA) and may affect his/her financial aid eligibility when he/she continues college after high school.

I acknowledge that I understand the guidelines for concurrent enrollment classes offered through CWC-BOCHES and my school district as presented on the previous page.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Social Security Number

\_\_\_\_\_  
Student's High School

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**OPTIONAL WAIVER:**

I hereby authorize the release of my educational information (including grades, credit hours registered, class schedule, financial aid, transcripts, and billing/payment information to the following individuals:

\_\_\_\_\_

This release of information authorization will expire one month after my high school graduation:  
July 1, \_\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

STRK \_\_\_\_\_  
INITIALS & DATE ENTERED



CENTRAL *Wyoming* COLLEGE

High School affirmation granting high school credit  
for Central Wyoming College credit class

Student Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

High School Attending: \_\_\_\_\_ Term: \_\_\_\_\_

List the CWC class(es) that the student will be taking, and for which the school district will be granting high school credit:

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

- CWC campus                       Internet  
 Telecourse                       DVD

***The course(s) listed above will be added to the student's permanent high school transcript, as part of the official student record. Upon successful completion, credits earned in the course(s) shall be granted high school academic credit, which shall be counted towards graduation requirements of the district, per state statute.***

\_\_\_\_\_  
High School Principal signature

\_\_\_\_\_  
Date

*Student, parent/guardian and high school principal must read and sign the agreement on the back of this affirmation.*

## DUAL CREDIT STUDENT AGREEMENT

Fremont and Hot Springs County high schools offer students the opportunity to take CWC classes for both high school and college credit (dual enrollment). Credits earned will appear on both the student's high school and college transcripts.

The following conditions and/or expectations apply to students enrolling in dual enrollment classes.

- Students may take dual enrollment classes at no cost. All tuition and regular course fees will be paid for by CWC BOCHES.
- CWC-BOCHES will purchase textbooks for dual enrollment courses. The textbooks will be issued to the high school, and will be subject to any textbook issuance and/or return policy maintained by the high school.
- Students must maintain a "C" grade or better in all dual credit classes in order to be eligible for enrollment in paid dual credit classes the following semester.
- Any student who drops a dual enrollment class after the drop/add date set by Central Wyoming College will be ineligible for the paid concurrent/dual enrollment classes the following semester.
- By signing this agreement, students enrolled in a dual enrollment course through Central Wyoming College grant permission for CWC to share his/her course progress and final grade with appropriate high school personnel, as requested.

### DUAL ENROLLMENT STUDENT RESPONSIBILITIES

As a dual enrollment student, I understand I am responsible for:

1. Submitting a CWC Application for Admission if I have not yet done so.
2. Completing and submitting the Student Agreement.
3. Taking the COMPASS or ACT test and having the results sent to Central Wyoming College. Test results are required for registration into certain dual enrollment classes.
4. Coordinating with CWC-BOCHES to register into dual enrollment classes.
5. Adhering to CWC policies and procedures, i.e. course prerequisites, instructor requirements for success, dates of refunds, change of schedule to add or drop classes, last day to withdraw from a class.
6. Knowing that my course grade will impact my cumulative college grade point average (GPA) and potentially impact my college financial aid eligibility.
7. Knowing that I may meet all the course requirements to earn credits at the high school, but not meet the course requirements to earn credits at the college.
8. Knowing that dual enrollment courses contain college-level material and content for college-age students and may contain controversial material or content.

As a participant in the concurrent/dual credit program, I, the student, understand that it is the responsibility of the postsecondary institution to release my grades to my high school. I have the right to inspect any written records released pursuant to this consent. **I understand that I may revoke this consent at any time.**

I acknowledge I have read and understand the guidelines for dual enrollment classes offered through CWC-BOCHES and my school district.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Principal signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BOCHES Office

\_\_\_\_\_  
Date

**CENTRAL *Wyoming* COLLEGE**

Board of Cooperative Higher Educational Services  
2660 Peck Avenue, Riverton, WY 82501 307-855-2039

**Acknowledgement of high school student enrollment in  
Central Wyoming College on-campus credit class**

*This is not a permission form. By signing this form, the High School Principal is acknowledging that the student listed above is registering for a traditional Central Wyoming College class, to be held off the school district premises, and has obtained permission from the school district to be released, if necessary. This form is to be used when the student WILL NOT be earning equivalent high school credit for the CWC class.*

Student Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

High School Attending: \_\_\_\_\_ Term: \_\_\_\_\_

List the CWC class(es) in which the student will be enrolled:

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

Course No.: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course delivery method:

CWC campus  Internet  
 Telecourse  DVD

\_\_\_\_\_  
High School Principal signature

\_\_\_\_\_  
Date

*Student and parent/guardian must read and sign the agreement on the back of this affirmation.*

## STUDENT AGREEMENT

According to CWC-BOCHES policy, tuition and fees will be paid on behalf of Fremont County high school students who want to register for college credit classes at Central Wyoming College, even though the classes may not qualify for high school credit.

The following conditions and/or expectations apply to students requesting CWC-BOCHES pay tuition and fees on their behalf:

- High school students may take CWC credit classes at no cost. All tuition and published fees will be paid; if the student registers to take the course for a letter grade (i.e. the student may NOT audit the course).
- Students will provide their own textbooks for any CWC credit classes that are held on CWC's campus, via Internet, telecourse, or videotape.
- Students must maintain a "C" grade or better in all CWC credit classes in order to be eligible for enrollment in paid CWC or dual credit classes the following semester.
- Any student who drops a dual credit class after the drop/add date set by Central Wyoming College will be ineligible for the paid dual credit classes the following semester.

## STUDENT RESPONSIBILITIES

As a high school student who wishes to enroll in a CWC class for which CWC-BOCHES will pay the tuition and fees, I understand I am responsible for:

1. Submitting a CWC Application for Admission if I have not yet done so. (To submit an application on the web, log on to [www.cwc.edu](http://www.cwc.edu) and click on Apply Now!, located on the left side of the page.)
2. Completing and submitting this Student Agreement.
3. Taking the COMPASS or ACT test and having the results sent to Central Wyoming College. Test results are required for registration into certain CWC credit classes.
4. Registering for classes either online or through the registration process at CWC's Main Campus or Outreach locations.
5. Adhering to CWC policies and procedures, i.e. course prerequisites, instructor requirements for success, dates of refunds, change of schedule to add or drop classes, last day to withdraw from a class.
6. Knowing that my course grade will impact my cumulative college grade point average (GPA) and college financial aid eligibility.
7. Knowing that CWC credit courses contain college-level material and content for college-age students and may contain controversial material or content.
8. Knowing that receiving less than a "C" (including withdrawing from a class) in one or more dual credit classes may affect my financial aid eligibility once I enter college after high school.

I acknowledge I have read and understand the guidelines for CWC credit classes offered through CWC-BOCHES.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BOCHES Office

\_\_\_\_\_  
Date

**Please return this form to:**  
Central Wyoming College BOCHES  
2660 Peck Avenue  
Riverton, WY 82501  
(307) 855-2039

## BOCHES ACT Payment Policy

The American College Test (ACT) is comprised of two components: the traditional, multiple choice test, and a separate writing assessment. Students are able to choose to take either just the traditional test, or the traditional test *and* the writing component. The writing component incurs an additional cost. CWC – BOCHES will provide funds for each eligible Fremont County student to take both parts of the ACT once during their junior or senior year. Coordination for registering to take the test will be the responsibility of the BOCHES Program Director, with cooperation from each Fremont County high school. Payment for registrations of Fremont County students will be made directly to the ACT organization.

*Adopted by the BOCHES Board, 11-30-2005*

## BOCHES Tuition and Fees Payment Policy

CWC – BOCHES will pay for all tuition and fees for eligible students wanting to take dual credit classes. Students will be required to achieve a grade of C or better to be eligible for BOCHES to pay for additional classes the next semester. If students do not achieve a grade of C or better, they may choose to continue to take dual credit classes the following semester, but will bear the financial responsibility for them. In extenuating circumstances, exceptions to this policy may be made upon the recommendation of the school counselor or principal. Upon registration, parents will receive a statement with a zero balance reflecting the total monetary value of the classes in which the student is enrolled.

*Adopted by the BOCHES BOARD, 11-30-05*

## BOCHES Policy: Tuition and Fees Payment for CWC classes that do not qualify for high school credit

CWC – BOCHES will pay for all tuition and fees for eligible Fremont County and Hot Springs County high school students wanting to take Central Wyoming College classes, even though the class may not qualify for high school credit. Students will be required to obtain the high school principal's signature on the student release form prior to registration. This policy is intended to provide post-secondary opportunities to students when they are not on the high school campus, i.e. before or after school, or on the weekend. If the course is offered during regular school hours, the student must obtain permission to be released according to their school district's policy. Students will be required to achieve a grade of C or better to be eligible for BOCHES to pay for additional classes the next semester. If students do not achieve a grade of C or better, they may choose to continue to take dual credit classes the following semester, but will bear the financial responsibility for them. In extenuating circumstances, exceptions to this policy may be made upon the recommendation of the school counselor or principal. Upon registration, parents will receive a statement with a zero balance reflecting the total monetary value of the classes in which the student is enrolled. ***In order to take advantage of this opportunity, students must be 16 years of age.***

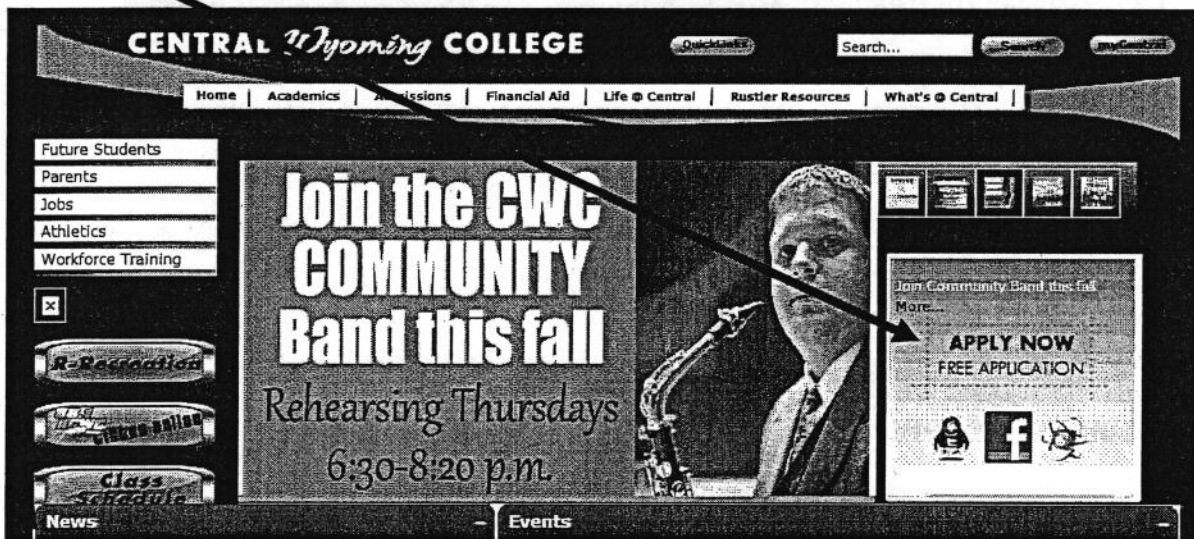
*Adopted by the CWC-BOCHES Board 02-28-07*



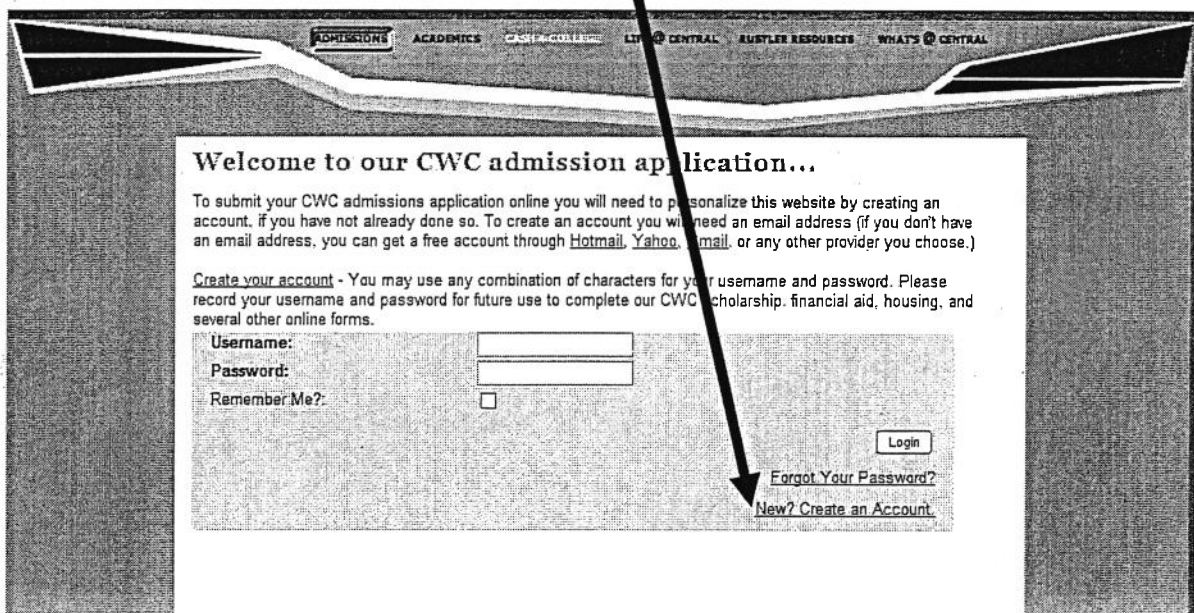
# Directions for Completing the Central Wyoming College On-line Application

NOTE: Please only complete ONE application to CWC for credit courses. If you have completed an application in the past, we do NOT need another one. If you are unsure, you may call the Records Office and ask if you have an application on file (855-2133 or 1-800-865-0194)

Go to Central Wyoming College's homepage at [www.cwc.edu](http://www.cwc.edu). On the right-hand side of the page, click on "Apply Now!"



The following page will appear Click on "New? Create an Account"



Complete the screen which appears (see below) by following the directions on the screen. An email address is required – if you do not have an email account and do not want to get an account through the suggested vendors, you may use: [admit@cw.edu](mailto:admit@cw.edu)

**Create your CWC.edu account...**

To create an account you will need an email address (if you don't have an email address, you can get a free account through [Hotmail](#), [Yahoo](#), [Gmail](#), or any other provider you choose.)

You may use any combination of characters for your username and password. Please record your username and password for future use to complete our CWC scholarship, financial aid, housing, and several other online forms.

**My Account**

First Name:

Middle Name/Initial:

Last Name:

Preferred Name:

Email Address:

Confirm Email:

I wish to receive e-mail updates:

Student Type:

Use my email address as my username (recommended):

Username:

Password:

Confirm Password:

**Next**

The username and password you create on this page are temporary, and are only used to allow you to access the CWC application. You will not be required to use them again.

After providing all required information on the screen, click "Next."



The first of FOUR pages will appear. Complete the information requested on all pages. When you get to the bottom of page 1, you can click on "Save", then click on "Next" and continue. If you have entered any information in an incorrect format or missed any required information fields, the information will be highlighted in red print:

**RESIDENCY INFORMATION**

Are you a (Pick One):

- U.S. Citizen
- Resident Alien
- International Student
- None of the above

Since you are a high school student the questions on page 2 need to be answered in a specific way.

1. The anticipated start term must be the first semester you will be taking concurrent enrollment classes.
2. Your Planned Academic Program at CWC will be Non Degree-Seeking.
3. The educational goal is HS student for Head-Start.
4. Since you have not previously attended CWC the answer to the last question would be No.

Required fields in blue.

Page 1 Page 2 Page 3 Page 4

**Application for Admission**

**ENROLLMENT INFORMATION**

- 1 Anticipated Start Term:
- 2 Planned Academic Program at CWC:
- 3 Educational Goal:
- 4 Have you previously attended CWC?  Yes  No

- Click Print to view a printable version of your application so far.
- Click Save to save the progress of your application so far.
- Click Done to submit your application.
- Click Next to move onto the next step of the application.

**Be sure to SAVE your Application if you need to leave the computer!**

On page 3 when you complete your High School information, you can click on the appropriate button (see example below) and then choose your high school if it was in Wyoming, or choose the state in which it was located if NOT in Wyoming; or if you obtained a GED or were home-schooled; or attended an International High School. Your choice will be populated below the buttons.

**High School Information**

Students must submit an official High School/Home School transcript or GED Certificate of completion if applying for Federal Financial Aid and/or Scholarships. Send all transcripts to the Records Office, Central Wyoming College, 2660 Peck Ave, Riverton, WY 82501.

I have graduated from a high school, home school, or earned a GED (if you are currently a senior in high school who will graduate, please check yes):

Yes  No

I am a current High School Student  
 I am not pursuing a High School Diploma or GED Certificate

High School: State   
City   
School

Graduation Year (YYYY):

Have you previously attended a college or university?  Yes  No

What influenced you to attend CWC?

When all data fields on all pages have been completed correctly, click on the "Done" link. If you ONLY Save the pages and do NOT click on "Done", your application will NOT get to the CWC Records Office.

Your application will be received by the CWC Records Office within 24 hours on weekdays. If you have any questions about your application please call the CWC Admissions office at 855-2119 or 1-800-865-0193.

## MyCentral/Angel: Instructor Instructions

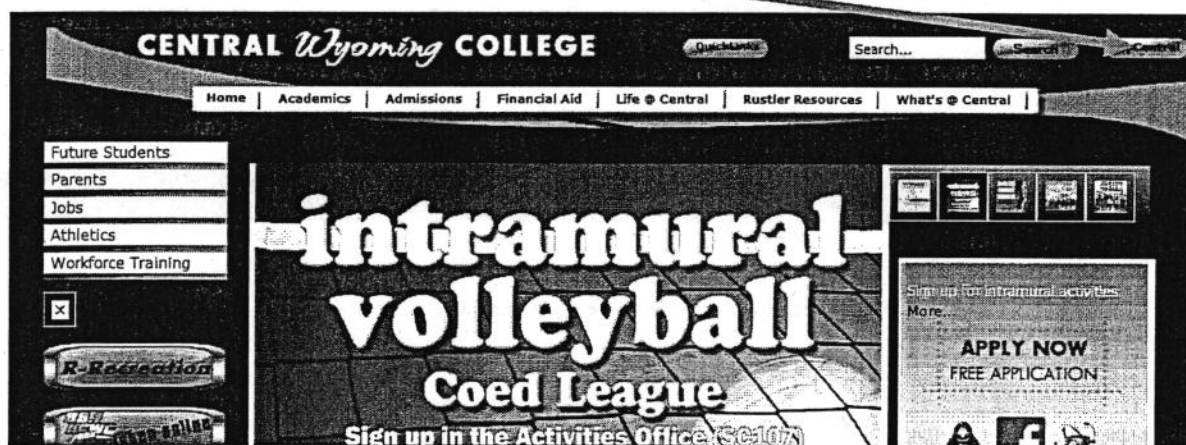
**What is MyCentral?** It is a log-in portal to access all of Central Wyoming College's resources.

**What can you do in MyCentral?** Open WebAdvisor to enter your grades, review and revise the Angel (on-line) portion of your Concurrent Enrollment class, view your CWC email account, etc.

**Where do you access MyCentral?** Access the Central Wyoming College website at [www.cwc.edu](http://www.cwc.edu). The MyCentral link is on the top right hand side.

### General Instructions:

To access your MyCentral account through Central Wyoming College you need to go to [www.cwc.edu](http://www.cwc.edu). Click on the MyCentral link



This will bring you to the MyCentral Login page.

Your username is your first initial and the first 7 letters of your last name (Abel Barnestorm – abarnsto) and password is, if you have not changed it, Wy plus your seven digit id number. If you have forgotten your password or id number contact the CWC Help Desk: 855-2198.

Once you have logged in the main page for MyCentral will appear.

%	Votes
46%	92
42%	84
11%	22

This is where you will access:

- A. Your on-campus email (myEmail);
- B. Enter grades (myAdvisor aka WebAdvisor);
- C. The on-line part of your Concurrent Enrollment classes Angel (myClasses).

# MyClasses-Angel

If you click on MyClasses link it will take you to Angel. This page is where you will access all the on-line portions of your Concurrent Enrollment Classes.

Central Wyoming College

Home

**Courses**

Find a Course Add a Course

- [BOCHES Master for Dual Credit Courses](#)  
[Delete] Role: Instructor
- [CO/M-1010-7R-MASTER Public Speaking](#)  
[Delete] Role: Instructor
- [COSC-1200-7-MASTER Computer Information Systems](#)  
[Delete] Role: Instructor
- [Developmental Shell](#)  
[Delete] Role: Instructor
- [ENGL-1010-7R2-MASTER English Composition I](#)  
[Delete] Role: Instructor
- [The Angel Bare Minimum](#)  
[Delete] Role: Student  
Tasks: ▶

**Course Mail**

[View Inbox](#)  
View, read, and compose messages

[Quick Message](#)  
Skip the inbox and start your message.

**Unread Messages**

All [0 messages](#)

**My Announcements** Barbette Hernandez

View: [Unread All](#) | [Mark as read](#)

**Friday, August 14, 2009**

The Angel Server will go down for maintenance on Sunday, August 16, at 10:00 p.m. It will return to service sometime on Monday afternoon, August 17.

**Public Announcements**

View: [Past](#) [Present All](#) | Sort: [Descending](#)

**Friday, August 14, 2009**

The Angel Server will go down for maintenance on Sunday, August 16, at 10:00 p.m. It will return to service sometime on Monday afternoon, August 17.

**Institutional Resources**

- [IT Help Desk](#)
- [CWC Library](#)
- [Angel Orientation](#)
- [CWC Home](#)

**Community Groups**

[Find a Group](#) [Create a Group](#)

**Repositories**

- [Personal: Barbette Hernandez](#)  
Role: Owner

**Public Information**

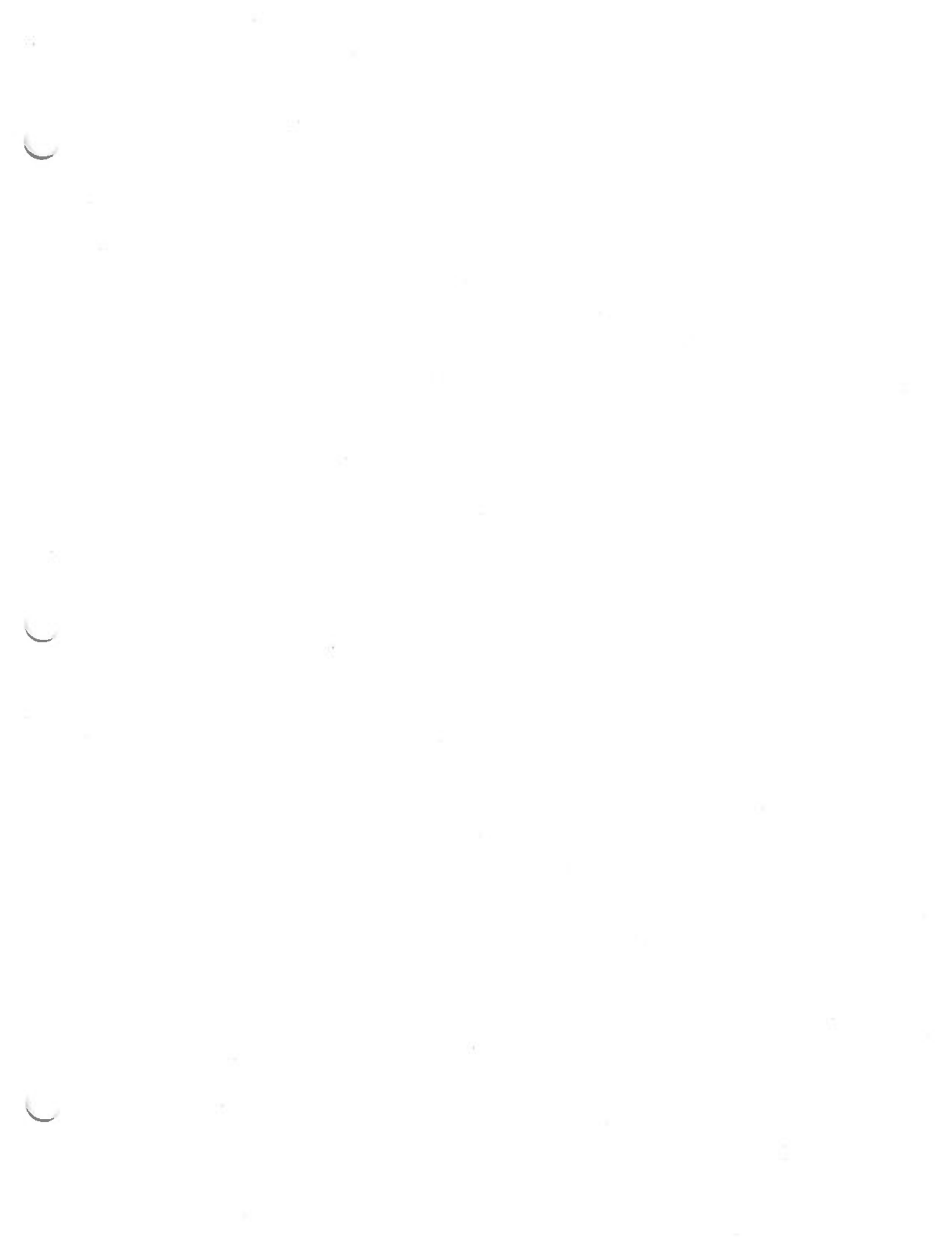
- [Event Calendar](#)
- [In the News](#)
- [Public Surveys](#)
- [Public Forums](#)

Your courses will be listed here, just click on them to access them.

If you have any questions on how to use Angel click on the Angel Orientation or call Jackie at 855-2039 or Barbette at 855-2083.

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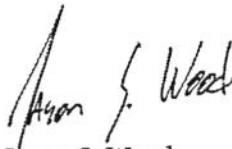
## A MESSAGE FROM THE ACADEMIC VICE PRESIDENT

Welcome to Central Wyoming College! We hope this tremendous opportunity to earn college credits prior to graduating from high school will benefit you.

The purpose of the Dual Credit Program is to provide enrichment opportunities to academically talented students who are ready for the challenge of college coursework. The program enables qualified students to enroll in college courses while still in high school. Because of an innovative partnership between your high school and Central Wyoming College, courses are offered at no charge to students and represent a means of avoiding unnecessary duplication of coursework. Students can receive both high school and college credit upon successful course completion.

Central Wyoming College is committed to helping you do well in your dual credit classes. We offer you access to the CWC library to help with academic research. We have tutors available to you on our campus or via the internet. You are also encouraged to visit with an Academic Advisor from CWC to explore potential degree opportunities. Finally, please accept our invitation and visit CWC's campus to explore the numerous options available to you now as well as after you graduate.

You are embarking on what we hope will be the beginning of your post-secondary education. We wish you success in your courses and hope that this experience will prepare you for college and a career.



Jason S. Wood  
Vice President for Academic Services  
Central Wyoming College



#### NON-DISCRIMINATION STATEMENT

Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VI, Title IX, or Section 504 may be referred to Wendy Davis, the Human Resources Officer at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2112 or 1-800-735-8418 (instate) or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov).

The spirit of free inquiry, which characterizes the educational environment, must be allowed to flourish within the context of mutual respect and civil discourse. Discriminatory, threatening, or harassing behavior against any group or individual based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age will not be tolerated.

## Important Financial Aid Information!

All Concurrent/Dual Enrollment students are also CWC students and therefore are held to the same financial aid requirements as non-high school students. These requirements can be found in the Central Wyoming College catalog, and are as follows:

### Standards of Satisfactory Progress

Federal and state regulations require an institution to establish Standards of Satisfactory Progress for all students receiving federal and/or state financial aid. Applicants must maintain satisfactory academic progress both prior to and during the semesters aid is received. Standards of satisfactory progress are as follows:

1. Maintain a minimum 2.0 cumulative grade point average.
2. Students are also expected to make "normal" progress toward their degree objective within a maximum time frame. Students are eligible for financial aid at Central Wyoming College up to a total of 96 credit hours attempted. Each semester, there must be a completion rate of 67 percent (two-thirds) of the total enrolled credit hours. Examples of this requirement:

Enrolled Credits per semester	Calculation of 67 percent	Minimum credits required to complete per semester
20	(x.67)=	13
15	(x.67)=	10
12	(x.67)=	8
9	(x.67)=	6
6	(x.67)=	4

3. Completed courses with a grade of "D" or better will be counted to meet the minimum requirements, including required developmental courses. Credits with the following grades are not counted toward the minimum requirements: F (Failure), Z (Audit), X (Incomplete), U (Unsatisfactory), T (Temporary), W (Withdrawal) and WI (Withdrawal by Instructor).
4. Failure to maintain the requirements in paragraphs 1 and 2 above will result in limiting funding to one additional semester on financial aid probation. Students on financial aid probation must attain the above requirements and participate in financial aid counseling or be suspended from participation in all financial aid programs. The student will also be required to attend financial aid counseling while on suspension.
5. If suspended, a student may file a written appeal for reconsideration with the Dean of Student Services, explaining any extenuating circumstances.
6. In order to reinstate financial aid eligibility once suspended, the student must complete a minimum of 12.0 additional credit hours with a 2.0 grade point average or better.



# CWC – BOCHES CONCURRENT/DUAL ENROLLMENT HANDBOOK

*Welcome to Central Wyoming College's*

## CONCURRENT ENROLLMENT PROGRAM

a great opportunity  
for high school students to earn college credit  
while still in high school.

This program offers the following benefits:

- Expands academic options for college-bound high school students
- Minimizes the duplication of courses taken in high school and college
- Shortens the time required to complete an undergraduate degree
- Significantly reduces the cost of higher education

This handbook is designed to answer your questions about the requirements, expectations, processes and services available to you as a college student through concurrent/dual enrollment. Information found in this handbook includes:

- ▶ Program description
- ▶ Parent information
- ▶ Important information to know
- ▶ General program, admissions, testing and registration information
- ▶ Enrollment policies
- ▶ Student expectations and requirements
- ▶ Tuition and fees cost
- ▶ CWC student services for Concurrent/Dual Enrollment students
- ▶ Where to go for more information

We are delighted that you have chosen to get a head start on your college education by participating in the Central Wyoming College Concurrent/Dual Enrollment Program.

The courses you will be taking are fully transferable to all community colleges in the state and the University of Wyoming, and generally transferable to public colleges and universities throughout the United States.

We wish you the best for an excellent academic year. We are sure you will not only learn a great deal, but that you will enjoy your courses as well. If you have questions about CWC, please call us. We always enjoy speaking with students. The Concurrent/Dual Enrollment Office telephone number is (307) 855-2039, or toll free (800) 735-8418, ext. 2039.

## PROGRAM DESCRIPTION

### ***What is Concurrent Enrollment?***

Concurrent enrollment courses are CWC courses taught by school district faculty who have been approved as CWC adjunct faculty and who are teaching said course as part of their duties as a school district employee. School district faculty teaching concurrent credit courses will be considered adjunct faculty for the purposes of CWC and will be included in all adjunct faculty communications. Additionally, school district faculty teaching concurrent courses for CWC will be expected to communicate as necessary with the appropriate College representatives for issues such as student records, grades, and other institutional or student situations.

Because it is a CWC course, the student will be graded according to College standards and expectations. The students will receive a grade on a CWC permanent transcript.

### ***What is dual enrollment?***

Dual enrollment courses are not the same as concurrent enrollment courses, and, therefore, do not fall under the terms of concurrent enrollment guidelines. Dual enrollment courses are College courses for which CWC hires and pays the instructor either on on-site at CWC, or via a distance education medium, typically the Internet. Because it is a CWC course, the student will be graded according to College standards and expectations. The students will receive a grade on a CWC permanent transcript. Qualified high school students can enroll in these courses. They become "dual enrollment courses" IF the school district decides to allow high school credit for the course.

### ***Who is eligible to take Concurrent/Dual Enrollment courses?***

Students must be registered at a Fremont or Hot Springs County school district at the time of participation. Students must be at least 15 years of age, and must have completed course prerequisites, if applicable.

### ***What Concurrent/Dual Enrollment courses are usually offered?***

CWC offers many lower-division general education courses as Concurrent/Dual Enrollment including introductory college-level courses in English composition, foreign languages, history, psychology, sociology, math, biology, chemistry, government and physics. In some cases, technical and career courses in fields

such as accounting, computer science, construction and automotive might also be offered as Concurrent/Dual Enrollment courses.

***What is the difference between Concurrent/Dual Enrollment and Advanced Placement courses?***

Students enrolled in Concurrent/Dual Enrollment courses offered by Central Wyoming College earn actual college credit by successfully completing these courses. These courses transfer to all Wyoming community colleges and the University of Wyoming, just as any CWC course would transfer. CWC Concurrent/Dual Enrollment courses are generally accepted by out-of-state public institutions, but students should contact those institutions directly to confirm this.

Advanced Placement courses are special sections of high school courses designated by the high school to prepare students for national Advanced Placement tests. Students may earn college credits for these courses that are recognized at colleges and universities across the country based upon their scores on these tests. Generally, students must earn scores of at least 3 and often higher, (on a scale of 1 to 5) on these national exams to earn college credit. Students should contact their desired transfer institution for accepted AP scores. Students should contact their high school guidance counselor regarding Advanced Placement.

***How are Concurrent/Dual Enrollment final grades recorded?***

Final grades for Concurrent/Dual Enrollment courses will be reflected on both the student's high school transcript and on the student's Central Wyoming College transcript.

## PARENT INFORMATION

We know you want the best for your student. As a parent, you are helping make decisions about your child's future. Like most parents, you are probably concerned with the rising costs of higher education. That's why parents love the CWC - BOCHES Concurrent/Dual Enrollment program: it's FREE! Tuition and published general fees are immediately paid by the cooperative of CWC, Fremont County and Hot Springs County school districts, called the Central Wyoming College Board of Cooperative Higher Educational Services, or CWC - BOCHES. CWC - BOCHES will pay for all tuition and fees for eligible students wanting to take Concurrent/Dual Enrollment classes. Students will be required to achieve a grade of "C" or better to be eligible for BOCHES to pay for additional classes the next semester. If students do not achieve a grade of "C" or better, they may choose to continue to

***The CWC-BOCHES  
Concurrent/  
Dual Enrollment  
program helps  
students prepare  
for their future!***

take Concurrent/Dual Enrollment classes the following semester, but will bear the financial responsibility for them. In extenuating circumstances, exceptions to this policy may be made upon the recommendation of the school counselor or principal. After registration, students will receive notification of the total monetary value of the classes in which he/she is enrolled. Students may share this statement with their parents.

**FERPA.** The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. It applies to schools receiving funds through a U.S. Department of Education program. Once a student enters college (this includes Concurrent/Dual Enrollment students), information from the student's record cannot be shared with others – even parents – unless the student gives written permission. The law does allow an institution to disclose records without consent in some special cases. These include health and safety. For more FERPA information, please see the CWC catalog, available online at [cwc.edu](http://cwc.edu) or at your high school guidance office.

Concurrent/Dual Enrollment allows your son or daughter to earn college credit while attending high school. In fact, when they get their high school diploma, they could also be graduating with more than 30 hours of college credit that is transferable to any community college in the state and the University of Wyoming.

**Just imagine your child being able to start college as a sophomore. That could save you over \$13,000!**

Consider the other reasons for getting a head start on college:

1. Access to services. Your teenager is an official college student and has access to the full range of services offered by Central Wyoming College. These include college academic planning services, access to the library, use of the physical fitness facilities, open computer labs, and on-campus and online tutoring services for academic support. Students may use these services to help them if they're planning to continue their education at a two-year or four-year college.
2. Convenience. Most courses are taught right on the high school campus.
3. Close to home. Helps you to help them transition to college life.
4. Cost. There is no cost to the student for tuition or general fees for Concurrent/Dual Enrollment classes.
5. Student success. Successful completion of college-level courses helps your child be successful later on in making the transition to a college campus. Hands-on experience in learning the "college" ropes will enable them to survive when away at college. They will know how to navigate the systems.

# IMPORTANT THINGS FOR CONCURRENT/DUAL ENROLLMENT STUDENTS TO KNOW

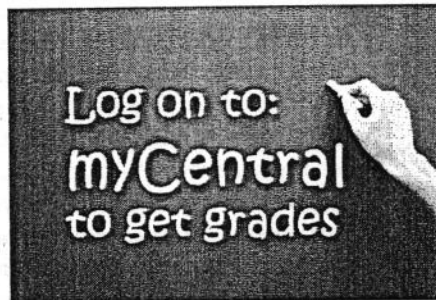
## ***College standards***

College courses are both interesting and challenging. You will learn a great deal, but you will be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three- hour semester class should set aside a minimum of six hours per week to study. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due.

## ***College grades***

Pay careful attention to your instructor's system for assigning grades as indicated in the course syllabus. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work in order to improve your grade. You should expect not to receive extra course credit for attendance. Also, your instructor may not allow you to do extra work.

The grades you earn in a Concurrent/Dual Enrollment course will become part of your permanent college record. We hope that your grade is a good one, but if you find yourself doing poorly in a Concurrent/Dual Enrollment class, you may wish to drop. Students who withdraw by the official drop date listed in the college calendar will receive a "W" on their transcript. If you need to drop be sure that you complete the appropriate paperwork by the official drop date, or drop the course online via WebAdvisor. If you intend to drop the course for both college and high school credit, you will need to work with your high school guidance counselor for any changes to your high school class schedule.



In a Concurrent/Dual Enrollment course it is possible to get a passing college grade and a failing high school grade, or the opposite. High school policies apply regarding the awarding of high school credit. College policies apply regarding the awarding of college credit. Be sure you are aware of both sets of policies. College policies are printed in the current college catalog. Students may obtain



their CWC grades by logging on to myCentral and clicking on myClasses, found at [www.cwc.edu](http://www.cwc.edu). No CWC grades are mailed or given out via the telephone. Students can also see their complete CWC transcript online via myCentral, or order CWC transcripts online to be sent to other institutions.

### **ACT**

The American College Test (ACT) is comprised of two components: the traditional, multiple choice test, and a separate writing assessment. Students are able to choose to take either just the traditional test, or the traditional test and the writing component. The writing component incurs an additional cost. CWC – BOCHES will provide funds for each eligible Fremont County student to take both parts of the ACT once during their junior or senior year. Coordination for registering to take the test will be the responsibility of the BOCHES Program Director, with cooperation from each Fremont County high school. Payment for registrations of Fremont County students will be made directly to the ACT organization by BOCHES. In order to have BOCHES pay for the ACT, a student must complete a paper application and submit it to a guidance counselor at their high school or the BOCHES Program Director. The deadline for submitting a paper application is earlier than that of a traditional registration. Contact your guidance counselor or the BOCHES Program Director for deadline dates.

### ***Other Issues or Concerns***

For any questions or concerns you have about your Concurrent/Dual Enrollment course(s), please feel free to contact the Concurrent/Dual Enrollment Office at 307-855-2039 or toll free at 1-800-735-8418, ext. 2039.

## **GENERAL PROGRAM, ADMISSIONS, TESTING AND REGISTRATION INFORMATION**

Fremont and Hot Springs County school districts have identified specific Central Wyoming College courses that are offered in the high schools for which high school credit will be granted upon successful completion of the college course with a grade of "C" or better. Semester-long high school courses are generally associated with a one-semester college course. Some courses, however, require two high school semesters to complete one semester of college work. Still other year-long courses require a two-semester college course sequence. For example, high school government is a one-semester course. The college course for which high school government credit may be granted is POLS 1000 (American and Wyoming Government), a three-hour college credit, one

semester course. However, sometimes (or in certain high schools) high school English, a year-long course, requires the two-semester sequence of college courses, each a three-hour credit, one semester course, known as ENGL 1010 (English Composition I) and ENGL 1020 (English Composition II).

### ***Admissions process***

Submit an online application to CWC. Go online to [cwc.edu](http://cwc.edu) and click on Apply Now! Set up your account according to the directions given, and then complete the application to Central Wyoming College. The application is your official request to attend Central Wyoming College through your high school. You need apply only once to CWC – not every semester.

## TESTING REQUIREMENTS FOR CONCURRENT/DUAL ENROLLMENT HIGH SCHOOL STUDENTS

To enroll in a math, English, chemistry, or any course with math or English prerequisites, a student must provide test scores that indicate the required level of ability. ACT, SAT or COMPASS test scores may be submitted as proof of a student's academic level. You must provide test scores prior to registering for math, English, chemistry, or any course with math or English prerequisites. You must have a CWC application completed before you take the COMPASS test. There is no charge for concurrent/dual enrollment students to take the COMPASS, but they are limited to three times per semester and must wait at least 24 hours between each test. To schedule an appointment for COMPASS testing, contact the Testing Center at 855-2298 or toll free 1-800-735-8418, ext. 2298. Students should allow at least 2 hours to take the test. An appointment can also be made to take the COMPASS test at any CWC outreach center by calling the center. Please see the phone directory list on page 20 of this handbook for outreach center phone numbers.

### ENGLISH PLACEMENT

ENGLISH COURSE	COMPASS SCORES	ACT SCORES
ADULT BASIC EDUCATION	0-19	0-11
ENGL 0610	20-46	12-14
ENGL 0620	47-74	15-18
ENGL 1010	75-100	19-36

### READING PLACEMENT

READING COURSE	COMPASS SCORES	ACT SCORES
ADULT BASIC EDUCATION	0-49	0-11
ENGL 0510	50-60	12-13
ENGL 0520	61-70	14-15

### MATH PLACEMENT

MATH COURSE	COMPASS SCORES	ACT SCORES
	PRE-ALGEBRA DOMAIN	
ADULT BASIC EDUCATION	0-23	0-13
MATH 0500	24-44	14-18
MATH 0600 MATH 1500	45-100	19-20
	ALGEBRA DOMAIN	
MATH 0600 MATH 1500	0-39	19-20

MATH 0700 or 1000 or BADM 1005 or MATH 1510	40-65	21-22
MATH 1400	66-100	23-24
	COLLEGE ALGEBRA DOMAIN	
MATH 1400	0-64	23-24
MATH 1405 or 2350	65-100	25-26
	TRIGONOMETRY DOMAIN	
MATH 1405 or 2350	0-60	25-26
MATH 2200	61-100	27-36

## REGISTRATION PROCESS AND CLASSES

Once you have been admitted to the college and the appropriate testing requirements have been met, you are now eligible to register for classes. Attend registration periods at the high school campus, if scheduled, or contact the BOCHES office.

### ***Dropping a course***

Concurrent/Dual Enrollment students wishing to drop a Concurrent/Dual Enrollment course must submit a completed Central Wyoming College Enrollment Form that is signed by the student. These forms are available at the CWC Registration Desk, through your high school guidance counselor or the BOCHES office.

Dropping a Concurrent/Dual Enrollment class will result in receiving a "W" on the student's permanent college transcript. Students may opt to audit a class, whereby they continue attending the class, but do not receive college credit. An audit will be identified as a "Z" on the permanent college transcript.

Students who do not officially drop a course, but stop attending, will be treated as still enrolled. This may result in failure of the class and a grade of "F" will show on the student's permanent college transcript. It is important that a student

officially drop a course using the method outlined above. If you intend to drop the course for both college and high school credit, you will need to work with your high school guidance counselor for any changes to your high school class schedule.

**IMPORTANT:** If a student withdraws or audits from a Concurrent/Dual Enrollment class, he/she will be ineligible for BOCHES funding the following high school semester.

## EXPECTATIONS AND REQUIREMENTS

Concurrent/Dual Enrollment students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. The individual instructors detailing individual class requirements distribute class policies and syllabi during the first week of class.

The college catalog and the college's Student Handbook are valuable resources for assisting students in getting the most out of what Central Wyoming College has to offer. They also list students' rights and responsibilities, all rules and regulations for general student behavior, grievances and complaints, and discipline policies and procedures that all students are expected to follow. Copies of the college catalog and the Student Handbook are available at the mailroom on the CWC campus.

Students taking courses for Concurrent/Dual Enrollment are incorporated into the general population of the college, and are entitled to all benefits offered to traditional students.

## TUITION AND FEES

All tuition and fees for Concurrent/Dual Enrollment courses are paid for by CWC - BOCHES (Board of Cooperative Higher Educational Services). BOCHES is funded through a half mill levied by Central Wyoming College in Fremont County and 1/4 mill levied by Hot Springs County School District #1. CWC - BOCHES will pay for all tuition and fees for eligible students wanting to take Concurrent/Dual Enrollment classes. After registration, students will receive notification of the total monetary value of the classes in which he/she is enrolled. Students will be required to achieve a grade of "C" or better to be eligible for BOCHES to pay for additional classes the next semester while in high school. If students do not achieve a grade of "C" or better (*i.e.* if he/she receives a "D" or an "F", OR withdraws OR audits a class), they may choose to continue to take Concurrent/Dual Enrollment classes the following semester, but will bear the

financial responsibility for them. In extenuating circumstances, exceptions to this policy may be made upon the recommendation of the school counselor or principal.

## STUDENT SERVICES FOR CONCURRENT/DUAL ENROLLMENT STUDENTS AT CWC

Concurrent/Dual Enrollment students are entitled to use all of the college's resources made available to regular college students while enrolled at CWC. These include use of the physical fitness facilities, the library, open computer labs, tutoring and other services available to increase student success.

### **Library**

Located in Main Hall at the center of Central Wyoming College campus, the library offers a pleasant atmosphere for study, research and browsing.

In addition to a book collection of 40,000 volumes and current periodical subscriptions numbering over 200, the library has CD-ROMS, computer labs, microfilm and microfiche resource files and reader/printers, video cassettes and players, spoken word phonodiscs, audio cassettes and photocopiers.

The library is a selective depository for U.S. Government publications, with emphasis on geology, education and American Indians. Special collections include the Wyoming Collection and the American Indian Collection, both housed in the Heritage Room. To meet the research needs of students, faculty and community patrons, the library participates in a regional interlibrary loan network.

During the academic year, the library is open six days and five evenings a week, (except for holidays), and five days a week during the summer sessions. To use some library services, and to check out any library resources, a CWC ID card is required.

The library staff is eager to assist anyone in learning to use its many resources, and offers instruction in library skills to classes upon request.

### **Reference Assistance**

Reference and Research Assistance is one of the main functions of the library. For help in getting started with a research project or with using any of the items

in the CWC Library, contact the Reference Office. The Reference Desk is open most weeks Monday through Friday 8 a.m. – 5 p.m. If you need assistance at any other time, feel free to leave your name, phone number and other information at the Circulation Desk and the Reference Librarian will contact you on the next working day. You can also contact the Reference Librarian via email! Send your questions to: [LibraryQuestion@cw.edu](mailto:LibraryQuestion@cw.edu)

### **Student Services**

- Supplemental instruction and tutoring
- Computer assisted instruction
- Enrichment and workshops
- Disabilities evaluation and support
- Career transfer workshops
- Academic advising
- Transfer advising
- Financial aid advising
- Educational action plans
- Career action planning
- Individual peer tutoring
- Counseling
- Social activities
- Cultural events
- Visitation to other campuses

### **SMARTHINKING**

Need homework help, live tutoring, or someone to review your writing? SMARTHINKING is a convenient, effective, and economical way to increase student success. It's also a free service for Concurrent/Dual Enrollment students.

- SMARTHINKING is convenient: Students may receive help from a trained and qualified tutor from any Internet connection up to 24 hours a day, seven days a week. Students may also submit an essay for critique and review, and receive a personalized response, usually within 48 hours.
- SMARTHINKING is effective: 93 percent of students say that they would use SMARTHINKING again and recommend it to a friend. Studies from some of SMARTHINKING's more than 300 subscribing schools and libraries confirm that SMARTHINKING improves student performance.
- SMARTHINKING is economical: Get help in many subjects, at any time, in any increment. For instance, one hour of tutoring can be used to submit an essay to the writing center, receive live tutoring in math, or to submit a question in chemistry.



You can also choose the kind of help you want:

- Drop in and work with a tutor
- Submit a piece of writing for any subject to the Online Writing Lab
- Submit a question and get a response, usually within 24 hours
- Schedule an appointment with a tutor; or
- Use our online study resources.

SMARTHINKING e-structors are highly qualified graduate students, college faculty, high school teachers and retired educators that strive to help you learn, rather than simply “giving answers” or “doing homework.” Best of all, everything you do online is saved in your own personal academic home page so you can always print it out or go back to it at a later date.

Contact the BOCHES office for current log on information.

## STUDENT ID

In order to use most of CWC's facilities, Concurrent/Dual Enrollment students are required to have a college ID card. The Business Office issues ID cards, and is open from 8 a.m. until 4 p.m. Monday – Friday. Students are required to bring a photo ID card with them when requesting a CWC ID card. Students who do not have a CWC student ID card will not be permitted to use the fitness facilities, the computer labs or check out materials from the library.

### ***Central Wyoming College student handbook***

Copies of the current CWC Student Handbook are available at the mailroom on the CWC campus. The handbook describes CWC policies and procedures, as well as services available to all CWC students. Please pick up a copy and review it, as it will provide you with important information on how to access CWC services.



**Where to go for more information**

Register/Drop/Change a class	Concurrent/Dual Enrollment Support (307) 855-2083
Concurrent/Dual Enrollment Course information	Concurrent/Dual Enrollment Director 855-2039
ID Card, New/Replace	Business Office 855-2267
Library Services/Hours	Library 855-2141
Outreach Center – Dubois	Registration 455-2625
Outreach Center – Lander	Registration 332-3394
Outreach Center – Thermopolis	Registration 864-6526
Placement Testing	Testing Center 855-2298
Records/Transcripts	Registration 855-2115
Transfer Credits	Records Office 855-2176

This is a partial list. Additional contacts and services can be found in the Central Wyoming College Student Handbook. Additional information can be found at the college's website: [www.cwc.edu](http://www.cwc.edu)



Central Wyoming College Addresses and Phone Numbers

Mailing:	Main Numbers:
Central Wyoming College	307-855-2000
2660 Peck Avenue	Toll Free: 1-800-735-8418
Riverton, WY 82501	Internet: <a href="http://www.cwc.edu">www.cwc.edu</a>

**CONCURRENT  
ENROLLMENT**

**EARN COLLEGE  
CREDIT NOW!**



For more information:  
CWC BOCHES Office  
307-855-2039, 1-800-735-8418, ext. 2039  
CWC BOCHES Office Assistant  
307-855- 2083, 1-800-735-8418, ext. 2083

CENTRAL *Wyoming* COLLEGE/  
Board of Cooperative Higher Educational Services

**CONCURRENT  
ENROLLMENT**

**HANDBOOK  
EARN COLLEGE  
CREDIT NOW!**

*Gets you where you want to go... only faster*

