



**EASTERN**  
West Virginia Community & Technical College

Discover Your Potential

**2019-2020**

# Student Handbook



[www.EasternWV.edu](http://www.EasternWV.edu)

1-304-434-8000 or 1-877-982-2322

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## **MISSION**

**Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.**

**To achieve this mission, Eastern West Virginia Community and Technical College:**

- **provides programs and courses of instruction, through the associate-degree level, that encompass occupational-technical education, transfer education, general education, literacy and developmental education, and continuing education;**
- **implements workforce development and customized training programs that advance individual career development while meeting employers' needs for a highly skilled workforce;**
- **serves as a vital link between secondary education and four-year colleges and universities; provides appropriate post-secondary courses to students in partner secondary schools;**
- **provides innovative student support services that promote holistic development and student success;**
- **provides a broad range of instructional technologies, methods, materials, facilities, and instructional support services that promote learning;**
- **maintains an educational environment that broadens perspectives, promotes global awareness, and leads to responsible citizenship;**
- **enriches local communities by making available resources in people, facilities, and programming;**
- **serves as a catalyst in helping to shape the direction of communities in the college's region of responsibility;**
- **enhances economic, cultural, and educational development through partnerships between the college and local communities; and ensures a healthy and safe environment at each of the college's instructional locations.**

## **VISION**

**Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.**

## **VALUES**

**In its institutional attitudes, policies, practices, and activities, Eastern West Virginia Community and Technical College is committed to:**

### **Opportunity**

- **Education is accessible, by geographic location or delivery through technology, and affordable to residents throughout the College's region of responsibility.**
- **The College maintains an open door admission policy.**
- **All learners are accepted and valued; diverse students are sought, welcomed, and provided a nurturing environment.**
- **Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid, and positive interaction from initial contact with students through achievement of their goals.**

### **Quality Teaching and Lifelong Learning**

- **Academic offerings meet the needs of students for learning skills, for career related education and training, and for personal growth.**
- **The College celebrates and promotes lifelong learning by providing learning opportunities that are relevant to all students.**
- **Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.**
- **The results of continuous learning outcomes assessment improve instruction, focus and drive faculty development, and ensure that teaching and learning is relevant and of high quality.**

## **Integrity**

- **The College is open and honest in its relations with students, employees, and its partners.**
- **The College confirms the community college mission as its central purpose.**
- **The College affirms that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.**
- **The College rewards initiative, creativity, and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.**
- **The College models its commitment to diversity in all areas of its institutional life—students, employees, governance, and supportive entities and relationships.**
- **In its operations and activities, the College demonstrates financial responsibility and accountability.**

## **Partnerships**

- **The College promotes a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.**
- **The College collaborates and partners with public schools, other educational providers, business and industry, labor, government, and arts and cultural organizations to serve students, support economic and community development, and enhance opportunities for cultural growth.**
- **In its teaching and learning and its learner support activities, the College recognizes and promotes student awareness and knowledge of regional, national, and global interdependence.**

## **Continuous Improvement**

- **The College continuously assesses its policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.**
- **The College encourages and supports employees' efforts to improve job skills, to maintain technological currency, and to develop professionally.**
- **The College procures and effectively applies technology to its operations and processes.**

## **Learner Support Services (LSS) Mission Statement:**

**The Learner Support Department of EWVCTC fosters an environment of accessibility, affordability, and community involvement to recruit, retain and support educational goal completion.**

## **Student Privacy (FERPA)**

**Students are guaranteed the right to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974, (FERPA), as amended. Further, students are permitted to dispute any educational record items which are believed inaccurate. Student requests to review their educational records must be made in writing directed to the Dean of Student Access and Success.**

**Confidential student information or educational records release shall require: (1) Written authorization by the student, and/or (2) Court order or other judicial authority in accord with applicable law.**

**The College has designated as public, or “directory information,” the following information: Student’s name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.**

**The College may release all or part of the directory information listed above. If a student does not wish to have public or “directory information” released, the student must notify the Dean of Student Access and Success in writing by the end of the first full week of classes each semester. Upon receipt of notice, such records shall remain restricted until released by the student.**

**The College reserves the right to alter its practices in regard to the Family Educational Rights and Privacy Act, as this law is subject to modification and refinement by the U.S. Department of Education.**

### **Full Policy:**

[http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP4-5\\_020104.pdf](http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP4-5_020104.pdf)

# YOUR FUTURE STARTS HERE.



## Section 1: Orientation Guide

Discover Your Potential

# Eastern's Academic Calendar

## **Fall 2019**

April 1	Fall 2019 Pre-registration Begins
April 1-July 26	Continuous Pre-registration during Regular Business Hours
July 29 – August 16	General Registration (Payment required with registration)
August 19	Classes Begin
August 19-23	Add/Drop Period
September 2	Labor Day Holiday – College Closed
October 11	End of Mid Semester (1 <sup>st</sup> eight weeks completed)
October 15	Mid Semester Reports Due
November 1	Last Day to Withdraw with a Grade of “W” (11 weeks completed)
November 1	Registration for Spring 2020 Begins
November 1	Deadline for Graduation Applications for Fall 2019
November 25-29	Thanksgiving Holiday – No Classes
December 2	Classes Resume
December 6	Last day of classes (full term classes only)
December 9-13	Final Exams
December 17	Final Grades Due by 12:00 Noon
December 24-January 1	Holiday Break – College Closed

## **Winter Term**

April 1	Pre-registration for Winter Term Begins
April 1 – July 16	Continuous Pre-registration during Regular Business Hours
July 29 – August 16	General Registration (Payment required with registration)
December 16	Classes Begin
December 17	Add/Drop Period
January 2	Last Day to Withdraw
January 3	Last Day of Winter Term Classes
January 6-10	Final Exams
January 13	Grades Due

## **Spring 2020**

November 1	Spring 2020 Pre-registration Begins
November 1 – December 7	Continuous Pre-registration during Regular Business Hours
January 2-10	General Registration (Payment required with registration)
January 13	Classes Begin
January 13-17	Add/Drop Period
January 20	Martin Luther King Holiday – College Closed
March 1	Deadline for Graduation Applications for Spring 2020
March 6	End of Mid Semester (1 <sup>st</sup> eight weeks completed)
March 10	Mid-Semester Reports Due



March 9-13	Spring Break – No Classes
March 16	Classes Resume
March 30	Last Date to Withdraw with a Grade of “W” (11 weeks completed)
April 1	Registration for Summer 2020 and Fall 2020 Begins
May 1	Last day of classes (full term classes only)
May 4-8	Final Exams
May 9	Commencement (10:00 AM)
May 12	Final Grades Due by 12:00 Noon

### **Summer 2020**

April 1	Pre-registration for Summer 2020 Begins
May 18	Classes Begin
May 25	Memorial Day – College Closed
July 1	Last Day to Withdraw with a Grade of “W”
July 3	Holiday – College Closed-Observe July 4 <sup>th</sup>
July 24	Last day of classes/Final Exams
July 28	Final Grades Due by 12:00 Noon

**The Institution reserves the right to amend the academic calendar when circumstances require such action.**

# Getting Involved at Eastern

Starting college for the first time or re-starting for the second or third time can offer you many delightful and challenging opportunities. Obviously, there are many reasons you are attending classes at Eastern. However, we hope that you will make time to become involved in experiences that are beyond the classroom.

## 10 Great Reasons Why!

1. You'll meet new people
2. You'll be able to experiment, try something new, and gain new insights
3. You'll improve your skills and abilities
4. You'll find a balance in your life – learning that there is more to life than working.
5. You'll feel at “home” faster
6. You'll learn to organize your time better knowing you have the responsibility to be certain places at certain times
7. You'll learn to prioritize personal and school projects that need completed
8. You'll manage stress better
9. You'll improve your resume
10. You'll be able to make a difference on campus and in the community

## Meeting New People

- Remember that most students are in the same situation you are
- Introduce yourself to your classmates
- Exchange phone numbers or e-mail addresses with a few people in your class so you can compare notes, or organize a study group, etc.
- Resist the temptation to sit by yourself
- Be a faithful friend. Once you establish a relationship, make it a point to keep commitments, return phone calls and favors, and offer support.

## Above All, Remember...

Be patient. It takes time to understand and get used to academic life.

# Student Organizations

## Phi Theta Kappa

Phi Theta Kappa is a national honorary that recognizes the academic achievements of students attending regionally accredited two-year institutions. Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To be eligible to be inducted into Eastern's Beta Nu Lambda Chapter of Phi Theta Kappa, students must have completed a minimum of 15 semester hours at Eastern, excluding developmental coursework, and have earned a minimum cumulative grade point average of 3.5 overall. Once inducted into the Honorary, students must maintain a minimum cumulative grade point average of 3.25 overall. Advisor: Rachel Davis

### 2019-2020 Officers

TBA-President

TBA-Vice-president

TBA – Secretary/Treasurer

TBA – Historian

## Student Government Association

Eastern's Student Government Association was established in March 2006. The purpose of the Association is to represent student concerns and interests, campus-wide, by providing a unified voice. The Student Government Association will also organize various student events and activities throughout the academic year. All Eastern Students are eligible to join this organization. If interested, talk to the Student Services Specialist or join us at a meeting, watch the tv screens for meeting announcements. Advisor: Lacey Koontz

### 2019-2020 Officers

TBA, President

TBA, Vice President

TBA, Secretary/Treasurer

## Eastern's Art Society

Eastern's Art Society was established in September, 2011. The Society publishes a literary magazine, "Eagle's Nest." If interested, please see one of the advisors and/or watch for meeting dates to be posted. Advisor: Rachel Davis

# This and That – Tips for Success



Below is a mixture of definitions and general information which we believe will help you be more successful and make your experience more valuable.

## CATALOG

This publication contains requirements for graduation, degree programs and course descriptions. It also contains other information about the history and mission of the school, and various programs or services. You should become very familiar with your college catalog. For example, when you declare a program of study (major), you will follow the requirements listed in the catalog the year you begin taking classes toward the completion of the major you have selected. The catalog contains a wealth of information that will guide you successfully through your academic career and can be accessed on Eastern's website at [www.eastern.wvnet.edu](http://www.eastern.wvnet.edu).

## IMPORTANT INFORMATION AND DATES YOU SHOULD KNOW

Most of these dates can be found on the Academic Calendar in the front of this booklet; for others, you will need to check directly with the specific offices involved i.e. Financial Aid or with Learner Support Services. If you are not sure about a date, always take the time to check as it could impact your academic record or your pocket book.

- registration dates and times
- last day to register without paying a late fee
- last day to pay for pre-registered courses
- last day to withdraw from classes
- scholarships and academic awards available and deadlines to apply

## SEMESTER HOURS

During a regular semester (15 weeks), one credit is equal to approximately one hour of class time per week (i.e., a three credit course will require spending approximately three hours per week in class for one semester). This equation is different for laboratory classes and classes that meet for fewer than fifteen weeks.

<u>SEMESTER/TERMS</u>	<u>LENGTH</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
August – December	15 weeks	12 hrs or more	11 hrs or less
January – May	15 weeks	12 hrs or more	11 hrs or less

Generally, in the summer term full time is 12 or more credit hours; however, credit hours required for full-time and part-time status are different for financial aid students in summer. Contact the Financial Aid Office for information.

## **STUDY HOURS**

As a general rule, plan to spend two to three hours studying for each hour you spend in class per week e.g., three hours spent in class per week plus six hours study time equals nine hours total time for each 3 credit class.

## **PREREQUISITE/COREQUISITE**

**Prerequisite** – a course that must be taken before another course

**Co-requisite** – a course that must be taken at the same time as another course

**Pre/co-requisite** – a course that may be taken either before the desired course or during the same semester

## **EXPECTATIONS FOR CLASS ATTENDANCE & PARTICIPATION**

Once a student completes a course registration form with their advisor and provides his/her signature, it is mutually understood that the student is intending on completing the course(s) listed. Successful course completion requires attendance and participation in classroom activities as these are critical components in a college learning environment. Research shows that class attendance and participation are strongly related to academic performance. While Faculty establish their own attendance policies for each class, as outlined on the course syllabus, students are responsible for resolving attendance issues with the course instructor before, or as soon as possible after, absence occurs.

## **COURSE ADD/DROP PROCEDURE**

If you have already registered for classes you may make schedule adjustments by using add/drop forms available through your advisor. These forms must be completed, signed by your advisor, and returned to Learner Support Services for processing. You will receive a copy of all processed add/drop slips which you should retain as a personal record of your schedule changes. Please refer to the refund schedule found in the class schedule for any possible tuition refunds and refer any refund questions to the Business Office.

If you find it necessary to withdraw from a class you should remember the following:

- Complete drop before the last day to withdraw. Final drop date is found in the academic calendar. Final drop dates may vary for courses that do not meet a full semester. See your advisor for these dates.
- If you stop attending class but do not officially withdraw, you WILL receive a failing grade.
- Failing grades can affect future financial aid eligibility and grade point averages.
- Before dropping a class, please discuss your decision with your instructor, advisor, and the financial aid office if applicable.

# More Tips for Success

Whether you are entering college for the first time or are a returning student, there may be new skills that you will need to learn to make your college career a success. This section is designed to give you some general suggestions for many different areas related to your college experience. In addition to reviewing this section, you are encouraged to complete Eastern's Orientation course, College Success (ORT 100), which covers each of these topics in-depth.

## Survival Tips

- Use a calendar as a term planner
- Ask Questions
- Buy your books and READ them
- Meet people in your classes
- Take advantage of resources and workshops
- Major in something you enjoy
- Always leave time to eat and sleep
- Remember- You are human! Don't try to do too much!!
- Go to class and participate
- Set priorities and goals each semester
- Give yourself free time
- Get involved in things besides Academics
- Talk to your advisor
- Take advantage of tutoring services
- Register for Orientation 100 College Success



Also, remember ...

Mistakes are okay because they

- Provide valuable feedback
- Are more interesting than most successes
- Demonstrate risk taking. Fear of making mistakes can limit your abilities, growth, and learning.
- Indicate that you are striving to achieve a goal

Note: Thomas Edison found 12,000 ways the light bulb wouldn't work before he found one that did!

## Dealing with Stress

Stress is something that we all experience and have to develop ways to deal with it. But, are they the best ways for dealing with stress? Below are some suggestions for healthy coping mechanisms when dealing with stress.

## Time Management Tips

As a college student with many responsibilities, managing your time will become very important. Below are some suggestions for how to manage your time effectively.

# TIME MANAGEMENT

10 Strategies for college students and adult learners

- Focus on Long-Term Goals**  
It's hard to get to your destination if you don't know where you are going. Immediate and short-term goals will lead to accomplishing long-term goals.
- Write a To-Do List**  
Writing a To-Do List serves as a reminder of the important tasks that you need to prioritize.
- Prioritize your Work Constantly**  
Decide what important task is to be done first. Planners can help you organize your week.
- Budget your Time**  
Creating a weekly schedule will help you determine how much time you spend on your activities. Don't forget to include some time for rest and relaxation.
- Be Realistic About Time**  
Academic work takes a lot of time, so be realistic about the time you will spend on each task.
- Work Out your Optimum Study Method**  
Study in the manner in which you learn best—at home or at the library, alone or in a group, in silence or with music? Find what works best for you.
- Find a Dedicated Study Space and Time**  
Create a place free of distractions where you can study and complete your assignments.
- Review Your Notes Regularly**  
Reviewing your notes will help you prepare for the next class and think of questions you may ask for clarification.
- Solicit Help When you Need it**  
Let your friends and family know your schedule and needs—a little support can go a long way.
- Don't be Afraid to Say "No"**  
Sometimes you have to decline an activity to make time to study. Decline politely and be clear with your reason and determine a different time.

This infographic is brought to you by: **educated ROOSTER**  
source article: <http://www.educatedrooster.com>

## Study Tips

Studying will be an ongoing process during your academic career. Listed below are some general guidelines to use when developing your study skills.

# Study Tips

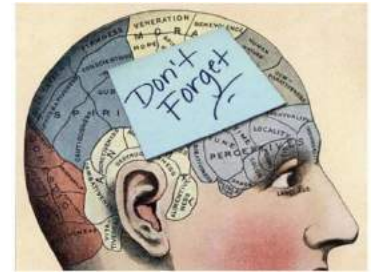
- 1 GET ENOUGH SLEEP**  
so that your brain has the opportunity to consolidate new knowledge.
- 2 BREAK STUDY TIME INTO SMALL CHUNKS**  
Space your learning over multiple days.
- 3 Know Your Body. Study when you are at your MOST ALERT.**
- 4 TURN HEADINGS INTO QUESTIONS**  
and read paragraph by paragraph for comprehension.
- 5 TEST YOURSELF FREQUENTLY**  
when you study, so you can practice retrieving information.

## Memory Tips

Did you know that much of the information learned is forgotten within 24 hours? Therefore, learning ways to retain material is always important. Below are some strategies that will help you remember needed information.

### Organize the information

- Learn information from general to specific
- Create charts, diagrams, and pictures to illustrate important points
- Use flash cards or index cards to write definitions
- Make the information meaningful
- Create associations and connect new knowledge to something you already know.
- Use acronyms
- Use stories to remember material



### Use your brain

- Continue to review the material once you have mastered it...This will help you retain the knowledge
- Distribute your learning over a period of several short periods of time
- Avoid interference
- Have a positive attitude
- Combine techniques to find what works best for you

## Test Taking Strategies

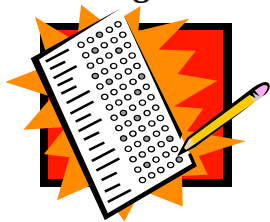
Test time is when you will be required to put everything together – memorization, note taking, listening, and time management skills. So, obviously learning successful test taking strategies will be vital to a positive college career.

### Preparation

- Use the course syllabus as a guide
- Look at instructor handouts
- Ask questions about the test
- Try to predict what questions will be asked
- Avoid cramming and create a checklist or things to do list
- Don't overdo it...Vary your work and take breaks
- Study throughout the course



### During the Test



- Jot down clues, formulas, or terms on the back of the test
- Review but don't answer the short answer questions, jotting down any key points that come to mind when reviewing the question
- Answer the easiest questions first
- Answer the remainder of the questions
- Proofread the exam
- Do not rush. Pace yourself so you have plenty of time on each section.

### When it is all over

Reward yourself, regardless of how you think you did. If you didn't do as well as you wanted, learn from it and do things differently the next time.



# Financial Aid

Financial Aid consists of scholarships, grants, loans, and employment opportunities (Work Study) to help students finance a postsecondary education. Students may apply for these various types of financial aid by contacting Eastern's financial aid office. Students must meet Standards of Progress, page 17 to remain eligible.

Eastern Students enrolling in courses at other colleges or universities as a transient (temporarily attending another college) student, with a completed consortium agreement, are responsible for paying all tuition and fees to consortium institution. The consortium agreement makes sure that only one school considered your home school is handling your financial aid because it is against Federal rules to receive financial aid from more than one institution for the same semester.

## Federal Pell Grant

The Federal Pell Grant program provides the "foundation" of financial aid to which other grants, loans or assistance may be added. If the student qualifies for a 2019-2020 Federal Pell Grant, he/she may receive between \$623 and \$6195 annually (award amounts are subject to change), depending on family income, costs of education, and enrollment status. Those applying for Federal Pell Grant must complete a Free Application for Federal Student Aid (FAFSA) or FAFSA renewal application. Electronic signage is completed with FSA ID (Federal Student Aid ID) and password instead of the previously used PIN. Students must reapply for a Federal Pell Grant every year. A Pell grant year includes Fall, Spring, and Summer semesters.

## West Virginia Higher Education Grant (WVHEG)

The West Virginia Higher Education Grant (WVHEG) is a state funded grant for eligible students who are residents of the State of West Virginia. Students apply by submitting the Free Application for Federal Student Aid (FAFSA). FAFSA applications completed by April 15 are given priority consideration. Full-time attendance is required and a cumulative grade point average of 2.0 is required of all filers. WVHEG renewal requires that 12 or more credit hours be earned for each semester the WVHEG was received or your eligibility for renewal of the WVHEG will be suspended until the those credit hours are earned.

## Direct Loan Program

The Direct Loan Program (DLP) is a set of federal student loan programs that includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal PLUS (parent loan) programs. The source of funds for the Direct Loan Program is the United States Department of Education (Department). The DLP is administered by the Department and requires that the student have only one point of contact for the servicing of the loan, the Direct Loan Servicing Center. Students interested in obtaining a Federal Stafford Loan (subsidized or unsubsidized) or a Federal PLUS Loan, must complete the online Master Promissory Note and online Entrance Counseling. The Entrance Counseling is required to ensure that you understand the responsibilities and obligations that you are assuming. Contact the financial aid office for more details about this process.

**Eligible students may borrow up to the maximum amount of subsidized loan, depending on year in school and the loan limits established for the Direct Loan Program (\$3500 loan for the first year of undergraduate study and \$4500 for the second year of undergraduate study). The loan amounts may be awarded as a combination of subsidized and unsubsidized Federal Stafford Loan. Students are responsible for the interest accruing on unsubsidized portions while in school and during any grace or in-school deferment periods, unless the student elects to have the interest added to the unsubsidized loan principal (capitalization). Having the interest capitalized will mean larger payments upon repayment. Independent students (or dependent students whose parents are unable to borrow a Federal PLUS Loan) may borrow additional amounts under the unsubsidized Stafford Loan Program, as follows, \$4000 per year for the first and second years of undergraduate study. Federal Stafford Loans have an origination fee of 1.062% that will be deducted from the loan amount. The fee is subject to change. The interest rate for all DLP loans is 3.76% through June 30, 2019, at that time the rate is subject to change. The interest rate for subsidized and unsubsidized loans after July 1, 2018 is 5.05%. Loan principal and interest payments begin six months after the student graduates or ceases to be enrolled at least half-time. Repayment must be completed according to the repayment plan selected.**

**The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their son's or daughter's college expenses. Eligible parents may borrow amounts not to exceed the difference between the student's cost of attendance and all other financial aid he or she will receive. The Federal PLUS Loan interest rate is 7.6% from July 1, 2018 through July 1, 2019, but is subject to change after that time. The PLUS Loan fee is 4.248% on or after October 1, 2018 through October 1, 2019 and is subject to change afterwards. The repayment period for PLUS Loans begins on the day the loan is disbursed and ends according to the repayment plan.**

**\*\* FEDERAL STUDENT LOANS MUST BE REPAID\*\***

### **Eligibility**

**To be considered for financial aid at Eastern West Virginia Community & Technical College, a student must:**

- be admitted to the College**
- be a citizen or eligible non-citizen**
- be registered with Selective Service (if required)**
- have a high school diploma or GED®**
- be working toward a degree or certificate**
- apply for financial aid by completing an online FAFSA**
- be making satisfactory academic progress**
- have an academic transcript on file for every college or postsecondary institution attended**
- not owe a refund on a Federal grant or be in default on a Federal education loan and**
- have financial need (except for unsubsidized Stafford Loans and/or non-needs based scholarships).**
- if FAFSA is selected for verification, then verification must be completed**

### **Application Process**

The FAFSA is the principal application document, and the information that the student provides serves as the basis for determining eligibility for the federal student aid programs. Follow these steps to complete the Financial Aid Application Process:

- be admitted to the College
- visit <https://studentaid.ed.gov/sa> which has current information concerning Preparing for College, Types of Aid, Who gets Aid, How to Repay Your Loan FAFSA, Apply for Aid
- obtain the Free Application for Federal Student Aid (FAFSA) by visiting <https://studentaid.ed.gov/sa/fafsa>. This must be processed to be eligible for Title IV aid
- contact the financial aid office if any questions arise.

FAFSAs are available only on the website or by contacting FAFSA for a paper form.

### **Timeline for Applying**

For best results, students should apply for financial aid early. Starting October 1, 2018 the 19/20 FAFSA will be available using the 2017 Tax and income information. For campus based aid programs and other programs with limited money available, students should apply before April 15 for full consideration. Those with greatest need are considered first. As funds become available, late applicants are considered ranked by need. If your FAFSA is selected for verification a 2017 tax return transcript or use of the IRS Data Retrieval within the FAFSA may be required. A verification worksheet must be completed and other documentation may be required which may extend the period of time required for processing.

### **Notification**

After the financial aid office determines a student's eligibility for financial aid these steps are followed:

1. When the financial aid office reviews applications, the student is notified of any problems or any verification requirements (verification documents must be submitted within 30 days).
2. An award letter is emailed
3. Recipients will be emailed about any adjustments to financial aid award

### **Satisfactory Academic Progress**

Generally, to remain eligible for financial aid, a student must meet satisfactory academic standards. Full-time students must register for a minimum of 12 credit hours and complete at least 67 percent of the attempted credit hours each semester. The Department of Education has a satisfactory academic progress policy which states that an undergraduate student must complete his or her program in a period of time no longer than 150% of the school's published program length. In addition to the above, Eastern's institutional policy requires that a student maintain a minimum grade point average of 2.0 in all coursework. Contact the financial aid office for specific requirements.

### **Liability for Repayment of Award**

A student receiving financial aid who earns no credits during a semester and who does not officially withdraw from the College may be billed for a percentage of the aid disbursed for that semester. Students receiving financial aid who officially withdraw from the College may be billed for a portion of the aid received. The amount of repayment will vary based upon the amount of aid received and date of withdrawal.

**Students should be aware that changes in enrollment status may affect eligibility to receive assistance in future semesters. Students considering withdrawing from classes are encouraged to seek financial aid counseling as well as academic advising before dropping classes.**

**Financial aid awards are determined by enrollment status. If the student drops classes before the aid funds are disbursed/ delivered, the financial aid award will be reduced to a value corresponding to the enrolled hours at the time the funds are disbursed. The student is responsible for any charges that incur as a result in enrollment change.**

## **STANDARDS OF PROGRESS FOR FEDERAL FINANCIAL AID RECIPIENTS POLICY**

**EFFECTIVE JULY 1, 2011**

**Revised May 23, 2016**

Full Policy: [http://www.easternwv.edu/sites/default/files/documents/Standards-of-Academic-Progress\\_FA-Recipients\\_052316.pdf](http://www.easternwv.edu/sites/default/files/documents/Standards-of-Academic-Progress_FA-Recipients_052316.pdf)

### **Questions?**

[finaid@easternwv.edu](mailto:finaid@easternwv.edu) or 304-434-8000

### **Financial Aid Checklist**

If you have applied to Eastern WV Community and Technical College and provided all required documentation for admission listed below in the checklist, please contact the Admissions Office at 304-434-8000 for more information.

#### **New Students:**

- Filed for the FAFSA by April 15
- Received a paper Student Aid Report
- Checked your MyEastern for verification
- Corrected errors or submit supporting documents or contact the Financial Aid Office
- Received an e-mail notification to check your missing documents for additional documentation or checked with the financial aid office to see if you need to turn in additional documentation
- Received an e-mail notification requesting you to open and submit your award on MyEastern if accepting student loans
- Submitted your electronic award online
- Turned in all requested documentation by the deadline dates listed in the e-mail
- Completed loan promissory notes, as required, by September 10 for fall semester by February 10 for spring semester



#### **Transfer Students:**

Applied for admission to Eastern WV Community and Technical College and provided all required documentation such as grade transcripts from all previously attended colleges and universities. Contact admissions at 304-434-8000 for application and complete list of requirements for admission.

- Requested that any schedules disbursements of financial aid proceeds at your previous college or university be canceled. If these disbursements are not canceled in a timely manner, your financial aid at Eastern WV Community and Technical College could be delayed.
- If you are receiving a WV Higher Education Grant or Promise Scholarship you must notify the Financial Aid Office so the grant or scholarship funds can be transferred.
- Filed the FAFSA by April 15 and listed EWVCTC (041190) as the school to receive your SAR

**-Or-**

- If you did not apply for financial aid at your previous college or university, you should immediately apply for assistance at Eastern WV Community and Technical College by completing and submitting a Free Application for Federal Student Aid (FAFSA).
- Filed the FAFSA by April 15
- Received a paper student aid report
- Checked your MyEastern for verification
- Corrected errors or submit supporting documents or contact the Financial Aid Office
- Received an e-mail notification to check your missing documents for additional documentation or checked with the Financial Aid Office to see if you need to turn in additional documentation
- Received an email or notification requesting you to open and submit your award on MyEastern if accepting student loans
- Submitted your electronic word online
- Turned in all requested documentation by the deadline dates listed in the e-mail
- Completed loan promissory notes, as required, by September 10 for fall semester by February 10 for Spring semester

**Note:** If you have completed the above items, your financial aid should be ready for disbursement after the third week of classes. Successful disbursement means that your financial aid is credited to your student account. Any money that you owe to EWVCTC (such as unpaid tuition, fees, and books) is deducted from your gross disbursement and a difference amount will be available to you via a paper check mailed to your home address. New student loan borrowers or students on financial aid warning or probation will receive student loan disbursement after mid-term grades have been evaluated. The disbursement delay on student loans will not affect the payments of grants and scholarships. Grant and scholarship fund will be applied on the first Monday after the second week of class.

# College Services

## 1. Advising



Academic Advisors are individuals who help you achieve your educational and career goals by providing information, guidance and assistance throughout your time at Eastern. Advisors give information about degrees, majors, and courses. These individuals also provide support and answer questions you may have. We recommend that you work closely with your advisor as you work toward your education goals.

**You know it is time to see your advisor when you...**

- Have questions about your major
- Have questions about how your previous credits will apply to your program's graduation requirements
- Are planning your schedule for next semester
- Have questions about your academic status
- Are having difficulty in your class(es)
- Are thinking about dropping a class
- Want to change your major
- Are unsure about graduation requirements
- Are considering repeating a course
- Need information about getting into a specific program
- Plan to transfer to another college



## 1. Disability Services

Eastern WV Community and Technical College is committed to ensuring equal access for all qualified students with disabling conditions. The Learner Support Department's (LSS) mission is to eliminate disability discrimination and ensure equal educational opportunity for students who qualify as a person with a disability under the applicable laws (ADA, section 504). We work closely with students to determine reasonable accommodations that will minimize the disadvantage their disability may cause. Many students who were under an Individualized Education Plan (IEP) or a 504 Plan during high school may qualify for services, as will many other students who might have received any specialized services during their K-12 education. However, we require an adult evaluation and cannot implement accommodations based on your IEP.

It is the student's responsibility to contact the LSS office and provide appropriate documentation of their disability that might interfere with their educational pursuit. Approved accommodations are determined on an individual basis. Any requirement an instructor demonstrates as essential to any directly related licensing requirements or to a program of instruction pursued by a student with a disability cannot be altered.

**Eastern West Virginia Community and Technical College is committed to:**

- (a) Ensuring the provision of services necessary to enable students with disabilities to achieve their maximum potential as members of the College Community;
- (b) Ensuring that students are not excluded from programs or activities due to equipment barriers;
- (c) Facilitating the integration of students with disabilities within our community; and

(d) Promoting a positive image of persons with disabilities.

The goals of Disability Services are:

1. To coordinate and provide reasonable accommodations and disability related services;
2. To encourage self-advocacy and personal responsibility on the part of students with disabilities;
3. To advocate for an accessible learning environment through removal of physical, informational, and attitudinal barriers;
4. To allow for auxiliary aids and services such as guide dogs, tape recorders, note takers and any other documented aids and services.
5. To serve as a resource for members of the college community as well as prospective students and parents.
6. To assist the College to comply with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Services are available for all students with documented disabilities, whether full or part-time. It is the student's responsibility to initiate contact with Disability Services and submit appropriate documentation of the disability.

The Learner Support Department is the designated office for Disability Services at Eastern West Virginia Community and Technical College that obtains and files disability related documents, certifies eligibility for services, determines reasonable accommodations, and makes the provision for accommodations.

#### Contact Information:

Location: Room 101C, Learner Support Services, Main Campus, Moorefield, WV

Office Hours: 8:00 am – 4:15 pm. Monday through Friday

Phone: (304) 434-8000, ext. 9248 or 9253; Fax: (304) 434-7004

E-mail: Lacey Koontz, [lacey.koontz@easternwv.edu](mailto:lacey.koontz@easternwv.edu); Monica Wilson, [monica.wilson@easternwv.edu](mailto:monica.wilson@easternwv.edu)

### 3. Library Services

Eastern provides access to online library resources and databases through an agreement with Southern WV Community and Technical College (Southern). Through the online library services, students can obtain assistance from a professional reference librarian. The reference librarian can assist students with finding library resources and completing research projects.

To schedule an appointment with a reference librarian, Eastern students must contact Kim Maynard (Director of Southern WV Community and Technical College Library Services). Ms. Maynard may be contacted by phone (304-896-7345) or email ([kimberly.maynard@southernwv.edu](mailto:kimberly.maynard@southernwv.edu)).

#### Eastern EBSCO Electronic Databases

1. **Academic Search Complete** – Designed for academic institutions, this database is a leading resource for scholarly research. It supports high-level research in the key areas of academic study by providing journals, periodicals, reports, books and more.

**Off-Campus Password:** Your Student Identification Number (For example, S00045678)

**2. Applied Science and Technology Source – This database offers a diverse array of full-text and indexed content covering the full spectrum of the applied sciences and computing disciplines — from acoustics to aeronautics, neural networks to nuclear engineering.**

**Off-Campus Password: Your Student Identification Number (For example, S00045678)**

**3. CINAHL Complete – This is the definitive research tool for nursing and allied health professionals. With CINAHL Complete, users get fast and easy full-text access to top journals, evidence-based care sheets, quick lessons and more. Take a few minutes to evaluate all that CINAHL Complete has to offer and you'll see why hundreds of thousands of nurses and allied health professionals rely on this essential resource.**

**Off-Campus Password: Your Student Identification Number (For example, S00045678)**

**4. eBook Community College Collection (EBSCOHOST) – This growing subscription package contains a large selection of multidisciplinary e-books representing a broad range of academic subjects. The breadth of information available through this package ensures that students and scholars will have access to information relevant to their research needs.**

**Off-Campus Password: Your Student Identification Number (For example, S00045678)**

#### **A Selection of Southern's Electronic Databases**

**1. Facts on File: Issues & Controversies – Issues and Controversies helps researchers understand today's crucial issues by exploring hundreds of hot topics in politics, government, business, society, education, and popular culture. Each article presents both sides of an issue clearly, coherently, and without bias. Updated weekly, with an extensive backfile, Issues and Controversies offers in-depth articles made to inspire thought-provoking debates.**

**(Direct Web Link: <http://southernwv.edu/?q=library/databases>)**

**Username: southernwvctc**

**Password: library**

**2. American History Online – Spans more than 500 years of political, military, social, and cultural history to cover the American experience.**

**(Direct Web Link: <http://southernwv.edu/?q=library/databases>)**

**Username: southernwvctc**

**Password: library**

**3. Bloom's Literature – Examines great writers, important works, memorable characters, and influential movements and events in world literature.**

**(Direct Web Link: <http://southernwv.edu/?q=library/databases>)**

**Username: southernwvctc**

**Password: library**

#### **General Database Available for All West Virginia Residents**

**wvinfo depot.org – WVInfoDepot hosts a collection of online databases for use by all West Virginia residents. The databases are selected to provide current, reliable information on a variety of topics of interest to information explorers of all ages.**

**User ID: west**

**Password: virginia**

#### **Interlibrary Loan**

**To access Interlibrary Loan Services through Southern West Virginia Community and Technical College, follow these instructions:**

**1. Find the material you want to borrow on Southern's On-line Library Catalog:**

**<http://southernwv.edu/library>**



2. Fill out a Southern Interlibrary Loan Request Form and submit it to Curtis Hakala, Division Chair for general Studies at Eastern. Phone: (304) 434-8000 Ext. 9238 Email: [Curtis.Hakala@easternwv.edu](mailto:Curtis.Hakala@easternwv.edu).
3. Give your Southern Interlibrary Loan Request Form to the Division Chair for General Studies. Phone: (304) 434-8000 Ext. 9238 Email: [Curtis.Hakala@easternwv.edu](mailto:Curtis.Hakala@easternwv.edu).
4. Within a week, your requested material will be mailed to Eastern and can be picked up by contacting the Division Chair for General Studies. Phone: (304) 434-8000 Ext. 2238 Email: [Curtis.Hakala@easternwv.edu](mailto:Curtis.Hakala@easternwv.edu).
5. Please return your requested material five days before its due date. Eastern is responsible for return shipment and in order to avoid overdue fines, you must return your requested material early. You are responsible for all late fees, special mailing fees to meet due dates, or replacement costs for materials not returned. A hold will be placed on your student record for all past due materials.

**PLEASE NOTE:** If you need special assistance from a reference librarian, call Southern's library at 304-792-7098 or email [Kim Maynard \(kimberly.maynard@southernwv.edu\)](mailto:kimberly.maynard@southernwv.edu) to request your reference material.

#### 4. Tutoring & Coaching

During your academic pursuits, Eastern WV CTC wants to make sure you have everything that you need to be successful. We are now offering FREE access to online tutoring services through Tutor.com Tutors are available 24/7 to help you better understand concepts in subjects areas like Math, Science, English and Writing Help, History, Business, and Computer Applications (Word and Excel).

Take advantage of this service anytime, access your personalized account by following these simple steps:

1. Go to [tutor.com/easternwv](http://tutor.com/easternwv)
2. Create an account using your student email address (ex. [FirstNameLastName@student.easternwv.edu](mailto:FirstNameLastName@student.easternwv.edu))
3. You will receive an email with a link to verify your account.

If this is your first time using [tutor.com](http://tutor.com) and want to know how it works, watch this quick video to get you started: [“Tutor.com - ‘How It Works’ Video”](#)

Eastern Students can be provided up to 20 hours of free tutoring services per semester. To be eligible for tutoring services, you must continue to attend class and complete class assignments.

Need assistance logging on to [tutor.com](http://tutor.com), searching out career options, or just need a listening ear, see one of our Student Success Coaches in the Learning Lab. The Learning Lab is open Monday – Thursday and by appointment.

If you need additional assistance or other times, see Lacey Koontz, Student Program Advisor or Monica Wilson, Dean of Student Access and Success and request assistance with your coursework. Ask for help early if you need it, don't wait until it's too late.

## **5. Workshops**

**Throughout the academic year, Eastern staff conducts workshops on various topics relevant to student life. These workshops are free to all Eastern Students. Workshop topics may include:**

- **Student Success Workshop**
- **Diversity of Equity Presentations**
- **Financial Aid 101**
- **An Introduction to Prior Learning Assessment**
- **Time Management**
- **Financial Management**
- **Dealing with Stress**

**Information about upcoming workshops will be emailed to your Eastern account and will be promoted via TV screens. Be sure to check it out and take advantage of these workshops.**

## **6. Makeup-Testing**

**Occasionally, students may not be able to take a test at the scheduled time. Make-up testing is given due to special circumstances. In the event a student misses a test, exam or quiz, it is the STUDENT'S responsibility to contact the instructor and arrange to complete the test/quiz. However, make-up testing is not a privileged and is at the instructor's discretion. Each instructor outlines his/her make-up testing policy on the course syllabus.**

**In the event a make-up test cannot be arranged between the instructor and the student, Eastern provides limited test proctoring scheduled through the Academic Services Program Coordinator or designee. The following are general guidelines for scheduling a make-up test:**

- **Missing a test is a last option. Contact Instructor first. The student should speak with the instructor before the test/quiz to make special arrangements.**
- **The student should provide documentation for missing a test or quiz, for example a doctor's excuse.**
- **Students must have an appointment. Walk-ins are not admitted. Make-up testing should be scheduled at least 2 days in advance.**
- **No make-up exams will be given after the last day of regular classes.**
- **No make-up exams will be given during finals week.**

# Counseling Department



Although we do not have a licensed counselor on staff, Lacey Koontz, Student Program Advisor, is available to assist students with personal difficulties, career decision- making, and educational planning.

## Having Difficulty Choosing a Major?

1. Don't let someone else decide for you. Get advice. Think your decision through.
2. Base your decision on interest, ability, personality and values. Personal satisfaction is important.
3. Try to relate your major to a professional goal, but keep in mind many fields prefer individuals with broad preparation. Your major may not lead to a specific job.
4. Gain insight into possible careers by volunteering, job shadowing, or participating in an internship with a particular agency.

## Helpful Websites for Choosing a Major

The West Virginia Department of Education's College and Major Planning site  
<http://wvde.state.wv.us/counselors/career-resources.html>

What Can I Do With a Major In \_\_\_\_\_?  
Learn more/Earn more College Foundation of West Virginia  
[www.cfwv.com](http://www.cfwv.com)

U.S. Department of Labor Occupational Outlook Handbook  
<https://www.bls.gov/ooh/>

U.S. Department of Labor's Employment Projections (fastest growing occupations)  
[www.bls.gov/emp](http://www.bls.gov/emp)

Vocational Information  
[www.khake.com](http://www.khake.com)



Need help now? Text "START" to 741-741 or call 1-800-273-TALK (8255)

If you need immediate help



Text: **START** to 741-741

Call: **1-800-273-TALK (8255)**

It's easy to procrastinate getting help, but reaching out for support is the first step to feeling better. Most campuses offer confidential counseling services or can help connect you with resources in your community. Just talking about what's going on can help you feel better, so take that first step by reaching out for help or opening up to a trusted friend or family member. There are ways to feel better, but you have to tell someone what you're going through.

Here are some other resources that can help you decide when it's time to reach out for help:

Resources on your campus:

*Not your school?*

#### 24-Hour Hotlines

National Suicide Prevention Lifeline  
Chat now: [National Suicide Prevention Lifeline](#)  
1-800-273-TALK (1-800-273-8255)

The Trevor Lifeline (Suicide Prevention for LGBTQ Youth)  
866-4-U-TREVOR (1-866-488-7386)

CDC-INFO (Formerly known as the CDC National STD and AIDS Hotline)  
1-800-CDC-INFO (1-800-232-4636)

Veterans' Suicide Prevention Lifeline  
1-800-273-TALK (1-800-273-8255), press 1

Treatment Referral Hotline (Substance Abuse)  
1-800-662-HELP (1-800-662-4357)

National Sexual Assault Hotline  
24-hour online hotline:

## Learn the Signs

The first step is recognizing there is some concern and then following up. In order to recognize the signs, you have to know what they are. In general, change in behavior or interaction is a sign there is something going on. Though all people do not exhibit the same signs, there are some common factors identified with increased risk. All signs are worth recognizing. Remember these signs by the acronym "IS PATH WARM."

- » **Isolation** – Is your loved one pulling away from you? Have they withdrawn from social groups and activities?
- » **Substance Abuse** – Is your loved one experimenting with drugs and /or alcohol?
- » **Purposelessness** – Does your loved one think about and/or plan for the future?
- » **Anxiety** – Does your loved one seem nervous, worried, stressed?
- » **Trapped** – Is motivation poor? Does your loved one express statements that reflect feeling stuck or trapped?
- » **Hopelessness** – Is there promise? Is there consideration for the future and the rest yet to come?
- » **Withdrawal** – Is there a connection with you and your loved one? Does he/she connect with anyone?
- » **Anger** – Does he/she seem increasingly agitated or aggressive?
- » **Recklessness** – Is he/she engaging in risk-taking behaviors?
- » **Mood Changes** – Have there been unusual or dramatic changes in mood or behavior?

# Assessment

## Accuplacer – Course Placement Assessments

You need to take the Assessment for Course Placement –

- If you are seeking a degree or certificate you are required to take the assessments in reading, math, and English
- If you are not seeking a degree or certificate you are required to take the assessments before registering for any class with an applicable prerequisite

You are exempt from Assessment for Course Placement -

- If you scored a 17 or higher on ACT reading test, 19 or higher on the ACT math test, and 18 or higher on the ACT English test within the last 5 years or
- If you scored a 480 or higher on the evidence based reading and writing section of the SAT, and a 500 or higher on the SAT math test or
- If you completed a college level reading, English, or math class

When should you complete your placement assessments?

- You should complete your assessments before registering for your first class.

If you have questions or would like to schedule an appointment, please call the Learner Support Department at 434-8000 or 877-982-2322.

Often times, many individuals may need to take a support class to brush-up their skills along with a college level course.

# Distance Learning

Distance Education is a way of delivering instruction that allows the student and instructor to be separated by physical distance using technology to bridge the physical gap. This delivery system allows the College to provide you with many more course selections than if all classes were offered in the traditional setting. Distance Education offerings often provide flexibility and convenience that you may find will fill your educational needs. However, before you enroll in any distance education course, you need to understand what kind of delivery is involved and what will be expected of you as a student.

**Below is some information designed to get you started in learning about Distance Education. Be sure to check out the self-evaluation in this section and don't hesitate to ask for help!!!**

- **Definitions and Descriptions**
- **Netiquette Guidelines**
- **General Information**
- **Technology Requirements**
- **Frequently Asked Questions**
- **Characteristics for Success**
- **Distance Learning Quick Facts**
- **Stuck? How to Get Help**
- **Questions to Ask Yourself Before Enrolling in a Distance Education Course**



## **Definitions and Descriptions**



### **1. Web Based Courses**

Web Courses are available to students who have a computer with an Internet connection. You will receive instructional material via the Internet and communicate with your instructor and other students through e-mail and electronic bulletin boards. Most course activities will take place through the Blackboard system, Eastern's web-based platform for online classes.

If you are interested in taking a web course, you should be aware that certain skills are necessary to succeed in this mode of learning. You should possess fundamental computer and academic competencies, including:

1. Good reading and writing skills
2. Keyboarding skills
3. Word processing skills
4. Internet navigation skills
5. E-mail sending and receiving skills
6. Distance learning software skills (Web CT and Blackboard)

### **2. Video Distance Learning Courses**

The video distance courses provide "real-time" instruction. Using technology, you can see and hear your instructor at all times, even though you are located in different geographic locations. You can ask questions and your instructor can provide immediate feedback. Most of these courses require fundamental skills such as e-mailing and posting on discussion boards. If registering for one of these courses, students must complete a Blackboard orientation session.



### **3. Hybrid Courses**

Hybrid courses use a combination of formats to deliver instruction to students.

Hybrid classes may be a mix of web-based instruction (internet), face-to-face instruction, video

distance learning and/or web conferencing. The *Class Schedule* will note if a class is a hybrid class and the percentage of instruction face-to-face and percentage of instruction through distance technology. Face-to-face meeting times will also be listed in the *Class Schedule*. Your advisor or the instructor can answer questions concerning a specific hybrid class.

## Netiquette Guidelines

Online or distance learning classes often give students a sense of anonymity or make one feel less inhibited. The following guidelines are general rules for internet etiquette or “Netiquette”.

- Remember there is a person or people on the other end. Do not write anything you would not say to someone in person. Abusive or offensive posts will not be tolerated.
- Assignments in online classes are just as important as assignments in face-to-face classes. It is important to use proper spelling, grammar and punctuation. Do not use text slang or lingo.
- For online discussions, stay on topic. If you want to communicate with another student about personal issues or an issue not related to the topic, email or chat with that individual separately.
- Think before you write. Class discussions may be controversial. If a topic or post has provoked strong feelings, write your post and save it. Wait for an hour, then read it again before you post it.
- Word process assignments and discussion posts. Write assignments and discussion posts in Microsoft Word or a similar word processing software. Use the spell check and grammar check functions to proof read your assignment.

## General Information

- You will find that most web based courses are **NOT** self-paced courses, you are expected to meet class/assignments due dates. Your instructor determines the design of the course (for example, whether you have to be logged on at a certain time for a live chat)
- You must have daily access to the college website through your own computer, a computer lab terminal, or other outside terminals (libraries, your workplace, Discovery centers, etc.)
- You must have the required software for each course you are taking (some software must be downloaded from the Internet). Microsoft Office 365 applications (such as Word, Excel, Access and Publisher) are provided to Eastern students at no additional charge.
- You are responsible for checking the course on Blackboard and your Eastern email several times a week for updates.
- You are required to complete a Blackboard orientation session for entry into an online class.
- In many instances, the instructors may make copyrighted materials available to students online under specialized fair use provisions. It is important for students to remember that materials are provided for educational purposes only, and that it is against the law for students to photocopy and distribute copyrighted materials. More information about the college’s Copyright, Intellectual Property and Fair Use policies is provided in the first section of this handbook.
- Distance education, especially web-based courses require a high degree of motivation and self-discipline on your part due to the lack of daily contact with the instructor.

## Technology Requirements

Students must have access to computer hardware and software, as well as access to high-speed Internet, to take distance learning classes. It is not advised to use an Android or iOS tablet or smart phone, or a Google Chromebook, as your primary computing device as Blackboard is not optimized for these devices.

Some recommendations:

### Hardware:

- PC with Windows 7, 8, 8.1, or 10 (10 is preferred)
- Mac with MacOS Sierra, High Sierra, or Mojave
- 4+ GB RAM
- Hard Drive Storage

### Software:

- **An updated Web Browser** (Firefox, Google Chrome, Edge, Safari). Please note, Internet Explorer is no longer supported. Some browser settings, such as accepting cookies and permitting pop-ups, may be required for specific functions to operate correctly. To check your browser compatibility and browser settings, visit [https://help.blackboard.com/Learn/Administrator/Hosting/Browser\\_Support/Browser\\_Checker](https://help.blackboard.com/Learn/Administrator/Hosting/Browser_Support/Browser_Checker)
- **Microsoft Office 365** (provided free to all Eastern students. Instructions on downloading the software will be provided as part of the online orientation).
- **Acrobat Reader** (free download available at <https://get.adobe.com/reader/>. Uncheck the MacAfee add-ons before you download).
- **Some courses may require other specialized software.** Details will be provided in the course syllabus.

### Accessories

- **Portable thumb drive.** Computers on Eastern's campus reset to a "clean" state after each user logs out, so documents and files cannot be saved on campus computers. As a result, students using campus computers should use a thumb drive for saving files. Thumb drives also offer a convenient way to back up files and assignments saved on your personal computer.
- **Web camera.** May be required in some courses. See your course syllabus for details.

### Internet Connectivity

- **Students must have regular access to reliable, high-speed Internet.** Cell phone "hot spot"-based connections are typically unsuitable for an online course.

## Frequently Asked Questions

### 1. Should I consider enrolling in a distance-learning course?

Distance learning courses require a high degree of commitment on your part. You need to be a self-motivated and independent learner. If you tend to wait until the last minute to finish assignments and readings, this type of learning is not recommended.

Also, if the subject is one that you may have difficulty learning or dislike, it is not recommended that you take that class via the web.



## **2. How do I gain access to the web-based class?**

Students can gain access to their class only after they have been officially registered for that course and the semester has started. Students should complete a Blackboard orientation session that will teach students how to access online courses and student email. Information about the Blackboard orientation session will be emailed to students before the semester starts.

## **3. Can I gain access to these classes on campus?**

Yes, students may use college computers to complete the assigned work for a distance learning class. Computers also will be available at the college's Technology Center in Petersburg.

## **4. Where do I go for testing?**

Your tests may be given online or you may be required to take tests at Eastern's main campus. . Instructors may also allow individual arrangements to be made with approved off-site proctors (possible circumstances might include proctoring by local library staff members, local college/teaching staff, etc.) Testing procedures for each course will be specified in the course syllabus at the start of the semester. Most courses that will require on-site proctoring at Eastern's main campus will note that requirement in the Course Schedule.

## **5. How does the instructor receive my work?**

For online classes, your work will be submitted electronically, usually through Blackboard. Other options might include email, electronic drop boxes, or message boards). Some Video Distance Learning course materials might also be collected by an on-site classroom facilitator. Your instructor will provide details for submission in your course syllabus.

## **Stuck? Help is available.**

Eastern's Blackboard Help Desk assists students who are having technical difficulties with Blackboard, the website-based platform for courses.

Contact:

- **Kristen Colebank** -- [Kristen.Colebank@easternwv.edu](mailto:Kristen.Colebank@easternwv.edu) (preferred) or 304-434-8000 ext. 9266
- **Seyed Mirkhani** -- [Seyed.Mirkhani@easternwv.edu](mailto:Seyed.Mirkhani@easternwv.edu) (preferred) or 304-434-8000 ext. 9259

Include the following information in your email: complete description of the problem (include screenshots if possible), your name, course and section number, and instructor's name). If leaving a voice mail, please included the aforementioned information when leaving your detailed message.

WVNET, Eastern's Blackboard provider, also offers a 24/7/365 help desk for students to supplement Eastern's staff. Students can use the WVNET Help Desk tab (located near the top right corner of the screen) in Blackboard, or they can call the WVNET help desk at 304-293-5192 x 248 for Blackboard assistance.

Students should also be aware Blackboard will be offline for a few hours (from 12 midnight to 4 a.m.) every Monday morning for maintenance. It will not be available during those hours.

Also, for students having difficulty accessing their college email (firstnamelastname@student.easternwv.edu), contact the Eastern help desk staff listed above.

## **Characteristics of Students who Succeed in Distance Learning:**

- Highly motivated to achieve
- Independent learner
- Active learner
- Disciplined
- Adaptable to changes and new ways of doing things

## **Distance Learning Quick Facts:**

**A distance learner must be self-reliant. Self-reliance means:**

- the ability to take responsibility for learning,
- knowing how to set goals and standards,
- knowing how to conduct library research,
- having initiative,
- having the ability to manage time, and
- having the ability and willingness to evaluate yourself and others critically.

**Taking responsibility for your learning means that you make a conscious commitment to the learning task. Among other things, this includes:**

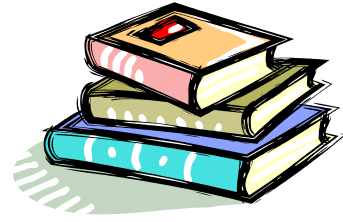
- making the time necessary to study and following through with your schedule,
- understanding your weaknesses and taking action to strengthen them,
- asking for help or clarification when you need it,
- learning to say no to things that interfere with your goal,
- staying motivated,
- finding ways to meet needs that you cannot meet by yourself, and
- fostering an idea of yourself as an active learner, not a passive receiver, of knowledge.

### **Questions to Ask Yourself before Enrolling in an Online Course:**

- Are you self-motivated?
- Do you complete what you start?
- Are you able to work independently with little direction?
- Do you have self-discipline?
- Do you believe that learning is ultimately your responsibility?
- Do you have good reading and writing skills?
- Can you read books and easily comprehend what is being said?
- Are you comfortable using the Internet?
- Are you able to learn new computer skills and software that may be needed for a course?
- Are you able to easily express yourself in writing?
- Will you ask for help if needed or if a problem arises?

**If you answered “yes” to all or most of the questions, you are probably ready for an online course.**

# Ordering Textbooks



The West Virginia Northern Community College (WVNCC) Bookstore is pleased to continue its partnership with Eastern West Virginia Community and Technical College as textbook supplier for the 2019-2020 academic year. The WVNCC Bookstore is owned and operated by Barnes and Noble College Booksellers and is located in Wheeling, West Virginia. the

Textbooks will be available for purchase by numerous means, and all orders will be shipped within 24 hours of receipt from our Wheeling, WV location. Textbooks can be purchased via our secure website at <http://wvncc.bncollege.com>, or by calling the bookstore directly, 304-214-8930. We will be equipped to accept student financial aid awards for textbook purchases for those who are eligible. Purchases may also be paid by check or credit card.

## INSTRUCTIONS FOR ONLINE BOOK ORDERING

If you have any problems with any order, please contact: the book store, at: <http://wvncc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=38551&catalogId=10001&langId=-1>

Visit WVNCC Book Order Page. (You may also access the online Order Form at: <http://wvncc.bncollege.com> and then choose "Textbooks" from the menu bar.)

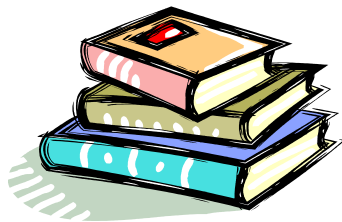
1. Under "Step One: Find Your Course" choose the term for which you are purchasing textbooks in the "select term" box, (for classes starting in August 2019, you will need to choose the Fall 2019 term). Make sure to select the term that includes Eastern's name.
2. Under the "select your department" tab, you will need to select the department for which you are purchasing textbooks. Please refer to the 3-letter department abbreviation found on your course registration form.
3. Under the "select course number" tab, select the correct course number. Please refer to your course registration form for this information.
4. Under the "select section number" tab, select ALL. Eastern uses the same books for all sections of courses.
5. Next, click "Add Course." The term, course and section you have specified will appear in the "Step Two: Review Your Courses" box.
6. If you have additional courses for which you are purchasing books, repeat steps 2 - 6. If you are ready to purchase your textbook(s), select "View Textbook List" in the "Step Two: Review Your Courses" box.
7. You will now see a listing of all needed textbooks for each course you have specified. Please note that texts will be listed as "required" or "recommended". The titles listed as required are those that are definitely needed for your course. The recommended titles are suggested as useful supplemental study materials, although not required to be purchased.

At the bottom of the course-and-book list, the screen now allows you to choose from a series of options. If you are ready to purchase your books, click "Add To Cart" and your shopping cart will appear for each book, select whether you wish to purchase a new or used textbook by checking the appropriate boxes beside the textbook titles. **For Math Courses, Math Lab is required. Student receive a digital copy of the textbook with the access code. A hard copy of the book is optional.**

8. Under "Textbooks Change" you may process your order or request updates in course materials, or for only the required course materials. Whichever option you choose, you must also check the "I understand the amount I am charged may be different if course materials are changed box."
9. Check-out: Follow the prompts to create an account or check out as a guest. If you already have account, please enter your user information to track your orders. Click Deliver to Shipping Address & enter your home address (post office boxes are not accepted).
10. Payment Information
  - If you are a Financial Aid Student, Enter your Student ID #
  - If you are not receiving Financial Aid, enter your payment information to be charged to your personal credit card or payment source.

If you are renting your textbook, the bookstore will require you to enter credit card information, even if you are using Financial Aid.

**PLEASE NOTE: The shopping cart will show the order total with new textbook prices only. If you indicated that you would prefer used textbooks to new textbooks, we will fill your order with used textbooks if they are available. You will receive a confirming e-mail when your order is shipped indicating which titles were available as used textbooks and the final dollar amount of your order.**



# Student Self-Service

## To view Unofficial Transcripts:

1. Go to the MyEastern website (<https://rand.wvnet.edu:9797>)
2. Click on "Enter Secure Area"
3. Type in your User ID/Student ID Number
4. Type in your PIN (your birthday in six digits– for example, October 10, 1970 would be 101070)
5. Click on Student and Financial Aid Info
6. Click on Student Records
7. Click on Academic Transcript

## To Register for Classes:

1. Go to the MyEastern website (<https://rand.wvnet.edu:9797>)
2. Click on "Enter Secure Area"
3. Type in your User ID (usually begins with "S00")
4. Type in your PIN (for first time users, it is your birthday in six digits—for example, October 10, 1970 would be 101070)
5. Click on Student
6. Click on Registration
7. Click Add/Drop Classes
8. Select the semester for which you want to register and click submit.
9. If you know the CRN for each of the classes you want to register for just enter one in each box OR
10. You can click Class Search and select by subject or advanced search.
11. If you encounter any errors, please contact your advisor or LSS at 304-434-8000.

## To see your Mid-term and Final Grades:

1. Go to the MyEastern website (<https://rand.wvnet.edu:9797>)
2. Click on Enter Secure Area
3. Type in your User ID/Student ID
4. Type in your PIN (your birthday in six digits– for example, October 10, 1970 would be 101070)
5. Click on Student and Financial Aid Info
6. Click on Student Records
7. Click on Final Grades

## To check your Financial Aid Award Status:

1. Go to the MyEastern website (<https://rand.wvnet.edu:9797>)
2. Click on Enter Secure Area
3. Type in your User ID/Student ID Number
4. Type in your PIN (your birthday in six digits– for example, October 10, 1970 would be 101070)
5. Click on Student and Financial Aid Info
6. Click on Student Records
7. Click on Account Summary

**To Pay Tuition and Fees:**

1. Go to the MyEastern website (<https://rand.wvnet.edu:9797>)
2. Click on 'Enter Secure Area.'
3. Type in your User ID/Student ID Number.
4. Type in your PIN (your birthday in six digits– for example, October 10, 1970 would be 101070).
5. Click on 'Student Records.'
6. Click on 'Account Summary by Term' (your *Tuition and Fees* will display).
7. Click 'Pay Tuition and Fees' at the bottom of the screen.
8. Select the Term for which you are paying *Tuition and Fees* from the drop down box and click 'Submit.'
9. Enter the Amount you are paying and click 'Submit' (you should pay the total due for the semester unless you have made other arrangements with the business office).
10. Click the Credit Card graphic to pay by credit card or the Check graphic to pay by check.
11. Enter the required information and click 'Pay.' (*Do not click 'Pay' more than once or your payment may be doubled.*)
12. After the payment has been processed you should receive a 'success' or 'failure' message. After this you may logout or continue with other tasks on the site.

**To Retrieve your 1098T:**

1. Go to the MyEastern website (<https://rand.wvnet.edu:9797>)
2. Click on 'Enter Secure Area.'
3. Type in your User ID/Student ID Number.
4. Type in your PIN (your birthday in six digits– for example, October 10, 1970 would be 101070).
5. Click on 'Student Records.'
6. Click on "Tax Notification."
7. Enter Tax Year.

**To obtain an official copy of your student transcript, go to [www.getmytranscript.com](http://www.getmytranscript.com), select Eastern, follow the step-by-step process to complete your order. All official transcripts have a fee of \$7.**

**Problems?**

**If you have problems obtaining your grades or a copy of your unofficial transcripts, please contact Laurie Pitcher, Program Coordinator for Admissions & Financial Aid or Monica Wilson, Dean of Student Access and Success at 877-982-2322.**

# Inclement Weather

In the event of severe weather conditions or emergencies, the College will determine whether classes are to be delayed or cancelled. You are encouraged to listen to the local broadcast stations to learn of any delays or cancellations. There will be signs posted at various places in the EASTERN Complex and in the Access Centers that will list the local broadcast stations.



WVPB	Charleston, WV
WHSV TV	Harrisonburg, VA
WUSA TV	Washington, DC
WELD AM/FM	Fisher, WV
WDVM WV	Hagerstown, MD
WINC AM/FM	Winchester, VA
WKCY AM/FM	Harrisonburg, VA
WQWV FM	Petersburg, WV
WFRB FM	Frostburg, MD
WQZK FM	Keyser, WV
WKHJ Radio	Loch Lynn, MD
WKGO FM	Cumberland, MD
WBOY	Clarksburg, WV



## Eastern's Instant Messenger Service

Eastern uses CampusCast, as special service to let students know if schools are closed or on a delay. You may receive a message through this service to the telephone number and email on record at Eastern. For more information, you can visit <http://highgroundssolutions.com/campuscast-alert/>

## Eastern's Information Telephone Extension

When in doubt, you may also call Eastern's main telephone number, 304.434.8000 dial extension 9399 or they can access it by pressing 1 when prompted by the automated system. You will hear a message on this extensions stating if Eastern is closed, on a delay or operating on normal schedule.

You should check with each instructor to understand what the class attendance policy is during periods of inclement weather. If weather conditions are hazardous, use your best judgment in making the decision to come to class or not.

## Generally:

Discovery Centers are closed when the public schools are closed.

Classes held at the Eastern's Main Campus and Technology Center will not be cancelled when the public schools are closed and in the event the College cancels classes at the main campus or Tech Center, the College will be closed.

# Eastern Staff

## Eastern Staff

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## **Community Resources**

### **Child Care Services**

- **MountainHeart Child Care Resource and Referral Agency**  
For Grant, Hampshire, Hardy, Mineral and Pendleton county – Toll Free 877-211-5437  
For Tucker County- Toll Free 877-862-3103

### **Counseling Services**

- **Potomac Highlands Guild, Inc.** 1-800-545-HELP (Hardy 304-538-2302), Grant (304-257-1155), Hampshire (304-822-3897), Mineral (304-788-2241), and Pendleton (304-358-2351))
- **Appalachian Community Mental Health** – 1-888-357-3232 or 478-2764 (Tucker County)

### **Emergency Services**

- **Amazing Grace Compassionate Care Center** (304)856-2350 (Kevin Grant)
- **St Peter Rescue Mission** (304) 496-7850
- **Catholic Community Services** (304) 822-5414
- **Faith In Action, Inc.** (304) 788-5331
- **Helping Hands of the Potomac Highlands** (304) 788-0110
- **Eastern WV Community Action** (304) 788-6668
- **Keyser Area Ministerial Association** (304) 788-2488
- **Salvation Army** (301) 777-7600
- **Many Area Churches of support**
- **WV Dept of Health & Human Resources**  
Grant (304) 257-4211  
Hardy (304) 538-2391  
Pendleton (304) 358-2305  
Hampshire (304) 822-6900  
Mineral (304) 788-4150  
Tucker (304) 478-3212

### **Employment Services**

- **Job Services**  
Grant, Hardy, Hampshire, Mineral and Pendleton Counties (304) 538-7741  
Tucker County (304) 637-0255

### **Medical/Dental Services**

- Grant County Health Department (304) 257-4922
- Hampshire County Health Department (304) 496-9640
- Hardy County Health Department (304) 530-6355
- Pendleton County Health Department (304) 358-7565
- Mineral County Health Department (304) 788-1321

**Tucker County Health Department (304) 478-3572**  
**Optical Services**  
**WV Lions 1-800-642-3021 (WV Blind Services Unit)**

**Special Services**

- **Consumer Debt Counseling 1-800-762-2271**
- **Legal Aid 1-800-642-8279**
- **Family Resource Network (Resource Directory)**  
**Grant, Hampshire, Hardy and Pendleton Counties (304)530-5480**  
**Mineral County (304)788-9099**  
**Tucker County (304)478-3827**
- **Recording for the Blind (Textbook and novels on tape) 1-800-221-4792**
- **TOPS (Take Off Pounds Sensibly) 1-800-932-8677**
- **WV Division of Rehabilitation Services**  
**Grant and Hardy Counties (304) 538-2701**  
**Mineral and Pendleton Counties (304)788-2313**  
**Hampshire County (304)822-3957**  
**Tucker County (304)637-0205 (Elkins office)**
- **County United Way**  
**Grant, Hardy, Hampshire, Mineral and Pendleton Counties (301) 722-2700**  
**Tucker County (304) 636-0516**
- **Family Crisis Center Outreach**  
**Grant, Hardy, Hampshire, Mineral and Pendleton Counties 1-800-698-1240**
- **Women's Aid in Crisis**  
**Tucker County (304) 636-8433**

## Substance Abuse

Substance Abuse is a very serious personal and social problem that touches everyone. It does not discriminate on the basis of age, race, religion, or financial standing.

### What You Should Know About Drug Abuse in West Virginia

- Substance abuse affects people from all walks of life and is a growing problem throughout the state of West Virginia, with over 152,000 West Virginians in need of treatment.
- In 2008, West Virginia had the highest rate of prescription drug overdose deaths in the United States, surpassing both motor vehicle crashes and falls as the leading cause of accidental death. In five years (1999 - 2004), deaths resulting from drug overdoses in West Virginia rose 550%. This was the largest increase of any state in the country.
- West Virginia has one of the highest rates in the country of non-medical use of prescription pain relievers in 19 to 25 year olds. Opiates are the number one cause of death associated with drug overdoses in West Virginia.
- From 2001 to 2010, West Virginia had a 214% increase in the number of prescription drug overdoses in the state.
- The number of people who died in one year from overdoses of prescription drugs alone is more than six times the number of people who died from overdoses of all other illegal drugs combined.
- From 2009 to 2012, opioid exposure reported to the WV Poison Control Center increased by 12.5% from 460 to 518 reported incidents.
- In 2010, oxycodone and hydrocodone, both opioids, were the top two abused prescription drugs in West Virginia, oxycodone with 39% of percentage of total drugs abused and hydrocodone with 28%

There are hospitals and social services organizations that provide support services for substance abusers in the Eastern Panhandle. These support services include:

- drug and alcohol evaluation/assessment
- individual counseling
- family therapy
- residential and nonresidential treatment
- detoxification
- adult children of alcoholics support groups
- emergency phone services
- emergency housing
- educational and prevention programs
- referral services

### Telephone Numbers for Substance Abuse Information

Alcoholics Anonymous – A.A Statewide 1-800-333-5051 [www.aawv.org](http://www.aawv.org)

Al- Anon/Al-TEEN: Support for family members of alcoholics 1-888-425-2666 [www.al-anon.alateen.org](http://www.al-anon.alateen.org)

Mountaineer Region Narcotics Anonymous (NA) 1-800-766-4442 <http://www.mrscna.org/>  
Alcohol and Drug Abuse 24 Hour Information 1-800-252-6465

# Plagiarism

## Avoiding Plagiarism...

A citation is simply a note telling the reader where you obtained the information you are presenting and giving credit to that source. Failing to credit another person for an idea that is not your own is called plagiarism.

## Plagiarism is a serious offense.

Plagiarism is intentionally presenting the words or ideas of another as your own. It is a very serious offense and can result in a failing grade or dismissal from the program. To avoid plagiarism, simply include citations whenever required as outlined below:

1. **Direct Quotations -- Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in a citation.**
2. **Paraphrase -- Acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in your own words. An example of correctly citing a paraphrase is, "To paraphrase Robertson's comment...." and conclude with a citation identifying the exact reference**
3. **Borrowed Fact or Information -- Information obtained in your reading or research that is not common knowledge must be cited. Examples of common knowledge might be the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to a person's general understanding of a subject may be acknowledged in the bibliography and need not be cited in the text. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in a paper draw their special information from one source. When direct quotations are used, quotation marks must be inserted and a citation must follow immediately. Similarly, when a passage is paraphrased, the same practice is followed.**

Adapted from Wheeling Jesuit University, Literature Review and Library Research Manual, Revised 2005

# YOUR FUTURE STARTS HERE.



## Section 2: Student Handbook

Discover Your Potential

## **STUDENT ACADEMIC RIGHTS**

### **Policy No. BP4.2**

**Full Policy:**

<http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP4-2-Sept-2017.pdf>

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Policy No. BP4.3**

**Full Policy:**

<http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP4-3-Sept-2017.pdf>

## **STUDENT STANDARDS OF ACADEMIC PROGRESS**

### **Purpose**

To establish and communicate criteria for student standards of academic progress to all students.

### **Policy**

A student at Eastern West Virginia Community & Technical College must earn a cumulative grade point average of 2.00 or better to complete certificate or degree requirements. Failure to maintain this average during any semester involving credit hours attempted could jeopardize his/her progress toward meeting these requirements.

### **General Provisions**

Listed below is the cumulative grade point average that must be maintained, as determined through credit hours attempted:

<b>Credit Hours Attempted</b>	<b>Cumulative GPA</b>
0-11	Not Considered
12-30	1.5
31-60	1.75
61 or more	2.00

If a student's cumulative GPA falls below this scale, the Dean of Student Access & Success shall place the student on academic probation for the next semester and shall so notify the student by letter. A copy will be forwarded to the Student Records Office to be placed in the Student's permanent file.

A student receiving financial aid or veterans benefits, having failed to maintain satisfactory academic progress, will be referred to the respective campus office responsible for administering these student service programs.

If a student earns a grade of "D" or "F" in any course taken no later than the semester or term when the student has attempted no more than 60 semester hours, and the student has attempted no more than 60 semester hours, and if the student repeats this course one time only, the first



grade shall be disregarded for the purpose of determining the student's GPA, and the grade earned the second time this course is taken shall be used in determining the student's GPA.

### **Responsibilities and Procedures**

The College's veteran's representative will complete Form 1999B for any student receiving veterans benefits who fails to meet standards outlined in this policy.

### **Academic Expectations of Students**

The student, by voluntarily accepting admission to the institution accepts the academic requirements and all criteria of the institution. It is the student's responsibility to fulfill course work/degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of his/her program.

Once the individual becomes a "student", he/she is expected:

- a) To be willing to seek instruction for self-assessment and preparedness in the following skills:
  1. Reading and Writing
  2. Math and Science
  3. Study and Testing
- b) To know and meet each instructor's subject criteria by:
  1. Listening and following directives;
  2. Reading all materials; and
  3. Meeting all required assignments.
- c) To behave in a mature and responsible way, not in a distractive or disruptive fashion, while present in all academic settings (classes, labs, clinic, and/or related activities).
- d) To strive for continuous academic progress by:
  1. Improving the quality of own work; and
  2. Monitoring own grade averages
- e) To continue monitoring program requirements by:
  1. Checking one's own status and
  2. Checking one's own program requirements for possible changes.
- f) All students enrolling in certificate and associate degree programs are expected to participate in institutional, program, course and/or services assessment activities. This participation will most often be in the form of tests to determine the degree of student academic achievement within the basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, "testing days" will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include, but are not limited to, entrance assessment for course placement, mid-point assessment to determine academic progress, and exit assessment prior to program

completion and graduation. To be aware of, and formulate as quickly as possible, personal and/or professional goals by:

1. Checking own qualifications for desired job;
  2. Checking requirements for desired job;
  3. Monitoring transfer requirements and own status; and
  4. Reviewing goals for personal satisfaction.
- g) To be aware of all College policies pertaining to student rights and responsibilities by:
1. Reading all College related materials (catalog, handbook, schedules, notices, and/or general information; and
  2. Questioning personnel employed by the College.
- h) To seek help from College personnel for assistance when faced with a problem of any size.

Students should know that if they ignore the responsibilities expected of them, the results may be failure to achieve academic goals.

## **STUDENT GRADES AND RELATED CONCERNS**

### **Purpose**

To establish and communicate policy explaining the grading system used by the College.

### **Policy**

All instructors will assign and administer grading procedures in accordance with this policy.

### **Responsibilities and Procedures**

1. The grades earned by a student are determined by the instructor of the class and can be changed only upon the latter's recommendation, except as follows:
  - a. Incompletes require the Dean of Teaching & Learning or designee's approval. See description of "I" (Incomplete) below.
  - b. The Dean of Teaching & Learning may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.
  - c. Instructors must conform to established policies and deadlines for grade awards and changes.
2. For graduation, the applicant shall have a grade point average of 2.0 (average of C) on all work attempted at Eastern West Virginia Community & Technical College that produces an A-F grade, with the exception of repeated courses (See "D" and "F" repeat rule). Some programs require of students a minimum of "C" in each class taken before they will be allowed to graduate with a degree/certificate in that program area.
3. The following systems of grades are used by the Eastern West Virginia Community & Technical College:

<b>Grade</b>	<b>Description</b>	<b>Quality Points</b>
A	Superior	4 per semester
B	Good	3 per semester
C	Average	2 per semester
D	Below Average	1 per semester
F	Failure	0 (included in GPA)
UF	Unearned Failure**	0 (included in GPA)
W	Withdrawal	0
I	Incomplete	0
NC	No Credit	No Quality Points
NC*	No Credit	No Quality Points
AU	Audit	No Quality Points
CR	Credit	0*

\*Used for various nontraditional credit only.

\*\*Unearned Failure awarded due to non-attendance in class after last date to officially withdrawal from the College.

The grade point average is computed for all courses for which a student has registered with the exception of courses with grades of “W”, “I”, “CR”, “NC”, “AU” or courses repeated (See “D and F” rule). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted. To compute the overall grade point average, add all quality points and divide by the number of hours attempted. Courses in which grades of “W”, “I”, “NC”, or “AU” have been given are omitted from the computation. Please note: Grades of “F” and “UF” are calculated in the computation of the grade point average. For more information see pages

## **JUDICIAL BOARD POLICY AND PROCEDURES**

Eastern West Virginia Community & Technical College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. While helping students to reach their goals, the College attempts to develop responsible student conduct.

The institution holds that any violation of a local, state or federal ordinance or law off-campus is considered as a matter of adjudication between the student and civil authorities.

A student involved in a disciplinary action for violating College rules is assured safeguards to his/her rights through the elements of due process given below. A student will receive:

1. Written notice of a disciplinary action including a statement of charges and grounds to justify discipline. The student has a right to appeal the charges and/or sanctions to the Judicial Board.
2. Notice of the time of the hearing which will be given two weeks prior to the hearing so that the student can prepare to counter the charges before the hearing;
3. Names of the witnesses.

4. A statement of the facts and evidence to be given in support of the charges including, in a clear manner, the time and place of the occurrence and the actions or behavior complained of;
5. Advance inspection by the student of the College's affidavits and/or exhibits against the student;
6. Opportunity to present to College Administrators or hearing board his/her own defense against the charges;
7. Opportunity to produce either oral testimony or written affidavits of witnesses to testify for him/her;
8. The right to have counsel at the hearing.
9. In the event the student could be suspended or expelled, opportunity to question, at the hearing, any witnesses against the student;
10. A decision on discipline based solely on the evidence in the records;
11. A report on the results and findings of the hearing;
12. A complete and accurate written record of the hearing prepared by a qualified stenographer or court reporter, if desired;
13. Opportunity to appeal disciplinary decisions internally and to the Governing Board.

A student is presumed innocent until the institution proves his/her guilt beyond a reasonable doubt. Disciplinary proceedings shall be directed to the College's Judicial Board. The board will consist of three faculty members and two students. The faculty and student members of the committee will be selected by the Dean of Teaching and Learning from the site where the particular discipline problem has occurred. One alternate faculty and student member will be selected by the Dean of Teaching & Learning or the Dean of Student Access & Success. The members of the Judicial Board shall select their own chairperson.

The Judicial Board shall have jurisdiction and authority to:

1. Hear evidence in disciplinary cases;
2. Make findings of fact from the evidence presented;
3. Make recommendations to the President of the College based upon such findings, as to the disposition of the disciplinary action, including sanctions to be imposed, if any;
4. Refer for hearing to a lesser disciplinary channel charged in cases not involving potential suspension or expulsion; and
5. Be the appellant body for determinations and recommendations of any lesser disciplinary channel, i.e., Dean of Teaching and Learning for disciplinary matters that do not have the potential of suspension or expulsion. In disciplinary matters, the following process will be used:
  - a. Disciplinary cases shall be referred to the appropriate Dean. The Dean or designee shall collect evidence in the case, contact any witnesses, notify the student of all charges against him/her, and notify the student and the witnesses of

the date, time and place of the hearing before the Judicial Board even though the violation would not lead to suspension or expulsion

- b. The student shall be notified within two weeks of the alleged act, in writing, of the violation for which he/she is to be disciplined. The Dean or designee will serve notice of the disciplinary act(s) upon the student charges by one of the following means:
  1. Handing a copy to the student in person, if the student can be found within the community where the College has a campus.
  2. Mailing, via certified mail, a copy to the student's residence used while in attendance at the institution as last noted on his/her official records at the institution or;
  3. If not presently registered at the College, the notification will be sent via certified mail, to the last known permanent address of home residence as disclosed by the official records at the College.

The College will make every effort in the serving of the notice of a hearing that such service of charge and notice of hearing shall not be defective if the student shall have failed to notify the institution of the current home address and the hearing may proceed without hindrance or delay.

- c. The notice to the student being disciplined shall include at least the following;
  1. A statement of the policy, rule or regulation which he/she is alleged to have violated.
  2. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of.
  3. A statement that a hearing will be held approximately two weeks after the delivery of the notice before the Judicial Board on the charges, and giving the date, time and place of the hearing; and
  4. In situations where the conduct could lead to suspension or expulsion, the notice will include information on the student's right to have legal counsel present at the hearing and that the student would need to pay the counsel and notify the College, at least five days prior to the hearing, that the attorney would be present at the proceedings. All charges should possess sufficient validity to allow the Judicial Board to meet, and in good conscience, consider related evidence.
- d. The hearing shall be held at the date, time and place specified in the notice, approximately two weeks from the receipt of the notice, which shall provide the student with the reasonable amount of time to rebut the charges, unless postponed by the hearing board for good cause shown by either the student alleged to have violated the policy, rule, or regulation or by the institution. The hearing shall be conducted in such a manner as to do justice and shall include at least the following:

1. The accused student has the right to have an advisor. Such advisor may not be a person other than their parents or guardians, a student at the institution, or member of the instructional or administrative staff of the institution, unless specifically permitted by name by the hearing board or unless the case could result in suspension or expulsion in which instance an attorney may be present and Eastern may request legal counsel through the Office of the Chancellor.
  2. All material evidence may be presented subject to the right of cross examination of the witnesses;
  3. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter;
  4. The accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of any content of testimony of the witnesses against the student and have them present at the hearing at appropriate times; and to present witnesses and evidence on the student's behalf as may be relevant and material to the case.
- e. No recommendation by the Judicial Board to the President of Eastern West Virginia Community & Technical College for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented, and shall be based upon proof of violation of policies, rules and regulations by the student as charged by a preponderance of the evidence in the case as a whole.
  - f. After the hearing, the Judicial Board shall make findings of fact and recommendation for the disposition of the case and sanctions to be imposed, if any, and forward them to the President. The student shall also be notified of the recommendations and advised that he/she has two weeks from the receipt of the recommendations from the Judicial Board to request an appeal to the President. The President shall within ten (10) days take such action in relation to the disciplinary matters as he/she finds appropriate under all the circumstances.
  - g. Except in cases which involve the sanction of expulsion, the decision of the President shall be final.
  - h. If the Institutional sanction is expulsion, a student desiring an appeal must, within three (3) working days, indicate to the President in writing an intent to appeal the decision to the Governing Board. A written petition of appeal must be filed with the Chancellor within fifteen (15) days of the President's decision.

# STUDENT GRIEVANCE PROCEDURE

## Purpose

Students have the right to appeal final course grades which they believe reflect an error in calculation, recording or report; capricious, arbitrary, or prejudiced academic evaluation; or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.

## Procedure

### Step 1

The student shall discuss the grade with the instructor involved no later than ten (10) college working days after the start of the subsequent school term not including summer sessions, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the academic program director of the instructor's area. The academic program director shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within 15 college working days from when the complaint is first lodged, the student may proceed directly to step 2.

### Step 2

The student must prepare and sign a document which states the facts constituting the basis for the appeal within 15 college working days from when the original complaint was lodged. Copies of this document will be given to the instructor and to the instructor's program director. If, within 10 college working days of receipt of the student's signed document the program director does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the Dean of Teaching and Learning. (See step 3).

### Step 3

Within 15 college working days of receipt of the complaint, the Dean of Teaching and Learning will establish an Ad Hoc representative committee for review and final resolution. This committee will consist of a minimum of three members including a representative of Academic Services, a representative of Learner Support and at least one faculty representative. Additional committee members may be appointed at the discretion of the Dean of Teaching and Learning.

1. Upon receiving an appeal, the committee will notify in writing the faculty members involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department, college, or school representative committee, together with the notification of the date, time and place of the meeting.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.

4. The final decision of this committee will be forwarded to the student, instructor, the Academic Program Director and to the Dean of Teaching and Learning involved. If the decision requires a change of grade, the instructor will take action in accordance with the committee's decision.
5. If the instructor does not act within 10 college working days, the Academic Program Director will make any necessary grade adjustment.
6. In the case of grade appeals, the Dean of Teaching and Learning functions as the president's designee, therefore, implementation of this decision will end the appeal procedure.

(Approved by LOT on March 16, 2009)

## **POLICY GOVERNING USE OF ALCOHOL**

### **POLICY NO. BP-6.3**

[http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP6-3\\_081103.pdf](http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP6-3_081103.pdf)

## **COMPUTER USAGE POLICY**

### **POLICY NO. BP-6.5**

[http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP-6-5-Appropriate-Computer-Usage\\_signed.pdf](http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP-6-5-Appropriate-Computer-Usage_signed.pdf)

## **TOBACCO USAGE POLICY**

### **POLICY NO. BP-6.10**

[http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP-6-10-Tobacco-Free-Campus-Policy\\_signed.pdf](http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP-6-10-Tobacco-Free-Campus-Policy_signed.pdf)



# WEAPONS POLICY

POLICY NO. BP- 6.11

[http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP-6-11-Firearms-Weapons-Explosives-Policy\\_031616\\_web.pdf](http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP-6-11-Firearms-Weapons-Explosives-Policy_031616_web.pdf)

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT

### Purpose

To comply with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988.

### Scope and Applicability

The issuance applies to the entire College community, including students, faculty, staff, administrators and visitors to the campuses.

### Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on the Eastern West Virginia Community & Technical College property or as a part of any College sponsored function is prohibited. Reporting to work, class or any College sponsored function under the influence of alcohol or illicit drugs is prohibited.

### Disciplinary Sanctions

The College will impose disciplinary sanctions on students and employees consistent with local, state and federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution.

Federal Trafficking penalties include substantial fines and imprisonment up to life.

West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine.

College sanctions will be imposed consistent with procedures used in disciplinary actions. Sanctions for employees may include oral warning, written reprimand, suspension, termination,

and referral for prosecution. Disciplinary sanctions for students may include reprimand, probation, suspension, expulsion, and referral for prosecution.

## **Health Risks**

Substance abuse and drug dependence are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and are estimated to afflict 25.5 million Americans. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40 and is more prevalent in persons with a family history of alcoholism. This number increases dramatically when one considers the harm done to the families of substance abusers as well as those injured or killed by intoxicated drivers or in drug related work accidents. Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol at specific or irregular intervals, or (3) periods of sobriety interspersed by periods of heavy drinking. The disorder is progressive, and can be fatal. If you recognize any tendencies toward alcohol abuse, please seek help as outlined below. Health risks of other drugs include:

*Narcotics* (including opium, morphine, codeine, heroin, and other) – Physical addiction, loss of awareness, respiratory restriction and possible death.

*Depressants* (including barbiturates, Quaaludes, and others) – Slurred speech, disorientation, shallow respiration, coma likely with overdose.

*Stimulants* (including cocaine, amphetamines, and others) – Increased heart rate and blood pressure, possible leading to death, increased excitation, loss of appetite.

*Hallucinogens* (including LSD, “mushrooms”, PCP, mescaline, and others) – Illusions and hallucinations, poor perceptions of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear sometime after use.

*Cannabis* (marijuana, hashish, THC, and others) – Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

## **Counseling and Assistance**

Assistance and information concerning substance abuse and its treatment may be obtained from the counselor’s office at the college campus. Also available to employees, students, and others are services from the following agencies:

Potomac Highlands Guild, Inc.	1-800-545-HELP
(Hardy, Grant, Hampshire, Mineral, and Pendleton)	
Appalachian Community Mental Health	1-888-357-3232 or 304-478-2764
(Tucker County)	

## **Disclaimer**

Eastern West Virginia Community & Technical College, in providing the list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Eastern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by the same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

## **Acknowledgement**

Eastern West Virginia Community & Technical College wishes to acknowledge the following institutions and/or documents in the preparation of this Drug and Alcohol abuse prevention program: West Virginia State College, Marshall University, Yale University, Drug-Free Schools and Communities Act of 1989, the Federal Register 34 CFR Part 86, and the West Virginia Code.

## **SUICIDE PREVENTION AR 4.4**

### **Full Policy:**

<http://www.easternwv.edu/sites/default/files/documents/AR%204.4%20Signed%203.27.18.pdf>

## **SEXUAL HARASSMENT/DISCRIMINATION POLICY**

Students at Eastern West Virginia Community & Technical College are entitled to an environment free from sexual harassment or discrimination. Policy, laws and regulations require the College to eliminate sexual harassment, to provide an environment that is respectful to the dignity of all the students and employees, to inform the college community about sexual harassment and sex discrimination and to provide sanctions for harassing behavior.

Students are encouraged to report sexual harassment complaints or allegations to the Title IX (Disability) Coordinator (s). These officials will advise students of the internal informal reporting and formal complaint procedures. Such officials are trained and understand that internal procedures do not preclude the use of any complaint mechanisms available to complaints. Please refer to Eastern's Board Regulation, AR 5.17 ([http://www.easternwv.edu/sites/default/files/documents/BoG/Regulations/AR-5-17\\_Harassment- final\\_rev\\_050114.pdf](http://www.easternwv.edu/sites/default/files/documents/BoG/Regulations/AR-5-17_Harassment- final_rev_050114.pdf)).

Upon receipt of an allegation or complaint of sexual harassment or discrimination, the Eastern College official or representative, after consultation with Eastern's President or designee, shall immediately initiate an investigation or other appropriate attempt to resolve the situation. Depending upon whether an informal or formal procedure is initiated, a report or recommendation of appropriate action must be completed and forwarded to the President. Upon receipt of the report or recommendation, further investigation or meetings may be required at the President's discretion. The President shall make a decision in all formal complaint procedures and issue a written report to the complainant, subject to legal protections and guidelines.

NOTICE: Eastern West Virginia Community & Technical College, pursuant to the requirements of Titles IV, VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or

students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Inquiries regarding these policies should be directed to: Title IX Coordinator or Human Resources Administrator, Eastern West Virginia & Community Technical College, 316 Eastern Drive, Moorefield, WV 26836, 1.877.982.2322.

## **STUDENT COMPLAINTS**

### **Policy No BP4.6**

**Full Policy:**

<http://www.easternwv.edu/sites/default/files/documents/BoG/Policies/BP-4-6.pdf>

## **Access to College Property**

### **Regulation AR 6.6**

**Full Policy:**

[http://www.easternwv.edu/sites/default/files/documents/BoG/Regulations/AR-6-6-Access-to-CollegeProperty\\_rev-\\_043014.pdf](http://www.easternwv.edu/sites/default/files/documents/BoG/Regulations/AR-6-6-Access-to-CollegeProperty_rev-_043014.pdf)

# **CONSTITUTION of the STUDENT GOVERNMENT ASSOCIATION**

## **PREAMBLE**

We the students of Eastern West Virginia Community and Technical College, in order to promote student involvement in the activities of the College, hereby establish this **constitution** for the purpose of creating and maintaining an organization of central student government which will provide for the fullest practical measure of popular representation of, and participation by, the student body in the administration of activities which foster the recognition of the rights and responsibilities of students of the College.

## **ARTICLE I: Name and Membership**

Section I. The official name of this organization shall be the Student Government Association of Eastern West Virginia Community and Technical College, as referred to as SGA in this document.

Section II. All enrolled students of Eastern West Virginia Community and Technical College shall be members of this organization.

## **ARTICLE II: Student Bill of Rights**

Section I. The student has the right to be considered in membership in any student organization or group without regards to race, age, gender, sexual preference, disability, nationality, religious or political beliefs.

Section II. The student is guaranteed all rights given to him or her in the United States Constitution, Bill of Rights, by the State of West Virginia, and the Eastern WV Community and Technical College Student Handbook. These include:

A. *Freedom of expression and assembly.* Students enjoy the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms students have particular rights and responsibilities, including but not limited to the following:

1. To have access to campus resources and facilities;
2. To espouse causes;
3. To inquire, discuss, listen to and evaluate;
4. To listen to any person through the invitation of organizations recognized by the College;

5. To not violate the rights of others in matters of expression and assembly; and
  6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.
- B. *Freedom of association.* Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
- C. *Right to privacy.* Students are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College Community, including but not limited to the following:
1. Privileged one-to-one communication with faculty, administrators, counselors and other institutional functionaries;
  2. Respect for student property, including freedom from unreasonable and unauthorized searches;
  3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA);
  4. Assurance that legitimate evaluations will be made from student records.
- D. *Responsibilities of citizenship.* Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College's code of conduct.
- E. *Right to due process.* Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

### **ARTICLE III: Governance Structure**

Section I. The SGA shall be organized into three branches: Executive, Legislative (not established at this time), and Judicial (not established at this time), which shall be separate and distinct.

Section II. The Executive Branch will include at least three elected positions and two appointed positions. The elected positions will include: President, Vice President, Secretary of Records/Treasurer. The appointed positions will include: Student Representative to Learner Outcome Team (LOT) and Technology Center Representative.

#### **ARTICLE IV: Elections**

- Section I. Elections for the Executive Branch positions of President, Vice President, and Secretary of Records/Treasurer will be held on the third or fourth week of April; the exact date and time will be set by the EWVCTC SGA Executive Branch and advisor(s).
- Section II. In the event that an Executive Branch office is vacant following an election, the SGA advisor(s) will work with any other newly elected officers to appoint a student to fill the position.
- Section III. Any other rules or regulations pertaining to the SGA elections shall be set forth by the SGA Executive Branch, in consultation with the advisor(s).

#### **ARTICLE V: Meetings**

- Section I. The SGA shall hold a meeting at least once a month at a prescribed time and location throughout the academic year, as agreed upon by the SGA Executive Branch and advisor(s).

#### **ARTICLE VI: Impeachment**

- Section I. The following shall constitute grounds for impeachment:
- A. Violation of the College Code of Conduct, as outlined in the Eastern West Virginia Community and Technical College Student Handbook
  - B. Misuse of Office.

#### **ARTICLE VII: Amendments**

- Section I. Amendments to this Constitution may be proposed by any student at a regularly scheduled SGA meeting and voted upon at the next meeting. A two-thirds (2/3) majority of the students present at the first meeting must pass the motion for the proposed amendment to be placed on the ballot for the next regular meeting.
- Section II. Notice of an election of the amendments shall be provided at least five (5) days in advance.
- Section III. Voting can be held during a regular election or a special election may be held.
- Section IV. A simple majority vote shall be needed to adopt any and all amendments.

Section V. Unless specified otherwise, passed amendments shall become operative immediately after the final acceptance by the Board of Governors.

### **ARTICLE VIII: Definition and Interpretation**

Section I. All definitions and interpretations of the articles of this Constitution shall be determined by the SGA Executive Branch, Advisor(s), and Dean of Student Access and Success.

### **ARTICLE IX: Ratification**

Section I. This Constitution will become effective immediately upon the approval of the SGA and the Administration of Eastern West Virginia Community and Technical College.

## **THE OBLIGATION OF STUDENT GOVERNMENT ASSOCIATION OFFICERS**

The Student Government Association of Eastern West Virginia Community and Technical College is constitutionally the active voice of the student body. The functions and responsibilities of the Student Government Association are complimented by the other student organizations. In addition to the stated goals and operating procedures of the Student Government Association, it is guided by an intrinsic rule of responsibility for the proper representation of the student voice on campus. Having accepted Student Government Office, Officers have a responsibility to conduct themselves in an ethical manner that reflects good citizenship and moral responsibility. Officers accept the responsibility for utilizing the resources of the Association in a positive and constructive manner for the purpose of achieving educational goals consistent with the mission of the College. In final analysis, Officers will carry out their duties to the best of their abilities and in a way that is a reflective of the privilege to represent the student body.



# NOTICE

## Eastern West Virginia Community and Technical College Policy of Nondiscrimination

Eastern West Virginia Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability. The College neither affiliates knowingly with nor grants recognition to any individual group or organization having policies that discriminate on the basis of race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability as defined by applicable laws and regulations.

Eastern West Virginia Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42 and by Section 504 Rehabilitation Act of 1973, not to deny admission on the basis of handicap; by 45 CFR 90, 91, not to discriminate on the basis of age; and by 45 CFR 86, Subpart C, Section 86. 21, not to deny admission on the basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the grounds of race, color, or national origin. Eastern West Virginia Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), Section 504, Rehabilitation Act of 1973, American with Disabilities Act, and other applicable laws and regulations.

**ADA Coordinator**  
Lacey Koontz  
Monica Wilson  
Learner Support Services  
316 Eastern Drive  
Moorefield, WV 26836  
304-434-8000

**EEO Coordinator**  
Carlos Gutierrez  
Human Resources Director 316  
Eastern Drive  
Moorefield, WV 26836  
304-434-8000

**Student Title IX Coordinator**  
Curtis Hakala  
Dean of Teaching and Learning  
316 Eastern Drive  
Moorefield, WV 26836  
304-434-8000

Degree Programs	Certificate Programs	Certification Programs
Accounting Administrative Support Technology Associate in Arts Associate in Science Biological & Environmental Technology Board of Governors Business Management Early Childhood Development General Studies Information Technology Medical Assisting Nursing Paramedic Technical Studies Wind Energy Technology	Accounting Administrative Support Technology Allied Health Care Biological & Environmental Technology Business Management Computer Application Specialist Electromechanical Technology Information Technology Medical Assisting Paraprofessional in Education Technical Studies Wind Energy Technology	Certified Nursing Assistant Dental Assisting Industrial Equipment Maintenance Medical Assistant Microsoft® Office Specialist Pharmacy Technician Phlebotomy Technician Residential Care Specialist Welding

### General Admission Requirements for Eastern West Virginia and Technical College

Students seeking admission to EWVCTC as a degree seeking student must submit the following: (Please see College Catalog for specific information)

- 1) Application for Admission
- 2) GED or HS Diploma or TASC Assessment
- 3) ACT/SAT/Accuplacer Scores
- 4) High school and/or College Transcripts

Some programs have limited enrollment and require additional requirements for admission. Please visit the website at [www.easternwv.edu](http://www.easternwv.edu) or call 304-434-8000 for further information.

# YOUR FUTURE STARTS HERE.



## Section 3: Student Worksheets and Notes

Discover Your Potential

## RETURNING STUDENT CHECKLIST

Returning students should use the checklist to prepare for their registration appointment. Fill out in the blanks and use the boxes to check off the list.

\*Don't forget to renew your Financial Aid.

1. Who is your advisor? Check at the front desk.  
\_\_\_\_\_ (advisor's name)
2. While at the front desk, make an appointment to see your advisor.  
\_\_\_\_\_ (appointment day & time)
3. My major is \_\_\_\_\_  
(for example, Pre-Nursing, Business, Medical Assistant, Associate in Arts or Science)
4. While at the front desk, pick up the *Summer/Fall Schedule*.
5. Look up your degree requirements (academic plan in the catalog).  
You can see the catalog online, email your advisor and ask for one, or check the catalogs in the Resource Center. Go to Eastern's home page <http://www.eastern.wvnet.edu> → current students → Catalog.  
\*Make sure you look at the catalog for the year you started. For example, if you started in the Fall of 2014, you are looking for the 2014-2015 catalog.
6. Make a list of the classes you need to take. Did you forget what classes you had in the past? Check your Eastern account.
7. Look for these classes in the *Schedule*. Pick times that work with your schedule.
8. Create a draft schedule. Use the reverse side to plan your classes.
9. Write down the classes you want in the table below.
10. Bring this document to your registration appointment.
11. Make sure you register for Fall and Summer classes before your last final.

CRN	DEPT	COURSE/ SECTIONS	START DATE	COURSE TITLE	HOURS	TIME	DAYS	ROOM

# Class Schedule Worksheet

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am						
8:30 am						
9:00 am						
9:30 am						
10:00 am						
10:30 am						
11:00 am						
11:30 am						
12:00 pm						
12:30 pm						
1:00 pm						
1:30 pm						
2:00 pm						
2:30 pm						
3:00 pm						
3:30 pm						
4:00 pm						
4:30 pm						
5:00 pm						
5:50 pm						
6:00 pm						
6:30 pm						
7:00 pm						
7:30 pm						
8:00 pm						
8:30 pm						



# **EASTERN**

**West Virginia Community & Technical College**

**316 Eastern Drive  
Moorefield, WV 26836**

**Phone: 304 434 8000  
Toll Free: 1 877 982 2322  
Fax: 304 434 7004**

**Website: [www.easternwv.edu](http://www.easternwv.edu)**

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