



Westmoreland County Community College

145 Pavilion Lane • Youngwood, PA 15697 • 724-925-4000 • www.wccc.edu

student handbook 2015-16

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A Message from the President



Welcome to Westmoreland County Community College. We are excited that you are considering WCCC to begin your educational journey.

Whatever your interest, WCCC offers a variety of options to meet your academic and career goals. Whether you want to earn an associate degree, transfer that degree to a baccalaureate program at a four-year university or prepare for a career, we can help you succeed.

We offer more than 60 transfer and career-track degree programs, and stackable certificates that provide you with “on ramps and off ramps” to immediate employment and advanced education.

To ease the transfer process for bachelor’s degree seekers, we have agreements with numerous prestigious colleges and universities including California University of Pennsylvania, University of Pittsburgh (Oakland/Greensburg/Johnstown), Seton Hill University, Saint Vincent College, Indiana University of Pennsylvania and Pennsylvania State University, to name a few.

We know our students lead busy lives so we offer flexible scheduling at our nine locations, including the Youngwood campus and the Bushy Run, Latrobe, Mon Valley, New Kensington, Greene County, Fayette County and Indiana County education centers.

The Advanced Technology Center, located at RIDC-Westmoreland in Mount Pleasant, offers programs in energy, industrial technology, manufacturing and more for new students and incumbent workers who need technical skills to advance in their current jobs.

Additionally, approximately 200 courses are available online each semester. So, with our nine locations and online classes you can learn where and when it’s convenient for you.

To support you along your academic journey, we also provide a full array of student services, including tutoring, career counseling, financial aid and job placement assistance as well as child day care at the Youngwood campus.

As a WCCC student, you can participate in intercollegiate and intramural sports, student clubs and organizations, and musical and cultural events on campus. You also have the opportunity to challenge yourself through our honors programs and research projects and assist with community service projects. In short, you can have a great collegiate experience at WCCC.

Thank you for choosing WCCC. I wish you much success as you take advantage of all that we have to offer you.

President Tuesday Stanley
stanleyt@wccc.edu

ABOUT THE COLLEGE

Westmoreland County Community College

The Westmoreland County Community College Student Handbook is designed to encourage students, faculty and staff to reflect upon the college's mission, vision and values. Student life at the college embraces the co-curricular student experience, teaching, learning and a student code of conduct which is rooted in an atmosphere of respect and responsibility.

Mission/Vision/Values

MISSION

WCCC improves the quality of life of everyone we touch through education, training and cultural enrichment.

VISION

WCCC is a learning-centered college focused on student success, a catalyst for economic growth, a leader in workforce development and a hub for cultural and artistic experiences.

VALUES

WCCC has a framework of cultures and values that embraces:

1. Commitment to Teaching & Learning
2. Accountability
3. Diversity
4. Collaboration & Cooperation
5. Social Responsibility
6. Integrity
7. Innovation

2015-2016 Academic Calendar

This calendar is subject to change. An up-to-date calendar can be found on the portal at my.wccc.edu. Since WCCC provides classes in a variety of formats, deadlines for adding, dropping and withdrawing from classes varies as well. Refer to your billing statement for dates relevant to your courses.

FALL 2015

Classes begin	Aug. 20
Labor Day (<i>college closed</i>)	Sept. 7
No classes	Oct. 6
Thanksgiving recess	Nov. 25-28
Last day for student-initiated withdrawal	Dec. 7
Last day of classes/final exams	Dec. 16

SPRING 2016

Dr. Martin Luther King Observance (<i>college closed</i>)	Jan. 18
Classes begin	Jan. 19
No classes	Feb. 25, March 23
Spring Break	March 24-26
Last day for student-initiated withdrawal	April 13
Last day of classes/final exams	May 12
Commencement	May 13

SUMMER 2016

Memorial Day (<i>college closed</i>)	May 30
Classes begin	May 31
Independence Day (<i>college closed</i>)	July 4
Last day for student-initiated withdrawal	July 18
Classes End	July 28

FALL 2016

Classes begin	Aug. 22
Labor Day (<i>college closed</i>)	Sept. 5
No Classes	Oct. 4
Last day for student-initiated withdrawal	Nov. 19
Thanksgiving recess	Nov. 23-26
Last day of classes/final exams	Dec. 15

ABOUT THE COLLEGE

Locations

WCCC-Youngwood Campus

145 Pavilion Lane
Youngwood, PA 15697
724-925-4000

WCCC-Advanced Technology Center

1001 Technology Drive
Mt. Pleasant, PA 15666
724-925-4269

WCCC-Bushy Run

6707 Mellon Road
Export, PA 15632
724-925-8090

WCCC-Fayette

140 North Beeson Blvd.
Uniontown, PA 15401
724-437-3512

WCCC-Greene

100 EverGreene Drive
Suite 102
Waynesburg, PA 15370
724-627-3464

WCCC-Indiana

45 Airport Road
Indiana, PA 15701
724-357-1404

WCCC-Latrobe

130 Depot Street
Latrobe, PA 15650
724-925-8473

WCCC-Mon Valley

1181 Fells Church Road
Belle Vernon, PA 15012
724-379-4119

WCCC-New Kensington

1150 Fifth Avenue
New Kensington, PA 15608
724-335-8110

WCCC-Public Safety Training Center

65 Public Safety Drive
Smithton, PA 15479
724-872-2447

Important Phone Numbers

Admissions Office.....	724-925-4077
Advanced Technology Center	724-925-4269
Bookstore.....	724-925-4174
Campus Children's Center	724-925-4156
College Learning Center.....	724-925-4135
Continuing Education	724-925-4107
Counseling.....	724-925-4121
Disabled Student Services.....	724-925-4121
Division Offices	
Computer Technology/Business	724-925-4004
Distance Education, Education Centers & HighSchool Partnerships.....	724-925-4177
Public Service/Humanities/ Social Sciences/ Mathematics.....	724-925-4046
Health Professions/Natural Sciences	724-925-4029
Workforce Development/Technologies/ Culinary Arts/Physical Sciences/ Horticulture.....	724-925-4086
Education Centers	
WCCC-Advanced Technology Center	724-925-4269
WCCC-Bushy Run	724-327-8090
WCCC-Fayette	724-437-3512
WCCC-Greene	724-627-3464
WCCC-Indiana.....	724-357-1404
WCCC-Latrobe.....	724-925-8473
WCCC-Mon Valley	724-379-4119
WCC-New Kensington	724-335-8110
WCCC-Public Safety Training Center	724-872-2447
Financial Aid	724-925-4063
IT Help Desk	724-925-5921
Health/Fitness Center	724-925-4244
Library.....	724-925-4100
Placement Assessment	724-925-6893
Registration	724-925-4204
Student Activities.....	724-925-4055
Student Placement.....	724-925-4121
Student Records	724-925-4069
TDD.....	724-925-4297
Transfer Services	724-925-4059
Tutoring.....	724-925-4135
Veteran's Services	724-925-4056
For other WCCC offices call 724-925-4000.	

ABOUT THE COLLEGE

Accreditation

Westmoreland County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3642 Market Street, Philadelphia, PA 19104, 267-284-5000. The Commission on Higher Education is an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Programs at the college are approved by the Pennsylvania State Department of Education for veteran's educational benefits. In addition, the following programs carry specific accreditation/approval by certifying/accreditation organizations:

- The associate in applied science degree Baking and Pastry program, Culinary Arts programs and Restaurant/Culinary Management program are accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC), a specialized accrediting agency recognized by the Council on Higher Education Accreditation (CHEA).
- The Dental Assisting and Dental Hygiene programs are accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.
- The diploma in Medical Assisting, Youngwood campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL, 727-210-2350.
- The Practical Nursing Diploma Program is fully approved and the Associate Degree Nursing Program is on full approval status by the Pennsylvania State Board of Nursing. The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000; www.acenursing.org for achievement of quality and excellence in nursing education.
- The associate of applied science degree Diagnostic Medical Sonography program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756; 727-210-2350; www.caahep.org with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043; 443-973-3251; www.jrcdms.org.

This handbook reflects the most current information about Westmoreland County Community College and does not constitute a contract between the student(s) and WCCC. The college reserves the right to amend any provisions or requirements at any time. Admission to WCCC acknowledges notice and acceptance of the college's reservation of this right.

WCCC expects students to behave in a manner that supports a positive educational environment. Students enrolling at the college assume obligations to conduct themselves in a manner compatible with the college's function as an education institution. The Student Code of Conduct and Academic Integrity policies have been developed to achieve these goals. Students should visit my.wccc.edu for any updates/revisions made after the publication of this document.

STUDENT POLICIES

Code of Student Conduct

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the college, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within the college community must be compatible with these qualities.

The rights of members of the college are not fundamentally different from those of other members of society. The college, however, has a special autonomy and reasoned dissent plays a part in its existence. All members of the college have the right to press for action on matters of concern by appropriate means.

At the same time, the college places emphasis on certain values which are essential to its nature as an academic community. Among these are freedom of speech, academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based.

Furthermore, although the administrative processes and activities of the college cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the college.

Therefore, interference with members of the college in performance of their normal duties and activities must be regarded as an unacceptable obstruction of the essential processes of the college. Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violation of rights is unlikely to occur.

The Student

Any and all laws of the Commonwealth of Pennsylvania, County of Westmoreland, and the Township of Hempfield, which provides for the protection of persons and for the protection of personal or public property, shall be in effect on college property.

Violations of the Code of Student Conduct

The following activities are prohibited and the student may face disciplinary action for engaging in such activities:

1. Entering or remaining in any lab, classroom, office, building or campus facility after closing time without proper authorization
2. Use, possession, distribution, sale or purchase of illegal substances on college property or at college sponsored events
3. Use, possession, sale or purchase of alcoholic beverages
4. Use, possession, sale or purchase of illegal drugs
5. Illegal or unauthorized gambling on college property
6. Use, possession, sale, purchase or concealment of any firearms, licensed or unlicensed knives not required for classroom or laboratory use, weapons, explosives or dangerous chemicals
7. Theft, willful defacement or willful destruction of college property or personal property of others
8. Theft, including, but not limited to intellectual property such as work products and computer software, either physically or through unauthorized invasion of computer files
9. Verbally or physically intimidating, coercing or using physical force in a manner which causes another member of the campus community to be injured or fearful of physical harm
10. Using email or other means of electronic communication to intimidate, threaten or harass any member of the college community
11. Using another person's ID to gain access to the data communications network or the Internet
12. Using the data communications network for private or personal business or for any other purpose which is inconsistent with the research or instructional needs of the college
13. Operating a motor vehicle in a reckless manner
14. Smoking in areas of the campus not designated as smoking areas
15. Failure to identify oneself when requested to do so by a college administrative official, security officer, faculty or staff member in performance of administrative duty
16. Intentionally furnishing false information to the college
17. Interfering with normal operations of the college
18. Interfering with classroom instruction
19. Any other actions incompatible with the operation of a public educational facility

STUDENT POLICIES

Disciplinary Action

The college reserves the right to deny admission to any applicant or discontinue the enrollment of any student if, in the opinion of the college authorities, the association is not in the best interest of the student or the college.

The college, upon receiving information that a student has committed a violation of the code of conduct, shall investigate the alleged violation. The investigation will normally include an interview with the concerned student. As a result of the investigation, the college may:

1. Dismiss the allegations as unfounded or
2. Administer disciplinary action as appropriate, based upon the severity of the violation. Possible disciplinary actions could include: warning, suspension or expulsion.

Right of Appeal

A student who wishes to appeal the decision concerning a violation of the Code of Student Conduct must appeal the decision by filing a written appeal with the Judicial Board within 10 business days of the decision.

Judicial Board

The Judicial Board has been designed to treat adjudicated incidents of violation of the college rules and regulations by students who appeal the decision made by the college. Such incidents exclude behavior that can be defined as academic in nature. Appeals can only be forwarded to the Judicial Board for consideration if there is: (1) additional information not available for initial consideration; (2) extenuating circumstances not made known; (3) an error or irregularity in the Code of Conduct process.

The Judicial Board shall consist of seven members, which will include three student representatives selected and approved by Student Government Association and two faculty and two staff appointed by the WCCC vice president of Academic Affairs/Student Services.

PROCEDURES

1. Any and all appeals made in connection with nonacademic matters will promptly forward to the chairperson of the Judicial Board.
2. The appeal must be presented in written form and should include particulars, including the people involved, dates, times and any other pertinent information.
3. All parties asked to appear at the hearing will be given five business days' notice of the hearing. They will also be given a written statement of charges and the procedure which will be followed in the hearing. In order for a hearing to take place, a quorum of three members must be present with at least one of whom must be faculty and/or staff. The Judicial Board will

assume responsibility for its procedural operation which will include electing a chairperson and conducting hearings according to the following guidelines:

- a. Hearings shall be conducted in private.
- b. Admission of any person, not a party to the hearing, shall be at the discretion of the chairperson.
- c. The complainant and/or the accused student are responsible for presenting his or her own case.
- d. Both the student and complainant shall have the right to present witnesses and shall have the opportunity to cross examine the other's witness.
- e. Relevant records, exhibits and written statements may be admitted as evidence for consideration by the Judicial Board, at the discretion of the chairperson. These records, exhibits and written statements must be submitted to the chairperson at least three days before the Judicial Board meets.
- f. Formal rules of civil and criminal procedures, and/or technical rules of evidence, will not be strictly applied in Judicial Board proceedings.
- g. There shall be a transcript of the hearing, provided by the college, in the form of an electronic recording. No unauthorized recording devices will be permitted in the room. The record shall become the property of the college.
- h. After the hearing, the Judicial Board shall meet in closed session to determine, by majority vote, whether the student's appeal should be upheld and/or to determine a different sanction.i. All proceedings presented to the Judicial Board should be kept confidential.
- j. The Judicial Board's decisions and recommended sanctions shall be prepared in writing in five business days and directed to the WCCC vice president for Academic Affairs and Student Services. The decision of the vice president is final.

Interim Suspension

An interim suspension may be imposed prior to the hearing before the Judicial Board. Interim suspension may be imposed to ensure the safety and well-being of members of the college community or preservation of college property, to ensure the student's own physical or emotional safety and well-being, or if the student poses a definite threat of disruption or interference with the normal operation of the college.

During the interim suspension, student will be denied all access to the college and education centers, including, but not limited to, classes and all other activities or privileges for which the student might otherwise be eligible and all college activities on every campus. Student must surrender all college-issued identification and will be denied access to college technology.

STUDENT POLICIES

On the last day of interim suspension, the student must meet with a designee in order to be re-instated. All questions should be directed to the designee.

Disruptive Student Behavior

Due process must be afforded all students enrolled at WCCC. Such due process does not permit a student to interfere with the educational process provided all students in a course of study. Behavior that distracts or negatively influences the quality of the learning experience of all students is an infringement upon students' rights. Specifically, behavior which is verbally abusive or physically threatening is considered disruptive and cannot be condoned.

The college has a responsibility to ensure the quality of the learning experience and, as a result, will require that:

1. Any student who exhibits behavior contrary to the operation of a positive learning situation in a course of study shall be alerted by the instructor about the effects of his/her behavior and the need for immediate change.
2. If the behavior persists, the circumstances will be reported by the faculty member to the division dean.
3. Consultations with the student, the instructor and a representative from Student Services may be requested. The designated chair (as indicated above) will determine whether the disruptive student will be permitted to continue in the course of study.
4. Within two working days (Monday through Friday, 8 a.m. to 5 p.m.), notice of results from the consultation will be presented to the student in writing regarding the conditions that must be met and whether or not the student will be permitted to continue class attendance.
5. A student may appeal this decision by contacting the vice president for Academic Affairs and Student Services within two working days requesting reconsideration. The decision of the vice president for Academic Affairs and Student Services will be final.
6. A copy of the decision will be retained in the office of the vice president for Academic Affairs and Student Services.

If a student's conduct is considered physically threatening to the class or the instructor, the student can be removed immediately. The division dean and the vice president for Academic Affairs and Student Services will determine if the student can return to class.

Because there is potential for disruption of the education process, children are not permitted in classrooms during scheduled classes. Children are permitted on college property only when supervised by a parent or parent designated adult.

Student Right-to-Know

Student Right-to-Know is a public law that requires institutions of higher education receiving federal financial assistance to provide certain information regarding the graduation/persistence rates of students. However, at the time of publication, the method by which this information is to be distributed has not been decided by the federal government. Therefore, students who wish to review information on graduation/persistence rates may do so in the Admissions Office.

Personal Data Record

The Personal Data Change form is to be used to change name, address or telephone number. This form is available at the Student Services Success Center. It is the responsibility of each student to keep his/her personal data record updated.

Procedure for Resolution Involving Grades and Academic Issues

The following procedure is recommended for those instances in which a student has an academic concern:

1. The student should make an appointment with the faculty member and discuss the problem.
2. If the student feels that he/she cannot meet with the faculty member, he/she should seek the advice of his/her faculty advisor and/or counselor.
3. If he/she has seen the faculty member and is still not satisfied, the student should make an appointment with the division dean to whom the faculty member reports.
4. If the concern is not resolved at the division level, the student should make an appointment to see the vice president for Academic Affairs and Student Services.
5. If the concern is still not resolved after meeting with the vice president for Academic Affairs and Student Services, the student may request an appointment with the president. The decision of the president in these matters is final.

The college expects students to maintain high standards of academic integrity in all college courses.

STUDENT POLICIES

Academic Dishonesty

Academic dishonesty in any form will not be tolerated. The following procedure has been developed to prevent occurrences of academic dishonesty and to guide faculty and students should they become involved in such incidents.

Academic dishonesty includes, but is not limited to, the following:

1. Cheating: the intentional use or attempted use of unauthorized materials, information or other aids in an academic exercise
2. Fabrication: the intentional or unauthorized falsification or creation of any information or citation in an academic environment
3. Facilitating academic dishonesty: helping or attempting to help another to commit a dishonest academic act
4. Plagiarism: the use of the works of another as one's own in any academic environment

Faculty Responsibilities

The student will be notified no later than five working days after observation or discovery of a specific dishonest incident. Notification will include a description of the infraction, the potential penalty and the student's right to appeal. A copy of the written notification will be forwarded to the appropriate division dean and the vice president for Academic Affairs and Student Services.

Vice President for Academic Affairs and Student Services Responsibilities

The vice president for Academic Affairs and Student Services shall retain a master file of all documented cases of academic dishonesty. The faculty-assigned penalty may be revised if the master list shows multiple infractions. If the penalty is revised, the student will be notified immediately in writing.

Student Appeal Process

A student may appeal the charge of academic dishonesty by contacting the division dean within five days of the date of the notification letter. At this time, the student must submit a written request for appeal with appropriate justification to support the appeal. The appeal process is limited to challenging the charge of academic dishonesty; once the charge of academic dishonesty has been established, the penalty is not subject to appeal.

The student's appeal, including review of the merits of the charge, will be heard by the division dean and two division faculty selected on a rotating basis. The faculty member making the charge will be present. If the student's concern is not resolved, he/she may appeal to the vice president for Academic Affairs and Student Services, whose determination will be final.

Penalties

Any infraction could result in one of the following: grade of F on the assignment/examination in question, completion of an alternate assignment, or a grade of F for the course. Multiple infractions, whether within the same course or in a combination of courses, will be grounds for suspension and/or dismissal from the college.

Ethical Statement for Student Computer and Data Communications Network Use

Westmoreland County Community College's data communications network and the systems by which it is interconnected and accessed exists to support the research and instructional needs of the college. Access to this system is a privilege granted to students and this privilege can be revoked for inappropriate conduct. While the right of free speech applies to communication in all forms, the college encourages civil and respectful discourse.

Some prohibited forms of communication include:

- Obscenity
- Defamation
- Threats
- Disruption of the academic environment
- Harassment based on sex, race, disability or other protected status
- Anonymous or repeated messages designed to annoy, abuse or torment

Some prohibited forms of behavior include:

- Creating excessive noise or other actions that interfere with the work of others in the computer lab
- Using the computer system's capabilities to represent another person's work as your own; this action is considered a form of plagiarism
- Using another student's ID to gain access to the data communications network or allowing others to use your network ID
- Malicious attempts to harm or destroy another person's data, including uploading or creating computer viruses
- Attempting to gain unauthorized access to data, software or systems
- Using the data communications network for personal or private business

All ethical principles that apply to everyday college life also apply to using the data communication network. The use of this network is encouraged for scholarly communications within the constraints of the Westmoreland County Community College Student Code of Conduct and this ethical statement.

STUDENT POLICIES

Drug and Alcohol Policy

The college recognizes that its own health and future are dependent on the physical and psychological health of its students, faculty and staff. Accordingly, it is the intent of the college to maintain a safe, healthful, and efficient work and learning environment for all. Being under the influence of alcohol or any other mind-altering drug while on campus may pose serious safety and health risks to both the user and other members of the WCCC community.

Therefore, the college maintains the following guidelines pertaining to alcoholic beverages:

1. The college will not sponsor student events which focus primarily on the consumption of alcohol.
2. Alcoholic beverages are not permitted at any student event held on the college campus.
3. When a student social event is held at any establishment with a license to sell alcoholic beverages, students 21 years old and older may exercise their legal right to purchase alcoholic beverages. Ascertaining the legality of service is the responsibility of the proprietor of the licensed institution.
4. The student club or organization sponsoring a social event shall be held accountable for compliance with the alcoholic beverage regulations.
5. Infractions of these regulations by student organizations may result in the impoundment of the organization's treasury and/or the placing of the organization on probation.
6. Infractions of these regulations by individual students may result in probation, suspension or dismissal from the college.

Students concerned about their own or another's drug/alcohol use are encouraged to contact a member of the college counseling staff in the Student Services Success Center located in Founders Hall.

Legal Sanctions

Students & Employee:

Possession and/or distribution of illicit controlled substances constitute(s) a crime in the Commonwealth of Pennsylvania. Conviction may result in the imposition of a fine and/or imprisonment.

Students:

Possession and/or consumption of alcohol by persons under age constitute(s) a crime in the Commonwealth of Pennsylvania. Conviction may result in the imposition of a fine and/or imprisonment.

Smoking Policy

Westmoreland County Community College prohibits smoking/tobacco use throughout all college locations except for designated areas. Smoking/tobacco use is permitted only in the smoking shelters and inside personal vehicles. Smoking/tobacco use is defined as the use of cigarettes, pipes, cigars,

electronic cigarettes, hookahs and smokeless tobacco, such as chew and snuff.

The first offense will be a written warning, second offense will be a \$25 fine, and the third offense will be a \$50 fine. Failure to pay a fine within 10 days will result in the student's account being flagged, which means he/she cannot register for classes or receive grades or degree. Persistent violators will be reported and will be handled in accordance with the Student Code of Conduct.

Compliance with this policy will be a collaborative effort among all members of the WCCC community. Persons observed to be smoking and/or using tobacco in a non-designated area will be requested to extinguish or discard tobacco products and will be provided with the location of the nearest designated smoking/tobacco use area. Any member of the college community can make such a request.

Family Educational Rights and Privacy Act - FERPA

Federal law requires that the college provide students access to their academic files. Information contained in the academic file relates only to the student's academic history and performance, including: WCCC Application for Admission, permanent transcript, placement test scores, course registration information, course approval forms (i.e., Course Substitution Form, Course Waiver Form, Advance Standing Form, etc.), and graduation information (when applicable).

Students wishing to inspect the content of their files may do so by completing a Request for Academic File Review form and submitting it to the Records Office. Students may inspect their academic files during normal working hours (Monday through Friday, 8 a.m. - 5 p.m.) provided that they have submitted a written request at least two working days in advance.

Students have the right, by law, to keep all information in their files confidential. However, the college has established a category known as Directory Information. Directory Information may include: student name and address, major field of study, dates of attendance, and degrees and awards received. Directory Information is normally released without a signed consent by the student.

Since Directory Information does not include grades, financial data or any other strictly personal data, the college expects very few students will wish this information withheld. If, however, a student does not wish Directory Information released without a signed consent, a Request to Prevent Disclosure of Directory Information form must be submitted to the Records Office immediately upon enrollment. This written notice to keep Directory Information confidential will be placed in the student's file and no information will be released unless a signed release form is received. Any further questions should be directed to the Records Office.

STUDENT POLICIES

Civil Rights/Title IX Policy and Complaint Procedure

WCCC Nondiscrimination Policy

Westmoreland County Community College will not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law including the Pennsylvania Human Relations Act and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Affirmative Action Officer (presently Sylvia Detar) at 724-925-4190 or in Room 4100D, WCCC Business & Industry Center, Youngwood, PA 15697.

Scope of Procedure

Westmoreland County Community College has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging discrimination, harassment and/or retaliation in violation of federal or state civil rights laws, including those laws enforced by the U.S. Department of Education, Office of Civil Rights. The departments of the Federal Government enforce the following laws that prohibit discrimination, harassment and/or retaliation in programs or activities that receive federal financial assistance:

- **Title VI** of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin.
- **Title IX** of the Education Amendments of 1972 (20 U.S.C. Section 1681, et. seq.) prohibits discrimination on the basis of sex/gender; including sexual misconduct, sexual harassment and/or sexual violence.
- **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** as amended by the Campus Sexual Violence Elimination Act (SaVE Act) prohibits sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking.
- **Violence Against Women Reauthorization Act of 2013 (VAWA)** which imposes new obligations under the SaVE Act including reporting requirement, student discipline and training for students and employees.
- **Sections 503 and 504** the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability.
- **Age Discrimination Act of 1975** prohibits discrimination on the basis of age.
- **Title VII** of the Civil Rights Act of 1964 (governed by U.S. Dept. of Labor), as it relates to employment.
- **Title II** of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public

entities, whether or not they receive federal financial assistance).

This policy and procedures are available and applicable to all members of the college community:

- **Students**
- **Employees**
- **Trustees**
- **Guests**
- **Third Party Vendors**

Types of behavioral misconduct, on the basis of actual or perceived membership in a protected class, that are covered under this policy and procedures include, but are not limited to:

- **Bullying**
- **Discrimination**
- **Harassment**
- **Hazing**
- **Intimidation**
- **Sexual Misconduct Offenses:**
 - Sexual Assault
 - Sexual Harassment
 - Domestic Violence
 - Dating Violence
 - Sexual Exploitation
- **Stalking**
- **Cyber-bullying, cyber-stalking, cyber-harassment**

This procedure does not apply to Academic complaints, with the following exceptions:

- Complaint alleges that an academic decision was determined as a result of discrimination and/or harassment.
- Complaint alleges that an individual was denied participation in an academic program or activity due to discrimination and/or harassment.
- Complaint alleges that discrimination and/or harassment impacted or altered an individual's ability to perform academically.

Procedural Jurisdiction

This procedure applies to conduct that takes place in the following:

- WCCC Campus and education centers (inclusive of parking lots and grounds)
- Any activity that is sanctioned, organized or coordinated by the college, on or off campus, including but not limited to:
 - Clinicals, internships and externships
 - Community activities
 - Off-campus sites offering credit or noncredit classes and/or programs

STUDENT POLICIES

Definitions

Complainant(s) is a person who is subject to alleged protected class discrimination, harassment or related retaliation.

Respondent(s) is a person whose alleged conduct is the subject of a complaint.

Bullying is defined as behavior which is inappropriate and unwelcomed harassment regardless of whether it occurs verbally or through other communication or physical contact that targets an individual or group because of characteristics about that group. Title IX bullying includes discrimination based on gender and/or sexual orientation. Bullying behavior may include any of the following forms and is not limited to these examples:

- Verbal abuse, such as the use of name-calling, using the targeted person or group as the butt of a joke or jokes, derogatory remarks, insults, maligning ridicule
- Inappropriate electronic communication, such as electronic mail, text messaging, voice mail, pagers, website, online chat rooms, and social media in a threatening, intimidating, or humiliating manner
- Verbal or physical conduct meant to threaten, intimidate, and/or humiliate the target individual or group
- Sabotage behavior (undermining) a target individual or group with regard to their work performance or efforts in attaining an education
- Implicit physical contact, which may include but is not limited to pushing, shoving, kicking, poking, tripping, assault, threats and damage to personal or work property.

Consent is defined as knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. A person is incapable of giving consent if that person is under the age of consent (16 in Pennsylvania), incapacitated due to the influence of drugs and/or alcohol, or mentally disabled. Additionally, consent may be withdrawn during the course of a sexual encounter, such that the encounter would thereafter constitute sexual misconduct, if continued.

Dating Violence is defined as abusive behavior or pattern of abusive behaviors used to exert power and control over a dating partner. Whether such a relationship exists will be gauged by the length, type and frequency of interaction between the partners.

Discrimination is defined as actions that deprive members of the college community of educational, extracurricular (including athletics) or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.

Discrimination on the Basis of Sex is illegal under both federal and state law and is strictly prohibited by the College. Sex discrimination can be manifested by unequal access to educational programs and activities or employment on the basis of sex, unequal treatment on the basis of sex in the course of conducting those programs and activities, or, the existence of a program or activity that has a disparate impact on participation, improperly based on the sex of the participants.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by either a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of this jurisdiction receiving grant monies under VAWA, or by any other person against a youth victim or adult who is protected from that person's acts under the domestic or family violence laws of this jurisdiction.

Harassment is defined as acts of systematic and/or continued unwanted actions of one party or a group, including verbal abuse, threats and demands.

Intimidation is defined as implied threats or acts that cause an unreasonable fear of harm in another.

Reasonable Accommodation for students, defined as approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities, unless to do so would cause undue hardship.

Reasonable Accommodation for employees is defined as any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, unless to do so would cause undue hardship.

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Sexual Assault is defined as a person engaging in sexual intercourse or deviate sexual intercourse with another person without their consent; includes rape, fondling, grabbing someone sexually, sexual harassment, stalking, domestic and dating violence, and many other behaviors. Sexual assault is a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the FBI. Under Pennsylvania law, sexual assault is a felony of the second degree and is defined as sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

Sexual Exploitation is defined as behavior that takes non-consensual or abusive sexual advantage of another for the abuser's advantage or benefit, or to benefit or advantage anyone other than the one being exploited, examples are, but not limited to:

- Prostituting another student;
- Non-consensual video or audio-recording of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide to watch you having consensual sex);
- Engaging in peeping behaviors
- Knowingly transmitting an STI or HIV to another student.

Sexual Harassment is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, pervasive and objectively offensive that unreasonably interferes with or deprives someone of educational or employment access, benefits or opportunities. Sexual Harassment is a form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the college.

Three types of Sexual Harassment:

1. **Hostile environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
2. **Quid pro quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct results in adverse educational or employment action.
3. **Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

Sexual Violence is defined as a form of sex discrimination that is illegal under both federal and state law and is strictly prohibited by the college. Sexual violence is defined as physical sexual acts conducted either against a person's will or where a person is incapable of giving consent, including but not limited to, rape, sexual assault, sexual battery, sexual coercion, dating violence, domestic violence, stalking and sexual violence based on the intentional

selection of a victim based on criteria related to the victim's national origin, ethnicity, gender identity, gender presentation, or sexual orientation.

Stalking is defined as engaging in a course of conduct or repeated acts directed at a specific person, which would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. For the purposes of the definition of stalking, "course of conduct" is defined as two or more acts including but not limited to acts in which the stalker directly, indirectly, or through a third party, by any action, device, method or means, follows, observes, monitors, surveils, threatens or communicates to or about a person, or interferes with a person's property. "Reasonable person" is defined as a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental anguish or suffering that may, but does not necessarily, require medical or other professional treatment or counseling.

Guidance on Reporting a Complaint

Prompt reporting is encouraged, because facts often become more difficult to establish as time passes. The college will take prompt and appropriate action in response to all reports in order to end the conduct, prevent its recurrence, and address its effects. The ability of the college to take disciplinary action against the respondent is limited if the respondent is no longer a member of the college community. If the respondent is a staff member, faculty member, or student and leaves the college with a pending complaint, the respondent will not be permitted to return to the college until the complaint is resolved through this complaint procedure.

Due to the potential severe nature of discrimination and/or harassment issues, the complainant does not have to address the issue directly with the respondent and/or with the respondent's supervisor (if applicable), as the initial means of resolution.

Civil rights complaints can be submitted initially in the form of a verbal statement or written complaint. If the complaint progresses to a formal phase, a written statement will be required. If the complainant does not want to submit a written statement, the Civil Rights/Title IX Coordinator can prepare a statement of facts, which is approved by the complainant. A Complaint Form is available for written statements.

Students

Any student (credit or noncredit) can report misconduct (described above) directly to the vice president of Enrollment Management. Students can also report misconduct to the Civil Rights/Title IX Coordinator or any other Reporting Agent(s) named in this policy without fear of retaliation.

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Employees

Any employee (faculty, staff or administrator) can report misconduct to their direct supervisor or the Director of Human Resources. Employees can also report misconduct to the Civil Rights/Title IX Coordinator or any other Reporting Agent(s) named in this policy without fear of retaliation.

Guests and Third Party Vendors

Any guest or third party vendor can report misconduct to the Civil Rights/Title IX Coordinator and/or to the Director of Human Resources directly.

Mandatory Employee Reporting Responsibility

All employees who are aware of any incidents of sexual misconduct or other potential civil rights violations are responsible for bringing any such complaints to the direct attention of the Civil Rights/Title IX Coordinator or to a Reporting Agent. In addition, designated responsible employees, to include deans, directors, coordinators, advisors, counselors, coaches and all members of Human Resources, Security and Student Services, have a duty to assist and inform complainants as to the following:

1. The availability of counseling services and appropriate referrals.
2. The complainant's reporting options, including the choice to decline notifying law enforcement authorities altogether.
3. The responsible employee's affirmative duty to appropriately report the incident to the Civil Rights/Title IX Coordinator.

The college is required to conduct a prompt, thorough, and impartial investigation of sexual misconduct and other civil rights violations regardless of whether or not a formal complaint is filed. Failure on the part of a college employee to report an incident can result in disciplinary action, up to and including termination.

Statement of Complainant's Rights

- To be treated with respect by college officials.
- Interim measures to prevent continued discrimination, harassment or retaliation, if deemed necessary.
- To be free from retaliation.
- To have complaints heard in substantial accordance with these procedures.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible.

Statement of Respondent's Rights

- To be treated with respect by college officials.
- To have complaints heard in substantial accordance with these procedures.
- To be free from retaliation.
- To be informed of the outcome/resolution of the complaint and the rationale for the outcome, in writing.

False Reporting

It is a violation of college policy to file a knowingly false or malicious complaint of an alleged civil rights violation. A false report will result in disciplinary action. A complaint filed in good faith under this provision will not result in disciplinary action.

Retaliation

Complainants who make good faith complaints are protected from retaliation pursuant to Title IX, VAWA and the Campus SaVE Act, this policy, and the college's Whistle-blower Policy. Any retaliation against an individual who has complained about sexual harassment or unlawful discrimination or sexual violence, to include sexual assault, stalking/cyber-stalking, bullying/cyber-bullying, dating violence or domestic violence, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment, sexual violence, or unlawful discrimination, is a violation of this policy. Retaliation of respondents if also against this policy and procedure. Acts of retaliation need brought to the attention of the Civil Rights/ Title IX Coordinator and/or Reporting Agent(s) for further investigation.

Complainant Request for Confidentiality or No Action

If at any point the complainant requests that his/her name or other identifiable information be held confidential with respect to the respondent or decides not to pursue action by the college, the college will make all reasonable attempts to respond to the complaint consistent with the complainant's request. However, the college's ability to investigate and respond to the conduct may be limited. Recognizing that the college has a legal obligation to review all reports, the college will weigh the complainant's request against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same respondent, the college's commitment to provide a reasonably safe and non-discriminatory environment, and the rights of the respondent to receive notice and relevant information before disciplinary action is taken. If the college determines that it is necessary to proceed with the complaint procedure or implement other appropriate remedies, the complainant will be notified by the Civil Rights/Title IX Coordinator of the college's chosen course of action.

Information provided by college employees shall be shared with other college employees and law enforcement on a "need-to-know" basis.

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Reporting Agents

The following Reporting Agents are designated as those persons who are charged with coordinating the college's implementation of this policy with the Civil Rights/Title IX Coordinator, and investigating complaints of unlawful discrimination, sexual misconduct, or retaliation for the college. They may be contacted to initiate an investigation under the policy and/or to answer questions regarding this policy. The college also reserves the right to retain an outside investigator(s) to investigate complaints regarding violations of this policy.

- Vice president of Enrollment Management
- Director of Human Resources

The complainant or the respondent might allege that the investigator has a substantial conflict of interest that might impair his/her ability to conduct a fair and impartial investigation of the allegations. In that event, details supporting the alleged conflict of interest must be submitted, in writing, to the Civil Rights/Title IX Coordinator within 5 days of receiving notice of the identity of the Reporting Agent. A determination will be made about the existence of a conflict of interest and, if such a conflict is found to exist, an alternate investigator will be appointed as expeditiously as possible. In the event that a request is made and an alternate investigator must be appointed, any specific timeline provided for in the complaint procedure shall be suspended pending the determination and/or appointment.

Reporting Agents' Contact Information

Civil Rights/Title IX Coordinator

145 Founders Hall

Youngwood, PA 15697

Email: titleixcoordinator@wccc.edu

Phone: 724-925-6952

Affirmative Action Officer

145 Pavilion Lane

Youngwood, PA 15697

Phone: 724-925-4190

Contact for Employee-Related Concerns

Director of Human Resources

145 Founders Hall

Youngwood, PA 15697

Phone: 724-925-4079

Contact for Student-Related Concerns

Office of Student Services

145 Founders Hall

Youngwood, PA 15697

Phone: 724-925-4050

Filing a Complaint

Anyone who believes that he or she has encountered unlawful discrimination, sex discrimination, sexual harassment, sexual bullying, sexual violence, domestic violence, dating violence, or stalking as prohibited by this policy is advised to preserve all evidence that may assist in proving the allegations of the complaint. Such evidence may also be helpful in obtaining a protective order if necessary. A complaint should

be filed within 24 to 48 hours of the incident or knowledge of the incident. Within two business-days of receipt a complaint, the Civil Rights/Title IX Coordinator and/or Reporting Agents (as listed above) will determine if an investigation is needed.

Depending on the facts and circumstances of the specific complaint, the Civil Rights/Title IX Coordinator and/or Reporting Agents will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

1. The closest, competent health care facility
2. The Police Department and Campus Safety
3. A Student Support Referral
4. The Employee Assistance Program (EAP)
5. Available county victim services

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of sexual misconduct. Accordingly, interim measures such as a temporary suspension, may be implemented pending a hearing on the matter. The Civil Rights/Title IX Coordinator and/or Reporting Agents will inform the complainant in a case of sexual violence, dating violence, domestic violence, sexual assault or stalking, of the right to file a criminal complaint with the authorities.

Investigation

The Civil Rights/Title IX Coordinator and Reporting Agents will enable a prompt, fair and impartial investigation into any allegation of unlawful discrimination, sexual misconduct or retaliation, by trained investigators, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The investigation will be completed within fifteen business-days of receipt of the complaint by a trained and designated investigator for the college, unless the time-frame must be extended for good cause by the Civil Rights/Title IX Coordinator. The designated investigator will allow the parties to present witnesses and other evidence during the investigation. The investigation will continue whether or not the complaint is also being investigated by another agency or law enforcement unless this investigation would impede law enforcement's investigation. If the investigation is suspended during an investigation by law enforcement, the college will implement interim steps to protect the complainant and/or victim's safety.

This procedure gives an overview of the manner of investigating complaints, but point should be taken that not all complaints are of the same complexity or severity. For this reason, the procedures are flexible, not exact since situations can vary, but there will be a priority to be consistent with similar situations.

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Process following the investigation will be dependent upon the determination of the investigation, as follows:

1. A decision not to pursue the allegation due to the lack of or insufficient evidence. The matter will be closed.
2. A decision on the complaint for an informal or administrative resolution, particularly in uncontested allegations.
3. A decision to proceed with a formal hearing.

Conclusion of an Investigation with an Administrative Resolution

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be simultaneously be advised of the results of the investigation in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation. Any case of discrimination, sexual harassment or retaliation, or sexual misconduct will be referred to the appropriate administrative division's Vice President for further prompt and equitable proceedings, commensurate with the recommendation and findings of the resulting from the investigation.

The entire process, from complaint to recommendation for resolution prior to any appeal, should be conducted in a prompt and equitable manner, and should be completed no later than forty-five days from receipt of a complaint. Extensions may be granted under extenuating circumstances, upon review by the Civil Rights/Title IX Coordinator. All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect. To conduct a thorough investigation, the investigator(s) may discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions. For purposes of Clery Act reporting and recordkeeping, the complainant's personal identifying information will not be disclosed.

Formal Hearing Requirement for Sexual Violence Allegations

In accordance with Title IX and VAWA, sexual violence allegations between any two parties will require a formal hearing. Both parties will have the right prior to the hearing to review all evidence and investigative reports beforehand, to have a support person/advisor present, and to present their version of the facts and circumstances surrounding the alleged incident of sexual misconduct. Care will be taken to preserve the rights of complainants to privacy without sacrificing the rights of respondents to due process. The Civil Rights/Title IX Coordinator will conduct a hearing based on the alleged incident(s) of sexual violence and a determination of culpability will rest on the evidence presented and reviewed, using a "preponderance

of the evidence" (i.e. more likely than not) standard of proof. Formal hearings for incidents involving students will follow judicial procedures used by Student Services. Formal hearings for employees will follow procedures established by Human Resources.

Disciplinary Action

In the event that the investigation reveals that discrimination, sexual harassment, sexual violence, dating violence, domestic violence, sexual assault, stalking, discrimination based on sex, retaliation or other inappropriate or unprofessional conduct (i.e. sexual bullying) (even if not unlawful) has occurred, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension, and/or immediate termination. If it is determined that inappropriate conduct has occurred, the college will act promptly to eliminate the offending conduct and where appropriate, the college will also impose disciplinary action. The college will take steps to prevent the recurrence and remedy the effects of any sexual misconduct by taking the appropriate action, which may, depending upon the circumstances, include but not be limited to, disciplinary action, reprimand, change in work assignment, loss of privilege, mandatory training or suspension, expulsion and/or immediate termination.

The outcome and sanctions of a civil rights investigation can become part of the educational record or the employment record of a respondent. This information will not be further released or disclosed except to the extent required or authorized by applicable law.

Circumstances under which such information may be released or disclosed include, but are not limited to, the following:

- Complainants in sexual misconduct and sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation for students and/or employees
- The college may release publicly the name, nature of the violation and the sanction for any respondent who is found in violation of a college policy that constitutes a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/ vandalism of property and kidnapping/ abduction.

Possible Sanctions

Possible Sanctions for Student Respondents

Warning: A formal statement that the behavior was unacceptable and a warning that further infractions of any college policy, procedure or directive will result in more severe sanctions/responsive actions.

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Probation: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any college policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders, and/or other measures deemed appropriate.

Suspension: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at college. This sanction will be noted as a Suspension on the student's official transcript.

Expulsion: Permanent termination of student status, revocation of rights to be on campus for any reason or attend college-sponsored events. This sanction will be noted as an Expulsion on the student's official transcript.

Withholding Diploma: College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

Organizational Sanctions: Deactivation, de-recognition, loss of all privileges (including college registration), for a specified period of time.

Other Actions: In addition to or in place of the above sanctions, college may assign any other sanctions as deemed appropriate.

Possible Sanctions for Employee Respondents

Warning

Required Training

Job Reassignment

Suspension with or without Pay

Termination

Other Actions

Appeal

Either the complainant or respondent may file an appeal of any decision concerning the resolution of an investigation related to this policy. An appeal by either party must be made in writing to the office of the Civil Rights/Title IX Coordinator within fifteen days of receipt of the notice of resolution of the matter. The written appeal must state, in detail, the reason(s) for the appeal and shall address one or more of the following:

- If the appeal alleges that the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each factual error and/or details of each relevant fact that was omitted from the investigation.
- If the appeal alleges substantive procedural errors, the person appealing shall identify each instance of said substantive procedural error.

- If the appeal alleges relevant or substantive issues or questions concerning interpretation of college policy, the person appealing shall state, in detail, the issues or questions supporting this allegation.
- If the appeal alleges that new information or evidence exists, the appeal shall specify the reason why this information was not available or not provided to the Investigator during the course of the investigation, including the reason why the information could not have been provided on a timely basis.
- If the appeal alleges either that action or inaction of the supervisor in response to the findings of the investigation will not prevent future violations of this policy, the person appealing will specify, in detail, the reason(s) and basis for this allegation.

No disciplinary or other action based upon the original complaint findings shall be taken against the respondent during the appeals process, although temporary, interim measures may remain in place. The appeal process will be conducted in an impartial manner by an impartial decision-maker. The entire process, from complaint to notification of resolution and appeal, shall not exceed 60 days.

Time Frame

The college seeks to fully resolve all reports within sixty days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond sixty days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, or other unforeseen circumstances. In the event that the process exceeds these time frames, the college will notify the complainant and respondent of the reason(s) for the delay and the expected adjustment in time frames. Timelines set forth herein may also be extended upon mutual agreement of the parties.

Education and Training

The college is committed to ensuring both preventive and responsive training and relevant educational opportunities for all members of the college community in the area of unlawful discrimination and sexual misconduct.

In the area of responsive education and training, the college is committed to ensuring that all college personnel designated as investigators, counsellors and adjudicators in the area of unlawful discrimination and sexual misconduct will receive specialized and regular training, and will be cognizant of the special needs of complainants, while also ensuring the rights of respondents.

The college has a dedicated webpage on its website to address concerns related to unlawful discrimination and sexual misconduct and will contain relevant information regarding the college's policies, procedures, information updates and ongoing training opportunities for the college community with respect to information on the various

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areas of unlawful discrimination and sexual misconduct, opportunities for community assistance, and the resources available in the event of unlawful discrimination and sexual misconduct.

Documentation

The college shall maintain documents related to complaints under this procedure as required by law. The Civil Rights/ Title IX Coordinator shall be primarily responsible for records related to all civil rights complaints.

Reporting Options Outside of the College

The college's complaint procedures are administrative in nature, and are separate and distinct from the criminal and civil legal systems. The college encourages individuals to pursue whatever remedies are available to them, through internal or external complaint resolution processes. The following external agencies may also receive and investigate complaints of civil rights violations:

PA Human Relations Commission (PHRC)
Pittsburgh Office
300 Liberty Ave, Pittsburgh, PA 15222
412-565-5395

Office for Civil Rights
U.S. Department of Education Headquarters
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
| Facsimile: (202) 453-6012 TTY#: 800-877-8339
| Email: OCR@ed.gov | Web: <http://www.ed.gov/ocr>

Equal Opportunity Employment Commission (EEOC)
Pittsburgh Office
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
1-800-669-4000

Reporting to the Police

In cases involving potential criminal misconduct, the college encourages individuals to report the conduct to the law enforcement agency that has jurisdiction over the location where the incident occurred. If the conduct is reported to the college, the individual will be informed of his or her option to also report any potential criminal activity to the police. Members of the college Security Offices are available to assist the complainant in contacting the police.

The procedures described above will apply to all complaints involving students, staff or faculty members (with the exception that unionized or other categorized employees will be subject to the terms of their respective collective bargaining agreements to the extent those agreements do not conflict with federal or state compliance obligations). Redress and requests for responsive actions for complaints brought against non-members of the community, such as guests and third party vendors, are also covered by these procedures.

Complaint Form

Westmoreland County Community College (WCCC) has an expectation that employees, students, third party vendors, and guests/visitors will share information they receive about violation of WCCC's Civil Rights/Title IX Policy. This form is intended to convey information needed to track WCCC's response to incidents being reported, as well as to assess the danger the incident may represent to the community at large. Annual statistical information may be based on this report, as the need may be to make timely warnings to the community, for the protection of those who may be at risk.

Instructions: Fill in all fields that apply. Report only one incident per form. Take more space than is given on this form, as necessary, to complete the descriptions. You should return this form to your supervisor, campus safety, or anyone listed in the policy within 24 hours of becoming aware of any report.

Case No.:

Your Name:		Position/Department:			
Telephone:		Email:			
Address (Street, City, State, Zip Code):					
Check one:	<input type="checkbox"/> Employee	<input type="checkbox"/> Student	<input type="checkbox"/> Third Party Vendor	<input type="checkbox"/> Guest/Visitor	
Reported to you by:	<input type="checkbox"/> Victim	<input type="checkbox"/> Witness	<input type="checkbox"/> Third Party	<input type="checkbox"/> Anonymous	
Report date:	Incident Date:		Incident Time:		
Where did incident occur (specific building, room, or other):					
If you wish to avoid specifics, check one of the following (see reverse for category descriptions):					
On site:	<input type="checkbox"/> Youngwood	<input type="checkbox"/> ATC	<input type="checkbox"/> Bushy Run	<input type="checkbox"/> Fayette	<input type="checkbox"/> Greene
	<input type="checkbox"/> Indiana	<input type="checkbox"/> Latrobe	<input type="checkbox"/> Mon Valley	<input type="checkbox"/> New Kensington	<input type="checkbox"/> Public Safety Training Center
<input type="checkbox"/> College-related function-please specify:					
<input type="checkbox"/> Off site		<input type="checkbox"/> Public property		<input type="checkbox"/> Other:	
Did anyone seek medical attention?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please describe:		
Please describe incident in as much detail as possible:					
Do you have reason to believe this incident represents a present threat of harm or danger to the victim or others?					
<input type="checkbox"/> Yes		<input type="checkbox"/> No		If yes, why:	
Was a weapon involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of assailants/perpetrators:		
If single assailant, describe:	Gender:	Race:	Age:	Height:	Weight:
Role of assailant on campus:	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> No campus role	<input type="checkbox"/> Unknown
Name of alleged assailant:					
Was there any evidence that this incident was motivated by the victim's (check all that apply):					
<input type="checkbox"/> Race/Color	<input type="checkbox"/> National Origin/Ancestry	<input type="checkbox"/> Age	<input type="checkbox"/> Sex		
<input type="checkbox"/> Disability	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Religion	<input type="checkbox"/> Other Legally Protected Class		

Have you brought this matter to the attention of any other person or department(s) at the College? If so, please list name(s) of all others with whom you have discussed this matter.

Name and contact information of reporting individual:
Names and contact information for any relevant witnesses:
Signature of person completing this report:

Acknowledgement:

I, _____, am willing to cooperate fully in the investigation of my complaint and will provide all information in my possession, custody or control which the College may reasonably request in connection with its investigation. I affirm that the information I am providing is true and correct to the best of my knowledge. I understand that my statements and the information that I am providing may be attributed to me and could be included in any investigation reports that are prepared. I also understand that this investigation is confidential and for me to disclose any information that I have obtained during the course of this investigation could interfere with the investigation. I also understand that if I do not fully cooperate, decisions will be made based on the best information available to the College.

Signature: _____

Date: _____

Signature: _____

Date: _____

Additional notes/comments:

Please contact Westmoreland County Community College Civil Rights/Title IX Coordinator at 724-925-6952 with questions, comments, or if you need additional information.

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Student Grievance Procedures/ Affirmative Action

Students who, for any reason, believe the college's stated policy of nondiscrimination has been violated may use the procedures outlined below to seek clarification or redress.

1. The student is encouraged, if possible, to clarify the issue with the faculty or staff member involved in the grievance.
2. Contact the Affirmative Action Officer (presently Sylvia Detar) at 724-925-4190 or in Room 4100D, Business & Industry Center, Youngwood, PA 15697.
3. It is hoped that any student who feels aggrieved will have sought to resolve his/her complaint informally with the assistance of the Affirmative Action Officer and the appropriate person. The Affirmative Action Officer should take informal steps to clarify and resolve the matter through discussions/meetings with the student, the staff or faculty member involved and/or that person's supervisor. In situations where these informal meetings are unsuccessful in resolving the issue, the Affirmative Action Officer should request the involvement of the vice president of Academic Affairs and Student Services. The formal or informal process should be timely and at the discretion of the Affirmative Action Officer.
4. When a grievant finds the informal procedure inadequate, he/she will document his/her grievance on the Affirmative Action Student Grievance Form and present it to the Affirmative Action Officer. A formal hearing will be scheduled with the hearing board within 10 work days from the date the grievance was filed.
5. The hearing board will consist of the members of the Affirmative Action Committee. When students are involved with the issue, vice president will not serve on the hearing board. When employees are involved with the issue, the director of human resources and assistant to the president will not serve on the hearing board. The Affirmative Action Officer shall chair the hearing. The grievant and respondent may each bring one representative to the hearing. The Affirmative Action Officer will provide written notification to the grievant and respondent as to the date, time, and location of the hearing. The hearing board shall provide to the president its recommendation based upon the information obtained from the hearing within 10 work days from the date of the hearing. The recommendation is documented on the Affirmative Action Student Grievance Form and given to the Affirmative Action Officer who forwards the results to the president.
6. The president will review the hearing board's findings and recommendations and make a decision, which will be documented on the Affirmative Action Student Grievance Form within 10 work days following the receipt of the recommendation from the hearing board. The Affirmative Action Officer will provide the decision to the grievant. This information will also be filed in the office of affirmative action.
7. If the grievant is not satisfied with the response, he/she can request, utilizing the Affirmative Action Student Grievance Form, a meeting with the president to discuss the issues further. The president, within 10 work days after receiving the request, shall meet with the grievant and the Affirmative Action Officer in an attempt to resolve the grievance. The president shall document his decision on the Affirmative Action Student Grievance form within 10 work days following the meeting. The Affirmative Action Officer will forward the results to the grievant.
8. Within 10 work days of the grievant receiving the president's decision, if he/she is not satisfied with the decision, he/she may submit a written appeal documented on the Affirmative Action Student Grievance Form requesting a hearing with the Board of Trustees. Within 45 work days after receiving the appeal, a minimum of three members of the Board of Trustees, along with the college solicitor, will hold a hearing, at which those involved may present both sides of the issue. The Affirmative Action Officer will notify all parties of the date, time, and location of the hearing. The Affirmative Action Officer shall chair the hearing. The trustees will present their findings from the hearing to the full Board of Trustees. Within 15 work days following the hearing, the Board of Trustees will document its decision on the Affirmative Action Student Grievance Form. A copy of the decision will be given to the Affirmative Action Officer who will forward the results to the grievant and the president.
9. This process will be handled in a confidential manner. All information will be kept as confidential as possible under the law by the Affirmative Action Officer and hearing board members.
10. The decision and relevant records will be kept for at least three years. If the grievant chooses to avail himself/herself of counsel (legal or otherwise), he/she is responsible for the fees that are not covered by existing federal and state agencies.

Solicitation

Only authorized students, student groups or personnel are allowed to sell goods to WCCC students, faculty or staff on the Youngwood campus, the Advanced Technology Center, or at any education center site. Individuals and groups must obtain permission from the Student Activities Office, Student Center, Founders Hall.

ENROLLMENT MADE EASY

WCCC offers a variety of services and activities designed to enrich the learning experiences of all students without regard to race, color, national origin, sex, sexual orientation, disability, age or religion. These services are available without charge to students enrolled in credit classes.

Enrollment Made Easy

To help students re-enroll each semester, the following points should be taken into consideration registering for classes:

1. Complete a scholarship application at www.wccc.edu/scholarships. Students that have questions about financial aid or scholarships, should email financialaid@wccc.edu.
2. Apply for financial aid January through May for an upcoming fall semester.
3. Visit www.wccc.edu/paymentplan to explore payment plan options.
4. Contact an academic advisor to help with enrolling for upcoming semesters. They can assist with program evaluations and in the proper selection of courses.
5. Buy books at the WCCC Bookstore early - especially if using financial aid to purchase books.
6. International students must submit official English-translated academic credentials, TOEFL scores of 61 or higher (TOEFLiBT), a statement of financial support for the entire period of enrollment and provide documentation of immigration status.

Assessment Services

All students are required to attend a Placement Assessment and Educational Planning Session. The purpose of the session is to evaluate placement assessment scores, high school or GED transcript(s), and SAT/ACT scores (if submitted). These are used to determine appropriate freshman courses, pursue developmental course work prior to taking other credit courses or consider noncredit academic preparation before enrolling in credit course offerings. The Placement Assessment and Educational Planning Session is required of full-time and part-time degree-seeking students, visiting high school, some visiting college students and non-degree seeking students upon completion of 12 credit hours. Placement Assessment and Educational Planning can be found in Founders Hall, Room 555.

Financial Aid

Financial aid is a grant, scholarship, loan or employment opportunity which assists students with their educational expenses. Most financial aid is awarded on the basis of financial need, or the difference between the cost of education (tuition, fees, books, transportation, etc.), and the amount parents and/or students can contribute toward these expenses. WCCC participates in several state and federal financial aid programs.

Basic Eligibility Criteria

In order to be eligible for many forms of financial aid a student must:

- Be a citizen or eligible noncitizen of the United States.
- Be enrolled in a degree, diploma or certificate program (audited courses do not count toward enrollment status and registered classes must count toward program of study).
- Have a high school diploma, or a recognized equivalent such as a General Education Development (GED) certificate, or completed a high school education in a home school setting approved under state law.
- Be registered with Selective Service if a male.
- Be in good academic standing and maintain satisfactory progress according to college, state, VA and federal regulations.

How to Apply

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov as soon as possible after January 1. In order for the Financial Aid Office to receive the application information from the processor, students must include WCCC as one of the colleges they plan to attend. WCCC's Title IV code is 010176.
2. Submit tax transcripts, corrections and any other requested documentation to the Financial Aid Office in a timely manner.
3. To ensure timely consideration, students should have paperwork on file in the Financial Aid Office by April 15 for the upcoming fall term. The FAFSA is available online at www.fafsa.ed.gov. The loan application is available online at studentloans.gov.

Minimum Standards of Academic Progress for Financial Aid

To continue to receive financial aid from the government-funded programs listed below, students must maintain financial eligibility and satisfactory academic progress in their courses of study according to the standards and practices of the granting agency and the college. The standards include a quantitative measure (minimum standards of completion) as well as qualitative measure (grade point average). Freshman students after attempting 24 credits must maintain a 1.7 grade point average or may lose financial aid for future semesters. Sophomore students after attempting more than 25 credits must maintain a 2.0 grade point average or may lose financial aid for future semesters.

ENROLLMENT MADE EASY

Standards of Academic Progress

All students are expected to maintain satisfactory academic progress. Satisfactory academic progress requires maintaining a cumulative grade point average of 2.0 or higher. Failure to maintain satisfactory academic progress may result in probation status or suspension.

Grades and Grade Points

Letter grades are assigned to inform students how well they have learned the material in their course(s). For each letter grade there is a corresponding number called grade points. The table below shows the grades and their grade point equivalents.

Grade	Academic Achievement		Grade Points
A	superior	=	4.0
B	considerable	=	3.0
C	satisfactory	=	2.0
D	marginal	=	1.0
F	unsatisfactory	=	0.0
W	withdrawn	=	0.0
M	Military withdrawal	=	0.0
I	incomplete	=	grade to be computed upon completion of course
AU	audit	=	no credit

The Grade Point Average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then dividing by the total number of hours of work attempted. Courses numbered below 100 are not calculated into the grade point average.

Example of Grade Point Average Calculation						
Grades		Grade Point Value		Semester Hours of Credit		Grade Hours
C	=	2.0	x	3	=	6
B	=	3.0	x	4	=	12
A	=	4.0	x	3	=	12
C	=	2.0	x	3	=	6
B	=	3.0	x	<u>3</u>	=	<u>9</u>
				16		45

45 grade points ÷ 16 semester hours = 2.81 grade point average or GPA

Academic Probation

Students whose cumulative grade point average is below 2.0 after completing 12 but less than 36 credits will be placed on academic probation and will be subject to the following restrictions: 1. Enrollment is limited to 12 credits 2. Students must meet with a counselor to discuss their academic progress and develop an education plan before registering for classes. Students will remain on academic probation until a cumulative grade point average of 2.0 is achieved. Students on probation may be limited in their participation in student athletics and activities. Students who believe that they should not be on academic probation may appeal their status by submitting a written request to the office of the dean of students.

Academic Suspension

Students who have completed 36 or more credits and have been on academic probation for three consecutive semesters will be suspended. Suspended students may not enroll in credit courses for one semester. Should students wish to enroll in a subsequent semester, they are subject to the following restrictions:

1. Students must meet with a counselor to review their educational goals, develop strategies for improvement, and complete an educational contract approved by the dean of students.
2. Failure to maintain a 2.0 grade point average after completing 12 additional credits will result in suspension for a full academic year.
3. Students suspended for a full academic year will be required to apply for readmission to the college.

Student Identification Cards

Student photo ID cards are provided free of charge to all currently registered credit students. ID cards are issued at the Student Services Success Center or any education center during normal business hours. Returning students should keep their ID cards and must have them validated at the Student Services Success Center each semester. Lost cards are replaced for \$5.

ACADEMIC & STUDENT SUPPORT SERVICES

Academic Advising

Student support assistance helps students in choosing an appropriate program of study and develops a schedule of classes for their first semester based upon placement assessment scores and personal interests. Students receive information about the advising sessions after they submit their application for admission to the college.

After the initial registration, students with less than 12 college credits are assigned to the counseling center. The counselor's goal is to facilitate the student achieving degree status, which is completion of 12 college credits. Upon admittance to degree status, students are assigned to a faculty advisor in the student's major area of concentration.

The student and faculty advisor relationship should focus upon completion of degree requirements and helping the student to achieve their career goals.

Counseling

The counseling staff in the Student Services Success Center helps students adjust to college life. Counselors are available to provide assistance with academic or personal difficulties which may hinder students' educational progress. Among the most common reasons students seek counseling are:

- academic advising and planning
- assistance in transferring to a four-year college or university
- career information and planning
- services for students with disabilities
- personal concerns
- probation counseling

Counseling at WCCC is confidential and free.

Career Planning

A staff of professional counselors is available to assist students in career planning and decision-making. The online version of the COPSystem (Career Occupational Preference Survey) is an assessment tool that can be used. The student and counselor can review the test results. Together they can develop an educational plan that will assist students as they work toward their career goals. In addition, students are encouraged to work with the staff of the Career Development Center who can also assist with career planning and educational goals.

Transfer Services

Those who plan to continue their education after completing course work at WCCC should contact a counselor in the Student Services Success Center. Colleges and universities have varied regulations on accepting courses and credits for transfer, and students can save a considerable amount of time and money if they know the regulations in advance and plan their schedules accordingly.

Special Services

The Act 101 and Student Support Services programs help students make a successful transition to college life.

Act 101

The Pennsylvania Higher Education Equal Opportunity Program ACT 101, established by the Commonwealth of Pennsylvania in 1971, provides counseling, tutoring and other services for students seeking a college education.

ACT 101 participants must be full-time residents of Pennsylvania and are chosen on the basis of economic resources and academic potential. Economic eligibility is based on adjusted family income. Academic eligibility is based upon the need for developmental course work as determined by the WCCC placement assessment.

TRiO (Student Support Services)

The federal government provides academic support and counseling through the TRiO (Student Support Services) Program for students who meet eligibility guidelines. To be considered eligible for program services a student must be a first generation college student, low income or have a disability.

The goals of the program are to retain and graduate students and to provide them with an institutional climate of support.

Services for Students with Disabilities

Students with disabilities are encouraged to schedule an appointment with the student support services counselor to discuss their individual needs.

Students with disabilities may be asked to submit documentation of the disability if they are requesting academic accommodations. This documentation should be current and include an evaluation completed by a recognized authority.

The student support services counselor and the student will discuss how the disability will impact their learning and what services/academic accommodations are appropriate on an individual basis.

All information shall remain confidential unless the student completes a written authorization by completing the Academic Accommodations Request Form.

Students with disabilities who need classroom accommodations should call and make the request well in advance of the start of the classes. For assistance call 724-925-4189 or TDD 724-925-4297.

ACADEMIC & STUDENT SUPPORT SERVICES

TDD & PA Relay System

The Student Services Success Center has a TDD (telephone device for the deaf) communicator which can be reached by calling 724-925-4297. To use the PA Relay System, call 1-800-654-5988. The TDD is located in Student Development, Room 130, at the Youngwood campus and is available for student and faculty use. The PA Relay System can be used for TDD access to other educational campuses.

Pennsylvania Office of Vocational Rehabilitation (OVR)

The OVR provides assistance to students who have disabilities that would normally impair their chances of obtaining occupational training and employment. To apply, students must complete the Free Application for Federal Student Aid. Additional information is available from the OVR offices in Pittsburgh, Johnstown and Washington and from the WCCC Student Services Success Center.

College Learning Center

The College Learning Center (CLC) offers WCCC students tutoring and other educational services which are essential to academic success.

Tutoring

Tutorial services for credit courses are available through the College Learning Center (CLC) at no cost to students. Tutoring sessions are conducted on a limited individual or small group basis. A staff of professional, peer and volunteer tutors can provide students with assistance. Tutoring for various general courses such as math, reading/writing, biology and psychology is available. Assistance for other subjects varies and may not be available for all courses. Please check with the CLC to find out what subjects can be supported.

Tutors can also assist students to develop the necessary study skills needed to improve classroom performance. Students are welcome to utilize any handouts or to take the Learning and Study Strategies Inventory (LASSI) that we offer.

Testing Services

The CLC offers testing services for make-up exams. A valid WCCC student ID card with the current semester's sticker affixed is required to take an exam in the CLC. All other items must be placed within a locker that requires a quarter deposit. Personal property cannot be left in the CLC. Appointments are necessary and must be made 24 hours in advance. All tests are filed under the instructor's last name; therefore, students should know their instructor's name prior to making an appointment. Following these procedures will help to provide an efficient and effective testing service. Enforcement of the Academic Dishonesty Policy will be observed by the CLC staff. Students who have been found responsible for violating the policy will not be permitted to test in the CLC for the remainder of the academic school year.

New Student Orientation Program

The New Student Orientation Program is designed to help new students make a positive adjustment to the college. This required program increases student awareness of campus services, helps students develop a strong connection to the college, and increases students' involvement in campus life. The New Student Orientation Program is provided to support students in achieving their educational goals.

Veterans Benefits

WCCC welcomes and honors the men and women who have served our country. As a veteran, a student may be eligible for educational benefits through numerous GI Bill Programs:

- The Post 911 GI Bill offers Higher Education and training benefits to veterans, service members and their families who served after Sept. 10, 2001.
- The Montgomery GI Bill assists active duty and reservists.
- The Dependents Educational Assistance Program offers education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or of veterans who died while on active duty or as a result of a service-related condition.

Students may not be eligible for Veterans Educational Benefits for the following reasons:

- Program of study must be approved by the VA
- Satisfactory Academic Progress
 1. Maintaining a GPA of 2.0 or better
 2. Successfully completing a minimum of 70% of all attempted credits
 3. Must complete a program of study within 150% of the credits required to graduate
- All courses must go toward the student's degree requirements.

Contact the VA Certifying Official in the Financial Aid Office at 724-925-4063 for further information or if you need assistance in applying. Questions regarding compensation, pension, home loans and Vocational Rehabilitation should be directed to the Pittsburgh Regional Office at 1-800-827-1000.

ACADEMIC & STUDENT SUPPORT SERVICES

Career Development and Placement Center

The Career Development and Placement Center assists students in planning efficient and effective job searches, identifying current job openings, writing resumes and application letters and preparing for job interviews. This assistance is available to students seeking part-time, full-time or summer employment and to graduates seeking full-time career-related positions.

The Career Development and Placement Center maintains students' credential files and information about employers, and arranges for interviews between employers and students. For assistance call 724-925-4054.

Child Care/Preschool

The Campus Children's Center is located at the Youngwood campus. The center operates a childcare/preschool program for children ages 3-6 years, Monday-Friday, 7 a.m.-5 p.m., following the class schedule of the college. The center also operates a preschool program 9 a.m.-noon daily. The center offers a school-age program during the summer for children 3-10 years of age. Campus Children's Center programs are licensed by the Pennsylvania State Department of Public Welfare. It serves WCCC students, faculty and staff, as well as community members. Childcare and preschool fees are based on an hourly rate each semester.

The center offers parents a safe, nurturing and creative educational environment for their children. The Campus Children's Center has earned the STAR 4 rating by the voluntary Pennsylvania Keystone STARS Child Care Program. STAR 4 status is the highest rating possible for child care centers in Pennsylvania. The Campus Children's Center has also achieved accreditation by the National Association for the Education of Young Children (NAEYC). For more information or to register your child, call 724-925-4156.

Learning Resources Center

The Learning Resources Center supports the instructional process by providing print, audiovisual and digital library services. The LRC also coordinates distance education functions. Students who have questions or comments about LRC services should contact the director of Distance Education, 724-925-4138.

Library

The library's print, audiovisual and digital collections are selected to support the college curricula and to provide materials for leisure reading and viewing. Collectively, these include over 45,000 books, 20 databases, hundreds of instructional videos and popular films. A qualified professional staff is available during library hours to assist students in the use of library materials. Coin-operated copiers are available for student use.

Student Access to Library Resources

All WCCC students have access to the library's print and

audiovisual materials at the Youngwood campus. Students who take classes exclusively at education centers may make requests through the library's catalog located on the WCCC portal, by telephone or email and materials are delivered via courier to the appropriate education center. All currently registered students also have access to the digital systems to which the library subscribes by logging in to MyWCCC. WCCC participates in the Westmoreland County Academic Libraries Reciprocal Borrowing Program which provides the opportunity for WCCC students to borrow library materials directly from the following libraries: Penn State-New Kensington, Saint Vincent College, Seton Hill University, and the University of Pittsburgh at Greensburg. Students must present a valid WCCC student ID card when requesting borrowing privileges or reference assistance. The library also participates in regional and national consortia which facilitate interlibrary book lending and interlibrary photocopy services for materials not held locally.

Bookstore

The college bookstore operates for the convenience of students, faculty and staff. In addition to textbooks and supplies for classes, the bookstore stocks stationery, clothing and gift items.

Prior to the start of each semester, the bookstore publishes a list of required books and their prices for each course, and monthly hours of operation. Students may obtain this information by accessing our website at wccc.edu/bookstore, or visiting the bookstore and providing the course code. Students who have misplaced their schedules may request a duplicate copy at the bookstore. The bookstore accepts payment by cash, check, financial aid, MasterCard, or Visa.

Students attending classes at the education centers may purchase their textbooks by using the main campus bookstore in Youngwood. If unable to do so, students should contact their education center or visit wccc.edu/bookstore for alternative options.

Refunds on textbooks are allowed only under certain circumstances; requests for refunds must be accompanied by receipts and, if appropriate, a copy of the student's drop form. Copies of the complete bookstore return policy are printed on the back of each bookstore receipt.

Information regarding the bookstore is available online at wccc.edu/bookstore.

Lock/Locker Rental

The Student Activities Office located in Founders Hall, rents a limited number of locks/lockers to students, staff and faculty on a semester basis. Only school-issued locks are permitted on lockers and all others will be removed. A \$10 deposit is required; \$7 of that deposit will be refunded at the end of the semester when the lock is returned. Lockers are located in Founders, Commissioners and Science halls and the Business and Industry Center.

INFORMATION SERVICES

MyWCCC Portal

The MyWCCC portal (<https://my.wccc.edu>) offers access to a variety of college online services, including email; WebAdvisor, which allows students to register for classes, pay for tuition and access grades and transcripts; Blackboard, for online courses; Campus Announcements, News and Events and information on Student Life/Athletics.

Bulletin Boards

The campus and education center bulletin boards are one of the main sources of information for students. Students may post signs and notices on the activities boards following the stamped approval by the Student Government Association. There are restrictions regarding sign size and content and posting is permitted only on the bulletin boards. To obtain posting approval or more information, contact the Student Activities Office, Student Center, Founders Hall or call 724-925-4055.

The Grapevine

This newsletter is distributed bi-weekly during the fall and spring semesters to inform students, faculty and staff of current issues, programs and activities that affect the college. To have an announcement concerning a club or organization published in The Grapevine, contact the Student Life Office, 724-925-4132. Submissions are accepted by email.

Wireless Internet

WCCC has free wireless Internet service available at several locations on the Youngwood campus including the The Den, library, Student Center and Student Activities Office area, Founders Hall lobby and South Entrance, Commissioners Hall lobby and dining rooms, and Science Hall lobby. Students must register their laptops with the Information Technology Department in Founders Hall Room 148 in order to use the wireless Internet service.

PUBLIC SAFETY

Crime Statistics/Reporting

Westmoreland County Community College adheres to the Student's Right-to-Know and Campus Security Act (Public Law 101-542). Crime statistics may be found at www.wccc.edu under Security and selecting Clery Report. In compliance with Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, WCCC collects and reports specific information on campus crime statistics and campus security policies in the Annual Security Report. This federally mandated report is designed to assist students, prospective employees and the public in being aware of institutional security policies and procedures.

Under the federal Campus Sex Crimes Prevention Act, any person who is required to register with the Commonwealth as a sex offender under Pennsylvania's Megan's Law requirement must notify the state if they are employed or are enrolled as a student at a college or university. The law also requires institutions of higher education to advise the campus community how to obtain information on current registered sexual offenders and predators residing within the campus community. Information regarding registered sex offenders residing around the college campus and education centers may be obtained by visiting the Pennsylvania Megan's Law website at www.pameganslaw.state.pa.us.

Some school applicants are asked about their criminal history and federal law requires certain disclosures on financial aid forms. Failure to provide such information when required for specific education programs may impact a student's ability to participate in the education program.

All prospective employees are also screened in state and federal criminal records databases and the state child abuse registry consistent with the requirements of Act 153.

Transportation

Students are responsible for their own transportation to and from the college. Bus transportation is available via the Westmoreland County Transit Authority and schedules can be obtained by calling 1-800-834-WCTA.

Ride sharing is encouraged and registered carpools are eligible to use specific parking spots on campus. Students needing rides and those willing to provide rides are encouraged to use the college's partnership with CommuteInfo, a program that helps Southwestern Pennsylvania residents find ways to share rides and use transit systems. Visit wccc.edu/commute for more information and to register as a commuter.

Student Parking

Free and ample parking is available for students at the Youngwood campus and the education centers. Students may park only in designated areas. Illegally parked cars will be ticketed and fined. Consistent violators may have grades withheld and be unable to register for additional classes until fines are paid.

Carpool parking (two or more students riding together) is available in the front row of the student lot located in front of the Founders Hall main entrance (Lot B). 30-minute visitor parking is available in front of the Founders Hall main entrance (Lot H). ADA and van-accessible parking is available in all campus parking lots and marked accordingly. Overflow parking when lots are full is available behind Commissioners Hall (Lot F).

Vehicle Regulations

To ensure the safety of students, staff and visitors, the college has established parking rules and enforces all provisions of the vehicle code of the Commonwealth of Pennsylvania and Hempfield Township. A 15-mile-per-hour speed limit is in effect at all parking lots and college roadways.

Fines will be levied according to the following schedule: (The timeframe for the offenses is one semester.)

FINES	1st Offense	2nd Offense	3rd Offense
Trespass	\$10	\$25	\$50
Blocking Traffic/Walkways	\$10	\$25	\$50
Parking in the Fire Lane	\$10	\$25	\$50
Not Parked between Lines	\$10	\$25	\$25
Use of Restricted Parking without a permit	\$10	\$25	\$25
Use of Disabled Parking without a permit	\$50	\$50	\$50

Recurring offenses may carry higher fines. Fines may be paid at the Student Services Success Center. All fines are financial obligations to the college. WCCC reserves the right to withhold grades, transcripts or diplomas until all fines have been paid in full.

Disabled Student Parking

Students who wish to use the disabled student parking areas must have either a valid handicap license plate from the state or a state-issued plaque indicating the individual has a disability. A temporary WCCC permit may be issued for short-term use only. Students may call the Student Development Office at 724-925-4057 to discuss individual needs.

Student Use of Buildings

The Youngwood campus buildings are generally open for student use from 7 a.m. to 10 p.m. Monday through Thursday, from 7 a.m. to 5 p.m. Friday, and from 8 a.m. to 4:30 p.m. Saturday. Student use of the buildings at other times is permitted only with administrative permission. Hours for the education centers are determined by class schedules and vary each semester.

College Closing Information/Rave Mobile Safety

Information on class cancellations and college closings due to inclement weather or other emergency situations is made available to all students by email from Rave Mobile Safety, the college emergency notification service. Alert messages will also appear prominently on MyWCCC portal, wccc.edu webpage, WCCC Facebook and Twitter pages and digital signs on campus. Credit students are automatically signed-up for email alerts to their My.WCCC.edu account but must add additional email addresses and phone numbers manually. To receive additional alerts, log into MyWCCC and select Emergency Alerts-Update Your Account under WCCC bookmarks.

Students will also be notified by television and radio station announcements, the WCCC website (wccc.edu), and TV-station affiliated websites. Information of specific TV and radio stations and websites will be published on the WCCC website and in The Grapevine.

As road conditions vary widely during inclement weather, students are advised to use their own judgment in deciding whether to attend classes. For more information and alternate routes to the Youngwood Campus, visit MyWCCC and select the Closing/Class Cancellation Guide under WCCC Bookmarks.

STUDENT LIFE

Intercollegiate Athletics, Intramurals and Leisure Programs

Intercollegiate sports competitions include coeducational golf, men's and women's cross country, men's and women's soccer and women's volleyball in the fall and men's and women's basketball, men's and women's bowling, women's softball, men's baseball and coeducational golf in the spring. The teams compete for honors in the Western Pennsylvania Collegiate Conference and also for regional and national honors that are sponsored by the National Junior College Athletic Association. All student athletes must satisfy the eligibility provisions of the National Junior College Athletic Association and the academic probation policy of the college.

An intramural program, incorporating a variety of activities, is offered for full- and part-time students who wish to enter team or individual tournaments regardless of their ability levels. Offerings are available for women and men as well as in a coeducational format. The key ingredient to participation is interest, not skill level.

The indoor physical education facilities at the college include a gymnasium, auxiliary gym, an indoor jogging track, locker rooms and a fitness center that features a variety of strengthening machines and aerobic equipment. Hours are posted at the gym entrance. Students should check the weekly schedule of events that may close portions of the gymnasium facilities.

The outdoor facilities include softball, baseball and three soccer fields.

Students are encouraged to utilize the facilities for their leisure use so a pattern of lifelong physical fitness is developed. A variety of credit and noncredit physical education courses are scheduled to assist in this endeavor.

Children are not permitted in the gymnasium.

Food Service for Students

AVI Fresh provides food service in The Den, located in Founders Hall. The Den features a variety of food concepts and menu offerings and includes the following food stations: Joe's, a grill concept offering fresh burgers, chicken fingers, French fries, and grilled and spicy chicken sandwiches, plus more; Wrapped, a made-to-order deli venue with wraps and signature salads; Piazza, a signature pizza program; and Fresh Portable Fare that offers an array of exciting portable meals and snacks. The Den also features "We Proudly Brew Starbucks Coffee" drinks and fresh pastries.

In addition to The Den, AVI Fresh also operates a grab-n-go kiosk in Commissioners Hall that features Fresh portable fare and Starbucks coffee. Several vending services are also available in each building at the Youngwood campus and the WCCC education centers.

Hours:

Fall and spring semesters:

Monday -Thursday, 7:30 a.m.-6 p.m. and
Fridays, 7:30 a.m.-2 p.m.

Summer semester:

Monday-Thursday, 7:30 a.m.-2 p.m.

Commissioners Hall Kiosk:

Monday-Thursday, 7:30 a.m.-2 p.m.
(closed summer semesters)

Café at 145, a mini-restaurant operated by WCCC hospitality students and faculty, is also available to students. Café at 145 serves lunch and/or dinner in the Commissioners Hall dining room on designated weekdays during the fall and spring semesters. Seating is limited and reservations are required.

Student Activities

The Student Activities Office provides the foundation for student involvement, promoting personal, social, and intellectual growth through student engagement, leadership development and student focused programming.

To achieve this mission, the department will work to:

- Encourage student involvement/engagement
- Provide learning through experience
- Create a challenging environment that fosters time management and personal accountability
- Strengthen respect for all persons
- Help students work collaboratively with others
- Promote all aspects of community/campus life
- Support programming, leadership development and student organization formation
- Support students in their self-directed activities and events
- Provide social, educational and cultural opportunities for all students

Student Government Association

The Student Government Association (SGA) is the representative voice of the student body. Executive board officers and voting members promote and represent the rights and interests of students. Every student of Westmoreland County Community College becomes a non-voting member of the Student Government Association upon payment of their student services fee. There are five officers on the SGA Executive Board and a maximum number of voting members that match a 1:200 member to student body ratio. The executive board consists of a student president, vice president, secretary I, secretary II and treasurer. The executive board officers are appointed following an application and selection process of the WCCC SGA appointment committee. Any student enrolled in a credit program at Westmoreland County Community College may be eligible to become a SGA voting member provided he or she follows attendance guidelines as stated in the Student Government Association Constitution.

STUDENT LIFE

The purpose of the Student Government Association is to:

- To encourage superior standards in academics, leadership, loyalty, honesty and mutual respect.
- To provide an effective means for students to express their wishes on matters directly concerning them and the college
- To encourage student participation and generate student spirit through supporting college, student organization, and extra-curricular activities
- To act in the best interest of the study body at all times and to encourage activities of a social, educational, community service and cultural nature
- To provide a means of communication and representation among the student body, the Student Government Association, student organizations, faculty and the administration of the college
- To provide a basis through which the students of Westmoreland County Community College may communicate with the students of other institutions of higher learning
- To recognize and encourage all officially approved student organizations on campus
- To oversee expenditures of funds allocated to the SGA to benefit the student body
- To carry out the provisions of the SGA Constitution

Regular meetings of the SGA are held twice a month to discuss issues and concerns that arise within the college community, especially those which directly affect students, and seek solutions to these problems. Each recognized student organization is required to send representation to these meetings, where they are given the opportunity to report on organization issues, activities and seek support for their endeavors. The SGA also adopts practices and procedures that integrate the activities of other student organizations with the total college program and serve as a liaison among students, faculty and administration.

The SGA sponsors and conducts a variety of collegewide educational and service-based activities each semester. Such events include a Red Cross Blood Drive and Better World Books used textbook drive.

Cultural Programs

The mission of the WCCC Cultural Programming Committee is to expose the students of WCCC and the residents of the communities served by WCCC to a diversity of cultural experiences, ideas and expressions.

Prevention Awareness Committee

The primary focus of the Prevention Awareness Committee (PAC) is to provide awareness to the college community about issues surrounding drugs and alcohol. PAC seeks to do this by sponsoring events on campus as well as providing support and referrals to students who are experiencing drug and alcohol-related issues in their lives.

CLUBS AND ORGANIZATIONS

College clubs provide opportunities for growth in areas of special interest and leadership. Many organizations are centered on areas of study while others are open to all students. All student clubs and organizations must be officially recognized by the Student Government Association and the college. Coordinated through the Student Activities Office, the following clubs are officially recognized WCCC student organizations:

American Welding Society

The WCCC chapter of the American Welding Society is devoted to promoting welding and related processes, and to supporting all those who contribute to the industry.

Anime Club

The Anime Club was established for WCCC students who enjoy anime. Members of the club watch and discuss anime together, draw anime and write Fan Fictions to share. The Anime Club also hosts movie nights for its members.

Art Club

The Art Club provides a forum for students to exchange ideas, learn about their field and showcase artwork. Activities are organized that expand awareness of the art profession and take advantage of cultural events in the area. Numerous field trips are arranged.

Campus Activities Board

The purpose of the Campus Activities Board (CAB) is to organize, promote and participate in WCCC campus activities and social events for all WCCC students. Events of a recreational, social, educational, cultural and community-service nature are supported, sponsored, planned and coordinated by the CAB. Membership in this organization is open to all WCCC credit students who have interest in activities and social planning.

Criminal Justice Fraternity

The Criminal Justice Fraternity is an outlook organization on legal procedures in the community. It is designed for students interested in law enforcement as a career. The purpose is to familiarize criminal justice students with situations within the environment that they may encounter in the future. Some group projects include visits to a prison, a court trial and a correctional institute.

Cultural Awareness Coalition

The Cultural Awareness Coalition (CAC) is a club designed to highlight the different cultures at WCCC and bring their experiences to faculty, staff and students. The CAC is also designed to help students of all cultures feel comfortable on campus by doing events such as highlighting holidays or religious celebrations that many Americans may be unfamiliar.

Early Childhood Education Club

The Early Childhood Education Club is designed to promote community interest and involvement in the field of child care and to give a broader range of knowledge in this

career area. The club also helps with community activities involving children.

Elite Business Group

WCCC Elite Business Group is dedicated to teach and provide hands-on experience to our WCCC business students. Throughout the semester members will help bring awareness and recognition of successful business leaders from around our area, giving WCCC students and community members an opportunity to interact and network with one another. Our mission is to create, manage and grow a successful campus business with the supervision of full-time business instructors and the entire business department at WCCC. Although this was created for business majors, any student can join.

Gaming

WCCC Gaming is dedicated to bringing anyone who plays games together in a fun, collaborative environment. Membership is open to all students. WCCC Gaming plays video games, board games, card games, tabletop games and anything else club members wish to play at events each semester. Student trips include visiting the Pittsburgh Symphony for video game-inspired orchestras and traveling to local/national video game conferences, among others. The student organization is also active in the community with a variety of activities aimed at helping others.

History Club

The History Club promotes the study of history by encouraging research and the exchange of learning and ideas among those students who are history enthusiasts. The club provides ideas outside the classroom for students interested in historical study and debate. Membership is open to any current WCCC student or alumni.

Horticulture Club

The Horticulture Club strives to help its members learn more about horticulture through field trips, guest speakers and campus projects. It also promotes fellowship among the members through various events. It is open to all WCCC students.

NSNA/SNAP - WCCC Chapter

NSNA (National Student Nurse Association) is a national professional organization open to all student nurses. SNAP (Student Nurse Association of Pennsylvania) is a state professional organization for student nurses. Students on both levels are invited to join the professional groups. Students participate in health education activities and work toward promotion of nursing as a profession. They participate at the regional, state and national level by attending workshops and conventions that focus on current professional interests and concerns.

CLUBS AND ORGANIZATIONS

Phi Theta Kappa

Phi Theta Kappa is the only nationally acclaimed honor society serving America's two-year colleges and associate degree granting institutions. Election to the honor society is open to any student who has completed at least 12 credit hours (either full- or part-time) at WCCC. Candidates must possess a cumulative grade point average of 3.5 or better in order to be considered for selection. The purpose of the society is to recognize academic excellence among students in two-year colleges, provide opportunities for intellectual interchange and assist those seeking to transfer to four-year institutions. Phi Theta Kappa also offers scholarship opportunities, student directed honors projects and the chance to attend regional and national meetings of the society.

Reach Out Christian Club

The purpose of the ReachOut Christian Club is to unite Christians from all denominations to support one another in their faith and to learn more about God through various Bible studies that meet the interests and needs of college students. ReachOut holds a weekly prayer and Bible study, participates in community service and plans other events for members. The club also finds opportunities to share their faith with the rest of the student body.

Rotaract Club

The Rotaract Club of Westmoreland County Community College is a service organization for young adults, ages 18 - 30, who are dedicated to community and international service. Its purpose is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The Rotaract Club of Westmoreland County Community College is sponsored by the Rotary Club of New Stanton-Youngwood.

Sigma Alpha Pi

The National Society of Leadership and Success, Sigma Alpha Pi, is a nationwide community dedicated to creating lasting, positive change. Membership in the WCCC Chapter of Sigma Alpha Pi is open to any WCCC student. There is a onetime membership fee. Following the fulfillment of required activities, chapter members are inducted into the society, receiving lifetime benefits. Members can experience monthly national speaker presentations, a leadership training program, participation in networking opportunities and community service projects. Upon induction, members receive a leadership certificate, T-shirt, membership pin, car decal, exclusive job bank access, access to success coaches, personalized letter of recommendation, opportunities for awards and scholarships, access to all past speaker events online, social events, leadership opportunities and numerous other benefits. Visit www.societyofsuccess.com for more information.

Student American Dental Assistants Association

The Student American Dental Assistants Association is an organization composed of dental assisting students. The association helps to promote the profession of dental assisting and educational gain outside of the classroom. It also promotes awareness of the WCCC Dental Assisting program.

Student American Dental Hygienists Association

The Student American Dental Hygienists Association is the student organization of the American Dental Hygienists Association and is composed of dental hygiene students. The mission is to promote dental health and the prevention of dental diseases by providing dental education to all age groups – children, adolescents, adults and geriatric populations. Students participate in many community oriented activities including visits to schools, community groups, nursing homes and head start programs. Once a year, students provide free dental products such as toothbrushes, dental floss and toothpaste, which the students purchase through fundraising.

Writers' Guild

The Writers Guild is a group of writers, varying in skill from masters of the craft with years of experience, to beginners looking for new ways to express themselves. If you enjoy writing of any form, whether it be technical writing or poetry, creative nonfiction or novel-writing, this is the place for you! An informal group of peers each working toward the goal of bettering our understanding of the art and business of being a writer, we also have a subcommittee that works on the "Writers Corner," a monthly publication aimed at entertaining and informing the student body with fun-to-read articles and stories!

GLOSSARY OF KEY TERMS

Academic Advisor — An individual (usually a faculty member) who helps students decide what courses to take and chose a major of study. Academic advisors also make certain students fulfill graduation requirements and provide guidance when the student has academic difficulties.

Academic Calendar — A list of important dates for the academic year, including vacation breaks, registration periods and other pertinent information.

Academic Probation — A student whose cumulative GPA falls below a designated number (2.0) can be placed on academic probation. If the GPA does not improve, then the student may be prohibited from registering for classes for a designated number of semesters.

Accreditation — Approval given to a college that meets accepted standards concerning its academic programs, library facilities, faculty, policies, physical plant, financial assets and similar criteria is known as accreditation.

Westmoreland County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The Commission on Higher Education is an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Articulation — Articulation deals with the transfer of credits among colleges and universities. Articulation agreements guaranteeing acceptance of certain courses and programs are in place between Westmoreland County Community College and a number of area colleges, including California University of PA, Seton Hill University, Saint Vincent College and University of Pittsburgh at Greensburg among many others.

Articulation Agreement — A signed document stating that one college will accept the courses from another college.

Associate Degree — A degree granted by community and junior colleges after successful completion of the credits equivalent to two years of college work. A student of Westmoreland County Community College can receive an associate of arts, an associate of fine arts or an associate of applied science, depending on the curriculum pursued.

Auditing — When you audit a course, the credits do not apply toward your degree program and a letter grade is not assigned for the course audited. At WCCC, you may enroll in a class with your status recorded as “auditor” only with the written permission of the instructor. Otherwise, at the end of the second week of a semester, you may request that your status be changed to “auditor.” The instructor must approve the request in writing. At the end of the semester, your record will show audit (AU) in place of a grade. Financial aid does not pay for audited courses. Full tuition and fees are required to audit a course.

Baccalaureate Degree — A degree awarded upon completion of a four-year program of study by a college or university.

Bachelor’s Degree — See Baccalaureate Degree

Blended (Hybrid) Courses — Classes meet real-time in a face-to-face setting, at a predetermined location, date, and time. Instruction is split between learning activities online and in a specified location, based on subject matter. Students and instructor will meet in a face-to-face classroom/lab setting at least once a week and complete work asynchronously (outside of the classroom) for the remaining class time. A portion (no more than 50%) of the planned instruction and testing will occur outside of the classroom, when the students and instructor(s) are not in the same place. Courses use a course management system and other technologically enhanced components.

Certificate — A certificate is granted by community and junior colleges after successful completion of a number of specific courses in a curriculum. This number is less than the equivalent of two years of college.

College Catalog & Student Handbook — The college catalog provides students with information about the college’s academic calendar, tuition and fees, and degree/diploma/ certificate programs. The Student Handbook provides students with information about student services, resources, rights, responsibilities, and student life.

Commencement — The ceremonies held upon completion of a student’s studies and the beginning (commencement) of the rest of his or her life; this is also known as graduation.

Community College — A community college is a two-year, public college funded by local or state governmental units. It offers transfer and career programs leading to associate degrees or certificates.

Comprehensive Examination — A thorough examination often given to students at the end of their studies to determine their knowledge of their majors. At many institutions, students must pass “comps” to graduate.

Core Curriculum — A core curriculum is the heart of a program of study. Many schools require students to take a sampler of courses (known as distribution requirements) before they graduate to ensure they receive a well-rounded education.

Corequisite — A course that can be taken at the same time as another course. For example, if intermediate algebra is a corequisite for physical science, then both courses can be taken during the same semester.

Dean — A dean is an administrator who is in charge of the faculty and/or a division in the college.

GLOSSARY OF KEY TERMS

Developmental Classes – Sometimes referred to as remedial classes, developmental classes focus on basic college-level skills such as reading, writing and math. Students who earn a certain score on standardized testing may be required to take developmental classes before enrolling in a course.

Drop/Add – Drop/add refers to changing from a specific course or adding a new course during a specific time period early in a semester. At WCCC, questions concerning drop/add should be directed to the Counseling Department or the Office of Student Records and Registration in Room 130, Founders Hall.

Early High School Enrollment – Early high school enrollment introduces students to the advantages of post-secondary education and helps students make a successful transition to the culture and expectations of college life. Students enrolled in the WCCC Early Enrollment Program will have the opportunity to experience college life while simultaneously completing their high school requirements. The program's intent is not to speed up the high school curriculum, but to provide an early start on a collegiate career.

Education Centers – WCCC operates education centers that conduct day and evening classes: WCCC-Bushy Run, WCCC-Fayette, Greene County Education Center, Indiana County Community College Center, WCCC-Laurel, WCCC-Mon Valley and WCCC- New Kensington.

Elective – A course that students may choose to take that is not part of the required curriculum.

FERPA (Family Educational Rights and Privacy Act) – The federal law that pertains to access to educational records.

Final Exam – An examination taken by students at the end of each term in each of their classes to test their knowledge of the material covered in the class during the term. Grades on finals generally carry more weight than other grades received during the term.

First-Generation Student – Individual not having a parent who graduated from college; institutions often have free programs, support services, and scholarship opportunities designed for such students.

First-Year Experience – Series of activities designed to help students transition successfully to college, such as orientation, first-year seminar, learning community, or a common reading experience; may be brief or last the entire year.

Grade Point Average (GPA) – WCCC uses a letter system with associate quality points which are used to compute cumulative grade point averages.

A = 4 Superior

B = 3 Considerable

C = 2 Satisfactory

D = 1 Marginal

F = Unsatisfactory

I = Incomplete- Grade to be determined upon completion of hours.

W = Withdrawal

AU = Audit No Credit

Z = No report from your instructor

Grapevine – This is a newsletter published biweekly during the fall and spring semesters by the Student Activities Office. It announces current issues, programs and activities that affect the college.

Hold – A hold is a notation placed on a student's records that indicates that he or she has outstanding financial obligations to the college, such as unpaid fees, unreturned equipment or overdue library books. A hold could also be placed on a student's record for disciplinary or academic reasons. If a student has a hold on their account, it means that the student is ineligible to receive academic documentation from the college such as a transcript, or to use college services such as the placement service.

Humanities – At WCCC, humanities include the study of English, foreign languages, history, philosophy, art, music and photography. The study of these disciplines is concerned with the excellence of human thought and the grandeur of human emotion. These studies encourage a spirit of inquiry and reflection which lead to better understanding of cultures throughout history and our world today.

Intercollegiate Athletics – WCCC competes with other two-year colleges in baseball, golf, women's volleyball, co-ed tennis and women's softball in the Western Pennsylvania Collegiate Conference. The college is affiliated with the National Junior College Athletic Association (NJCAA). Students must satisfy the eligibility provisions of the NJCAA.

Internships – Work-related learning offering students hands-on, applied experience for which they may receive pay and/or academic credit.

Intramurals – This program incorporates a variety of activities (within the college) with team or individual tournaments regardless of their ability level. The main motive is interest, not skill level.

Learning Outcomes – Specific knowledge and/or skills identified by the institution, academic department, or course instructor that students are expected to gain as a result of their learning experiences.

GLOSSARY OF KEY TERMS

Loan Programs – Provide financial assistance to students who qualify and must be repaid with interest.

PLUS Loans – Parents Loan for Undergraduate Students. These are for parents of dependent students.

SLS Loans – Supplemental Loan for Students. These are for independent students.

Stafford Loans – Loans available to assist students based on financial need. For subsidized loans, repayment begins six months after the student stops attending college. With unsubsidized loans, the student must pay the interest on this loan while in school.

Learning Resources Center – Provides library services, media services and a learning assistance center where the student may obtain individual and small-group tutoring, attend workshops or access a variety of other help sources.

New Student Orientation (NSO) – Prepares new students to successfully begin their academic careers by providing critical information and academic advising for the first term; special sessions for family members are typically included.

Office Hours – Times when faculty are in their offices or online to assist students enrolled in their classes.

Online Courses – Classes conducted completely online via a course management system. Students have the options of using a personal computer at home, campus lab, library, or at a preferred location. Some online courses may require real-time collaboration at specific dates and times using web conferencing technology.

Major – A concentration in a specific field of study in a department is referred to as a major.

Phi Theta Kappa (PTK) – The national honor society for two-year colleges.

Pell Grant – This is a federal grant. Students must complete the free application for Federal Student Aid (FAFSA).

PHEAA Grant – Pennsylvania Higher Education Assistance Agency Grant; available to full-time students who are residents of Pennsylvania.

Placement Office – An office that provides students with career information and helps them find jobs during the summer and when they graduate.

Prerequisites – These are courses that are required before a student can register or enroll for a particular curriculum or take as particular class. Prerequisites are listed in the program description in the college catalog.

Quality Points – WCCC uses a letter system with associated quality points to computer cumulative grade point averages. See definition “Grade Point Average” for more information.

Retention – Re-enrollment or returning for the next academic term; measure of student persistence, progress and/or success.

Selective Admission – Competitive majors with enrollment limited to students meeting specific requirements, i.e., Health Professions.

Semester – Semesters are periods of academic instruction into which an academic year is divided.

Service Learning – Teaching or learning strategy that combines classroom instruction with meaningful community service or volunteer experiences.

SGA (Student Government Association) – The governing body of the entire student body. It conducts activities each semester and support and finance various ongoing services.

STEM Education – An acronym for the fields of study in science, technology, engineering, and mathematics; STEM majors are emphasized by many institutions as critical areas for solving the complex problems of today’s world and its future.

Syllabus – A course syllabus is a specific course plan which provides information about the course which is specific to that semester and instructor. In addition to the general course information, the syllabus also includes the number of exams and specific dates, instructor office hours, textbook information, supplemental material to be used, the grading system to be followed, plus course outline. The course syllabus for a given course will be slightly different for each instructor teaching the course. The student should use this to plan their academic responsibilities for each term.

Transcript – A transcript is the official record of a student’s grades and the credits earned at WCCC.

Transfer Student – A student may transfer into WCCC from another college or they may transfer out to another college after taking courses at WCCC.

Undergraduate – An undergraduate is a student at a college or university who has not yet earned a bachelor’s degree.

GLOSSARY OF KEY TERMS

Web Conferencing Courses – Classes conducted real-time in a face-to-face setting at specific dates and times, involving two or more locations. Courses may be offered at the Youngwood campus or any of the college education centers (Advanced Technology Center, Bushy Run, Fayette, Greene, Indiana, Latrobe, Mon Valley, and New Kensington). Instructors may alternate instructing from each location, communicating through a TV monitor, microphone, or telephone conferencing system. Students may attend at any of these locations or from their personal computer at home and will see and speak with the instructor and students at all sites in real time. A learning management system and web conferencing technology will be utilized.

Web Supplemented Courses – Classes offered face-to-face in a physical classroom setting using an online course component. The use of a course management system is required to access course documents, materials, assignments, and grades.

Wolfpack – Westmoreland County Community College's athletic teams.

Work-Study – Federal work-study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses.

Acronyms

AtD- Achieving the Dream – WCCC is proud to be one of the 84 colleges selected to participate in the national initiative, Achieving the Dream: Community Colleges Count, which aims to help student achieve success- be it earning a degree, diploma or certificate, or transferring to a senior institution to pursue a bachelor's degree.

CLC- College Learning Center – The College Learning Center offers WCCC credit students comprehensive services which are essential to academic success. Tutoring services, placement testing and make-up testing is administered in the CLC.

CRC- Computer Resource Center – The Computer Resource Center currently has more than 50 computers. Students can do research, complete college assignments and print (free of charge) their assignments. A scanner is also available for student use. A Help Desk is located in the center of the CRC. Lab assistants are available to provide assistance throughout the day and evening hours.

FERPA-Family Educational Rights and Privacy Act – A federal law that ensures that a student's educational records, including test grades and transcripts, are not accessed or viewed by anyone who is not authorized by the student to do so.

GPA-Grade Point Average – The number that is used to determine a student's progress in college. It refers to the number of quality points divided by the number of credit hours a student has taken.

VID-Interactive Videoconference Classes – VID courses are offered at Youngwood and at other WCCC locations at the same time. This allows the students at a WCCC location other than the Youngwood campus to participate in classes that are not traditionally offered at the center. Students have face-to-face interaction with the instructor of their course at times and also watch and participate in lectures through a live video feed.

LRC-Learning Resources Center – The Learning Resources Center supports the instructional process by providing library, audiovisual and digital database services.

WON-Online Classes – Online classes are designated as WON in the class schedule. Online classes allow students to complete coursework using a home computer or a computer at another location. These classes do not have specific meeting days or times and all coursework is completed online.

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