

Table of Contents

GCCD Mission	2
GCCD Core Values.....	2
NWCCD HUB.....	3
Policies and Procedures.....	4
Directory Release	4
Student Right to Know/Campus Security Act.....	4
Strategies for Becoming a Successful GCCD Student.....	5
Working with Faculty.....	6
Resolving Conflict with Faculty.....	7
Choosing a Path.....	7
My Education Plan.....	8
Academic Calendar.....	9
Academic Life.....	10
Advising.....	10
Student Services.....	10
Bookstore.....	10
Counseling Services.....	11
Daly Library Services.....	12
Accessibility Services.....	13
Financial Aid.....	14
Hope Cupboard.....	15
My Voice.....	15
Student Helpzone.....	16
Academic Resource Center.....	16
Writing/Math Center.....	17
Testing Center.....	17
Veteran Services.....	18
Safety and Security.....	18
CARE – Campus Assessment, Response, Evaluation Team.....	19
Title IX	20
Campus Life.....	22
Clubs and Organizations.....	22
Connect With Us.....	22
Fitness Center.....	23
Food Service.....	23
Housing.....	23
Mail Service.....	24
Off-Campus Resources.....	24

300 W. Sinclair
Gillette, WY 82718
(307) 681-6000
www.gillettecollege.org



Gillette College Student Handbook

Gillette Community College District is an equal opportunity institution and, as such, does not discriminate based on race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

Gillette Community College District Mission

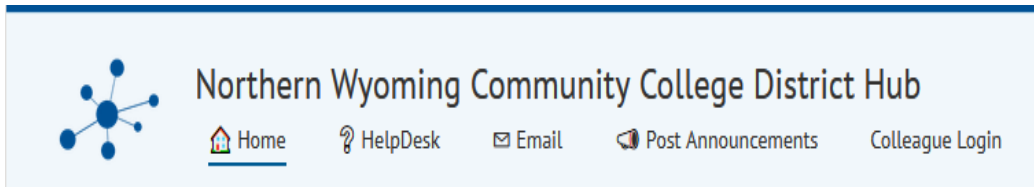
Gillette College is dedicated to student and learner success by offering academic, technical, and career excellence opportunities in a diverse and innovative environment that focuses on community partnerships to ensure access to lifelong quality education and training.

GCCD Vision

Gillette College is a transformative learning institution that leads with excellence to inspire individuals and strengthen our community with integrity and innovation.

Gillette Community College District Core Values

People Integrity Inspiration Community Commitment



NWCCD Hub

The NWCCD Hub is the name of the portal, for the Northern Wyoming Community College District. It is a web-based collection of pages allowing all NWCCD students and employees access to information and applications in a user-friendly way. Through Orientation, you have already activated your MyNWCCD student account. If you are having trouble accessing your account, please visit Enrollment Services or Information Technology (IT).

The Hub is now your single resource for accessing the following:

- The official means of correspondence at Gillette College is via the student email address.
- Self-service the location for information including your class schedule, financial aid info and other important information.
- Canvas is where your classes for the semester are housed online.
- News, announcements and so much more!

To access NWCCD Hub go to the tab on the www.sheridan.edu website, and click on the MyNWCCD tab or go to <http://www.sheridan.edu/mynwccd/>. You will then use your student username <firstnamelastname> and the password you set up.

Gillette College

You may also access Gillette College information at gillettecollege.org

Policies and Procedures

Gillette Community College District is the eighth and newest college district in Wyoming. While transitioning to full institutional accreditation, Gillette Community College District will remain in partnership with the Northern Wyoming Community College District. Students must adhere to all GCCD/NWCCD Policies and Gillette Community College Procedures. For more information, visit gillettecollege.org.

It is the student's responsibility to read and familiarize themselves with all NWCCD policies found at <https://www.sheridan.edu/about/board/policy/>

These policies are including but not limited to:

- NWCCD Student Code of Conduct
- Academic Honesty
- Smoking Policy
- Drug Free Campus
- Registration Procedures
- Alcohol and Drugs in Residence Halls
- Sexual Misconduct and Reporting Procedures

Directory Release

Under the terms of the Family Educational Rights and Privacy Act (FERPA), NWCCD has established the following as directory information: Name, address, telephone listing, e-mail address, campus location, date and place of birth, major field of study, previous school attended, participation in officially recognized sports and activities, weight, and height of members of athletic teams, dates of attendance, and degrees and awards. This information may be provided to students who select "yes" for Directory Release. Changes to directory release permission must be made in the Records Office.

Campus Security/ Clery Act

In compliance with the Student Right-to-Know and Clery Act, NWCCD has made the following information available on its website: <https://www.sheridan.edu/student-life/campus-safety/>

Campus Crime Statistics
Campus Security Policies and Procedures

Hard copies are available and may be printed directly from the website listed above.

Strategies for becoming a successful GCCD student:

- Build a “master calendar.” You have 168 hours in a week. Create a study schedule that also considers your time at work, with family and friends, etc. Be sure to include blocks of time for study and research/writing. For example, this will help you see in advance and plan for two tests in one day. It will help you to be proactive rather than reactive in approaching your academic assignments.
- Set measurable academic and personal goals each term. A major difference between students who do well and those who don’t is that students who succeed have clearly defined goals. To be successful, you should understand where you are and where you want to be.
- Listen and process information. You must be able to listen and take in a lot of information. You must also be able to decide what information is important to your success and filter out the rest.
- Accept personal responsibility for your academic progress. Successful students tend to be realistic and recognize that their efforts determine their success or failure. Students who are not successful often blame outside forces (professors, work, and family) for their lack of progress. Make educated decisions for yourself, realizing that these decisions can affect others. Understand your core values and how they relate to the values of your community.
- Develop new skills. Habits that worked in high school are not always effective in the college classroom. Be prepared to be challenged.
- Start slowly. If you feel overwhelmed by multiple obligations, you may benefit from taking just one or two classes during your first couple of terms to transition into the college student role successfully.
- Get to know your classmates. Make friends with one or two students with whom you enjoy working. Exchange phone numbers and consider studying together. Call them if you miss class and find out what you missed.
- Develop a network of support. Count on family and friends to support you through tough times like exam periods. Study groups, both online and in person, can be a great resource for tips and encouragement, as can counselors or staff in Student Services.
- Identify all your available resources.
- Familiarize yourself with the tools such as My Education Plan available to you. There are also other resources devoted to making every NWCCD student an academic success, such as those listed below:
- Utilize computer labs open to students.
- Utilize the Math Center for help in all math classes on a walk-in basis.
- Utilize the Writing Center for help with reading and writing on a by-appointment basis.

- Visit the HelpZone to arrange appointments or for help with any subject or question.
- Read and understand the course syllabus. It will tell you what the professor expects, their priorities for your learning, attendance policies, and when assignments are due. If anything is unclear to you, ask your professor for clarification.
- Don't skip class – EVER (unless you are sick or have a real emergency). Attendance does count, even on the first day of classes. You paid for your college education. Don't rob yourself by missing classes.
- Do all readings and assignments on schedule. Falling behind is self-perpetuating, and coming to class unprepared makes you less able to understand the new material and ask useful questions.
- Sit up front. This will allow you to avoid distractions and focus on your subject.
- Talk to your professor. Your professor was a student once, and the advice and tips they can give you will be priceless. Become informed of your professors' office hours and visit professors during these hours to request clarification on course material and expectations or to become acquainted.
- Review often. Study your notes and review highlights from the text frequently rather than waiting until the day before a test.
- Don't withdraw from a course without talking to your professor and an academic advisor. There may be solutions to your difficulties you do not see on your own, or there may be consequences to withdrawing from a course you don't know.
- Be respectful of others. This includes the professor, your peers, and any visiting lecturers/speakers in your classroom. One way to do this is to turn off any electronics that could interrupt the class. Doing so will show your professor you're interested in and show your classmates that you respect them.

Working with Faculty

Faculty and students should work together as learning partners to create an environment for effective learning in the classroom. As a successful student, you are expected to take responsibility for your own learning and seek the information you need to achieve academic success. Faculty members are interested in working with you to support your success. They are available to assist you in various ways, so if you are having problems in class, do not hesitate to ask questions or seek faculty members advice. It is up to you to seek additional information and assistance when you need it.

Resolving Conflict with Faculty

If you have a conflict with a faculty member, try to resolve it by talking to them privately during their office hours. If you need help to prepare for this meeting, consider talking with a professional advisor in Student Services or another trusted staff/faculty member. If you cannot resolve the conflict with the faculty member, contact the school Dean, or Dean of Students to discuss additional methods.

Choosing a Path

In determining your educational goals, you will need to understand the differences between the degrees NWCCD offers and decide which fits best with your goals.

• Associate in Arts and Associate in Science Degree

The associate of arts and associate of science Degrees at NWCCD are designed to prepare students for transfer to an upper-division baccalaureate degree program. The general degree requirements are designed to provide the student with basic competencies in communication and computation and exposure to subjects outside the student's area of concentration. Specific requirements are designed to enhance the student's analysis, quantification, and synthesis skills. Students who complete the Associate of Arts or Associate of Science Degree should be accepted as junior-level transfers at baccalaureate degree-granting institutions. The student is responsible for working with his/her advisor to obtain transfer approval for courses taken at NWCCD from the institution to which the student plans to transfer. Students should keep syllabi and course descriptions to help with the transfer process. The receiving institution ultimately determines the transferability of courses. Documentation and knowledge of the institution's transfer policy to which the transfer will be made is an integral part of the transfer process.

• Associate of Fine Arts



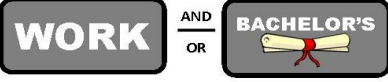


The associate of fine arts degree at NWCCD for music and the visual arts is designed to prepare students in these disciplines for transfer into an upper-division Bachelor of Fine Arts degree or a Bachelor of Arts degree program. The general degree requirements necessitate coursework in many different areas to enable students to understand and appreciate his/her culture and environment. Students completing the associate of fine arts should be accepted as junior-level transfers at baccalaureate degree-granting institutions.

• **Associate of Applied Science**

The associate of applied science degree at NWCCD is designed to lead students directly to employment in a specific career. The degree also allows the opportunity for further academic study. Where appropriate, the Associate of Applied Science programs are designed to lead directly to certification and/or licensure.

• **Certificate of Completion**

The certificate of completion is designed to lead directly to entry-level employment in a specific job category or set of related categories. Coursework required for a certificate varies from program to program.

<p>A.A. Associate in Arts (with Transfer Plan Options)</p>	<p>The Associate of Arts degree is designed to prepare students for transfer to an upper division bachelors degree program.</p>	
<p>A.F.A. Associate in Fine Arts</p>	<p>The Associate of Fine Arts degree is designed to prepare students in specific career fields for transfer into upper division Bachelor of Fine Arts or Bachelor of Arts degree programs.</p>	
<p>A.S. Associate in Science</p>	<p>The Associate of Science degree is designed to prepare students for transfer to an upper division bachelors degree program.</p>	
<p>A.A.S. Associate in Applied Science</p>	<p>Designed to lead students directly to employment in a specific career. The degree also allows for the opportunity for further academic study.</p>	
<p>Certificate of Completion</p>	<p>Designed to lead directly to entry-level employment in a specific job category or set of related categories.</p>	

My Education Plan

Once you know all the requirements for your degree, you'll want to develop a term-by-term plan of which courses you will take and when you will take them. Creating an education plan will ensure that you include every course, don't take courses you don't need, and will let you know when you're ready to graduate. You should create your plan with your advisor. Once you've created a plan, use it every term to help you register.

Academic Calendar 2024-25

FALL 2024						
AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SPRING 2025						
JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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SUMMER 2025						
JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
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29	30					

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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29	30					

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
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JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
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OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH						
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30	31					

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
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31						

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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24	25	26	27	28	29	30

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	FALL 2024	SPRING 2025
Block A	8/26 - 12/13	1/21 - 5/9
Block B	8/26 - 10/15	1/21 - 3/10
Block C	10/16 - 12/13	3/11 - 5/9
SUMMER 2025		
Block A	Block B	Block C
5/19 - 8/8	5/19 - 6/13	5/19 - 7/3
Block D	Block E	Block F
6/16 - 8/8	6/16 - 7/11	7/14 - 8/8

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BOARD APPROVED: FEBRUARY 21, 2024

OUR MISSION:

Gillette College is dedicated to student and learner success by offering opportunities for academic, technical, and career excellence in a diverse and innovative environment that focuses on community partnerships to ensure access to lifelong quality education and training.

KEY	
#	Instructional Days
#	Classes begin
#	Classes end
#	Classes not in session
#	Professional Development Days
#	Holidays/No Classes
#	Convocation/Commencement
#	Mid-Term/Final grades due

Academic Life

Advising

Academic Advising is an intentional, collaborative, and ongoing partnership between students and the college based on sharing accurate and timely information that enables students to navigate the educational system. Professional academic advisors, faculty, and others charged with advising-related duties establish engaging and challenging learning and mentoring relationships that support both parties' mutual trust and respect.

The Gillette College Academic Advising Office provides services, including building an academic degree plan, class registration, transfer information, and support for all academic avenues of Gillette College. Students will be assigned a faculty advisor as well as a professional advisor. To make an appointment contact your professional advisor (307) 681-6011 or 6012 or your faculty advisor.

Student Services

Bookstore

The bookstore stocks all required and recommended course materials and supplies for the courses Gillette College provides. The bookstore carries a variety of items to meet the needs of the students, staff, faculty, and surrounding community of Gillette College through the on-campus store and online through the bookstore website at gillettecshop.com. Some of these items include emblematic gifts and apparel, school supplies, study guides, reference material, general books, and computer software.

Textbook Rental Program: Students may rent textbooks at the bookstore or online through the bookstore website. To participate in the rental program, a student must establish a Rent-A-Text account at the store or at efollett.com. The requirements to participate in the program are 18 years or older, a valid government-issued ID, primary phone number and email address, valid collateral, and agreement to the rental terms and conditions. Participants must only establish the rental agreement once and will not have to renew every semester.

Digital Textbooks: Many textbooks will also be offered in digital format at the bookstore and on the website. CaféScribe is the FHEG digital textbook platform that offers the ability to read, highlight, and take notes and search and summarize. CaféScribe Reader is a free digital textbook platform with an intuitive interface and expert technical support.

Textbook Buyback: The Gillette Bookstore will offer a daily textbook buyback program. Students may receive 0 to 50% of the current value of the textbook depending on the textbook's condition and market need. At the time of the buyback, the participant must have a valid picture ID.

Textbook Refund Policy: The Gillette Bookstore will provide full refunds in the original textbook tender for one week after the start of each term or two business days thereafter. All returns are completed in the original tender, the textbook must be in original condition, and the original receipt must be presented. The bookstore is located in the Main Building and is open from 8am-5pm, Monday-Friday when the college is operational.

**The bookstore is in the Main Building and is open from 8am-5pm,
Monday-Friday when the college is operational.**

Counseling Services

Counseling services are free to Gillette College students. Clients will be assisted with identifying patterns of distress or dysfunction that interfere with living a healthy lifestyle; a brief assessment of a specific problem area will be identified, and the student and counselor will determine an appropriate course of action. The length of therapy varies, with a primary focus on short-term treatment directed at helping students function in a college environment.

Individual, group, and couples counseling is available to Gillette College students on a variety of topics including but not limited to:

- Test anxiety.
- Depression.
- Homesickness.
- Stress Management.
- Adjustment and relationship issues.

GCCD counseling services cannot manage chronic conditions requiring intensive or frequent contact or medication management. If our short-term care model does not adequately meet your needs, the counselor will provide referral resources available in the community.

Counseling Services makes anonymous online screenings available for depression, anxiety, bipolar, alcohol, PTSD, and eating disorders on NWCCD Hub. These screenings are provided so you may find out whether a professional consultation may be helpful to you.

Strict guidelines are in place to assure students that confidentiality regarding services provided will be maintained in accordance with the State of Wyoming Mental Health Professions Licensing Board. Individuals needing counseling services or to arrange an appointment may contact mconley.gccd@sheridan.edu or call 307-681-6080.

Free resources open to all community members are the Suicide Prevention Lifeline: 1-800-273-8255 and the WY text line: 741-741 or 988.

Daly Library Services

The Daly Library is in the Main Building, with open hours posted at the start of each semester. Some of the materials you can check out are:

- Books, including popular fiction (four-week loan period).
- DVDs, including popular movies (one-week loan period).
- Laptops (one 72-hour loan period per week).
- Graphing calculators may be checked out for use on campus, as well as some for overnight use.
- Some textbooks are available for use in the library.

**With various materials to check out, stop by and get your
Gillette College Library Card.**

All you need to get your Library Card is a photo ID.

Students with long-overdue items will have a hold placed on their account (you cannot register for classes or receive transcripts until all items have been returned or paid for). The library also offers many services, such as:

- Friendly library staff to help with research and answer your questions. Stop in and visit us. Phone (307) 681-6220 Email (gclibrary@sheridan.edu)
- Discovery service to make research easier by simultaneously searching most library resources within a single search box.
- RB Digital gives you access to popular magazines and audiobooks to download at no charge to your computer as well as most tablet devices and smart phones.
- Four study rooms are available for group or individual use.
- The WYLDCAT system allows access to thousands of periodicals and books from Wyoming libraries and beyond through databases purchased by the library and funds provided by the Wyoming State Legislature.
- Learn a new language with Pronunciator.
- Creation Station offers a variety of free art supplies to create class projects.
- Free Interlibrary Loan for items not held by the NWCCD Libraries. The library will locate your item, request it from another library, and within 4-8 days, the item will arrive for you.
- Join us for events such as Ima Gonner Library Mystery, Blind Date with a Book, Edible Book Contest, Reading Rendezvous Book Club, etc.

For more information, visit the library website at:

www.sheridan.edu/site/library/ or inside MyNWCCD,

by accessing the **library** button.

Accessibility Services

The Accessibility Services office assists students with providing reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504, the Rehabilitation Act of 1973, and its amendments. All accommodations at GCCD/NWCCD are based upon appropriate documentation, the initial paperwork, the initial meeting, the student's needs, and recommendations from a qualified health care provider. The process is unique, and one student's accommodations may differ greatly from another student's. Examples of accommodations include extended test time, preferred seating, exam readers, sign language interpreters, etc.

Please allow plenty of time for the accommodation process.

Although some accommodations may take less than a week to set up, others may take as long as three to six weeks. If you have questions or want to seek services, please contact Brandi Martin bmartin.gccd@sheridan.edu or call (307) 681-6081.

We encourage students wishing to seek accommodations to start the process early. There are five steps to the disability services process, and they are as follows:

1. Self-identification.
2. Providing appropriate documentation for the disability.
3. Determine eligibility and discuss possible accommodations.
4. Deciding on accommodations.
5. Notifying faculty through an accommodation letter.

Financial Aid

The financial aid office is located in the Main Building and is open 8am-5pm, Monday through Friday. For questions, please contact (307) 681-6042.

Important information to remember when applying for financial aid:

- Apply for Scholarships early at <https://www.sheridan.edu/admissions/financial-aid/scholarships/>
- Complete the FAFSA (*Free Application for Federal Student Aid*) <https://studentaid.gov/h/apply-for-aid/fafsa>
- Use School Code 003930 (Northern Wyoming Community College District) for your FAFSA
- Check your MyNWCCD portal (Web Advisor > Self-Service for Students and Employees > Financial Aid)
- Follow up on any additional information requests

After a FAFSA submission, students must check their MyNWCCD portal and @sheridan.edu email for important information or missing documents the financial aid office may need to complete their package. Students must also accept or reject their federal financial aid on the MyNWCCD portal.

After applying for scholarships, it is up to you, the student to check your @sheridan.edu email to accept the scholarship(s) and to also submit thank you note(s) if required. Failure to do so will result in a forfeit of the scholarship(s).

The primary means of communication for the financial aid office with students shall be through email. Unless otherwise notified, the office will default to the @sheridan.edu email address for all students.

Types of financial aid:

- Grants are financial aid funds that generally do not have to be repaid unless the student fails to complete the semester or payment period for which the grant was awarded.
- Scholarships generally do not have to be repaid; as long as the student completes the semester, they receive the scholarship. Scholarships are awarded based on factors such as academic talent, participation in certain activities, special interests, or financial need. Scholarship requirements and application procedures vary depending on the criteria set by the scholarship provider.
- Student loans must be repaid after the student completes his or her program of study or is no longer enrolled in school. Loans may come from the government or a commercial lender, such as a bank or credit union.

Hope Cupboard

The Hope Cupboard was created in the Fall of 2013 by the Administrative Staff Council. Shortly after its beginning, it was adopted by the Student Senate at GC. This initiative was created to help fight food insecurity for students at Gillette College. Without proper nutrition, students cannot learn. Since its beginning, the Hope Cupboard has served many students and their families. Please feel free to donate ANY time of year, and know that with each donation, you are helping community members when they need it the most.



Hours: Anytime the College is open **Location:** Currently located in the kitchenette next to the Bookstore.

My Voice



The Student Issues and Concerns Committee is here to help better serve you, as students. Recognizing that student input is critical to fulfilling the mission of NWCCD, the Student Issues and Concerns Committee actively encourages, listens to, and addresses student suggestions positively and proactively.

If you have a comment, concern, suggestion, or accolade you want to have heard, go to the My Voice icon on MyNWCCD and submit the form. Comments are used during the constructive progressions that we take on as a committee. While your name will be kept confidential, your comments will be used as necessary for improvement of the issue at hand.

Student HelpZone

The Student HelpZone provides all NWCCD students access to information and technical support regardless of location. Hours will be posted each semester. We can help with questions about the following:

- Zoom
- Canvas
- Collaborate
- NWCCD Hub
- WEPA Printing
- Office 365 (PowerPoint, Word, Excel)

Other questions, location information, and opening hours of the offices and services on campus.

Please stop in for face-to-face help. We are right in front of the Advising offices in the Main Building. Connect with us on our homepage, www.sheridan.edu/helpzone, or at MyNWCCD -> Academic Life -> Student HelpZone. Click the Zoom meeting link on the homepage to chat with a HelpZone assistant.

Student Success Center

The Student Success Center is a component of Gillette College's academic support services and offers tutoring to students. Peer and professional tutors are committed to fostering academic achievement within Gillette College. Drop-ins are welcome on a first-come, first-served basis, but appointments are encouraged if consultations are a requirement for a course. The center is located on the second floor of the main building of Gillette College, room 213. —> Check this...

For more information, come on by or contact

Brandi Martin

P. (307) 681-6081 | E. bmartin.gccd@sheridan.edu

Testing Center

With faculty approval, students are allowed to take regular and make-up exams in the testing center. Students are responsible for notifying their instructor to bring the exam to the Testing Center. Faculty must complete an *Exam Cover Sheet* (available at the testing counter) and include it with the student's exam.

Tests are administered according to faculty instructions on the *Exam Cover Sheet*. Students will only be allowed to use materials approved by their instructor. Completed exams will be returned to the instructor as requested.

Testing Center Policies

- Scheduling an appointment is highly recommended to test at the desired date & time. Walk-ins will be allowed to test if space is available.
- Photo ID is required for all testing. Students will not be allowed to take the test without proper identification.
- Items not permitted in the testing room: Cell phones and other electronic devices, hats, food and drink.
- Engaging in misconduct may result in a failing grade and/or further disciplinary action.
- The Testing Center is located on the 2nd floor of the Main Building, and the phone number is **(307) 681-6226**. The Testing Center can also be reached via email at gc-testing@sheridan.edu

Veteran Services

The Veteran Services office is in the east wing of the Main Building. Services provided include assisting military and veteran students with the transition to college, providing admissions, advising, veteran benefits education, and mentoring. Students using veteran benefits must submit their Veteran Certification after registering each semester.

For more information, please contact Veterans Advisor,

Brian Yeager

P. (307) 681-6460 | E. byeager@gillettecollege.org

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Safety & Security

We are committed to the prevention of crime and protection of life and property, the preservation of peace, order, and safety, the enforcement of laws and ordinances, and the safeguarding of constitutional guarantees.

With service to the students as our foundation, we are driven by goals to enhance the quality of life, investigate problems and incidents, seek solutions, and foster a sense of security on our campus. We nurture trust by holding ourselves to the highest standards of performance and ethics.

Our campus provides a quality work environment and the development of its members through effective training and leadership.

To find out more, please visit our campus safety webpage

[Campus Safety | NWCCD \(sheridan.edu\)](http://sheridan.edu/campus-safety)

Please also note the following important phone numbers:

On Campus Safety Hotline

(307) 681-6050

Gillette Police Department

(307) 682-5155

Campbell County Sheriff's Office

(307) 687-7271

For emergencies, please dial 911

CARE – Campus Assessment, Response, & Evaluation Team

The purpose of the CARE Team is to provide support for students who are in distress as well as to educate and inform the campus community of the support services offered. CARE Team professionals come from various campus programs and services and provide training for identifying and effectively approaching students of concern.



Referrals are encouraged and made by concerned parties who observe signs of students in distress or students who are disruptive in class. The team assists identified students by making appropriate professional referrals to campus and community resources. If you are concerned about a peer, please make a CARE referral. Referrals can be made online or in person.

For more information call **(307) 681-6082** and ask to speak with the Dean of Student Affairs.

Submitting a CARE Report

To submit a CARE report go to MyNWCCD and click on the CARE Incident Reporting Form icon. Once the report is received, a member of the District CARE Team will review the report and take appropriate action, which may or may not include contacting the person, you, and any witnesses identified for further details. Any information regarding the individual, the reporter, or the outcome of this incident report will not be shared.

Hotline & 911

Gillette College Campus Hotline (307) 681-6050

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For emergencies, including you or someone else is feeling threatened, please call 911.

Title IX at Gillette College

If you have experienced sexual discrimination and/or sexual violence (including sexual assault, dating violence, domestic violence, or stalking) in particular, the following provides some things you should know about your Title IX rights.

Gillette College is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees; as such, we take active measures against all discrimination, discriminatory harassment, and sexual harassment, including any violence or misconduct.

Title IX Coordinator

Shantel Moore, Title IX Coordinator (307) 681-6321

Emergencies, Dial 911

Campus Safety Hotline: (307) 681-6050

Gillette Police Department: (307) 682-5155

Counseling Services, Confidential Resource: (307)-681-6080

Off-Campus Resources

Police Information:

Gillette Police Department Emergency: 911

Gillette Police Department: 307-682-5155

Medical Treatment:

Campbell County Memorial Hospital (307) 688-1000

Provide professional staff who specifically handle sexual assaults.

National Hotline: (800) 799-7233

Confidential Resource: Gillette Abuse Refuge Foundation (307) 686-8071

DOE Office of Civil Rights

E-mail address: ocr@ed.gov

Online: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

Advocacy & Rape Crisis Hotline Numbers

(307) 637-7233 | (800) 727-8106 | (717) 334-9777

If it Happens, We Need to Know About It!

Any student who believes they have been the victim of discrimination, discriminatory harassment, or sexual harassment, including any violence or sexual misconduct, is urged to report the matter.

Students who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any violence or sexual misconduct, are also urged to report the matter.

The following members of the NWCCD community have been specifically trained on Title IX, Clery Act regulations, and responding to reports of sexual discrimination and harassment:

Title IX Coordinator

Shantel Moore, Deputy Title IX Coordinator & Human Resources Director
Gillette College, Main Building,
smoore@gillettecollege.org or call (307) 681-6321

Confidential Resource

Counseling Services, mconley.gccd@sheridan.edu or call (307) 681-6080

Campus Life & Housing

Inspiration Hall, tcampese.gccd@sheridan.edu, (307) 681-6502

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See Something, Say Something!

If you see an act of violence, have suspicions that violence is occurring, or fear that violence is imminent, call 911 immediately.

Campus Life

Clubs and Organizations

Getting involved with extra-curricular events on campus has been shown to help the overall success of students in college. There are many different student clubs and organizations to get involved with at Gillette College. These clubs and organizations range from academic to leadership, to social. See below, for a list of some of the active clubs and organizations currently at Gillette College.

Active Minds at GC	Rodeo
Creative Writing Club	Basketball
Fellowship of Christian Athletes	Volleyball
Gillette College Science Association	Soccer
Phi Theta Kappa (Academic Honor Society)	Energy City Voices
Student Senate at GC	Student Activities Board
Welding Club	Skills USA
Machine Tool Club	POST 307
Nursing Club	Student Activities Board
Diesel Club	Gillette College Fitness Center

For more information on any of these clubs, including meeting times and locations, or if you are interested in starting a club not listed above, please contact

Campus Life and Housing (307) 681-6502, office
located in **Inspiration Hall**.

Connect with Us

Facebook: www.facebook.com/SABatGC/
Search: **@SABatGC** in the search bar!



Fitness Center

The Fitness Center is on the lower level of the Pronghorn Center. The fitness center will have posted hours of operation, and it is FREE of use for Gillette College students. Hours of operation will be posted at the Fitness Center and on the Hub each semester. Current Gillette College students staff the Fitness Center. Students wishing to utilize the center must complete an electronic waiver each semester and show proof of student ID.

For more information, contact
Susan Serge at: sserge@sheridan.edu or by phone at: (307) 681-6082

Food Service

Food services are available at High Planes Grill, HPG. Residential meal plans, commuter meal plans, and pronghorn bucks are available through our Business Office. For additional details, pricing, and hours, contact Campus Life and Housing at (307) 681-6502.

A free food pantry for students, staff, and faculty is available at The Hope Cupboard. The Hope Cupboard is in GCMN Main Building behind the Bookstore. It is FREE and open anytime the college is open.

Housing

Gillette Community College District offers safe, clean, and affordable on-campus housing for GCCD/NWCCD students while they attend college. The atmosphere is harmonious with acquiring education and personal growth in college. Student housing is a privilege for GCCD students. It is the student's responsibility to ensure the future of this privilege by taking personal responsibility in dealing with issues that may arise.

The Office of Campus Life and Housing is in Inspiration Hall.
Monday through Friday, 8A-5P.

**For more information
Contact Campus Life and Housing at
(307) 681-6502 or housing@gillettecollege.org
for more information.**

Mail Service

Mail is delivered ONLY to on-campus students Monday through Friday. Keys to boxes assigned to each student/suite are checked out through the Campus Life and Housing Office. Your address while at Gillette College is:

Tanner Village Residents

Resident's Name _____
251 W. Sinclair, Suite _____
Gillette, WY 82718

Inspiration Hall Residents

Resident's Name _____
265 W. Sinclair
Gillette, WY 82718

Packages and checks (paychecks or refund checks) are received and held at the Business Office. To pick up a package please present your Student ID to the Business Office located in the front of Main Building.

Off-Campus Resources

Should you require additional services not offered on the Gillette Campus, please reference the following services:

Behavioral Health Services

(307) 688-5000

After hour's line: (307) 688-5050

Hospital-Campbell County Health

501 S. Burma Ave, Gillette, WY 82716
| (307) 688-1000

City of Gillette Municipal Court

201 E. 5th St, Gillette, WY 82717
(307) 682-9238

Department of Motor Vehicles

3540 E. Warlow Dr., Gillette WY
82716
Monday-Friday 8A-4:30P
(307) 682-2671

Gillette Abuse Refuge Foundation

(307) 686-8071

Gillette Reproductive Health

(307) 682-8110

Police Department

201 E. 5th St., Gillette, WY 82716.
For a non-emergency call
(307) 686-5250

Post Office located at 311 S. Kendrick
Ave, Gillette, WY 82716

Monday-Friday 7A-5:30P

Saturday 9A-1P

(307)-682-3727

Suicide Prevention Hotline (National)

1-800-273-TALK (8255);

Textline 741-741

Walk in clinic

(for non-emergency health services)
501 S. Burma Ave, Gillette, WY 82716

Monday-Friday 8A-8P

Saturday & Sunday

8A-6P

(307) 688-9255