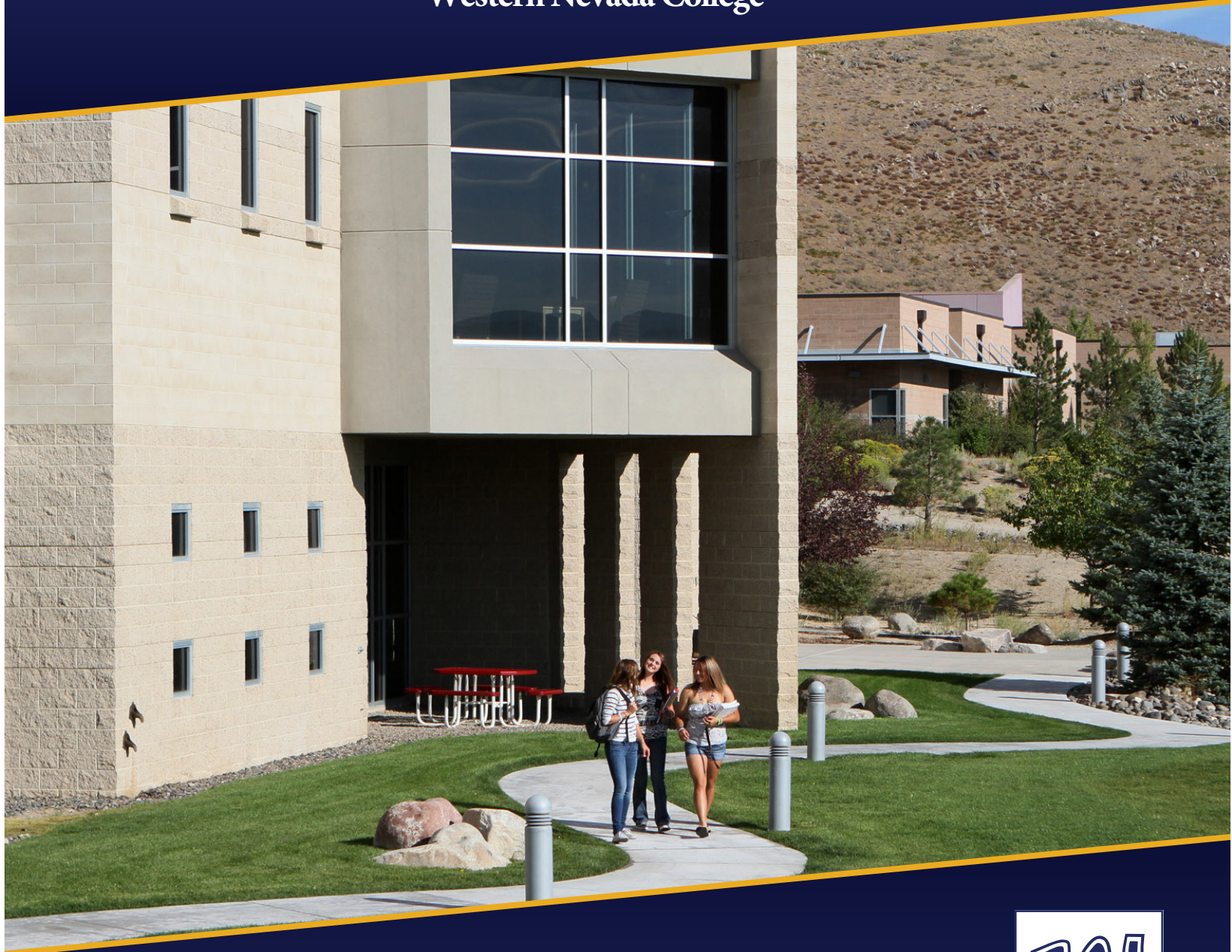


Policies, Regulations, & Financial Review

Prepared for the
Northwest Commission on Colleges and Universities
By
Western Nevada College



Submitted March 1, 2024

Western Nevada College

Contents

Institutional Report Certification Form.....	3
Policies, Regulations, and Financial Review Report Contributors.....	4
Eligibility Requirements.....	5
Mission Fulfillment (Executive Summary).....	6
Standard Two: Governance, Resources, and Capacity.....	9
Governance.....	9
2A.1	9
2A.2	11
2A.3	12
2A.4	13
Academic Freedom.....	15
2B.1	15
2B.2	16
Policies and Procedures.....	17
2C.1	17
2C.2	18
2C.3	21
2C.4	23
Institutional Integrity.....	26
2D.1	26
2D.2	27
2D.3	29
Financial Resources.....	30
2E.1	30
2E.2	32
2E.3	34
Human Resources.....	36
2F.1	36
2F.2	38
2F.3	40
2F.4	44
Student Support Resources.....	46
2G.1	46
2G.2	50
2G.3	51
2G.4	52
2G.5	52
2G.6	53
2G.7	56
Library and Information Resources.....	60
2H.1	60
Physical and Technology Infrastructure.....	64
2I.1	64
Moving Forward.....	67
Appendix.....	68



INSTITUTIONAL REPORT CERTIFICATION FORM

Please use this certification form for all institutional reports (Self-Evaluation, Annual, Mid-Cycle, PRFR, Evaluation of Institutional Effectiveness, Candidacy, Ad-Hoc, or Special)



Institutional Report Certification Form

On behalf of the Institution, I certify that:

- ☒ There was broad participation/review by the campus community in the preparation of this report.
- ☒ The Institution remains in compliance with NWCCU Eligibility Requirements.
- ☒ The Institution will continue to remain in compliance throughout the duration of the institution's cycle of accreditation.

I understand that information provided in this report may affect the continued Candidacy or Accreditation of my institution. I certify that the information and data provided in the report are true and correct to the best of my knowledge.

Western Nevada College

(Name of Institution)

Dr. Kyle Dalpe

(Name of Chief Executive Officer)


(Signature of Chief Executive Officer)

March 1, 2024

(Date)

Contributors

Content Contributors

Patrick Bell, Community College Professor of Education

Kim DesRoches, Community College Professor of History

Debi Ingraffia-Strong, Division Director - Nursing and Allied Health

John Lazzari, Executive Director, Student Services

Coral Lopez, Chief Financial Officer

Timothy Mayo, Community College Professor of Mathematics

Tracy Mendibles, Senior Executive Assistant - President's Office

Scott Morrison, Division Director - Liberal Arts and Sciences

Geraldine Pope, Accreditation and Curriculum Management Coordinator

Dana Ryan, Vice President of Academic and Student Affairs

Eligibility Requirements

Attestation:

Western Nevada College attests to adherence to all accreditation eligibility requirements. Report sections that address the eligibility requirements include a statement of institutional continued compliance with evidence for the specific requirement(s).

Mission Fulfillment (Executive Summary)

Mission fulfillment at Western Nevada College (WNC) is guided by our student-centered vision, values, and mission, and assessed via key performance indicators aligned with our objectives and core themes.

Vision Statement: WNC is an integral and innovative educational partner fostering equity and a life of learning in an inclusive environment for the evolving, diverse communities we serve.

Values Statement: WNC is student centered, inquiry driven, and data informed as we nurture community connections and promote an environment of equity and inclusion.

Mission Statement: WNC Contributes to solutions for the 21st century by providing effective educational pathways for the students and communities of Nevada.

Core Themes

- **Transfer Education:** Associate of Arts (AA), Associate of Science (AS), and Associate of Business (AB) degrees that may be transferred to four-year institutions and applied toward the completion of a bachelor's degree.
- **Professional Education:** Associate of Applied Science (AAS), Bachelor of Applied Science (BAS), and professional certificate programs that prepare students to enter the workforce or advance their careers.
- **Lifelong Learning:** Continuing education or credit courses taken for personal enrichment, professional development, or skill enhancement.

Objectives

- **Access**
- **Success**
- **Close the Achievement Gap**
- **Workforce**
- **Research**

For a full overview of specific goals and KPIs aligned with each objective and core theme, please see the [WNC Institutional Core Themes, Objectives, and KPIs Grid](#).

Our current vision, values, and mission statements were collaboratively written by the WNC community and adopted as key components of our 2019-2025 WNC Strategic Plan. Centering

our core themes on the educational pathways referred to in our mission statement builds a framework focused directly on our students and their achievements. Our objectives are shared with the Nevada System of Higher Education (NSHE), with each having goals specific to WNC. The full [2019-2025 WNC Strategic Plan Vision, Values, and Mission](#) was approved by the NSHE Board of Regents in March 2019, and progress on the plan has been reported annually by President Dalpe to the Board of Regents since that time.

In order to promote alignment with the Strategic Plan, President Dalpe has instituted an annual WNC Institutional Focus to provide information about the college and our progress toward our goals. The FY 24 WNC Institutional Focus flyer (Exhibit A) was featured during the Fall 2023 and Spring 2024 Welcome Back meetings and was shared widely around campus with copies available in every division for faculty, staff, and students to review and share. This approach serves as an example of how WNC is working to improve alignment with our Strategic Plan Vision, Values, and Mission as well as Nevada System of Higher Education goals.

Assessing Mission Fulfillment and Institutional Effectiveness

Along with the creation of our [2019-2025 WNC Strategic Plan](#) came the development and implementation of new planning and assessment processes that begin with the 2019-20 academic year. Under this new plan, executive leadership create annual plans each fall semester for the upcoming July 1-June 30 fiscal year in alignment with the institution's mission, core themes, and objectives. These annual plans include specific goals and assessable indicators of progress and success. Leadership then works with the departments and programs beneath them on the creation of their annual plans for the upcoming fiscal year, which are written in alignment with the President's institutional focus and goals, supervising offices, and the institution's mission, core themes, and objectives. Beginning the annual plan creation process in the fall allows for related budgetary requests to be made the following spring and for any necessary plan adjustments to be finalized before plans go into effect July 1.

These collaboratively written cascading annual plans allow each department and program at WNC to define measurable indicators of success aligned with institutional goals that contribute to a meaningful understanding of mission fulfillment college wide. Each fall, the prior year's plan is assessed in a written report that helps inform planning for the next year. To better ensure alignment department plans with institutional goals and mission fulfillment, a new policy is being proposed as an addition to [WNC Policy Chapter 14](#) that will directly address the purpose of annual planning and the process of reporting on those plans. For a copy of the draft of this policy, please see Appendix Exhibit B.

Regular review of academic programs occurs every five years and informs mission fulfillment by

detailing student learning outcome achievement, program enrollment and graduation rates, and other ways in which academic programs serve students. A full overview of WNC's academic program review process is made available on the [WNC Program Review & Assessment](#) webpage and is updated regularly.

In addition to assessing plans and progress by division and program, WNC engages in annual institutional effectiveness assessments. In 2018, WNC leadership, committee representatives, and IRE collaborated to adapt a SUNY system institutional effectiveness assessment to our college. The assessment consists of a rubric applied to the design, implementation, and impact of various institutional effectiveness activities and procedures at WNC. In both spring 2019 and 2020, leadership, faculty, and staff met to review and apply the rubric to the current state of institutional effectiveness at the college. While WNC was assessed as "Emerging" with a score of 30% in 2019, we progressed to "Proficient" with a score of 59% in 2020. These assessment results were recorded in an annual report and shared with the wider college. While the initial phase of this project provided insight into WNC's effectiveness in certain areas, the dissolution of the Strategic Planning for Institutional Effectiveness committee and the disruptions resulting from COVID-19 left this approach to measuring effectiveness without the guidance needed to ensure continuity. Moving forward, WNC is looking to establish new metrics for determining institutional effectiveness that promote greater college engagement and provide insight into those areas that are of most concern to the college community. Further information regarding current and ongoing measurements of institutional effectiveness and recent assessment reports is made available via the [WNC Institutional Research and Effectiveness](#) webpage and Exhibit C in the Appendix.

Governance

2.A.1

The institution demonstrates an effective governance structure, with a board(s) or other governing body(ies) composed predominantly of members with no contractual, employment relationship, or personal financial interest with the institution. Such members shall also possess clearly defined authority, roles, and responsibilities. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities shall have, with respect to such boards, written and clearly defined contractual authority, roles, and responsibilities for all entities. In addition, authority and responsibility between the system and the institution is clearly delineated in a written contract, described on its website and in its public documents, and provides the NWCCU accredited institution with sufficient autonomy to fulfill its mission.

Narrative:

Western Nevada College is one of eight institutions governed by the Nevada System of Higher Education (NSHE) Board of Regents, which is given exclusive control and administration of institutions of higher education in the state of Nevada by the Constitution of the State. The election and duties of the Nevada Board of Regents are established in the [Nevada State Constitution Article 11 - Education Section 7 Board of Regents: Election and Duties](#). The Board of Regents consists of 13 voting members who are elected to six-year terms in district-specific elections. The Board of Regents is responsible for matters related to the business, finance, and facilities of NSHE institutions; academic, research, and student affairs; the enhancement, promotion, and support of inclusive, diverse, equitable, and accessible education environments; investment policies; health sciences education and research across health care disciplines; workforce-specific training programs; and reviews the policies, procedures, and best practices related to the maintenance of a secure campus environment for students, faculty, staff, and visitors. These matters are overseen via standing committees as detailed in Article VI Sections 1-3 of the [Bylaws of the Board of Regents](#). As per Article III Section 8 of the Board of Regents Bylaws, no member of the Board may benefit from earnings of funds from a system institution, nor may they hold an interest in, directly or indirectly, any contract or expenditure created by the Board, or in the profits or results thereof.

The Chancellor serves as the Chief Executive Officer and ex-officio treasurer of the Nevada System of Higher Education. Per Article VII Section III of the Board of Regents Bylaws, the

Chancellor is responsible for the administration of NSHE, implementation of Board policies and directives, and the financial management of the system. The Chancellor is appointed by the Board, and is evaluated annually in accordance with Board approved procedures; relevant findings of the evaluation are presented by the Chair of the Board to the Board of Regents for its review. The Chancellor is responsible for system strategic planning, and for supporting institutional planning and alignment with NSHE strategic goals including establishing metrics for measuring progress towards NSHE goals. Additionally, the Chancellor is responsible for the administration of the Nevada System of Higher Education and all related matters including but not limited to the implementation of Board policies and directives and the financial management of the system.

The president of Western Nevada College, along with the presidents of the other institutions in the system, reports to and is accountable to the Chancellor for administration of their institutions. The President's responsibilities include but are not limited to providing leadership in the planning and implementation necessary for the successful operation of the institution, serving as the appointing authority for all professional personnel in the institution and to execute personnel contracts, completing a review of the quality of performance of all professional personnel in the institution and to either take final action or to recommend action to the Board of Regents, to make recommendations concerning budgets and to administer approved budgets, to be the principal spokesperson for the institution and to represent the institution before the Board of Regents and Legislature, to ensure compliance with NSHE code and policies as well as the Board of Regents Bylaws and institutional bylaws.

The Board of Regents requires that each community college in the system institute an Institutional Advisory Councils (IAC), and in 2015 [WNC's Institutional Advisory Council](#) was established. The purpose of the IAC is to provide advice, assist in community relations, assist in institutional development, and to serve as a liaison between the institution and community entities within the institution's service area. Members of the IAC are nominated by the President of the institution and confirmed by the Board of Regents, serve for four-year terms, and serve without compensation. At least biennially, the President of the College prepares a written report for the Board of Regents on the activities of the council and any changes in council membership since the last report.

Required Evidence for 2.A.1

WNC Website and Bylaws

[WNC Bylaws](#)

[WNC Institutional Advisory Council](#)

State of Nevada

[Nevada Constitution Article 11. - Education Section 4 Establishment and governance of State University](#)

[Nevada Constitution Article 11. - Education Section 7 Board of Regents: Election and Duties](#)

Nevada System of Higher Education Board of Regents Bylaws

[Board of Regents Bylaws Title 1](#)

Article I Section 1 - Constitutional Status

Article III Section 1 - Authority

Article III Section 2 - Composition

Article III Section 3 - Powers

Article III Section 8 - Compensation

Article V Section 25 - Regular Board Self-Evaluation

Article VI Sections 1-6

Article VII Section 3

Article VII Section 4

[Board of Regents Bylaws Title 4, Chapter 14 Section 30](#)

2.A.2

The institution has an effective system of leadership, staffed by qualified administrators, with appropriate levels of authority, responsibility, and accountability who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness.

Narrative:

WNC's administrators provide an effective system of leadership that is characterized by a commitment to planning, organizing, and managing the institution. To ensure that all administrators are qualified, WNC conducts competitive nationwide searches that emphasize a commitment to fair hiring practices. The curriculum vitae and performance of WNC administrators demonstrate the diversity of leadership at the college and dedication to service to the community and accountability.

WNC's executive leadership team is comprised of the College President, the Prison Education and Apprenticeship Program Director, the Director of Institutional Research and Effectiveness, The Fallon Campus and Rural Outreach Director, the Executive Director of Advancement, the Vice President of Academic and Student Affairs, the Chief Financial Officer, and the Director of

Human Resources. The members of the executive leadership team establish annual goals in their areas that align with the college's strategic plan, the President's annual institutional focus, and the NSHE strategic plan. The members of the executive leadership team are responsible for documenting progress in their area toward these goals and for reporting level of goal achievement every year.

Required Evidence for 2.A.2

WNC Bylaws

[WNC Bylaws Section 4 - Personnel of WNC](#)

Executive Team Curriculum Vitae

Please see Exhibit D

WNC Organizational Chart

Please see Exhibit E

2.A.3

The institution employs an appropriately qualified chief executive officer with full-time responsibility to the institution. The chief executive may serve as an ex officio member of the governing board(s) but may not serve as its chair.

Narrative:

Dr. Kyle Dalpe was selected as WNC's Interim President by the Board of Regents in March of 2022 and was appointed permanent President of WNC in March of 2023 with widespread support from both the Board of Regents and the college community.

As is detailed in the [Board of Regents Handbook, Title 1, Article VII](#), college Presidents are appointed and serve at the pleasure of the Board but are not Board members and cannot serve as Chair of the Board. The duties of the President, which may be delegated at the discretion of the President, include but are not limited to:

- To provide leadership in planning and implementation that is necessary to the successful operation of the institution;
- To be appointing authority for all professional personnel and to execute personnel contracts;
- To review the performance of all professional personnel and to either take final action or to recommend action to the Board of Regents on personnel matters;

- To make recommendations concerning budgets in the member institutions and to administer approved budgets;
- To be the principal spokesperson for the institution and to represent the institution before the Board of Regents, the Legislature, and other bodies as necessary;
- To ensure compliance by the institution by and through its professional personnel with NSHE Code, NSHE policies, the Board of Regents Bylaws, and institutional bylaws;

Required Evidence for 2.A.3

WNC Bylaws

[WNC Bylaws Section 4.1.1 Personnel of WNC](#)

President J. Kyle Dalpe Curriculum Vitae
Appendix Exhibit F

Nevada System of Higher Education Board of Regents Handbook
[NSHE Code Title 1 Article VII, Section 4](#)

2.A.4

The institution's decision-making structures and processes, which are documented and publicly available, must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.

Narrative:

The new [Nevada Faculty Alliance Contract 2023-2025](#) for faculty was adopted in 2023 and will remain in effect until 2027. This contract provides explicit guidelines for the roles and responsibilities of faculty at Western Nevada College.

WNC is committed to shared governance at all levels. On the current College Council are the Executive Team, representatives from all departments, divisions, standing college committees and student government. The College Council is the first step when policies are revised or new policies are proposed. Once said changes are approved by the College Council, they are then shared with the other governing Senates for input and/or approval. In this way, all areas of the college are represented on all policy questions.

WNC is currently engaged in ongoing College policy reviews and revisions. In accordance with principles of shared governance all revised or reviewed/updated policies are distributed for approval through the College Council, Academic Faculty Senate, Administrative Faculty Senate, and Classified Council. Student representatives are present on all Senates and Councils.

[The WNC Bylaws](#) were last revised in 2018 and an ad hoc committee composed of Academic Faculty (tenured and adjunct), Administrative Faculty, and Classified staff was convened Fall 2023 to review and revise. The review and revision process is ongoing with a completion goal of December 2024, at which time it will be reviewed by College Council, the Academic and Administrative Faculty Senates, Associated Students of Western Nevada, and other College bodies as appropriate.

[WNC Policy 1-1-2: College Committee Nominations/Appointments](#) details the process by which the membership of committees is composed, including the role of committee chairs and the President of the college in reviewing volunteers for service. This policy was reviewed and updated in 2023 to help ensure the continued efficacy of the committee nomination process.

[WNC Policy 1-1-1: College Council and Policy Procedure Development](#) was revised in 2024. Proposed changes to the policy included: updates on College Council membership and processes, procedures ensuring shared governance, including Senates and ASWN on discussions for modifying or deleting college policies or procedures, and updating the current status of College Standing and ad hoc committees.

Required Evidence for 2.A.4

WNC Bylaws

[Western Nevada College Bylaws](#)

[Academic Faculty Senate Bylaws](#)

[Administrative Faculty Senate Bylaws](#)

[Classified Council Bylaws](#)

Nevada Faculty Alliance Contract

[NFA Contract 2023-2025](#)

Associated Students of Western Nevada

[ASWN Constitution](#)

Academic Freedom

2.B.1

Within the context of its mission and values, the institution adheres to the principles of academic freedom and independence that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.

Narrative:

[WNC Policy 3.2.12: Academic Freedom and Academic Standards](#), the [National Faculty Alliance contract \(2023\)](#), and [Nevada System of Higher Education Board of Regents Handbook Title 2 sections 2.1-2.3](#) define Academic Freedom for faculty and protections thereof. Specifically addressed in policy 3.2.12, “In order to insure the freedom to seek and profess truth and knowledge, as stated in Section 2.3 of the Nevada System of Higher Education Code (Title 2, Chapter 2), the faculty member, as defined in Section 2.2 of this chapter, shall not be subjected to censorship or discipline by the Nevada System of Higher Education on grounds that the faculty member has expressed opinions or views which are controversial, unpopular or contrary to the attitudes of the Nevada System of Higher Education or the community.”

Freedom and Responsibilities are specifically addressed in the [NSHE Board of Regents Handbook Title 2, Chapter 2, Section 2.3](#). This policy was updated by the Nevada System of Higher Education in 2022 and provides detailed information regarding academic freedom in research, publication, and the classroom and the rights of faculty as citizens of the community as well as their obligations and responsibilities as representatives of their profession and institution.

WNC established a Diversity, Equity, and Inclusion committee in the 2019-2020 academic year, and while meetings are regularly held, there is no information on the WNC website for the committee, including bylaws, nor are any minutes or agendas, save one, available on Westnet. The committee bylaws were reviewed and revisions were approved by College Council in February 2024.

Required Evidence for 2.B.1

WNC Policy

[WNC Policy 3-2-12: Academic Freedom and Academic Standards](#)

Nevada Faculty Alliance
[WNC NFA 2023-2025 Contract](#)

Nevada System of Higher Education Board of Regents Handbook
[NSHE Code Title 2, Chapter 2 Section 2.3](#)

2.B.2

Within the context of its mission and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to test and examine all knowledge and theories, thought, reason, and perspectives of truth. Individuals within the institution allow others the freedom to do the same.

Narrative:

In the absence of more fulsome WNC policy statements regarding Standard 2.B.2, it is expected that all conduct protecting academic freedom and expression of independent thought for faculty, staff, and students will be governed by [WNC Policy 3-2-12: Academic Freedom and Academic Standards](#), the [NFA Contract](#), and those of the Nevada System of Higher Education Board of Regents Handbook [Title 2 Chapter 2: Academic Freedom](#) and [Title 4 Chapter 14 Section 29: NSHE Policy on Printed and Electronic Instructional Materials](#).

Required Evidence for 2.B.2

WNC Policy
[WNC Policy 3-2-12: Academic Freedom and Academic Standards](#)

Nevada Faculty Alliance
[WNC NFA 2023-2025 Contract](#)

Nevada System of Higher Education Board of Regents Handbook
[NSHE Code Title 2, Chapter 2 Academic Freedom and Responsibility](#)
[NSHE Code Title 4 Chapter 14 Section 29](#)

Policies and Procedures

The institution develops and widely publishes, including on its website, policies and procedures that are clearly stated, easily understandable, readily accessible, and administered in a fair, equitable, and timely manner.

2.C.1

The institution's transfer-of-credit policy maintains the integrity of its programs and facilitates the efficient mobility of students desirous of the completion of their educational credits, credentials, or degrees in furtherance of their academic goals.

WNC, as part of the Nevada System of Higher Education, adheres to the use of the [Common Course Numbering System](#). This system ensures that courses above the 100 level, not rated B courses, and courses acknowledged through the articulation process, are transferable to all other colleges and universities within NSHE. Additionally, WNC supports students enrolling with previously completed credits through a robust credit review process.

WNC's transfer of credit procedures are found on the Admissions and Records website under the [Transfer Information](#) page. These procedures clearly identify the College's process for reviewing and applying transfer credits. These include:

[Petition for Transfer Credit Evaluation](#)

[Petition for Foreign Transfer Credit Evaluation](#)

[Procedure regarding acceptance of official transcripts](#)

[Transfer Credits Appeals process](#)

[Fractional Credit evaluation](#)

[Non-Traditional Education including acceptance and evaluation of Joint Service Transcripts](#)

Detailed information regarding transferring credits from WNC is covered under [Transfer Resources](#), which also includes information on existing Transfer Agreements with Great Basin College and UNR

Transferability of WNC courses is a required element on all WNC course syllabi, and current and new courses are identified as transferable under the [Common Course Numbering System](#) once the articulation process is completed.

Required Evidence for 2.C.1

WNC Policy

[Policy 3-2-2: Course Numbering System](#)

WNC Website

[WNC Transfer Information](#)

[Petition for Transfer Credit Evaluation](#)

[Information for Students Transferring to 4-year Institutions](#)

[WNC Checklist for Transferring](#)

Nevada System of Higher Education

[NSHE Board of Regents Handbook Code Title 4, Chapter 14](#)

Section 15 NSHE Articulation Coordinating Committee and Institutional
Articulation Coordinators

Section 16 NSHE Transfer and Admissions

Section 17 Course Numbering

Section 18 Transfer Courses and Student Appeals

Section 19 Reverse Transfer

Section 22 Military Transcript Evaluation (JST)

[NSHE Transfer and Articulation Manual](#)

2.C.2

The institution's policies and procedures related to student rights and responsibilities should include, but not be limited to, provisions related to academic honesty, conduct, appeals, grievances, and accommodations for persons with disabilities.

Guidelines for standards of student conduct can be found in [Policy 3-4-4: Student Conduct](#), which follows the standards set forth in [NSHE Code Title 2, Chapter 10: Rules of Conduct and Procedures for Students of the Nevada System of Higher Education](#). These policies provide rules of conduct as well as procedures for addressing violations of these rules. To ensure an equitable process, issues of student conduct are addressed by an Academic Standards and Student Conduct Committee or other committee appointed by the President of the College, who then make a recommendation to the Vice President of Academic and Student Affairs who will then make a determination in the case. The decision of the Vice President of Academic and Student Affairs can be appealed to the President.

WNC policies regarding Academic Honesty are found under [Policy 3-4-5: Academic Integrity](#) and [NSHE Code Title 2, Chapter 10: Rules of Conduct and Procedures for Students of the Nevada System of Higher Education](#). These policies give specific guidance regarding expectations and responsibilities of students as academics and members of the college community. [Policy 3-4-5: Academic Integrity](#) provides definitions of those acts that would violate academic integrity policies, and is currently under revision to include language that addresses the use of artificial intelligence in the generation of coursework. Faculty may choose to include additional restrictions appropriate to their field of study, and all syllabi are required to include reference to academic integrity standards for the individual class and the college.

Student complaints are covered by [NSHE Code Title 4 Chapter 14 Section 24 Student Complaint Process](#), [WNC Policy 3-5-1: Grade Appeal](#), and [WNC Policy 3-5-2: Student Grievance](#). In accordance with Nevada System of Higher Education guidelines, the [National Council for State Authorization Reciprocity Agreements WNC webpage](#) does include a [SARA Complaint Form](#) and details that process, while other complaint types refer directly to the relevant policies. Though these policies and processes do provide guidance for student complaints, and the information is available in the [WNC Policy Manual](#), it may be challenging for some students to navigate this information indicating that access to the student complaint process is an area of growth for the institution.

[WNC Policy 1-9-1: Policy Against Discrimination and Sexual Harassment; Complaint Procedure](#) affirms WNC's adoption of [NSHE Code Title 4, Chapter 8 Section 14: Policy Against Unlawful Discrimination and Harassment; Complaint Procedure](#) in its entirety to govern WNC processes and procedures. These policies represent WNC's commitment to providing an environment free of discrimination and sexual harassment and ensure that in the event such takes place there are complete and updated procedures in place to respond to and address any possible instances of discrimination and/or harassment.

WNC's public website has a [Disability Support Services](#) page that identifies the nature and scope of services available, how to access or request services, and how to apply for services. Included on the DSS site are links to access [CREST](#) programming (College Readiness Education for Students in Transition) and information on the [Behavioral Intervention Team](#).

To address the specific needs and concerns of students in need to Disability Support Services, WNC has a number of policies with detailed accommodation standards and guidelines. These policies cover the need for accommodation regarding full-time enrollment equivalency in [Policy 3-3-8: Full-time Enrollment Equivalency for Students with Disabilities](#); the appropriate use of memory aids in [Policy 3-3-13: DSS Memory Aid Policy](#); the need for accessible information and communication technology in [Policy 3-8-1: The Information and Communication Technology \(ICT\) Accessibility Policy](#); and WNC adoption of the standards set forth in Section 508 of the

Rehabilitation Act of 1973 in [Policy 3-2-9: Online and Web-enhanced Course Compliance with Section 508 Web Standards/Accessible Technology](#), [Policy 13-2-1: Personal Care Attendant Policy](#), and [Policy 13-2-2: Service Animal Policy](#). All Disability Support Services policies align with [NSHE Title 4 Chapter 8 Sections 15 through 18](#) and seek to promote equitable access and opportunities for every student who attends Western Nevada College.

Required Evidence for 2.C.2

WNC Policy

[WNC Policy 1.9.1: Policy Against Discrimination and Sexual Harassment; Complaint Procedure](#)

[WNC Policy 3.2.9: Online and Web-enhanced Course Compliance with Section 508 Web Standards/Accessible Technology](#)

[WNC Policy 3.3.8: Full-time Enrollment Equivalency for Students with Disabilities](#)

[WNC Policy 3.3.13: DSS Memory Aid Policy](#)

[WNC Policy 3.4.2: Campus Plan for Admission Recruitment and Retention of Minority Students](#)

[WNC Policy 3.4.4: Student Conduct](#)

[WNC Policy 3.4.5: Academic Integrity](#)

[WNC Policy 3.5.1: Grade Appeal](#)

[WNC Policy 3.5.2: Student Grievance](#)

[WNC Policy 3.8.1: The Information and Communication Technology \(ICT\) Accessibility Policy](#)

[WNC Policy 13.2.1: Personal Care Attendant Policy](#)

[WNC Policy 13.2.2: Service Animal Policy](#)

WNC Website

[WNC Disability Support Services](#)

[CREST](#)

[Behavioral Intervention Team](#)

Nevada System of Higher Education Board of Regents Handbook

[NSHE Code Title 2, Chapter 10: Rules of Conduct and Procedures for Students of the Nevada System of Higher Education](#)

[NSHE Code Title 4 Chapter 14 Section 24: Student Complaint Process](#)

[NSHE Code Title 4, Chapter 8 Section 14: Policy Against Unlawful Discrimination and Harassment; Complaint Procedure](#)

2.C.3

The institution's academic and administrative policies and procedures should include admission and placement policies that guide the enrollment of students in courses and programs through an evaluation of prerequisite knowledge, skills, and abilities to ensure a reasonable probability of student success at a level commensurate with the institution's expectations. Such policies should also include a policy regarding continuation in and termination from its educational programs, including its appeal and re-admission policy.

Western Nevada College has an open-door admissions policy that reflects its mission as a community college committed to access. Students who were previously admitted to WNC remain active in the system for two years past their last course registration, and students returning to school after a two year break can reapply and will be readmitted with the same academic status. Additional policies and administrative regulations support a detailed admission and re-admission process designed to support student success.

WNC admissions information is published on the College [Admissions and Records](#) webpage, in the WNC Program Guide (available on the College Catalog webpage), and in the [College Catalog](#).

WNC does not require new students to provide transcripts of previous educational experiences and any adult may enroll as a non-degree seeking student; however, general admission does not necessarily guarantee admission into specific programs or classes. WNC has admissions criteria for students who declare their education objective to seek a degree or certificate of achievement. Students who have graduated from high school or have obtained a high school equivalency diploma such as the GED, HISET or TASC satisfy admissions requirements. Students may be admitted as degree/certificate seeking under alternate criteria by satisfying one of the following criteria:

- Provide evidence of placement test scores at levels that demonstrate college readiness; or
- Provide official transcripts from a regionally accredited institution demonstrating successful completion of six college units in English, math, or other general education course, or take the equivalent at WNC.

In 2020, WNC began the use of multiple measures guided placement, this system utilizes sources such as high school transcripts and GED testing scores for student course placement and provides options for students coming in at any level of academic preparedness.

All prerequisites are clearly marked for all programs and credit courses. This information is clearly outlined on the [Placement Options](#) portion of the [WNC Academic Advising and Access](#) webpage and in communications to admitted students and on the website via the [Catalog](#).

Students who plan to obtain a degree or certificate of achievement will need to complete English

and Math requirements, which vary based on the intended program of study. Students meet with an academic advisor to ensure proper placement into English and Math courses based on review of placement options and educational goals. English and Math placement at WNC is determined by a combination of high school transcripts, ACT/SAT scores, AP scores, Accuplacer testing and/or the Guided Self Placement tool, and there are multiple course options for each English and Math placement level.

Certain programs require students to maintain satisfactory academic progress as a condition of continued enrollment at WNC. Each such program provides a procedure that outlines the stages of academic warning, probation, and suspension, as well as steps for student appeal and reinstatement. Policies relating to a student's termination from educational programs and the College appeals process are detailed in the relevant program documentation.

Additionally, the [Nevada System of Higher Education Board of Regents Handbook Title 2 Chapter 11: Student Program Dismissal](#) provides detailed information regarding the review of and appeals to program dismissal decisions. All WNC programs with admissions and academic progress requirements adhere to the guidelines set forth in the NSHE Board of Regents Handbook and all policies regarding student program dismissal align with those standards.

Required Evidence for 2.C.3

WNC Policy

[Policy 3-4-2: Campus Plan For Admission Recruitment and Retention of Minority Students](#)

[Policy 3-5-5: Student Program Dismissal Procedures](#)

WNC Website

[Admissions & Records](#)

[WNC Academic Advising and Access](#)

[Placement Options](#)

Nevada System of Higher Education Board of Regents Handbook

[NSHE Code Title 2 Chapter 11: Student Program Dismissal Procedures](#)

WNC Program Examples

[Registered Nursing - Western Nevada College](#)

[WNC Nursing Program Student Handbook](#)

Appendix Exhibit G - Nursing Program 2024 Application

2.C.4

The institution's policies and procedures regarding the secure retention of student records must include provisions related to confidentiality, release, and the reliable backup and retrievability of such records.

In accordance with institutional policy and the [U.S. Family Education Rights and Privacy Act](#) of 1974 (FERPA), Western Nevada College vigorously protects the privacy of student educational records. FERPA was enacted to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data.

No one shall have access to, nor will WNC disclose any, non-directory information from a student's educational records without the written consent of the student except to:

- a) School officials including college staff, student employees, volunteers, contractors, consultants, etc. performing an assigned college function,
- b) Officials of other institutions in which the student seeks to enroll,
- c) Authorized representatives from federal and state agencies,
- d) Accrediting agencies carrying out their accreditation functions,
- e) Military recruiters as specified in the Solomon Amendment,
- f) A student serving on an official committee such as a disciplinary or grievance committee,
- g) Persons in compliance with a judicial order,
- h) Officials providing student financial aid,
- i) The audit firm retained by the Nevada System of Higher Education,
- j) The data warehouse for NSHE or designated institutional research personnel,
- k) A person or company with whom the institution has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent), and
- l) Persons in an emergency to protect the health/and/or safety of students, or other persons.

WNC does not release information to parents of students regardless of dependence status without the prior written consent of the student. A student is defined as an individual who has applied to WNC and who is or has been in attendance at WNC.

The institution does not release the records of individual students, such as grades and class

schedules, without the prior written consent of the student.

As permitted under federal law, an exception to the above practice is the release of directory information considered to be public in nature and not generally deemed to be an invasion of privacy.

At Western Nevada College, the following categories are defined as directory information: student name, address including city and state, telephone number, Email address, full-time/part-time status, graduation date, major/field of study, degrees, honors and awards received, dates of attendance and whether currently enrolled, most recent educational agency or institutions attended, weight and height of members of athletic teams, and photographs from college sanctioned events.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, the information may be released or disclosed. WNC assumes that failure to specifically request the withholding of directory information indicates individual approval for disclosure. Directory information may be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. WNC exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important for students to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial purpose, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers, to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, a student wishes to restrict the release of directory information, he/she may request this through myWNC or submit a [Request for Confidential Status of Directory Information](#) form and submit to Admissions and Records. A request for non-disclosure submitted to WNC or any NSHE institution will apply to all NSHE institutions. This directive will apply permanently to a student's record, even after graduation, until the student reverses it by submitting a written authorization to Admissions and Records or changing the restriction in MyWNC.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student privacy. Personally identifiable information is not released without student consent and signature. To review or pick up academic records in person, a valid government or WNC issued photo ID that includes a signature is mandatory. The college's registration system requires students to create a password to access their WNC account. The password is considered the equivalent of a signature.

FERPA provides a student with the following rights:

- 1) The right to inspect and review information in his/her education records within 45 days

of the day the institution receives a request for access.

WNC is not required to provide copies of such records to students

2) The right to seek to amend education records that the student believes to be inaccurate, misleading, or otherwise in violation of the students privacy rights under FERPA.

If a student disagrees with some information in his/her educational records, he/she may challenge that information. If the situation is not resolved to the students satisfaction, the student may request a hearing. Contact Admissions and Records for additional information.

3) The right to provide written consent before the institution discloses personally identifiable information from the students educational records, except to the extent that FERPA authorizes disclosure without consent.

Educational records are kept by Admissions and Records permanently:

- Final grade rosters and grade change forms
- Schedule of classes
- Files of student graduates

The following records are kept for a minimum of five years for students who attend WNC:

- Admission applications
- Incoming transcripts or other credit sources
- Personal identification data change forms
- Residency applications
- Enrollment forms

Required Evidence for 2.C.4

WNC Website

[Records & Transcripts](#)

[WNC Policy Manual: See "Privacy Notice"](#)

[Request for Non-Disclosure of Directory Information](#)

U.S. Department of Education

[U.S. Family Education Rights and Privacy Act \(FERPA\)](#)

Institutional Integrity

2.D.1

The institution represents itself clearly, accurately, and consistently through its announcements, statements, and publications. It communicates its academic intentions, programs, and services to students and to the public and demonstrates that its academic programs can be completed in a timely fashion. It regularly reviews its publications to ensure accuracy and integrity in all representations about its mission, programs, and services.

The [WNC website](#) is one of the primary communications platforms of the College. Academic programs are represented on the WNC website, which is the central recruitment tool for prospective students. An annual review and update of the [College Catalog](#) and the official [Admissions Dates and Deadlines](#) is complemented by the [semester class schedules](#), all of which are published online. The [Academic Advising and Access](#) office website provides regularly updated information regarding student orientations as well as information for continuing students, transfer students, and other student groups. Recommended semester course sequences for all degrees and certificates are published in the College Catalog and demonstrate how students taking a full-time credit load can complete them in a timely fashion.

The [WNC Marketing & Information Office](#) manages the website and adheres to best practices and industry standards to ensure accuracy, accessibility, and a high quality user experience. The Enrollment Management Committee, a group with college-wide representation, acts as a recommending body and provides feedback and input from various constituents, such as academic faculty, staff, and students, on enrollment needs and initiatives. Academic and student services departments provide content for the website, which the WNC Marketing and Information Office staff reviews with departments for inclusion on the website. WNC maintains a set of policies, procedures and guidelines on the website to ensure clear, accurate, and consistent representation of academic programs and services offered across various communication platforms. In addition to division and program webpages, the Marketing and Information Office utilizes various tools to communicate with current and prospective students including news stories on the WNC website, monthly newsletters and other email communications, on-campus signage, social media (Facebook, Instagram, Twitter, Linked In, YouTube, and TikTok), texting, and in case of crisis or weather closures, emergency communications. An additional monthly e-newsletter, Wildcat News, is published regularly for employees, alumni, and the community. These communication platforms reach diverse audiences, raise the profile of the College externally, and communicate information about

academic programs and services. Institutional integrity is of the utmost importance and all college communications are maintained and reviewed regularly.

Required Evidence for 2.D.1

WNC Website

[College Catalog](#)
[Admissions Dates and Deadlines](#)
[Semester Class Schedules](#)
[Academic Advising and Access](#)
[Marketing & Information Office](#)

WNC Degrees and Programs

[Certificates of Achievement](#)
[Transfer Degrees: AA, AB, AS](#)
[Associate of Applied Science](#)
[Bachelor of Applied Science](#)

WNC Policies and Standards

Branding Standards: [Marketing Services](#)
[Policy 9-1-1: Public Information and Promotion](#)
[Policy 9-2-1: Web Publishing](#)
[Policy 9-2-2: Web Site Policies](#)

2.D.2

The institution advocates, subscribes to, and exemplifies high ethical standards in its management and operations, including in its dealing with the public, NWCCU, and external organizations, including the fair and equitable treatment of students, faculty, administrators, staff, and other stakeholders and constituencies. The institution ensures that complaints and grievances are addressed in a fair, equitable, and timely manner.

Western Nevada College is committed to maintaining high ethical standards as an institution of higher education. In order to ensure that WNC is meeting these standards in our management and operations, and our dealings with the public, NWCCU, and external organizations, the institution follows a set of policies and standards set by the State of Nevada, the Nevada System of Higher Education, and WNC.

As per the [Nevada Revised Statutes Chapter 281A - Ethics in Government](#) sections 281.A.400 - 282.A.430 and 281.A.500-281.A.550, all employees of the State of Nevada are expected to adhere to a strict code of ethics. These standards of the Nevada Revised Statutes include, but are not limited to, representing or counseling private persons before public agencies ([NRS](#)

[281.A.410](#)), disclosure of conflicts of interest ([NRS 281.A.420](#)), contracts ([NRS 281.A.430](#)), and accepting and receiving gifts ([NRS 281.A.510](#)).

Complaints and grievances are covered in the [WNC Bylaws Section 6: Grievances](#) as well as WNC [Policy 3-5-2: Student Grievance](#), both the bylaws and policy provide specific guidance on the process of making a complaint or grievance and the mandated timeline that must be followed in responding to such actions. WNC strives to respond to all complaints and grievances in a timely manner and regularly reviews and updates these bylaws and policies to ensure the process is fair and equitable, available to faculty, students, staff, and the public, and is aligned with State of Nevada and Nevada System of Higher Education standards.

While guidance for [Academic Faculty grievances](#) are readily available on the [Human Resources Forms & Downloads](#) webpage, the process for student launched complaints is not as easy to access. In accordance with Nevada System of Higher Education guidelines, the [National Council for State Authorization Reciprocity Agreements WNC webpage](#) does include a [SARA Complaint Form](#) and details that process, however for other complaint types students are exclusively referred to the relevant policies. While these policies do provide details on the process for filing a complaint, this may present an obstacle to some students and represents an area of growth for the institution.

Required Evidence for 2.D.2

WNC Policies and Bylaws

[Policy 1-2-1: Nevada Ethics in Government Law](#)

[Policy 1-9-1: Against Discrimination and Sexual Harassment; Complaint Procedure](#)

[Policy 3-1-1: Conflict of Interest Pertaining to Sponsored Projects](#)

[Policy 3-2-11: Rules and Disciplinary Procedures for Faculty](#)

[Policy 3-5-2: Student Grievance](#)

[Policy 4-1-6: Intellectual Property Policy](#)

[Policy 4-1-7: Intellectual Property Rights](#)

[Policy 4-5-2-1: Administrative Faculty Evaluations](#)

[Policy 7-4-1: Conflict of Interest](#)

[WNC Bylaws Section 6: Grievances](#)

WNC Website

[Human Resources Forms & Downloads](#)

[Academic Faculty Grievances](#)

[National Council for State Authorization Reciprocity Agreements WNC](#)

[SARA Complaint Form](#)

Nevada System of Higher Education Board of Regents Handbook

[NSHE Code Title 2 Chapter 5 Section 7: Grievance Procedures for Faculty](#)

[NSHE Code Title 2 Chapter 6: Rules and Disciplinary Procedures for Faculty Except DRI](#)

[NSHE Code Title 4 Chapter 12: Intellectual Property, Research, and Entrepreneurial Activity](#)

Nevada Faculty Alliance Contract

[WNC 2023 NFA Contract 2023-2025](#)

State of Nevada

[Nevada Revised Statutes Chapter 281A - Ethics in Government](#)

2.D.3

The institution adheres to clearly defined policies that prohibit conflicts of interest on the part of members of the governing board(s), administration, faculty, and staff.

Conflicts of interest are identified under various categories within WNC and the NSHE system including but not limited to: Nepotism, Consensual Relationships, financial gains/interests, and research. These policies ensure that members of the governing board, administration, faculty, and staff are aware of what constitutes a conflict of interest and that such conflicts of interest are strictly prohibited. WNC aligns all policies regarding conflicts of interest with the Nevada System of Higher Education Board of Regents Handbook and regularly reviews and updates such policies as necessary. All policies pertaining to conflicts of interest are available on the [WNC Policy Manual](#) and the Nevada System of [Higher Education Board of Regents Policy](#) webpages.

Required Evidence for 2.D.3

WNC Policies

[Policy 1-5-1: Consensual Relationships](#)

[Policy 2-1-1: Research - Western Nevada College](#)

[Policy 3-1-1: Conflict of Interest Pertaining to Sponsored Projects](#)

[Policy 3-2-5: Students Taking Courses Taught By Immediate Family Members](#)

[Policy 3-2-10: WNC Textbook Policy](#)

[Policy 4-1-3: Nepotism - Western Nevada College](#)

[Policy 7-4-1: Conflict of Interest - Western Nevada College](#)

Nevada System of Higher Education Board of Regents Handbook

[NSHE Code Title 4 Chapter 3 Section 7](#): Nepotism

[NSHE Code Title 4 Chapter 3 Section 8](#): Conflicts of Interest--Chancellors and Presidents

[NSHE Code Title 4 Chapter 3 Section 9](#): Compensated Outside Professional Services

Financial Resources

2.E.1

The institution utilizes relevant audit processes and regular reporting to demonstrate financial stability, including sufficient cash flow and reserves to achieve and fulfill its mission.

NSHE and WNC undergo annual financial audits by external, professionally-qualified personnel. Audits comply with United States auditing standards applicable to Government Auditing Standards, issued by the Comptroller General of the United States. [Audit results](#), including findings and recommendations, are presented by external auditors to the NSHE Board of Regents Audit Committee. NSHE is also the subject of independent audits for compliance with federal regulations ([OMB A-21](#) and [A-110](#)) related to federal grants and contracts. Additionally, the [NSHE Internal Audit Department](#) conducts periodic internal audits for WNC, which are reported directly to the Audit Committee and then to the Board of Regents.

Quarterly and annual budget reports are prepared by the WNC [Budget Office](#) and sent to NSHE and/or the State of Nevada. WNC uses Workday, a system-wide Enterprise Resource Planning (ERP) system, for its financial and human resource applications because it provides accurate and timely financial reporting according to budget requirements and generally accepted accounting principles, using an effective system of internal controls. A year-end financial statement is prepared by the Controller's Office and audited by independent auditors. All income and expenditures are subject to regular budgeting, accounting, and auditing procedures.

Financial stability is demonstrated when there is sufficient cash flow and reserves to support the College's programs and services. Financial planning reflects available funds, realistic development of financial resources, and appropriate risk management to ensure short-term solvency and long-term financial sustainability. Approximately 75% of the annual operating budget comes from a state allocation based on a funding formula, while the remainder of the funding is derived from student tuition and registration fee revenue.

A higher education funding formula was implemented in 2013 by the State of Nevada legislature, based upon the assumption that state funding must be equitable to all institutions, transparent and aligned with the goals of the State, and built on national best practices in higher education financing. The funding formula consists of two components: a base formula driven primarily by course completion measured by Weighted Student Credit Hours (WSCH), and a performance pool driven by performance metrics that align with State goals.

WNC's reserves are adopted as part of the College's annual budget plan process. The President must approve all expenditures drawn from reserve accounts that reduce the balance below the required minimum. The College retains the right, however, to sweep funds during periods of financial need. The College maintains a minimum operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning or capital commitments.

The operating reserve is based on a minimum of 10% of the College's state formula-budgeted operating revenues (state allocation, tuition, and general fund portion of registration fees) for the current fiscal year, and at the time of this report, the balance in WNC's operating reserves has met this threshold.

Required Evidence for 2.E.1

WNC Policy

[WNC Policies Manual](#) Chapter 7: Finance & Administration

WNC Website

[WNC Budget Office](#)

Nevada System of Higher Education

[NSHE Financial Reports](#)

[NSHE Internal Audit Department](#)

Federal Regulations

[OMB A-21](#)

[OMB A-110](#)

2.E.2

Financial planning includes meaningful opportunities for participation by stakeholders and ensures appropriate available funds, realistic development of financial resources, and comprehensive risk management to ensure short term financial health and long-term financial stability and sustainability

Financial planning is tied to a statewide process involving the Chancellor, Board of Regents, Governor, and Nevada State Legislature. [Budgets](#) for the state of Nevada cover a biennium, a two- year period. State funding for NSHE is based on a multivariable formula that applies to all NSHE institutions and derives from revenue projections created by the Governor's office. Most proposed budgets for revenues and categories of expenditure are calculated for institutions by NSHE and based on past enrollments and other established factors. NSHE submits a budget for

the entire system based on those projections. Once approved by the legislature and the governor, budgets are allocated to NSHE institutions annually over the biennium.

WNC relies on a unified, college-wide process to develop financial plans, allocate resources, and track expenditures. The President and the College's designated unit leaders function as the starting point from which the College's budget and financial planning decisions flow.

Long-range planning documents, such as the [WNC Strategic Master Plan](#) and the draft Facilities Master Plan and others are developed in the College to anticipate emerging needs for personnel, equipment, and support. Using these documents, the President is able to design long-term resource allocation plans that address the development, conservation, and allocation of resources commensurate with the College's [Vision, Mission, and Values](#).

WNC is committed to responsible, stable, and informed long-term financial planning that supports its programs, services, and core themes. The College prepares an operating budget each year for state appropriated accounts. Other funds may be listed if they include state-appropriated funds. Budgets are prepared in accordance with processes developed by NSHE, the [WNC Budget Committee](#), and the WNC Executive team. The WNC [Budget Office](#) coordinates the production of the annual budget. The Nevada State Legislature determines the budget allocation for all NSHE institutions in accordance with a legislatively-approved funding formula. Financial models for the next five years are updated regularly as new formula funding scenarios are provided. Setting the appropriate levels of revenue forms the basis for institutional prioritization of resource requests. The level of state allocation is coordinated closely with the NSHE office, as policies on the formula funding among the state's higher educational institutions are deliberated for legislative appropriation.

WNC's institutional financial planning process facilitates strategic direction by establishing objectives and work plans at each department level, and by identifying and prioritizing resource allocation. The budget for the fiscal year is developed to include approved resource plans. Resource plans originate within departments and new funding requests are submitted through Budget Resource Requests and sent to the [Budget Committee](#) to prioritize the requests and present to the college's Executive team.

A variety of sources must be balanced including: self-support funding, foundation gifts/grants, technology fees, general improvement fees and unrestricted funds. Budget planning ensures that these sources of support are invested in the College's vision, mission, values, and core themes. The recommendations resulting from these shared governance processes culminate into a budget that is approved at the college and NSHE level.

WNC conducts an ongoing review of current [risk management practices and prevention strategies](#) to mitigate further risk. WNC manages financial risk by maintaining an appropriate contingency in its annual operating budget, maintaining reserve funds, and maintaining insurance policies for catastrophic losses through a combination of college-funded policies and a state self-insurance pool.

Required Evidence for 2.E.2

WNC Policy

[WNC Budget - Policies/procedures](#)

[WNC Policy 12-1-1: Fundraising](#)

WNC Website

[WNC Strategic Master Plan](#)

[WNC Mission & Themes](#)

[WNC Budget Committee](#)

[WNC Budget Office](#)

[WNC Risk & Insurance Management](#)

State of Nevada

[NV Gov Biennium Budget](#)

2.E.3

Financial resources are managed transparently in accordance with policies approved by the institution's governing boards(s), governance structure(s), and applicable state and federal laws.

Narrative:

WNC has clearly defined policies regarding the oversight and management of financial resources as provided in the NSHE BOR Handbook, [Title 4, Chapter 9](#) and the [WNC Policy Manual](#). The Policy Manual outlines the College's policies as established by the College, to either clarify or expand upon other governing documents, or develop new policies not covered by other governing documents. The [College Council](#) serves as a governance team for the College's planning efforts and adopts policy for the College through a process of seeking input from constituencies on the proposed institutional [bylaw](#) and policy changes. Specific procedures and guidelines are stated in the [NSHE Board of Regents Procedures and Guidelines Manual](#), WNC [Controller's Office](#) webpages, WNC [Budget Office](#) webpages, and the [NSHE Business Center North General Purchasing Guidelines](#).

The Budget Director and Chief Financial Officer meet regularly to review all state and non-state budgets and activity. Meetings are held weekly to ensure that budgets are in alignment with the department's needs, and that personnel are properly allocated in the system. Quarterly meetings with departments are scheduled to review their accounts and to talk about spending/deadlines. In

addition to this, the Chief Financial Officer regularly discusses the status of budgets with the President on a weekly basis. In these meetings, the President is given updates on the state funding, COLA and non-state accounts and discussions ensue on college priorities and how to fund them.

Required Evidence for 2.E.3

WNC Policy and Bylaws

[WNC Policy Manual](#)

[WNC Bylaws](#)

WNC Website

[WNC College Council](#)

[WNC Controller's Office](#)

[WNC Budget Office](#)

Nevada System of Higher Education

[NSHE Board of Regents Handbook](#)

[NSHE Code Title 4, Chapter 9](#)

[NSHE Business Center North - General Purchasing Guidelines](#)

State of Nevada

[State Financial Policies](#)

[System Financial Policies](#)

Human Resources

2.F.1

Faculty, staff, and administrators are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.

Narrative:

Western Nevada College employees fall into three categories: classified staff, administrative faculty, and academic faculty. Conditions of employment, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination are set forth in rules and regulations for each group. For administrative and academic faculty, the rules and regulations are in: the Nevada System of Higher Education (NSHE) Board of Regents Handbook Title 2 Chapters 5 and 6, and Title 4 Chapter 3; the NSHE Procedures and Guidelines Manual, and WNC Policies. For classified employees, the rules and regulations are in the Nevada Administrative Code (NAC) Chapter 284 - State Personnel System, the State of Nevada Employee Handbook, Prohibitions & Penalties for NSHE Classified Staff, and WNC Policies.

WNC faculty and staff are apprised of their conditions of employment, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination during onboarding, in training, and through acknowledgements and reminders of the applicable rules, regulations, and policies. Faculty are apprised of their work assignments through position descriptions, assignments from supervisors, and annual evaluations. Staff are apprised of their work assignments through Work Performance Standards and assignments from supervisors and regular evaluations.

WNC Human Resources Office maintains a publicly available webpages with links to the various sources of conditions of employment, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination including links to the NSHE Board of Regents Handbook, NSHE Board of Regents Procedures & Guidelines Manual, WNC Policy Manual, College Bylaws, Nevada Administrative Code, information on benefits, employment opportunities, equal opportunity and Title IX standards and resources, and HR forms. All policies are available in downloadable format. Contact information for the Human Resources office and Title IX Coordinator is also provided on the website.

Required Evidence for 2.F.1

WNC Website

[WNC Human Resources Office](#)

[WNC Equal Opportunity & Title IX](#)

Nevada System of Higher Education Board of Regents Handbook

[NSHE Code Title 2 Chapter 5](#)

[NSHE Code Title 2 Chapters 6](#)

[NSHE Code Title 4, Chapter 3 Professional Staff](#)

- [Section 3 - Faculty Workload Policy](#)
- [Section 4 - Evaluations](#)
- [Section 5 - Credentials for Community College Faculty](#)

[NSHE Procedures and Guidelines Manual](#)

[Prohibitions and Penalties A Guide for Classified Staff - NSHE](#)

State of Nevada

[Nevada Administrative Code Chapter 284 - State Personnel System](#)

[State of Nevada Employee Handbook](#)

WNC Policies

General Policies

[WNC Policy 4-2-1: Affirmative Action/Equal Opportunity](#)

[WNC Policy 4-5-1-2: Hiring Academic and Administrative Faculty](#)

[WNC Policy 4-5-1-3: Internal Searches](#)

[WNC Policy 4-5-1-6: Grant-In-Aid, Professional and Dependents](#)

[WNC Policy 4-5-1-7: Emeritus Status](#)

[WNC Policy 4-5-1-9: NSHE Board of Regents Policy for Compensated Outside Professional Services](#)

Academic Faculty

[WNC Chapter 3 Policy 3-2-3: Academic Faculty Workload](#)

[WNC Chapter 3 Policy 3-2-4: Full-Time Teaching Faculty Job Description](#)

[WNC Chapter 3 Policy 3-2-11: Rules and Disciplinary Procedures for Faculty](#)

[WNC Chapter 3 Policy 3-2-12: Academic Freedom and Academic Standards](#)

[WNC Policy 4-4-1: Part-Time Faculty Fee Waiver](#)

[WNC Policy 4-4-2: Workload for Part-Time Faculty](#)

[WNC Policy 4-4-4: Part Time Faculty Evaluation Guidelines](#)

[WNC Policy 4-5-3-2: Tenure for Community College Faculty](#)

[WNC Policy 4-5-3-3: Faculty Transfer](#)

[WNC Policy 4-5-3-5: Professional Advancement Program](#)

[WNC Policy 4-5-3-6: Academic Faculty Merit Policy](#)

Classified Staff

[WNC Policy 4-3-1: Classified Staff of WNC](#)

[WNC Policy 4-3-2: Recruitment Guidelines for Classified Staff](#)

[WNC Policy 4-3-3: Reclassifying an Existing Classified Position Guidelines](#)

[WNC Policy 4-3-5: In-House Announcement of Classified Positions](#)

[WNC Policy 4-3-6: Classified to Administrative Faculty Position Change](#)

[WNC Policy 4-3-7: Overtime for Classified Staff](#)

[WNC Policy 4-3-8: Classified Tuition Reimbursement](#)

[WNC Policy 4-3-9: Classified Family Grant-in-Aid](#)

Administrative Faculty

[WNC Policy 4-4-5: Administrative Faculty letter of Appointment Policy](#)

[WNC Policy 4-5-1-4: Emergency Appointment of Professional Staff](#)

[WNC Policy 4-5-1-5: Professional Leave](#)

[WNC Policy 4-5-2-1: Administrative Faculty Evaluations](#)

[WNC Policy 4-5-2-2: Administrative Transition](#)

[WNC Policy 4-5-2-3: Administrative Faculty Merit Policy](#)

[WNC Policy 4-5-2-4: Merit Procedure for Administrative Faculty at the Top of Their Salary Range](#)

2.F.2

The institution provides faculty, staff, and administrators with appropriate opportunities and support for professional growth and development.

Narrative:

Western Nevada College (WNC) promotes a culture of continuous improvement by providing opportunities for professional development both internally and externally. The WNC division of Learning and Innovation hosts Welcome Back week professional development days before the beginning of Fall and Spring semesters every year with a variety of workshops and presentations available to all WNC employees. Professional development workshops and presentations are delivered by academic divisions, administrative faculty, and Human Resources dependent upon employee interest and training requirements.

Throughout the year, professional development opportunities are offered on wide variety of topics including SAFETalk Suicide Awareness and Prevention, Mental Health and Wellness, Mental Health First Aid, assessment practices, technology security, Family Educational Rights

and Privacy Act (FERPA), Active Assailant Response, Open Educational Resources, and emerging educational technologies. Additionally, the division of Learning and Innovation has used the Canvas LMS to provide more robust training opportunities in curriculum design, pedagogical approaches, and student engagement, and Human Resources offers elective training on a variety of relevant topics through partnerships with Vector Solutions and Academic Impressions.

All WNC employees attend regular mandatory training on Preventing Harassment and Discrimination, Clery Act, and Title IX. These trainings are offered by Human Resources online and in-person dependent upon subject and resource availability. These trainings are offered in accordance with WNC policy, Nevada System of Higher Education Board of Regents Handbook, and/or the Nevada Administrative Code. Supervisors of classified employees must also complete supervisory courses through the State of Nevada Division of Human Resource Management.

Eligible WNC academic faculty may choose to apply for sabbatical leave to pursue professional growth and academic achievement through research, writing, curriculum or program development, work experience, artistic creation, or a project directly related to their responsibilities in the college. Sabbatical applications are submitted to the Academic Faculty Senate Sabbatical Committee, and recommendations are made by the committee to the Academic Faculty Senate by no later than December. Those granted sabbatical leave must report on the completion of their project upon their return to regular college service.

For faculty and staff interested in professional development opportunities outside of WNC and NSHE, the College Staff Development (CSD) Committee awards funds on a first come first served basis. The annual budget for College Staff Development is roughly \$50,000 annually, with full time employees being eligible to receive an award of up to \$1200 annually and part time employees being eligible to receive an award of up to \$600 annually to cover registration fees and associated travel costs. Employees must submit an application to the CSD Committee, and upon completion of their project must submit a CSD Fund Project Report detailing their activities and the impact of the project on their professional development and fulfillment of WNC's mission.

Academic faculty are eligible for the Professional Advancement Program which encourages professional development through movement on the salary schedule upon completion of courses, programs, workshops, seminars, events, training, internships, and degrees, or with on-the-job experience. The professional advancement must be relevant to the individual's primary job and supportive of the overall college mission. Academic faculty must apply and be recommended for movement by the Professional Advancement Committee.

Grants-In-Aid (GIA) are also available to eligible employees and their eligible dependents for the cost of registration and some related fees for enrollment in courses at NSHE institutions. Eligible administrative faculty, academic faculty, and classified staff may receive GIA for up to 6 credits each fall and spring semesters. Their eligible dependents may receive GIA for an unlimited number of credits.

Required Evidence for 2.F.2

WNC Bylaws and Policies

[WNC Bylaws Section 5.3](#)

[WNC Policy 3-2-7: Sabbatical Leave](#)

[WNC Policy 4-3-8: Classified Tuition Reimbursement](#)

[WNC Policy 4-3-9: Classified Family Grant-In-Aid](#)

[WNC Policy 4-5-3-5: Professional Advancement Program](#)

[WNC Policy 4-5-1-6: Grant-In-Aid, Professional and Dependents](#)

WNC Website

[WNC Wildcat Wellness webpage](#)

[College Staff Development](#)

State of Nevada

[Mandatory Courses for Supervisors of Classified Staff](#)

[Mental Health First Aid from National Council for Mental Wellbeing](#)

2.F.3

Consistent with its mission, programs, and services, the institution employs faculty, staff, and administrators sufficient in role, number, and qualifications to achieve its organizational responsibilities, educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.

Narrative:

Western Nevada College (WNC) ensures the qualifications of faculty, staff and administrators by adhering to fair and equitable hiring practices with an emphasis on national searches to fill vacant positions as they open. Academic faculty are recruited and hired in accordance with WNC policy and the National Faculty Alliance (NFA) contract. Administrative faculty are recruited and hired in accordance with WNC policy. Classified employees are recruited and hired in accordance with WNC policy and Nevada Administrative Code (NAC) Chapter 284.

WNC honors the principle of shared governance through a committee structure that promotes transparency and representation. Wherever possible, committees are composed of classified staff, administrative faculty, and academic faculty; and in cases where curriculum and program review are the primary function of a committee, such as the Curriculum Committee, steps have been taken to ensure that all areas of the college are represented. The [College Council](#) at WNC serves as another example of WNC's commitment to shared governance, wherein all divisions of the college are represented, including the chairs of the administrative and academic faculty senates, and are tasked with giving feedback directly to the college president on all matters related to the college. This body reviews the goals and activities of college and senate committees, provides a mechanism for updating college policies and bylaws, hears presentations on college initiatives, and ensures that information is shared out with the college at large. Through the WNC committee structure, the college supports the achievement of organizational goals and responsibilities, promotes the college's educational objectives, and ensures the quality, integrity, and relevance of curricular and program offerings.

Before serving on a search committee, all members complete training in diversity, equity, inclusion, and managing bias. Search committees represent a cross section of the college and include volunteers from classified staff, administrative faculty, and academic faculty. Hiring committees receive guidance from Human Resources (HR), and HR and ad hoc search committees work together to review all employment documents for accuracy, completeness, and candidate qualifications.

In March 2023, Interim College President Dr. Kyle Dalpe was appointed full College President by the Nevada System of Higher Education Board of Regents. Dr. Dalpe has served as interim president since 2022 and his appointment to full President of the College was heartily endorsed by the Classified Council, Administrative Faculty Senate, and Academic Faculty Senate through letters of support from those bodies.

WNC has worked hard to ensure sufficient staffing levels to support the college's mission and goals, and in the last year alone has filled three high level administrative position with permanent employees, these are the President of the college, the Director of Fallon Campus & Rural Outreach, and the Director of Admissions & Records. In each of these cases, interim personnel were either appointed to the position permanently or a national search was conducted and an exceptional candidate selected. Additionally, in 2023, WNC filled administrative positions for the Director of Institutional Research & Effectiveness, Accreditation & Curriculum Management Coordinator, Career Services Specialist, Employer Relations Specialist, Coordinator of Dual Enrollment, and Admissions & Records Assistant Director. On the academic side, 13 faculty positions have been filled in the last four years including positions in WCTE that have historically been difficult to recruit given the nature of industry versus academic salary ranges.

These positions have all been filled despite significant budget constraints and a very competitive job market, and they demonstrate WNC's commitment to maintaining sufficient personnel; however, the difficulty of recruiting qualified candidates in a national search has meant that the college continues to employ interim personnel in the Vice President of Academic and Student Affairs, Facilities Management & Planning Director, and Director of Nursing & Allied Health positions. In each of these cases, the interim personnel have demonstrated a commitment to WNC and the college's mission and goals and provided a much needed service to the institution by stepping up to fill interim roles. As hiring pools improve for interim positions and new vacancies arise, the college continues to focus efforts on conducting national searches in a timely and efficient manner to ensure all positions are filled with qualified personnel.

Administrative Positions filled from 1/1/2023 – 12/31/2023	Academic Faculty Hires from 1/1/2020 – 12/31/2023
Circulation Manager	Automotive Technology Instructor
Human Resources Manager	Commercial Drivers License Instructor x 4
Budget Director	Instructor, Political Science
Workforce Development Liaison (ROADS Program)	Instructor, American Sign Language
Academic Scheduling Coordinator	Instructor, Applied Tech
Accreditation and Curriculum Management Coordinator	Instructor, Certified Nursing Assistant
Interim Director of Facilities	Instructor, Criminal Justice
Director, Academic Advising & Access	Instructor, Emergency Medical Services
Career Pathways Specialist	Instructor, English
Director of Institutional Research and Effectiveness	Instructor, Mathematics
Director, Workforce, Career & Technical Education	Instructor, Nursing x6

Grant Writer	Mathematics Instructor
	Welding Instructor

In 2023, WNC HR launched a recruiting and hiring resource which put all our recruiting and hiring tools and resources in one place, and included streamlined processes which are faster and easier to complete. We anticipate a positive impact on our vacancy rate, time-to-fill, and the candidate experience.

In 2023, WNC was recognized as one of the “Great Colleges to Work For” by the Great Colleges to Work For Program. WNC received recognition for our “Mission & Pride,” “Supervisor/Department Chair Effectiveness,” and “Confidence in Senior Leadership.” This recognition highlights both the college community’s confidence in the quality of our leadership and the commitment of the faculty and staff to our college Mission to contribute to solutions for the 21st century by providing effective educational pathways for the students and communities of Nevada.

Required Evidence for 2.F.3

WNC Policies

[WNC Policy 3-2-4: Full-Time Teaching Faculty Job Description](#)

[WNC Policy 4-1-1: Credentials for Community College Faculty](#)

[WNC Policy 4-1-8: Background Check Policy for Academic and Administrative Faculty](#)

[WNC Policy 4-3-2: Recruitment Guidelines for Classified Staff](#)

[WNC Policy 4-3-4: Classified Casual Labor Positions](#)

[WNC Policy 4-3-5: In-House Announcement of Classified Positions](#)

[WNC Policy 4-4-4: Part Time Faculty Evaluation Guidelines](#)

[WNC Policy 4-5-1-2: Hiring Academic and Administrative Faculty](#)

[WNC Policy 4-5-1-3: Internal Searches](#)

[WNC Policy 4-5-1-4: Emergency Appointment of Professional Staff](#)

[WNC Policy 4-5-2-1: Administrative Faculty Evaluations](#)

WNC Website

[WNC Employment Opportunities](#)

[WNC Curriculum Committee Bylaws](#)

[WNC College Council](#)

Nevada Faculty Alliance

State of Nevada

[Nevada Administrative Code Chapter 284](#)

2.F.4

Faculty, staff, and administrators are evaluated regularly and systematically in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties. Personnel are assessed for effectiveness and are provided feedback and encouragement for improvement.

Narrative:

The President of Western Nevada College (WNC) is evaluated annually in writing by the Chancellor of the Nevada System of Higher Education (NSHE) Board of Regents in accordance with procedures approved by the Board of Regents. The President will also be evaluated periodically by an evaluation committee created by the Chancellor no later than the next-to-last year of each contract period. Annually, the President will present a self-evaluation of the previous 12-month period including progress on goals and objectives for that period; this self-evaluation will also include goals and objectives for the upcoming year and must be approved by the Chancellor.

In accordance with Section 8 - Evaluation of the WNC Bylaws, all faculty (executive, administrative, and academic) are evaluated each academic year by supervisors or heads of administrative units. The purpose of evaluations is to create a clear understanding between faculty members and supervisors regarding goal achievement and performance of basic professional responsibilities, to create a framework for professional growth and development needs, to determine institutional resources to support faculty development needs, and to provide a platform for the description and recognition of faculty job performance.

Part-time faculty are evaluated under the guidance of division directors using a combination of course observations and student evaluations. As part-time faculty are contracted from semester to semester, evaluations are focused on quality assurance and to identify areas where existing college support can provide professional development for these faculty members. There is no

formal system of improvement for part-time faculty, and all performance improvement is voluntary and recommended at the discretion of the division director.

Classified staff evaluations are conducted under the guidelines of the Nevada Administrative Code Chapter 284. Classified staff evaluations are required annually after the attainment of permanent status, but may be conducted and submitted more frequently. Performance of classified staff is measured against that employee's Work Performance Standards and is conducted by a supervisor who has completed the required State training.

Required Evidence for 2.F.4

WNC Bylaws and Policy

[WNC Bylaws Section 4 - Personnel](#)

[WNC Bylaws Section 8 - Evaluation](#)

[WNC Policy Manual Chapter 4 Section 4-5-2 Policy 4-5-2-1: Administrative Faculty Evaluations](#)

Nevada System of Higher Education

[NSHE Board of Regents Bylaws Title 1 Article VII Section 4](#)

State of Nevada

[Nevada Administrative Code Chapter 284](#)

Student Support Resources

2.G.1

Consistent with the nature of its educational programs and methods of delivery, and with a particular focus on equity and closure of equity gaps in achievement, the institution creates and maintains effective learning environments with appropriate programs and services to support student learning and success.

Narrative:

WNC has a suite of dashboards developed by our Institutional Research Office to display disaggregated institutional and program achievement outcomes data on the [WNC Data & Statistics](#) webpage, which are the basis for identifying equity gaps and designing programs and services towards mitigating those gaps. The College assesses achievement among various populations of students using many of these programs and services with its dashboards.

The Academic Skills Center (ASC)

The ASC offers academic coaches trained to support students' academic success. Coaches are trained to create a positive learning experience, to clarify content, and to help students to attain higher academic achievement. The ASC provides free tutoring to WNC students in several subject areas. The ASC offers help at any stage of the writing process, from brainstorming to revising. This includes work on writing assignments across the curriculum in any discipline. Peer tutors help students with idea development, comprehension, research, tutoring, grammar, punctuation, and mechanics. In the ASC, students can also attend workshops in academic success, use computers with Internet access, print papers for free, and rent graphing calculators.

Academic Advising

The primary mission of Academic Advising and Access at WNC is to provide quality academic advising, career guidance and personal counseling for students throughout our service area. In addition, Academic Advising and Access develops, coordinates and supports many access, enrollment, and retention programs on our campuses and at local high schools.

Peer Mentoring

Peer mentors work in the Academic Advising and Access department to support and guide fellow students through their academic journey. Peer mentors interact with students on a daily basis helping them to navigate registration processes; available resources such as financial aid and academic coaching; and academic systems (ie myWNC, Canvas). Peer mentors are critical to the smooth operation of advising services as they welcome students, connect them with advisors,

schedule advising appointments, outreach to students by phone, answer Live Chat and more. Peer mentors contribute to student success and access goals in a variety of ways.

Disability Support Services

Western Nevada College Disability Support Services empowers students to be successful in obtaining their educational goals. By providing necessary support, we help students to attain their academic, vocational and personal goals at WNC. Disability Support Services (DSS) provides qualified students with disabilities equal access to higher education through academic support services, technology and advocacy in order to promote their independence, retention and graduation. One example of WNC's commitment to supporting qualified students with disabilities is [Policy 3-3-13: DSS Memory Aid Policy](#), which codifies the rights of qualified students to have appropriate support in this area.

WNC DSS is committed to serving the College community in the following areas:

- Serving as an advocate and liaison
- Providing appropriate accommodations and services
- Giving guidance and training on disability matters
- Fostering self-sufficiency
- Acting as a resource regarding areas of compliance.

Retention and Support Services

The Early Alert system is an intervention referral program that identifies academically “at risk” students as they move through the semester. The referral is started by an instructor and is sent to the Academic Advising and Access department.

The WNC Early Alert is then integrated with EdSights (Willy the Wildcat), a 2-way text system that combines adaptive Artificial Intelligence (AI), behavioral science, and texting to hear the voices of students from a socioemotional perspective.

When students respond to Willy's initial Early Alert text message, the response will strategically identify the most appropriate contact/resource. This provides students with instant targeted support and enables staff to have follow-up conversations with students in effective and meaningful ways.

An additional advantage of Early Alert and EdSights being connected is that we can learn whether students flagged for Early Alerts were previously identified as "high risk" on the EdSights dashboard through Willy the Wildcat's proactive retention messages. This information can help address root causes of student issues through pattern recognition.

First Year Experience

The First Year Experience (FYE) sets a foundation for first-time college students to be successful by engaging them in programs that support academic growth, utilize campus resources, prioritize personal wellbeing, and build meaningful relationships. The First Year Experience helps students feel connected to the campus and empowers them to use WNC's resources to reach their goals. Orientation can go only so far in making freshmen feel connected. WNC instills FYE into the curriculum by offering first-year seminars or other programs that bring small groups of students together with faculty or staff on a regular basis.

Student Employment Programs

Western Nevada College Student Employee programs provide opportunities for students to earn funds to assist with college expenses while attending school. Student Employment programs also aim to engage and connect students to campus resources.

In general, most student employees qualify for work-study programs through the completion of the Free Application for Federal Student Aid (FAFSA). WNC offers four [types of work-study awards](#) and many more department funded positions. Student Employment positions can be found on the [Student Employee Job Board](#).

Academic Probation

Western Nevada College requires all degree/certificate seeking students to maintain a minimum cumulative GPA of 2.0. Students who do not meet this requirement will be placed on academic probation. Students on Academic Probations are required to meet with an Academic Counselor in order to register for classes. These required meetings are aimed to provide interventions and resources for student success.

Student Engagement Opportunities

At Western Nevada College, a commitment to fostering a vibrant campus community is evident through abundant opportunities for student engagement at the Dini Student Center. Under the umbrella of [WildCat Life](#), students are actively encouraged to participate, connect, and contribute to the academic environment, thereby enhancing the overall college experience.

Within the diverse landscape of Western Nevada College, students can extend their engagement beyond traditional avenues. The Student Center offers a spectrum of unique spaces, each contributing to the richness of the student experience. At the Wildcat Arena, WNC's Esport arena, students immerse themselves in the world of competitive gaming, promoting a community that blends technology and camaraderie. Meanwhile, the Wildcat Commons stands as a beacon of inclusivity, serving as the diversity center where students can come together to celebrate and explore the tapestry of backgrounds, perspectives, and cultures that shape our college community. For those with a passion for audio storytelling, the Wildcat Studio, WNC's podcast

studio, provides a creative hub where students can craft and share their narratives, contributing to the captivating fusion of voices within the institution. These unique spaces reflect WNC's commitment to providing students with dynamic platforms to connect, create, and thrive in their college journey.

The [Associated Students of Western Nevada \(ASWN\)](#), WNC's Student Government, plays a pivotal role in advancing these engagement opportunities. With a dedication to enhancing the quality of student life, ASWN provides platforms for involvement, facilitates the establishment of meaningful connections, collaborates with an array of [clubs and organizations](#), and serves as a representative voice for student interests. Together, these efforts contribute to an energetic and inclusive college community.

Western Nevada College encourages students to explore a variety of engagement possibilities, ranging from joining student clubs and organizations to taking part in campus events. This encouragement is aimed at helping students maximize their college experience and play an active role in contributing to the robust community within the institution.

Veterans Resource Center

The Veterans Resource Center (VRC) is a dedicated space on campus for new and returning veteran students and their families to gather, utilize the quiet study space, its computers and printing capabilities, or take a well-earned break from studying. It is also home to the Wildcat Veterans Club. The Veterans Resource Coordinator is the first and main point of contact for veteran students and provides academic advising, assistance with creating an educational plan that maximizes the student's VA education benefits, and connections to community resources. Veteran Work Study students with lived experience staff the VRC and provide a warm welcome to all. The primary mission of the VRC and the Coordinator is to ensure that our veterans are given the tools to succeed as they transition to pursuing their educational and career goals at WNC.

Required Evidence for 2.G.1

WNC Student Organizations

[WildCat Life](#)

[Student Government](#)

[Associated Students of Western Nevada Constitution](#)

[Associated Students of Western Nevada Policies and Procedures](#)

[Clubs & Organizations](#)

WNC Programs and Services

[Academic Skills Center \(ASC\)](#)

[First Year Experience](#)

[Disability Support Services](#)
[New Student Orientation](#)
[Academic Advising](#)
[Career Services](#)
[Hispanic Serving Institution \(HSI\)](#)
[WNC Bridge to Success](#)
[Nevada IDeA Network of Biomedical Research Excellence \(INBRE\)](#)
[Veterans Resource Center](#)
[Student Employment Programs](#)

2.G.2

The institution publishes in a catalog, or provides in a manner available to students and other stakeholders, current and accurate information that includes: institutional mission; admission requirements and procedures; grading policy; information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings; names, titles, degrees held, and conferring institutions for administrators and full-time faculty; rules and regulations for conduct, rights, and responsibilities; tuition, fees, and other program costs; refund policies and procedures for students who withdraw from enrollment; opportunities and requirements for financial aid; and the academic calendar.

WNC publishes current and accurate information about its mission, policies and regulations, academic programs and courses, student learning outcomes, and other information about the College on its website, in the College Catalog, and in course syllabi.

Required Evidence for 2.G.2

WNC Website

[WNC College Catalog](#)
[Mission & Themes](#)
[Admissions Information](#)
[Student Records and Grades](#)
[Course Catalog Program List](#)
[WNC Student Learning Outcomes](#)
[Campus Directory](#)
[Fees Payments & Refunds](#)
[Financial Aid](#)
[Calendar - Dates & Deadlines](#)

WNC Policies

[Policy 3-4-1: Admission Registration Grades and Examinations](#)

[Policy 3-4-4: Student Conduct](#)

Nevada System of Higher Education Board of Regents Handbook

[NSHE Code Title 4 - Codification of Board Policy Statements](#)

2.G.3

Publications and other written materials that describe educational programs include accurate information on national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. Descriptions of unique requirements for employment and advancement in the occupation or profession shall be included in such materials.

WNC publishes and communicates accurate information in the [College Catalog](#), division webpages ([Liberal Arts and Sciences](#), [Nursing and Allied Health](#), and [Workforce, Career & Technical Education](#)), and publications such as brochures and resources that are provided to students on the [Student Resources](#) web page and at orientation sessions held by the divisions and are updated annually. WNC offers educational programs that require external licensure for entry into the profession and several Certificate of Achievement and Skills Certificate offerings that meet workforce needs and lead to licensure or certification within the industry. Each are aligned with program and career pathways that designed to bridge between education and employment and provide stackable credentials and delivery options.

Required Evidence for 2.G.3

WNC Website

[College Catalog](#)

[Liberal Arts and Sciences](#)

[Nursing and Allied Health](#)

[Workforce, Career & Technical Education](#)

[Student Resources](#)

Program and Degree List

Appendix Exhibit H

2.G.4

The institution provides an effective and accountable program of financial aid consistent with its mission, student needs, and institutional resources. Information regarding the categories of financial assistance (such as scholarships, grants, and loans) is published and made available to prospective and enrolled students.

Western Nevada College provides an effective and accountable financial aid program consistent with its mission, student needs, and institutional resources. The WNC Financial Assistance Office manages federal, state, institutional, and private aid programs in accordance with federal, state, and institutional guidelines. The [WNC College Catalog Financial Assistance](#) page and [WNC Financial Assistance](#) website provide comprehensive information about the aid programs available to current and prospective students. The catalog and website provide robust information regarding aid policies such as Satisfactory Academic Progress requirements and Return of Title IV Calculations.

The WNC Financial Assistance Office also provides communications about essential financial aid policies to all students who complete a FAFSA through a myWNC pop-up message. The college also informs all students of important financial aid and college information through an Important Information email sent in both the Fall and Spring Semesters.

Required evidence for 2.G.4

WNC.edu

[Financial Assistance](#)

[Types of Aid](#)

[Financial Aid Important Dates and Policies](#)

[Consumer Information](#)

WNC Catalog

[Financial Assistance Catalog Section](#)

Additional Evidence

Exhibit I Financial Assistance myWNC Pop-up Message

Exhibit J Important Student Information Email

Exhibit K Financial Assistance Policy & Procedures Manual

2.G.5

Students receiving financial assistance are informed of any repayment obligations. The institution regularly monitors its student loan programs and publicizes the institution's loan default rate on its website.

Western Nevada College provides students receiving financial assistance information regarding repayment obligations via the Student Loan section of the [WNC Types of Financial Aid](#) webpage, as well as through federally required exit counseling.

Students are informed of the consequences of a withdrawal and other essential financial aid policies through a myWNC pop-up message. For an example of this message, please see Exhibit I in the Appendix. Students who are subject to a Return of Title IV calculation are notified of the calculation through an email and notified of any reduction in aid through a negative disbursement email.

The college hosts a robust student loan page on the website, which provides comprehensive information about borrowing a student loan. The WNC Financial Assistance Office does not pre-package student loans, rather students are required to go through a request process, to better understand the loan process and the repayment obligations. Upon graduation, a student's withdrawal or a student dropping to less than halftime the college provides the required Exit Counseling information and links to [Manage Loans | Federal Student Aid](#).

The WNC Financial Assistance Office maintains a thorough Policy and Procedures manual that outlines student loan processes to ensure appropriate monitoring and compliance with student loan programs. The college regularly reviews the Draft and Official Cohort Default rates and publishes the CDR on the webpage: [Types of Financial Aid](#).

Required evidence 2.G.5

WNC Website

[Types of Financial Aid](#)

[Important Policies](#)

[Consumer Information](#)

Additional Evidence

Exhibit K Financial Assistance Policy & Procedures Manual

2.G.6

The institution designs, maintains, and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program and graduation requirements, and are adequately prepared to successfully fulfill their responsibilities.

Advising requirements and responsibilities of advisors are defined, published, and made available to students.

Western Nevada College's (WNC) comprehensive [Academic Advising and Access](#) office oversees and collaborates with connected departments for orientation, advising, guided self-placement, transfer preparation, career exploration, personal counseling/resources, outreach services, first year experience planning, student engagement texts, NV Promise Scholarship tracking, and dual enrollment program coordination.

WNC places a high priority on designing, maintaining, and evaluating a systematic and effective program of academic advisement. Our advisement program is structured to provide individualized support to students at various academic stages. We assess the program's effectiveness through feedback mechanisms and advising questionnaires that support ongoing improvements.

Wildcat Welcome Orientation is an important part of connecting students to WNC and it is the first introduction to advising. This is a mandatory step for first-time degree seeking students; and an optional step for non-degree seeking and transfer students. Orientation is an essential introduction to the college academic calendar, resources, academic programs, financial aid, career exploration and student responsibilities.

Advisement is mandatory for all first-time degree seeking students in their first and second semesters, which is enforced by a myWNC hold. In addition, both non-degree seeking and transfer students are invited to an advising appointment upon acceptance to the college. WNC students are highly encouraged to utilize advising on a regular basis to support their educational goals.

Students can schedule with advisors in person, by phone or virtually. Appointments are also conducted on high school campuses for dual enrollment. The Academic Advising and Access office employs Peer Mentors that outreach to students daily to reinforce several initiatives aimed at keeping students engaged and informed about advising options and their value.

Students qualifying for Disability Support Services are provided academic advisement and equal access to higher education through academic support services, technology and advocacy.

Advisors thoroughly train to cover use of relevant advising platforms; current curriculum; degree and certificate pathways; graduation requirements; general financial aid information; stress management and coping skill support for students; and college policies and procedures.

All Advisors are [NACADA](#) members (The Global Community for Academic Advising) and WNC has an institutional membership to [NACEP](#) (National Alliance of Concurrent Enrollment

Partnerships) to promote best practices. Regular professional development opportunities are offered at staff meetings and outside options are encouraged for advisors to remain well-informed about changes to requirements, policies and advising trends. Professional development is tracked in yearly evaluations.

Information about advising requirements and responsibilities are available through a variety of channels, including the WNC website, orientation, college catalog, and advising offices. Advising appointments are aimed at teaching and empowering students to take an active role in their academic planning.

WNC assesses and evaluates with orientation and event surveys; kiosk responses; and post appointment questionnaires. WNC's Institutional Research department gathers ongoing data from a variety of sources for strategic improvements.

Required evidence for 2.G.6

WNC Website

[WNC Academic Advising and Access](#)

[WNC Registration Information](#)

[WNC College Catalog](#)

[WNC Wildcat Welcome Orientation Sign-Up](#)

Academic Advising and Access Department Staff

Name	Title
Lauren Stevens	Director of Academic Advising and Access
Sara Afuha'amango	Coordinator of Dual Enrollment
Adrian Barrera	Access Program Coordinator
Rebecca Bevans	Homeschool Specialist
Tawnie D'Angelo	Gear Up Coordinator
Kennadie Frias	Admin Assistant IV
Tyler Golden	Student Success Coordinator
Pao Lee	Counselor
Evan O'Brien	Outreach and Access Counselor
Aadra Reed	Outreach Assistant
Denise Stout	Coordinator of Retention/Counselor
Tricia Wentz	Early College Specialist
Kathryn Whitaker	Rural Outreach and Access Coordinator/Counselor

2.G.7

The institution maintains an effective identity verification process for students, including those enrolled in distance education courses and programs, to establish that the student enrolled in such a course or program is the same person whose achievements are evaluated and credentialed. The institution ensures that the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.

WNC works to ensure that students who register in a distance education course/program participate in functionally the same course as in-person students and receive the same credit. The [Nevada System of Higher Education Board of Regents Handbook Title 4 Chapter 16 Section 21](#) states that registration procedures shall be developed and published by each community college, and these procedures are outlined in [WNC Policy 3-4-1: Admission, Registration, Grades and](#)

[Examinations Section 1](#). The WNC application process is completed online and follows the guidelines of WNC Policy 3-4-1 which states that applicants for admission to WNC must furnish information required by the regulations in the admissions section of the WNC catalog, thus promoting a secure identity verification process. Once students have registered at WNC they are issued an NSHE identification number and a passcode that they use to register for courses. Students who enroll in online courses must use their own user ID and password to gain access to Canvas, which is WNC's Learning Management System. As per the [Admissions and Records](#) section of the WNC Catalog, new students are required to meet with a counselor before attending classes, at which time the identity of the student may be verified.

[WNC Policy 3-3-11 Section 1](#) makes clear distinctions between online courses, web-enhanced courses, and traditional (in-person) courses. Section 4 makes flexible provisions for proctoring of examinations in online and web-enhanced courses. This policy clearly states that students are required to provide an acceptable form of identification when taking an exam proctored at a testing center, thus providing a verification of identity to ensure that the student registered for the class is the one being evaluated. Third-party online proctoring services may be used to proctor exams as well (e.g. Lockdown Browser) to provide an additional layer of protection. Through the third-part proctoring service, the instructor may view the students on their webcams before students take an exam and request identification at that time. Lockdown Browser, which is currently under contract with WNC, offers webcam proctoring of online exams and students are asked to provide identification on the webcam before taking an online exam.

The [Nevada System of Higher Education Board of Regents Handbook Title 4 Chapter 21 Section 3](#) outlines specific limitations regarding access to student and employee data. This code specifies that only personnel employed by NSHE may access such information and only for the purpose of conducting official NSHE business. This policy requires that the confidentiality of non-directory information must be maintained at all times. WNC also adheres to the requirements of the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), and provides notification of this institutional policy via the publicly available [WNC Privacy Notice](#) on the WNC website Policy Manual page. Additionally, the learning management system Instructure (Canvas), provides its own [privacy policy](#) that reinforces the commitment of that company to student privacy and protection of their online platform. Finally, all WNC academic faculty, and those administrative faculty and classified staff who interact with student information, are required to participate in periodic training on cybersecurity, which covers unintentional release of non-directory information.

To ensure that students are properly notified at the time of registration of any additional charges associated with verification procedures required for online education, WNC's Distance Education Specialist is currently working with the WNC Academic Scheduling Coordinator to develop a statement that will be shared via the learning management system to notify students

any additional charges related to verification. Presently, there are no charges associated with the WNC verification procedures.

[WNC Policy 3-3-11: Distance Education Online Policy](#) Section 4 defines distance education courses at WNC, and stipulates that they must meet the same requirements as in-person courses. Therein course delivery is addressed, along with requirements for faculty teaching these courses. Some online courses require extensive and regular participation in a discussion thread; others are more focused on assignments completed through another online system, such as Pearson, Cengage, OHM Lumen or MyOpenMath. In these courses, much of the interaction between faculty and students is accomplished by email, the messaging system in Canvas or the website where homework is completed, or via video conferencing.

Required Evidence for 2.G.7

WNC Policy

[WNC Policy 3-3-11: Distance Education Online Policy](#)

[WNC Policy 3-4-1: Admission Registration Grades and Examinations](#)

WNC Website

[WNC College Catalog - Admissions & Records](#)

[WNC Privacy Notice](#)

Nevada System of Higher Education Board of Regents Handbook

[NSHE Code Title 4 Chapter 16 Section 21](#)

[NSHE Code Title 4 Chapter 21 Section 3](#)

Additional Evidence

[Instructure Privacy Policy](#)

Distance Education Staff and Academic Faculty

Name	Title
Justin McMenomy	Distance Education Specialist, Distance Education Committee
Irene Jen Schiller	CC Instructor, Nursing, Distance Education Committee
John Duerk	CC Instructor, Political Science, Distance Education Committee
Patrick Bell	CC Instructor, Education, Distance Education Committee
Timothy Mayo	CC Professor, Mathematics
Gretchen Stanerson	Academic Scheduling Coordinator
Chelsie Hamtak	Director of Admissions and Records
Coral Lopez	Chief Financial Officer
Justine Stout	Student Finance Coordinator
Shannon Covey	Executive Assistant to the CFO

Library and Information Resources

2.H.1

Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.

Narrative:

WNC Libraries provide services to students on the Carson and Fallon campuses and online through collection maintenance, in person orientation sessions and information literacy instruction. The services provided are responsive to student needs and collaboration with faculty and decisions are driven by courses offered and curricular needs.

[WNC Library](#) and [Academic Coaching](#) services are driven by the needs of our students and faculty. Library staff are responsive to requests received and are attuned to the research and information needs of the college community. The library's goals are to support student success by providing accessible, well curated resources both physical and digital, instructional services in information literacy, an innovative and welcoming learning environment that meets the diverse needs of our students, and qualified and engaging staffing who support student and faculty needs both formally and informally. Ultimately, the goal of the library is to be a "one stop shopping" hub that will meet the comprehensive needs of all of our patrons.

In 2017, with the retirement of the long-time director, the college reorganized the library to include the academic coaching service within the library's organizational unit. A major re-purpose project of the library created a flexible learning space that meets the diverse needs of our students. Around the same time, several librarians and support staff retired and were not replaced. Consequently, library staffing was reduced to 3 librarians for both the Carson and Fallon campus libraries supported by several part-time staff. In 2021 the then director resigned, and two of the remaining librarians also retired. Soon after, the Discovery Librarian was hired, and the existing Student Success Librarian was promoted to Director of the Learning and Innovation Division which includes Library and Academic Coaching. In 2023, the Circulation Manager was hired to provide full-time support to library services.

As a result of the instability created by the original reorganization, staff retirements and resignations, and the COVID-19 pandemic, library services and outreach efforts were significantly curtailed. This is particularly evident the age of the physical collection. However, although the Library remains understaffed, in the last two years it has recommitted to providing

outstanding services to the college community and all policies and procedures have been reviewed and updated.

The library employs qualified personnel including the Director of Learning and Innovation and librarians who hold MLIS/MLS degrees from an American Library Association accredited program. The library staff is currently composed of two librarian positions (one is currently vacant), one Circulation Manager position, and a Fallon campus Library Supervisor (currently vacant). All four are Administrative Faculty and report directly to the Director of Learning and Innovation. For a full organizational chart of the Learning and Innovation Team, please see Exhibit L.

The Library has two physical locations; one is on the main Carson City campus, and one is on the Fallon campus. Joe Dini Library on the Carson City campus is open six days a week; Library hours are 7:30 a.m. to 8 p.m. Monday through Thursday, 7:30 a.m. to 5 p.m. on Friday and 11 a.m. to 3 p.m. on Saturday. The Beck Library on the Fallon campus is open five days per week for spring semester, providing students with the flexibility to visit the modern resource facility when needed and succeed in their classes over the next four months; Library hours are 8 a.m. to 5 p.m. Monday through Friday.

The library also provides access to resources for incarcerated students in the Higher Education in Prison Program through collaboration with program instructors. The [Library Homepage](#) provides 24/7 access to [databases](#), and a wide array of resources including [Research Guides](#), and an extensive selection of [on demand tutorials](#). Individualized research assistance is also available during business hours via [refdesk](#).

The focus of the library collection is to meet the needs of our students related to the content taught in their courses and in their research projects. Usage data is collected and reviewed monthly, and acquisition and deaccession decisions are made annually. In accordance with the [Collection Development Policy](#), Library staff work closely with faculty to select additions to the collections. Although the physical collection is aging as a result of both budget and staffing resources, [digital resources](#) provided through subscription are reviewed by library staff and are updated regularly by vendors. Recent additions to the database collection include JSTOR (digital library of academic journals, books, and primary source) and Heinonline (online research platform providing access to multidisciplinary current and historical documents). Of particular concern has been the nursing program resources which are required to meet independent certification requirements. In consultation with the nursing faculty, a greater emphasis has been placed on digital nursing resources than on physical resources.

In addition to the formal collections, the Library also provides access to the Kanopy Streaming Video service and Niche Academy which provides a wide array of tutorials for students, faculty,

and staff. Additionally, the Library homepage also provides support for faculty and staff development, such as with the [WNC Open Resources Project](#). The library also provides an interlibrary loan service which allows students, faculty, and staff to access resources from other libraries.

At the beginning of each semester, library staff reach out to faculty to schedule information literacy sessions. Frequently, these sessions are “one-of” sessions, but increasingly library staff are offering multiple sessions with class sections. Additionally, as a result of in class contact with a librarian, students make one-on-one appointments for further one-on-one assistance with research projects. The Library is also developing information literacy instruction modules in the CANVAS learning management system that can be adopted by faculty and added to their online course shells. Furthermore, the Director of Learning and innovation and the Discovery Librarian meet monthly with English faculty to collaborate on information literacy instruction. The Library also collaborates closely with instructors involved in the [WNC Higher Education in Prison Program](#) by providing incarcerated students instruction in information literacy and access to resources that they otherwise do not have access to.

In 2015, the Beck Library on the Fallon campus underwent a major remodel and the academic coaching (tutoring) service was incorporated into the library organizational unit. In 2018, the same model was adopted in the Carson campus, and academic coaching became an integral part of the services provided by the Library. Currently, academic coaching is provided in person in both the Carson and Fallon campus libraries and online via the Inspace virtual learning platform that is accessible through the CANVAS learning management system. Additional 24/7 coaching is available through the vendor provided NetTutor online tutoring service which is also accessed through Canvas.

Further, the Library has been instrumental in raising the campus awareness of Open Educational Resources (OER) and is responsible for coordinating and growing the program. Library staff have also collaborated with other NSHE institutions to expand OER adoption throughout the State of Nevada.

Future priorities for the Library include the hiring of at least one librarian for the Carson campus (Outreach and Instruction) and a Supervisor for the Beck Library on the Fallon campus. This will allow for the post-COVID expansion and improvement in services to continue. Additionally, the Library will prioritize the hiring of a full-time Academic Coaching Coordinator.

Required Evidence for 2.H.1

WNC Policy

[WNC Policy 5-1-1: Collection Development](#)
[WNC Policy 5-1-2: Library Circulation](#)
[WNC Policy 5-1-3: Interlibrary Loan](#)
[WNC Policy 5-1-4: Non Student Use](#)
[WNC Policy 5-2-1: Fines and Replacement](#)
[WNC Policy 5-2-2: Claims Returned](#)
[WNC Policy 5-2-3: Behavior](#)
[WNC Policy 5-2-4: Refunds for Lost WNC Library Materials](#)

Library Resources

[WNC Library Homepage](#)
[WNC Library Databases](#)
[WNC Library Research & Subject Guides](#)
[Niche Academy Tutorials](#)
[WNC Ask A Librarian/Contact](#)
[WNC Academic Coaching](#)
[Information Literacy Instruction](#)
[WNC Library OER Project](#)
[WNC Library Instruction Request](#)
Appendix - Exhibit L WNC Learning and Innovation Organizational Chart

Physical and Technology Infrastructure

2.I.1

Consistent with its mission, the institution creates and maintains physical facilities and technology infrastructure that are accessible, safe, secure, and sufficient in quantity to ensure healthful learning and working environments that support and sustain the institution's mission, academic programs, and services.

Narrative:

While Western Nevada College continues to work on updating the technology infrastructure needed to support higher education in the 21st century, WNC does not currently have a master plan for technology. A campus wide effort resulted in a general Disaster Recovery Plan (2019) that identifies how [Computing Services](#) and other college departments and Academic Divisions will maintain regular operations in the case of campus closure due to natural disaster or other events. Preparation of the Disaster Recovery Plan assisted the college in successfully transitioning to remote business, administrative, and academic processes during the COVID lockdown period.

[WNC Policy manual's Chapter 8: Computing Services](#) contains additional policies governing Computing Services practices and standards. All policies except [Policy 8-2-4: Network Password Policy](#) (2011) and [Policy 8-2-6: Security Incident Response](#) (2014) have been revised in 2023 and 2024.

In 2018, a Facilities Master Plan was created as part of the Strategic Plan cycle and was presented to the college community; however, this plan was not officially adopted by the college nor was it put forward to the NSHE Board of Regents for approval, and WNC does not currently have an approved operational Facilities Master Plan. As we move toward the creation of our next Strategic Plan, the Facilities Master Plan will be a priority that will be overseen by the WNC Facilities Management team to ensure alignment with WNC mission and vision, and NSHE goals.

As the landscape of higher education changes, so to do the facilities needs of Western Nevada College. In a meeting held in October of 2023 President Dalpe recognized that given that WNC currently offers approximately 50% of available courses online there is no need for new facilities at this time. With that in mind, WNC is prioritizing maintenance and upgrading of existing facilities to best serve campus locations in Carson City, Fallon, and Douglas County, including significant proposed updates to the Fallon Campus Pinion Building to support the expansion of

our Nursing Program offerings on that campus. Moving forward, facilities planning will be incorporated in the 2025 Strategic Plan rather than being treated separately to better ensure alignment with college goals around student success and access.

Current WNC policies regarding facilities include: [WNC Policy 6-1-1: Facility Use](#) (2022); [WNC Policy 6-1-3: College Equipment](#) (revision/review in progress), and [WNC Policy 6-3-1: Construction Management Process](#) (2008). WNC Policy Chapter 6 provides guidance in how facilities are used, maintained, and accessed by faculty, staff, students, and the community. At this time, WNC has an Interim Director of Facilities, this interim position has ensured that college's needs related to facilities continue to be met while a national search for the position is prepared and conducted.

Equipment replacement procedures at WNC involve the collection of information about needs across the campuses and then the prioritization of deferred maintenance needs being forwarded from the [Facilities Office](#) to the Executive Team for approval. For routine maintenance requests, the budget request process is used whereby the request is sent to the WNC budget committee for further vetting and approval.

WNC employs space allocation studies and physical assessments to determine whether current physical facilities are sufficient and in good condition. This includes assessing whether current classroom and lab resources are in good condition, can be arranged to accommodate students enrolled, and students with disabilities.

WNC abides by ADA requirements to ensure that all facilities are accessible, and utilizes the University Police and WNC Security personnel to ensure that campuses are secure and safe. This is covered by WNC [Policy 6-1-1: Facility Use](#), [Policy 6-1-2: Standard Hours and Building Access](#), [Policy 8-2-6: Security Incident Response](#), and [WNC Policy Chapter 10](#). Additionally, the [NSHE Board of Regents Handbook Title 4, Chapter 8 Section 14](#) provides definitions, guidance, and requirements related to Unlawful Discrimination as it relates both to Title IX and non-Title IX issues.

[WNC Policy Chapter 11](#) comprehensively deals with [Environmental Health and Safety](#) from general policies to [Emergency Preparedness](#) and specific policies addressing: hazardous waste management, Industrial safety, tobacco use policy, bloodborne pathogens and fire protection. WNC is currently conducting a national search for candidates to serve as Environmental Health and Safety Coordinator.

To help disseminate information to students, faculty, staff, and the community, WNC's public website has pages dedicated to [Emergency Planning and Preparedness](#), [Police Services](#) and campus safety, and general information on [Environmental Health and Safety](#).

Required Evidence for 2.I.1

WNC Policy

[WNC Policy 6-1-1 Facility Use Policy](#)

[WNC Policy 6-1-3: College Equipment](#)

[WNC Policy 6-3-1: Construction Management Process](#)

[WNC Policy Chapter 8: Computing Services](#)

[WNC Policy 8-2-6: Security Incident Reponse](#)

[WNC Policy Chapter 10: Public Safety](#)

[WNC Policy Chapter 11: Environmental Health & Safety](#)

WNC Webpages

[WNC Emergency Planning and Preparedness](#)

[WNC Police Services](#)

[WNC Environmental Health and Safety](#)

[WNC Computing Services](#)

[WNC Facilities Management](#)

NSHE Policy

[NSHE Board of Regents Handbook Title 4, Chapter 8 Section 14](#)

Moving Forward

Western Nevada College is committed to our mission of providing effective educational pathways for the students and communities of Nevada. As we have resumed normal operations post-pandemic, we have reaffirmed our dedication to our mission by applying the lessons learned in 2020 to our everyday operations to try and serve our every growing and changing community. As we look ahead to our next Year Seven Evaluation of Institutional Effectiveness, we plan to:

- Re-examine our regular annual planning and assessment processes and timelines to ensure they are meeting the needs of a dynamic educational community.
- Update our program review guidelines to better reflect the interests and needs of our educational partners, students, and community.
- Continue development of our Institutional Research dashboards to provide meaningful data to members of the institution and the public in a user-friendly way.
- Continue a college-wide review of course outlines and program descriptions to ensure that courses and programs are updated to reflect the needs of our students and community.
- Complete the review and update of WNC Policies and Bylaws to ensure these documents are up-to-date and provide appropriate guidance for the management of our institution.

In looking to the future of WNC in the coming years, it will be vital to take the lessons learned during the challenges of the pandemic to prepare for future difficulties and to address those aspects of education and our community that have been forever changed. In particular, WNC must continue to make progress in the areas of planning, assessment, and alignment to ensure that we as an institution are providing the best possible service to our students and community. Continuous assessment, and using that assessment to improve our institution, will help us make the changes necessary to keep student success as our top priority.

Appendix

Exhibit A - FY 24 WNC Institutional Focus Flyer

Exhibit B - Proposed Assessment Policy

Exhibit C - WNC Institutional Research Quick Facts

Exhibit D - WNC Executive Team Curriculum Vitae

Exhibit E - WNC Organizational Chart

Exhibit F - WNC President J. Kyle Dalpe Curriculum Vitae

Exhibit G - WNC Nursing Program 2024 Application Information

Exhibit H - WNC Program and Degree List

Exhibit I - WNC Financial Aid Policy Pop-Up

Exhibit J - WNC Financial Aid Important Student Information Email

Exhibit K - WNC Financial Assistance Office Policies and Procedures

Manual Exhibit L - WNC Learning and Innovation Organizational Chart

Access & Success

Expand access to credit-based coursework and degree pathways through flexible delivery options and learning strategies that support academic achievement and career success.

Headcount - 3,850
Students (Baseline 3,738)



Flexible Learning Options
Offer an Open Entry Degree by FY25

Weighted Student Credit Hours

93,458
(Baseline 90,740)

Completions (all degrees & certificates)

1,110
(Baseline 1,073)

Student Experience

Provide structures and supports that empower students to create and engage in a college experience that meets their diverse and changing needs, focuses on inclusiveness, and fosters meaningful connections for lifelong success.


Hispanic Serving Institution

Maintain Status
(+25%)


Mental Health

Increase Awareness, Recognition, Response and Access to Services


Academic Success

Increase Participation in Student-led Campus Activities; Develop & Launch E-Sports


Campus Connections

Modernize Classrooms; Expand First Year Experience and WNC Experience



Elevate awareness of WNC's value as a community asset, a driver of economic growth, and a resource for lifelong education and enrichment opportunities.

Community Engagement

Highlight and encourage participation in cultural assets such as the Observatory, Musical Theater and Art Galleries

Community Exposure

Create a consistent community presence; Participate in events and activities to raise brand awareness; Increase signage on campus and throughout the communities WNC serves

Educational Opportunities

Develop and implement systematic outreach strategy aligned to services and opportunities for specific audiences

Visibility

Infrastructure

Develop and refine systems, practices and processes that reflect WNC's evolving market competitiveness and ensure sustainable, efficient and equitable operations.



Safety

Identify high priority safety concerns and implement solutions



Staffing

Maintain competitive salaries; Evaluate and update existing policies, processes and procedures



Facilities

Identify, plan and execute renovations and upgrades



Procedures and Processes

Update and/or create, document and archive processes and procedures that support efficient operations

Policy:	Policy ? : Assessment	Date Adopted:	
Department:	President's Office	Contact:	Assistant to the President
Statement:	Curriculum, educational programs, administrative services, and support programs should be assessed on a regular basis.		

Section 1: Purpose of Assessment

The purpose of assessment is to gather information about the impact of curriculum, programs, and services provided by the college; the ultimate goal of assessment is to improve the curriculum, program, or service being assessed.

Assessment of curriculum, programs, and services, from the development of outcomes or objectives through the use of results, is the responsibility of those who provide the curriculum, program, or service.

1. The purpose of assessment is to determine the efficacy of curriculum, programs, and services in achieving stated outcomes, objectives, and goals.
2. Assessment should be conducted by those directly involved in the curriculum, program, or service with support from administration.

All curriculum, educational and administrative programs, and support services should be assessed on a regular cycle using clear, public criteria and procedures.

Section 2: Expectations

The following points clarify the expectations regarding the participation of faculty, staff, and administrators in assessment activities as well as establish the guidelines for how the results of assessment activities will be used at WNC.

Educational Program Assessment

1. The administration agrees to provide support to allow faculty to improve student learning through assessment. Support includes budget, training, and staffing to aid faculty in this endeavor.
2. The administration agrees that the purpose of assessment is to measure student performance rather than evaluate faculty.
3. The administration and faculty agree that the purpose of assessment is to improve student learning.
 - a. Improvements in student learning can be accomplished in many ways, including changes to educational programs, courses, revision of criteria of success, or altering outcomes and mission statements.
 - b. It is the responsibility of the faculty within the teaching area being assessed to determine the outcomes, establish criteria for success, and develop systematic ways to improve student learning based upon the results of an assessment.
4. It is the responsibility of faculty who teach in an area to use the results of assessment to improve the educational program for the area. Failure to develop and implement ways of improving the educational program using assessment results may be used in the evaluation of a faculty member unless it is clear that the reasonable support needed to make improvement was not available.

Administrative and Support Services Assessment

1. If an administrative service or support program does not meet the criteria for success, the administration has an obligation to work with personnel in the program to provide reasonable support to allow the administrative service or support program to improve.
 - a. Support can include budget, training, and staffing.
 - b. If reasonable support is unavailable, the administration agrees not to hold individual personnel within the administrative service area or support program responsible for a failure to improve the service or program.
2. The administration agrees to provide support for the improvement of administrative services and support programs deemed important to the college's mission and goals. The purpose of assessment is to ascertain the success of the service or program and if the service or program is found to fall below the expected level of performance, this information will not be used in the evaluation of an individual or group connected with the service or program.
3. If an administrative service or support program does not meet the assessment criteria for success, the administration has an obligation to provide reasonable support to allow the service or program to improve. Support can include budget, training, and staffing. If reasonable support is unavailable, the administration agrees not to hold the individuals or unit responsible for a failure to improve the program.
4. It is the responsibility of those who provide the service or program to use the results of assessment to improve the service or program. Failure to develop and implement ways of improving the service or program using assessment results may be used in the evaluation of an individual, service, or program unless it is clear that the reasonable support needed to make improvements was not available.

Date(s) Revised	Date(s) Reviewed
----------------------------	-----------------------------

Quick Facts

as of October 2023

ESTABLISHED
1971



DEGREES/CERTIFICATES

Bachelor of Applied Science
Associate of Arts
Associate of Science
Associate of Business
Associate of General Studies
Associate of Applied Science
Certificate of Achievement Industry
Certification

AREAS OF STUDY

Art, Music & Graphic Design
Automation & Industrial Technology
Automotive, Machining & Welding
Biological, Physical &
Environmental Sciences Business,
Finance & Marketing Computer
Programming,
Networking & Cybersecurity
Construction Management, OSHA
& Inspection
Criminal Justice & Law Enforcement
Education, History & Humanities
Emergency Medical Services
Engineering, Mathematics & Physics
Fire Science
Healthcare & Nursing
Language & Communications
Leadership & Project Management
Social Work, Psychology &
Behavioral Sciences

SCHOLARSHIPS

490 students received \$827,704
in scholarships through the WNC
Foundation in 2022-2023.

HISPANIC & MINORITY SERVING INSTITUTION

WNC has been a Hispanic Serving
Institution (HSI) and a Minority
Serving Institution (MSI) since
2018.

STUDENT DEMOGRAPHICS

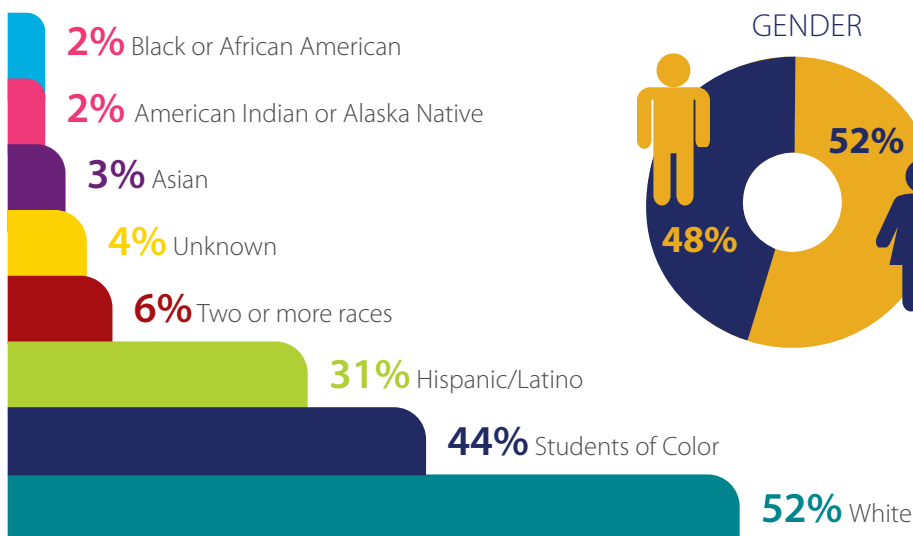


4,377

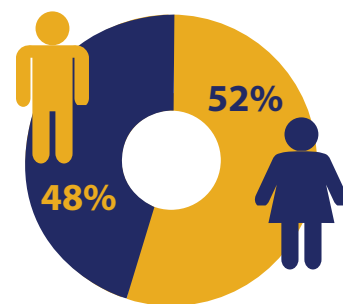
Total Students Fall 2023



ETHNICITY



GENDER

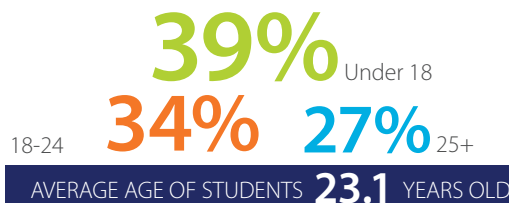


70% PART TIME



30% FULL TIME

STUDENT AGE



528

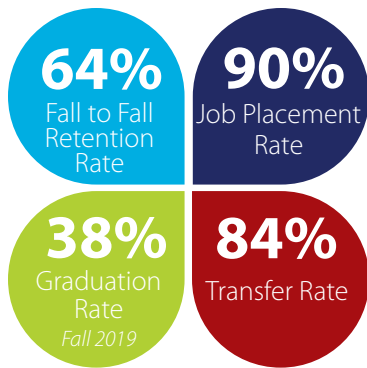
Bachelor
and Associate degrees
awarded



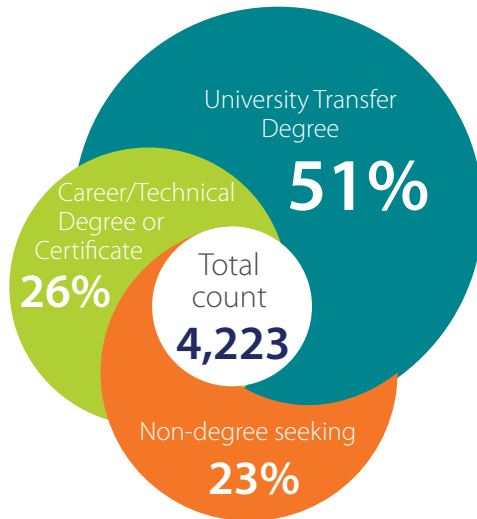
2022-2023

545

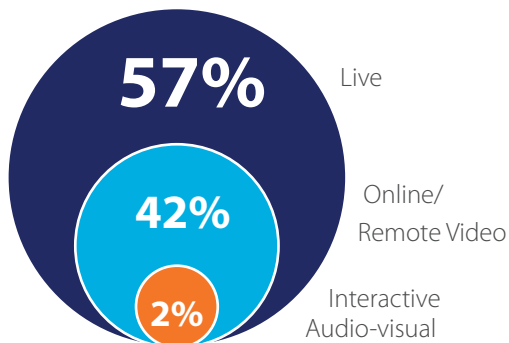
Certificates of
Achievement and
Industry Skills
Certifications awarded



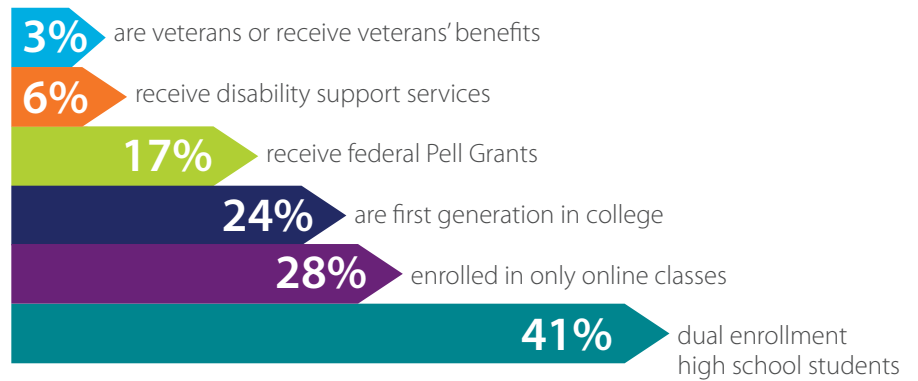
EDUCATIONAL GOAL



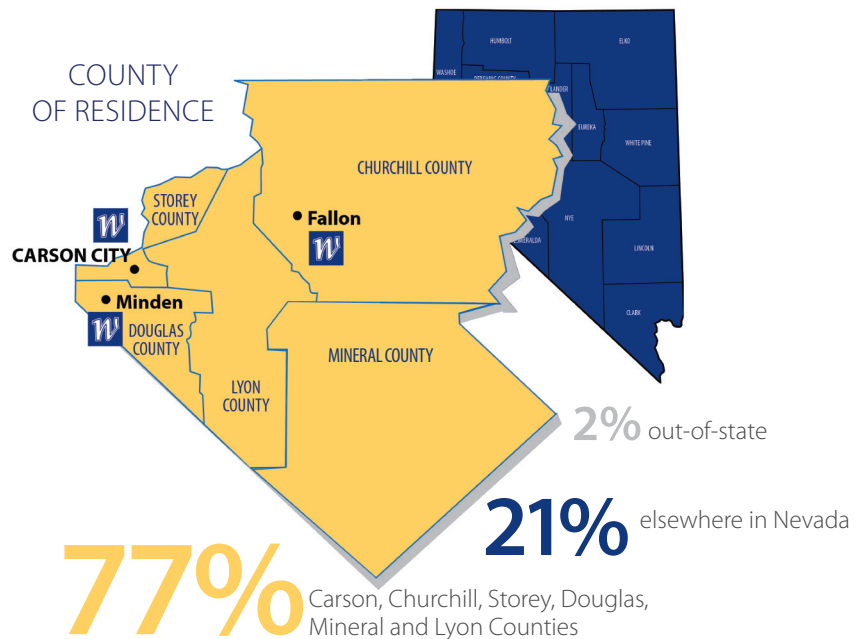
MODE OF INSTRUCTION



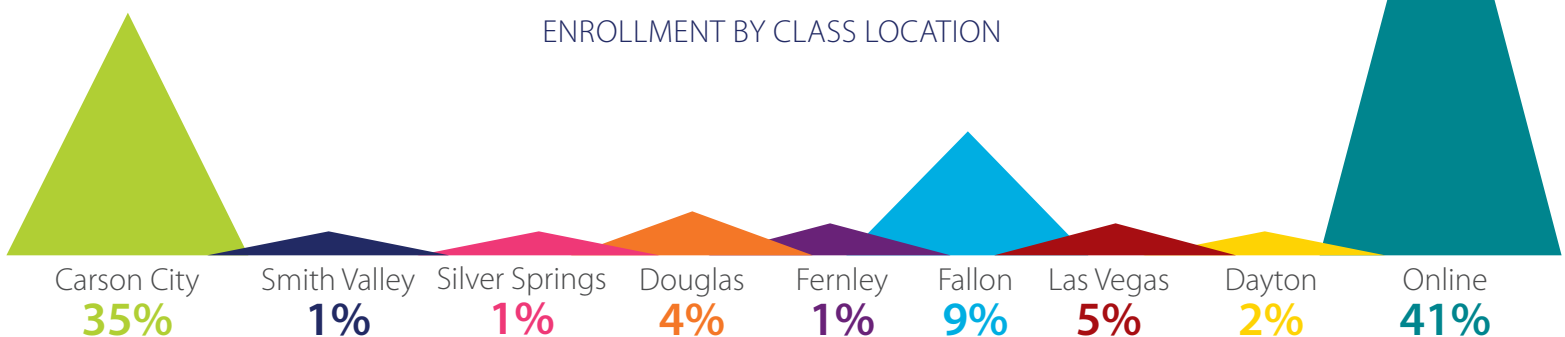
SPECIAL POPULATIONS



COUNTY OF RESIDENCE



ENROLLMENT BY CLASS LOCATION



J. Kyle Dalpe, Ph.D.

Overview

An experienced leader working in the public post-secondary education sector. Skilled in strategic planning, enrollment management, public speaking, fundraising, curriculum development, community outreach and finance.

Quick Links

[Education](#) | [Professional Experience](#) | [Teaching Experience](#) | [Presentations, Publications, Invitations and Projects](#) | [Appointments, Board Service and Memberships](#) | [Awards and Recognition](#) | [Community and Volunteer Service](#)

Education

Doctor of Philosophy, Educational Leadership

- The University of Nevada, Reno
- Dissertation: *The Relationship Between Academic and Non-Academic Preparation and Postsecondary Education Outcome by Students in the State GEAR UP Project*
- This study focused on academic and non-academic factors that played a part in the enrollment and transition to higher education by high school students from Clark County, Nevada

Master of Arts, Journalism/Speech/Political Science

- University of Texas at Tyler
- Graduate Project: *Communication Audit of United Way of Smith County, Texas*

Bachelor of Arts, Photojournalism

- University of Connecticut

Foreign Exchange Student

- Universidad de Granada, Spain
- Spanish Language and Subject Classes

Additional Coursework

- Tyler Junior College (chemistry and history)
- Lamar University (biology)
- Truckee Meadows Community College (Spanish)

Professional Experience

Western Nevada College

A multi-site community college with 3,800 students serving six rural counties and online

President (2021 to present)

Responsibilities

Serve as the chief executive officer for a three-campus, rural community college that is part the Nevada System of Higher Education. Work closely with the elected statewide Board of Regents

J. Kyle Dalpe, Ph.D.

to provide information and support initiatives particular to WNC and its rural higher education mission. Oversee the college's \$22 million state budget and other non-state accounts. Build awareness of WNC and its offerings throughout six counties and statewide. Participate in local, state, and federal meetings to provide higher education solutions to workforce needs.

Served as Officer in Charge, December 2021-March 2022; Interim President, March 2022-March 2023; President, March 2022-present)

Accomplishments

- Successfully lead the college out of pandemic-related conditions resulting in increased enrollment, student-focused support initiatives, positive culture, and campus improvements
- Developed a mutually cooperative relationship between administration and faculty that was ranked the highest in the system (80%, 2022)
- Rebuilt and maintained the college's enrollment management process to stabilize and increase enrollment.
 - In fall 2023, the college reached the highest enrollment by headcount in more than 10 years (4,400 students; a 16 percent increase over the prior year)
 - Implemented a new application for admission (mobile friendly, accessible and overall easier to use), more than doubling the yearly number of applications.
 - Enrolled 3,475 students in Spring 2022, an increase of more than 6.7% over the previous year
 - Reached the highest first-year retention rate since fall 2007, with 69% of first-time, full-time entering students in fall 2021 returned to WNC in fall 2022. This number was 10% higher than the national average at the time.
 - WNC ran a recruitment campaign targeting students who stopped out. This stop-out campaign (\$24K cost) yielded 119 students (7% of the stop-outs) who enrolled in 754 credits in fall 2022 and generated an estimated \$85,000 in registration fees
- Developed and maintained a positive campus climate
 - WNC was recognized in the Great Colleges to Work For® program in 2023, the only college in Nevada, in the areas of Mission and Pride, Supervisor/Department Chair Effectiveness and Confidence in Senior Leadership
 - Received an 87 percent approval rating by the Nevada Faculty Alliance, the faculty collective bargaining organization
 - Worked to secure compensation increases for employees (COLA, retention, merit, base adjustment, adjunct pay)
 - Worked to improve student experience on campus through classroom and other campus updates, as well as the development of an e-sports program, food pantry, and the first diversity center
- Successfully secured financial resources for the college, including
 - Preserve college state funding (\$300,000) through an amendment during the 2023 legislative session

J. Kyle Dalpe, Ph.D.

- Secured a rural Nursing Expansion and Renovation Project, \$2,314,000 from federal agency for the college's Fallon Campus
- Brought college reserves to 15% level
- Opened the college's first diversity center and development of a variety of DEI activities
- Support the workforce ecosystem by developing programs that meet industry needs
- Re-opened the Veterans' Center to provide support to veterans in the community, including being named a Purple Heart Campus
- Worked with the WNC Nevada Faculty Alliance to author an extension and then a two-year contract of the college's collective bargaining agreement

Provost and Senior Vice President (2021- 2022)

Responsibilities

Served as chief academic officer and managed all college academic programs; managed college students services; managed college financial and computing services. Oversaw academics; accreditation; institutional research and assessment; libraries; instructional design; admissions, financial aid, counseling, disability services, underrepresented student programs; budget and controller offices; and computing services. Worked with the business, community, and elected partners, including school districts, to build and support programs to serve students; applied for and implemented grant programs; managed college's institutional effectiveness initiatives; led college's government affairs activities. Served on the executive leadership team and attended and presented information to the state Board of Regents.

Accomplishments

- Served as Officer in Charge after departure of President and conducted the duties and responsibilities of the president during leadership transition
- Worked to develop and present the college's biennial budget presentation
- Restructured and implemented a new enrollment management committee and related processes
- Continued to support initiatives to mitigate the effects of COVID-19 on campus
- Served on NSHE/NDA Dual Enrollment Taskforce

Provost and Vice President of Finance (2020-2021)

Responsibilities

Served as chief academic officer and managed all college academic programs; served as the chief financial officer and managed all college financial operations. Oversaw academics; accreditation; institutional research and assessment; libraries; learning and innovation; rural outreach; and budget and controller offices. Worked with business, community and elected partners, including school districts, to build and support programs; identified and implemented grant programs; managed college's institutional effectiveness initiatives; led college's government affairs activities. Served on the executive leadership team. Attended and presented information to the Board of Regents.

J. Kyle Dalpe, Ph.D.

Accomplishments

- Developed partnership with local charter high school to share a facility and provide access for dual enrollment students
- Developed and supported academic and financial responses to the COVID-19 pandemic
 - \$1.6 million CARES support for student and institutional support
 - Remote learning spaces for students to access technology and internet on campus
- Supported enrollment management initiatives
 - 22% increase in dual-enrollment high school students
 - Expanded winter session classes
- Worked to get new academic programs initiated and approved
 - HVAC program at remote campus; aviation classes
- Maintained college operations despite 19.7 % budget reduction from \$14 million budget
- Served as college representative at the Nevada Legislature
- Expanding the college's prison education program
- Secured funding for programs
 - \$1 million for science lab upgrade and expansion
 - \$100,000 for HVAC program
 - \$145,000 from the systemwide Nevada Alliance for Youth Apprenticeship grant
 - \$500,000 in federal grant funds (USDA) to support remote learning programs to provide access to rural and underserved populations (project started before pandemic)
- Worked with faculty leadership on collective bargaining contract
- Managed and directed shared services initiatives

Vice President of Instruction and Institutional Effectiveness (2019-2020)

Responsibilities

Served as chief academic officer and had oversight for all college academic programs, both credit and non-credit at three campuses in a five-county service area; accreditation; institutional research and assessment; libraries; learning and innovation; and rural outreach. Worked with business, community and elected partners, including school districts, to build and support programs to meet their needs; researched and implemented grant programs; managed college's institutional effectiveness initiatives; led college's government affairs activities. Served on the executive leadership team.

Accomplishments

- Worked to support and maintain academic continuity during the COVID-19 pandemic closure in spring 2020
 - Nursing and paramedic/EMS continued to offer labs during the COVID shutdown using State-approved screening and distancing protocols
- Worked to get new academic programs initiated and approved
 - Organizational Management (BAS); Apprenticeship (AAS); Health Science (AAS); Computer IT Technology (CA); Cyber Security Technician (CA); Emergency

J. Kyle Dalpe, Ph.D.

Medical Services (CA); Paramedicine (CA); Apprenticeship (Skills);
Apprenticeship Laborers (Skills); Automotive Collision Repair (Skills); Energy
Technology (Skills); Heating, Ventilation, Air Conditioning/Refrigeration (Skills)

- Mitigated a 9% projected enrollment decline
 - Supported enrollment initiatives that resulted in a 5.5% increase in FTE and an 11.7% increase in headcount for the Fall 2019 semester over the previous year
 - Supported enrollment initiatives that resulted in a 13.6% increase in FTE and an 15% increase in headcount for the Spring 2020 semester over the previous year
 - Annual average FTE increase of 9.2% (2019-2020)
 - Increased enrollment of dual-credit high school students from 462 (fall 2018) to 747 (fall 2019)
 - Increased the number of apprentices enrolled by 47% from spring 2019 to spring 2020
- Worked to increase credential completion to meet state performance pool goals (reached 128% of goal)
- Secured funding for programs
 - \$545,000 in state grants (OSIT, GOED) to support Paramedic and Advanced Manufacturing programs including a mobile classroom to provide access to underrepresented populations
 - \$150,000 in private funds to support Advanced Manufacturing programs
 - \$51,000 for apprenticeship programs
 - \$20,000 for student laptops during COVID-19 shutdown
- Re-organized college committees for structure for efficiency
- Developed feasibility plan for a fourth campus location in Started work on Fernley site
- Implemented a Winter Session in 2019-2020 academic year
- Worked to expand prison education program
 - This program earned the Social Justice Award from the School of Social Work at the University of Nevada, Reno in March 2020

Nevada System of Higher Education

Statewide system office serving 110,000 students and overseeing seven teaching and one research institution

Executive Director of Legislative Affairs (Temporary/Emergency Appointment; 2019)

Responsibilities

Served as the legislative affairs lead and lobbyist for the higher education system during the 2019 regular legislative session. Represented the system, two universities, five colleges, and a research institute. Provided information to legislators, coordinated a legislative team of campus representatives, gave testimony, and developed and edited bill language. Was recruited to work in this temporary role after the last-minute separation of the former employee due to my experience in previous legislative sessions.

Accomplishments

- Built and maintained relationships with legislators and a newly-elected governor
- Provided testimony and language for bill drafts

J. Kyle Dalpe, Ph.D.

- Coordinated and conducted meetings with legislators
- Scheduled and trained student and faculty for testimony

Truckee Meadows Community College

A five-site community college with 10,000 students in Reno, Nevada

Dean of Technical Sciences (2016-2019)

Responsibilities

Oversaw technical and transfer programs, self-support training, grant-funded projects and apprenticeships; managed Auto, Diesel, Welding, Machining, Drafting, Advanced Manufacturing, HVAC, Unmanned Aerial Systems, Construction Management, Architectural Design, Computer Information Technology, Paralegal/Law and Criminal Justice programs; maintained program curricula and budgets; worked with employers, government agencies and advisory boards to ensure programs provide relevant training to meet the emerging community and workforce needs; managed increasing enrollments due to workforce demand; served as site administrator for the TMCC Pennington Applied Technology Center, a 100,000-square foot training center with both college and high school programs; served as the college's government relations liaison to gain support from elected officials; served on college leadership groups, including the president's cabinet and planning council.

Accomplishments

- Successfully increased enrollment in the Technical Sciences Division
 - Overall 12 percent increase (fall 2017 to fall 2018)
 - Advanced Manufacturing class enrollments increased from 188 (fall 2016) to 3,004 (fall 2018)
- Coordinated the development of the Panasonic Preferred Pathway (P3) Training program, a partnership with Panasonic Energy of North America and the Governor's Office of Economic Development
- Coordinated a team to develop the Gigafactory Gateway Program, a training program developed for Tesla Motors
- Opened a \$775,000 Cyber-Physical Manufacturing training lab
- Work with major employers and school district officials in Washoe and Clark counties to create a pipeline of career-ready graduates coming out of high school through dual-credit programs
- Successfully presented proposals for funding to the Nevada Governor's Office of Economic Development Board, gaining more than \$1.7 million in scholarship and training funds to support students in the Panasonic and Tesla training programs in 2017
- Successfully supported legislation during the 2017 legislative session to double the higher education funding formula weighting of career and technical education (CTE) trade discipline clusters
- Serve as Principal Investigator for the Nevada Apprenticeship Project, a \$2.9 million Department of Labor Grant
 - Gained commitments for more than 1,300 apprenticeships from major employers in the region

J. Kyle Dalpe, Ph.D.

- Supported apprenticeships by serving on the newly formed State Apprenticeship Council
- Provide interviews and presentations to support community entities, media inquiries, and economic development requests as needed
- Defined the educational component for an international exchange competitive grant application that will bring students from the SENATI training institute in Peru to participate in TMCC's Applied Technology programs and will send TMCC students to Peru to participate in SENATI programs
- During my leadership as Dean, the following credentials relevant to local industry were developed or are in progress:
 - Panasonic Preferred Pathway (P3) skills certificate
 - Critical Systems (commercial air conditioning) AAS degree and certificate
 - Unmanned Aircraft Flight Operations AAS degree
 - Cyber-Physical Manufacturing BAS degree
 - TMCC Technical Sciences International Training Program (first awarded to Peruvian students from the SENATI technical school in fall 2018)
- Earned a Nevada's Center for Entrepreneurship and Technology (NCET) Tech Award for the TMCC Applied Technology Center after contributions to the community related to workforce development
- Developed a pathway for state SNAP recipients to enter short-term Advanced Manufacturing programs, including gaining \$140,000 in state funds to support scholarships and program costs.
- Worked with foundation office to raise funds to support students and programs
- Co-Founder, CTE Coalition of Northern Nevada

President (*Acting Appointment; 2015-2016*)

Responsibilities

Served as Acting President for Truckee Meadows Community College, a five-site college with 10,000 students and a \$44 million operating budget, to ensure successful continuation of collegewide initiatives during presidential transition; held responsibility for all college operations and reported to statewide Chancellor with 13-member elected board. Board policy states acting appointments are not eligible to apply for permanent position.

Accomplishments

- Represented the college before the Northwest Commission on Colleges and Universities (NWCCU) to support and address the college's seven-year accreditation report
 - Initiated planning to address recommendations for next accreditation cycle
 - Provided testimony and documentation that resulted in reaffirmation of accreditation
- Led the college in a two-month process to develop a consolidation plan for campus police services between the college and the university
 - Implemented a shared governance process to ensure all stakeholders were included
 - Developed a plan that resulted in the same level of service with a savings of

J. Kyle Dalpe, Ph.D.

- \$480,000 that was redirected to academic and support programs
- The consolidation of police services project won the Cashman Good Government Award in 2018 from the Nevada Taxpayers' Association for more efficient government operations and savings
- Outlined and presented biennial budget plans for the college to the Nevada System of Higher Education system office, including enhancement plans for Gateway Courses (English and Math), career and technical education funding formula increases, and capital projects
- Saved and reallocated \$800,000 as part of the Board's efficiency and effectiveness initiative during a time of statewide funding reduction
- Prepared and outlined a potential \$3.5 million (five-percent) state-mandated reduction for the upcoming biennium as part of the budget planning process
- Reviewed and approved the updated contract for the Nevada Faculty Alliance collective bargaining agreement
- Put in motion a reorganization of the college's planning structure through a collaborative stakeholder process to ensure planning was linked collegewide through one body
- Reinforced shared governance among college faculty, administration, students and classified staff through communication and participation to support regular decision making
- TMCC was nominated in spring 2016 as a Best Place to Work in Northern Nevada by the Northern Nevada Human Resources Association

Chief of Staff and Associate Dean (2013-2015)

Responsibilities

In this executive leadership position, I supported the college president with a variety of initiatives on an ongoing basis; represented the president and the college at meetings and external functions; served as officer in charge for college operations during absence of president; supervised staff to develop strategy for internal and external marketing and communications functions; served as government relations coordinator to gain support of elected officials and business leaders; coordinated the president's cabinet, president's leadership team and planning council meetings and initiatives; responded to, coordinated and supported NSHE Board of Regents' requests and meeting agenda packets; worked with the local school district on contracts to support K12 pathways and partnerships; and maintained the college's institutional policy guide and bylaws.

Accomplishments

- Initiated, researched and implemented the college's first enrollment management process
 - In fall 2015, the college's enrollment was up for the first time in several years by 4 percent after enrollment strategies were implemented
 - This increase resulted in a \$1 million caseload growth for each year of the biennium (FY18 and FY19)
- Led the development of the college's strategic master plan

J. Kyle Dalpe, Ph.D.

- Served as a community college expert to provide testimony and presentations to the Interim Committee to Study Community Colleges (2013-2014, Senate Bill 391) to support keeping community colleges within the Nevada System of Higher Education
- Supported and worked with the college's Institutional Advisory Council (IAC), a 15-member group of business and community members that operates under the state's open meeting law to support the college on the educational needs of the service area
- Headed a team of students, faculty and staff to develop the first college mascot
- Initiated a one-stop concept for employer solutions to better serve local business needs
- Successfully supported college initiatives at the federal level through regular meetings in Washington, D.C. with Nevada's delegation
- Coordinated high-profile visits including President Obama, Secretary of State Hillary Clinton, and President Bill Clinton

Director, Institutional Advancement and Public Information Offices (2011-2013)

Responsibilities

Held responsibility for the college's marketing, communications, government relations and specific fundraising activities; built and maintained relationships with donors and community leaders, as well as local, state and national elected officials; developed, coordinated and managed marketing, communications and public affairs activities and budgets totaling more than \$700,000 each year; served as the college spokesperson to provide information to local and national media related to college programs; maintained an integrated visual identity (brand) across all college divisions to ensure the college was recognized in the community.

Accomplishments

- Worked successfully with a team to outline and implement the college's first-ever, three-year, \$25 million Major Gifts Campaign that included private and public revenue sources
 - This campaign resulted in one new facility, a renovated technical center, student scholarships, and technology support
- Developed and implemented the college's first planned giving program, resulting in \$2 million in the first year
- Coordinated an advertising campaign to support fundraising initiatives with several funding sources, including a \$240,000 budget from the college foundation and more than \$200,000 from the college each year
 - This campaign targeted "affluent and influential" community members and increased awareness of college programs as shown in pre- and post-community surveys
- Wrote fundraising and grant applications to support college initiatives and infrastructure, including proposals to fund smart classroom technology, student scholarships, and academic programs
- Assisted with a federal Economic Development Administration grant submission (\$2.2 million) that was funded and was the foundation of more than \$9 million in renovations to the college's applied technology center

J. Kyle Dalpe, Ph.D.

- Successfully supported external funding requests at the federal level through regular meetings in Washington, D.C., with Nevada's delegation

Director and Assistant Director, Public Information Office (2002-2011)

Responsibilities

Provided leadership and supervised staff, including managers, graphic artists and a videographer; developed marketing plans for college departments including publicity, advertising and promotion to attract and inform students about specific programs; coordinated production of the college catalog and class schedules (printed and online); took photographs and maintained college photo archives; wrote and edited text for publications, the media and the website. Note: served as assistant director and then advanced with no backfill.

Accomplishments

- Implemented and coordinated a new automated workflow for class schedule production, a technology-driven process involving several college departments with a goal of creating a more accurate and effective class schedule
- Coordinated development and implementation of various advertising campaigns to support enrollment targeting different populations (high school students, adults, parents), including the "Think. TMCC" campaign
- Worked to develop bilingual (Spanish) marketing materials to support efforts to increase Latino student recruitment and support the Hispanic Serving Institution (HSI) initiative
- Assisted with development of the initial TMCC iTunes University platform to share college marketing and academic information
- Served as chair of college's Planning and Budget Council, including coordination of the college's Strategic Master Plan

Mohave Community College, Kingman, AZ (2000-2002)

A six-site, diverse community college district spanning 13,000 square miles with 5,000 students each semester

Director of Marketing and Public Information

Responsibilities

Developed, implemented and managed marketing, recruitment and retention strategies for a six-site community college district spanning 13,000 square miles in rural Arizona; worked to maintain an integrated visual identity (brand) across multiple divisions and campuses; negotiated contracts and developed media campaigns for television, radio and newspapers in multiple markets; solicited and evaluated bids for contracted work; prepared and managed marketing budgets to support initiatives; wrote and edited news releases on variety of topics and managed college's website content; supervised marketing and public information office staff across multiple sites while serving as the district spokesperson for the news media; served on president's cabinet and leadership group.

J. Kyle Dalpe, Ph.D.

Accomplishments

- Coordinated the development of an automated class schedule production process to increase efficiency and accuracy
- Developed and implemented marketing campaigns for a multi-campus district
- Supervised production of the class schedule and course catalog
- Worked to improve curriculum outlines to ensure proper sequencing for students
- Presented regularly to the college local governing board and community groups on a variety of college programs and services

The University of Texas at Tyler, Tyler, TX (1999-2000)

A four-year and graduate university with 3,500 students each semester

Coordinator of University Publications

Responsibilities

Developed and maintained university publication standards, including web-based and electronic media; secured and managed production of contracted publication work; produced a variety of university publications, advertisements and marketing materials; maintained the university's news website and wrote news releases on variety of topics; assisted with planning of special events, including annual scholarship pro-am golf tournament.

Accomplishments

- Coordinated and supervised the production of the university's first student viewbook to support downward enrollment expansion (adding freshman and sophomore students; a \$250,000 project initially)
- Implemented and produced internal communications strategies, including online and printed faculty and staff newsletters

Assistant Director of News and Information

Responsibilities

Researched, wrote and distributed news articles internally to university employees and externally to news media; developed, edited, and produced a weekly online faculty and staff newsletter; edited and produced a monthly printed faculty, staff and retiree newsletter; maintained online news and information database; created and distributed a monthly news clips newsletter; wrote news releases on variety of topics

Accomplishments

- Successfully developed and implemented new internal and external communication methods
- Created a new online faculty and staff newsletter using emerging technology
- Helped coordinate events, including the annual pro-am charity golf tournament and distinguished speaker series

J. Kyle Dalpe, Ph.D.

Kilgore Junior College, Kilgore, TX (1996-1999)

A junior college founded in 1935 with 3,500 students each semester

College Instructor

Responsibilities

Worked as an instructor in the journalism department, including supervision of the college yearbook production; instructed journalism, photography and computer classes; photographed campus events and athletics with students; assisted students to design brochures, web pages and advertisements for college use; maintained departmental supply and payroll budgets; worked with the college's foundation office in the selection of scholarship recipients.

Accomplishments

- Instructed students in editing, writing, layout, design, and photography courses
- Designed and set up academic computer labs, editing workspaces and a photography studio
- Worked with students to develop a variety of award-winning publications
- Chaperoned student events locally and internationally, including a trip to Singapore by the Kilgore College Rangerettes drill team

Teaching Experience

Truckee Meadows Community College

- Employer customized training in generational studies and communication (2017-2019)

The University of Nevada, Reno

- Graduate classes in higher education leadership (ongoing)
- Serve on graduate student doctoral committees

Mohave Community College

- English college and foundational English classes

Kilgore Junior College

- Journalism, photography and computer degree classes
- Summer workshops for high school students
- Non-credit adult education classes on variety of topics

Presentations, Publications, Invitations and Projects

Future Ready Presidents: Presiding Over Campuses for Learners of Today, Tomorrow, and Far Beyond (Dec. 2023)

- Complete College America Plenary Session

Building Bridges: Promoting Education and Community Engagement (Aug. 2023)

- Higher Ed Conversations Podcast

J. Kyle Dalpe, Ph.D.

Streamlining College Admissions: Harnessing the Power of Unity Forms and PeopleSoft integration (Oct. 2023)

- Presenter at the Hyland CommunityLive National Conference in Las Vegas

Leading Enrollment from the top (Oct. 2022)

- Association of Community College Trustees (ACCT) Leadership Conference in New York.
- Presentation provided an overview of the college's food pantry project to help students who are food insecure.

The Future of Post-Secondary Education (June 2023)

- Invited to participate in Urban Institute Event in Washington, D.C.

Scaling Up the Wildcat Reserve Food Pantry (Oct. 2022)

- Association of Community College Trustees (ACCT) Leadership Conference in New York.
- Presentation provided an overview of the college's food pantry project to help students who are food insecure.

Generations in the Workplace (Sept. 2022)

- Rural Community College Annual Conference

Future of Work at the Human-Technology Frontier (Aug. 2020)

- Served as panelist for a National Science Foundation discussion on the big issues facing society as changes in employment and the workplace accelerates.

Creating Credential Milestones for Student Success (April 2020)

- Chapter in the book *Success for All: Programs to Support Students Throughout Their College Experience* (ISBN 9781948908580) related to community college credentialing.

Helping Community Colleges Develop Short-Term Credentials of Value (Oct. 2019)

- Invited to speak about workforce credentials at an event by the Urban Institute in Washington, D.C.

Generations in the Classroom and Workplace (Sept. 2018)

- National Council for Workforce Education Annual Conference
- Presentation was an overview of generations as students and employees in higher education and the workplace.

Northern Nevada's Front Line: Developing the Workforce to Build the New Economy (March 2018)

- Invited to serve on a panel to discuss workforce development and educational solutions at this event sponsored by the *Northern Nevada Business Weekly*

Blockchain Summit: Building the New Nevada on Trust (Feb. 2018)

- Conducted a roundtable discussion on workforce development at this event designed to promote and build the public ecosystem of blockchain technology in Nevada

Consolidating Police Services at Three Higher Education Campuses into One Unified Force (Feb. 2018)

- Presentation at the National Campus Safety Summit providing an overview of how the police

J. Kyle Dalpe, Ph.D.

services at Truckee Meadows Community College, The University of Nevada, Reno, and the Desert Research Institute were consolidated into one department

National Skills Coalition/Business Leaders United Legislative Fly-In (Dec. 2017)

- Invited to attend a legislative summit with an industry partner to share business partnerships with elected officials in Washington, D.C. and advice on legislation, including the Higher Education Act reauthorization and bills to support workforce training

Building a Workforce for a Gigafactory (October 2017)

- National Council for Workforce Education Annual Conference
- Presentation was an overview of how the college developed a program to meet the needs of a trained workforce in Northern Nevada for Panasonic Energy of North America and Tesla Motors

Elevator Speech to Success with Elected Officials (October 2017)

- National Council for Workforce Education Annual Conference
- Presentation discussed how faculty and students are the best messengers to bring college information to elected officials and included a work session on how best deliver messages

Generations and Communication in the Workplace (2017-2018)

- Trainer for Panasonic Energy of North America's new employee onboarding through TMCC's customized training office
- Presentation is an overview of generations and communication styles in the workplace for new employees

Supporting Business Needs: The Panasonic Preferred Pathway (P3) (September 2017)

- Association of Community College Trustees (ACCT) Leadership Congress
- Presented an overview of this program that was designed to meet the needs of a trained workforce in Northern Nevada

Supporting Business Needs: The Panasonic Preferred Pathway (P3) (September 2017)

- Nevada Economic Development (NED) Conference
- Presented an overview of how the college responded to the need for 2,400 trained workers in one year to support one local business

Leading Your Enrollment Management Discussion from the Top (April 2016)

- American Association of Community Colleges National Conference
- Presented on the three-year TMCC enrollment management initiative that resulted in the first increase in enrollment in several years

Lead and Co-Chair, TMCC Enrollment Management Team (2013-2015)

- Established a team, its purpose and membership based on research
- Guided team to outline short- and long-term enrollment goals and identified and reduced barriers to enrollment
- Developed strategies for student success based on targeted goals (gateway class completers, retention, persistence)
- Enrollment increased in fall 2015 for the first time in more than three years (+4%; \$1 million)

J. Kyle Dalpe, Ph.D.

caseload growth)

Engaging your Students and Faculty in the Legislative Process (May 2012)

- National Institute for Staff and Organizational Development (NISOD) National Conference
- Presented strategies to support faculty and students as messengers of college information when meeting with elected officials

Coordinator, Enrollment Management Research Project, TMCC (2013)

- Research of college enrollment obstacles and identification of strategies to maintain and increase enrollment
- This project resulted in the first-ever enrollment management team

TMCC Mascot Development Team (2014)

- Initiated this project with student government and worked with students, faculty, and college leadership to outline and undertake a process to create the first college mascot
- Mascot was created in 2014 and named in 2015, both by students

TMCC Bridges to Baccalaureate Grant Application (2011)

- Completed application to the National Institutes of Health for TMCC program
- \$2.8 million grant application

TMCC iTunes University Platform Project (2010)

- Worked with Webmaster and videographer to implement online educational and marketing presence

So What Happens to our GEAR UP Students after High School and Why? (July 2010)

- GEAR UP National Conference, Washington D.C.
- Data presented from dissertation research on GEAR UP students' high school experience and transition to higher education in conjunction with follow-up research by co-presenter

To Access or Not to Access the GEAR UP Scholarship? That is the Question (October 2009)

- GEAR UP Regional Conference, Spokane, WA.
- Data presented from the 2001-2007 Nevada GEAR UP project coupled with 2009 clearinghouse data related to students' outcomes

Chair, General Session Team, National Innovations Conference, Reno (2009)

Co-Chair, TMCC Planning and Budget Council (2008-2011)

- Coordinated committee work to develop and update the college's Strategic Master Plan

Coordinator, National Council for Marketing and Public Relations (NCMPR) District Conference (2007)

- Conference in Reno, NV; 200 attendees

Presenter, National Council for Marketing and Public Relations National Conferences (2004, 2005)

Participant, 33rd Faculty Art Show, Truckee Meadows Community College (2004)

J. Kyle Dalpe, Ph.D.

- Sixteen selected photographs displayed
- One image selected for TMCC Permanent Collection

Chair, Recruitment Publications Project, University of Texas at Tyler, (1999-2000)

- Coordinated a \$250,000 publication project to develop a viewbook for use with student recruitment

Director, Graduate Communication Audit Project (Fall 1999)

- Supervised semester-long communication audit of United Way of Tyler/Smith County, including questionnaire development, data collection, data interpretation and report preparation

Designer, Southern East Pacific Rise Dive Website (1998-1999)

- Developed and updated Website for Rutgers University biologists involved in deep-sea dives

Appointments, Board Service and Memberships

Member, Committee on Higher Education Funding and Governance (2023)

- State higher education funding formula study

Carson City Chamber of Commerce Board Member (2022-present)

Northern Nevada Development Authority (NNDA) Board Member (2022-present)

- Serve as member of a regional, rural workforce agency board

Nevada State Apprenticeship Council Member (2017-2019)

- Nevada System of Higher Education northern representative on this board to work to expand apprenticeships in Nevada to support job creation, education, and pathways employment

National Council for Workforce Education Board Member (2018-2020)

- National organization providing a forum for administrators and faculty in workforce education and basic skills to direct the future role of two-year, post-secondary institutions in workforce education and economic development

Washoe County Manager's Advisory Council (2016-2019)

- The CMAC encourages constructive discussion on the role and responsibilities of local government and advises the county on implementing needed strategic changes

Northern Nevada Apprenticeship Coordinators Association Member (2016-2019)

- Non-profit group dedicated to disseminating information concerning apprenticeship and training issues to create an appreciation of the benefits of apprenticeship training

Nevada New Skills for Youth Grant Team Member (2016-2019)

- Statewide grant to develop a detailed career readiness plan to expand opportunity for youth

Education Alliance of Washoe County (2012-2018)

- A community partnership that fosters educational excellence and student achievement in Washoe County through leadership, advocacy, and resource development
- Vice President; Executive and regular Board member

J. Kyle Dalpe, Ph.D.

Nevadaworks Board Council and Audit Committee Member (2015-2019)

- Nevadaworks is a regional agency focused on preparing Northern Nevada's workforce to meet the needs of current and potential employers through Workforce Innovation and Opportunity Act (WIOA) programs

Affordable Housing Forum Participant (Spring 2017)

- Worked with a stakeholder group to research and finalize the vision and organizational structure for a regional affordable housing plan for the Truckee Meadows

Economic Development Authority of Western Nevada (EDAWN) Board Member (2015-2016)

- A private/public partnership committed to adding quality jobs to the region by recruiting new companies and supporting the success of existing companies to diversify the economy and have a positive impact on the quality of life in Greater Reno-Sparks area

Dandini Research Park Trustee (2015-2017)

- The Dandini Research Park is governed by DRI Research Parks, a 501(c)3 corporation managed by both public and private sector community leaders that make up the board. This board works to monitor and develop the master plan for the 300-acre park and its research-related tenants

Smarter Regions Task Force Member (2013-2015)

- A IBM Smarter Cities grant project to develop with the City of Reno, City of Sparks, Washoe County, Washoe County School District and higher education officials a plan for regional partnerships and communications

Northern Nevada Skilled Workforce Think Tank Member (2012-2016)

- Local business and education leaders' workgroup to support economic development

Western Industrial Nevada Member (WIN) (2011-2016)

- Local leadership networking group

Council for Resource Development (2011-2014)

Council for the Advancement and Support of Education (CASE) Member (2010-2014)

Public Relations Society of America (PRSA) Member (2010-2012)

National Council for Marketing and Public Relations (NCMPR) Member (1998, 2000-2014)

- District 6 Newsletter Editor, (2000-2002); designed, edited and published electronic newsletter for five-state district

Awards and Recognition

- Friend of K-12 Public Education Award from the Nevada Association of School Boards on behalf of the college for work completed to support access to education, in particular high school students (2023)

J. Kyle Dalpe, Ph.D.

- Innovation and Access Award for the WNC ROADS access program from the Rural Community College Alliance (2023)
- Great Colleges to Work For® Recognition in the areas of Mission and Pride, Supervisor/Department Chair Effectiveness and Confidence in Senior Leadership for WNC (2023)
- Nevada's Center for Entrepreneurship and Technology (NCET) Tech Award for the TMCC Applied Technology Center (2018)
- Nevada Taxpayers' Association Cashman Good Government Award for police consolidation project (2018)
- Model Dairy/TMCC Faculty Excellence in Service Award Recipient (2011)
- Truckee Meadows Community College Permanent Art Collection Recognition (2004)
 - "Joshua Tree" photograph selected for permanent collection
- ADDY Advertising Awards
 - TMCC Radio ad, Silver (2006); TMCC Bus Wrap Project (2004); University of Texas at Tyler Cowan Center Performing Arts Campaign (1999)
- Admissions Marketing Report
 - Mohave Community College T-Shirt, Gold (2002);
 - UT Tyler Viewbook, Gold (2000)
- American Scholastic Press Association
 - Second place overall yearbook award by students (1998)
- National Council for Marketing and Public Relations (NCMPR) Regional and National Awards
 - Various individual and collaborative awards
- Texas Intercollegiate Press Association awards by students (1998, 1999 and 2000)

J. Kyle Dalpe, Ph.D.

Community and Volunteer Service

Friends is Service Helping (FISH) Volunteer (2019-present)

Truckee Meadows Community College Nevada Promise Scholarship Mentor (2018)

- Work with high school students to provide information about the college

McQueen High School Football Family Boosters (2010-2013)

- Website; communications; photography; program

McQueen High School Baseball Boosters (2010-2016)

- Website; communications; photography; program

Principal for the Day (2010)

- Participated in the Education Alliance's program at Sparks High School

Reno American Little League Board Member, Reno, NV (2007-2011)

- Served as President (2010), Vice President and Treasurer (2009), and Communications Officer (2008)
- Managed the consolidation of two league charters through the Little League national office to ensure access and effectiveness (2011)
- Worked to solve historical tax filing issue with IRS (2011)
- Created booster club program that raised \$2,250 (2008)
- Organized Outfield Sign Sponsorship Program, raising \$18,000 (2008)

Youth Sports Coach (baseball, soccer, football)

Community Outreach Chair, First Book Literacy Group, Kingman Advisory Board (2001-2002)

Reader, Reading is Magic Literacy Day, Mohave Community College (2002)

J. Kyle Dalpe, Ph.D.

Legislative Experience

- Secured funding for Western Nevada College during the 2022 semester to support campus operations and infrastructure
- Served as the college legislative liaison at the Nevada State Legislature from 2009 through 2021 to work with legislators on community college topics
- Worked as the Northern Nevada lead to draft a bill defining the Nevada Promise Scholarship Program that provides free attendance to community colleges in the state for high school graduates (2017)
- Supported increases in the higher education funding formula for career and technical education resulting in increased funding for trade disciplines
- Presented expert testimony on community colleges in general as part of the Interim Committee to Study Community Colleges (2013-2014, Senate Bill 391) to support community colleges remaining in the Nevada System of Higher Education
- Provided testimony, drafting support and information for a variety of bills and programs
- Provided training for faculty, staff and students in preparation of testimony in public meetings; offer workshops and speak to classes on legislative topics
- Meet regularly with elected officials at the local, state and federal levels to gain support for college initiatives
- Serve as liaison for high-profile visits by candidates and elected officials, including President Obama, President Clinton, Secretary Clinton, and others

Certifications and Trainings

- Title IX Officer with Authority Training
- Evaluator Training, Northwest Commission on Colleges and Universities (NWCCU)
- Occupational Health and Safety Administration Training (OSHA 10 General Industry)
- Forklift Operator and Safety Training Certification
- ICS-100 FEMA Incident Command System Training
- ICS-200 FEMA Single Resources and Initial Action Incident Training
- Core Team and Adjuncts Threat Management Training
- Cybersecurity Training for the Higher Education Community (FBI, DHS, FEMA)
- Fundamentals of Fundraising by the Association of Fundraising Professionals

Dana Ryan PhD

11465 Torino Court
Reno, NV 89521

775.750.1029

ryankdana@gmail.com

Education

PhD, Educational Leadership

University of Nevada, Reno
2013

Administrator Credential K-12

University of Nevada, Reno
2008

MA, TESOL

University of Nevada, Reno
2005

Teaching Credential K-12

Sierra Nevada College
2005

BA, Journalism

Arizona State University
1990

Key Skills & Knowledge

Communicating & building relationships

Project management & prioritizing actions

Consensus building

Realistic visioning & strategic planning

Idea generation, development & execution

Calculated risk-taking

Systems thinking & organization

Data analysis & trend identification

Balancing perspectives – short- & long-term outcomes/ROI

Program Development

FERPA compliance

Adaptive communication (written, verbal, non-verbal)

Bilingual – Spanish (intermediate, verbal & written)

Future-focused educator and workforce development professional committed to supporting Nevada's economic vitality and resiliency by increasing access to high-quality education that leads to career success opportunities for all citizens.

Education Experience

TRUCKEE MEADOWS COMMUNITY COLLEGE

Reno, Nevada

Special Assistant to the President

07/2019 to Present

- Project management, as assigned (to include grant writing, grant budget management, program development, process design, professional development, reporting)
- Coordinate with partners on economic development and workforce initiatives
- Develop/maintain strategic community relationships
- Build consensus for institutional projects

CHURCHILL COUNTY SCHOOL DISTRICT

Fallon, Nevada

Contractor, Career & Technical Education Manager

07/2019 to 6/2020

- Guide District career pathway development
- Provide support for MS/HS school leadership
- Align CTE to community college pathways
- Facilitate Perkins CLNA process
- Provide professional development
- Conduct program assessments

CAREER BOUND NV, a division of JOIN, INC.

Carson City, Nevada

Contractor, Program Development

07/2019 to 6/2020

- Create strategic plan and budget
- Develop/manage grants, proposals & contracts
- Develop youth apprenticeships
- Create/maintain community partners

WASHOE COUNTY SCHOOL DISTRICT

Reno, Nevada

Director, Career & Technical Education

02/2013 to 07/2019

- Create 5-/10-year strategic vision & action plan
- Manage \$1.2-\$2 million budget annually
- Strengthen the business/education relationship
- Lead 15-member team, 110 faculty
- Improve CTE value, quality & alignment
- Design/deliver monthly professional learning
- Leverage funding to maximize impact
- Observe, evaluate, coach faculty/staff
- Conduct annual program assessments
- Secure grants, oversee outcomes
- Manage/ influence public perception
- Design new/renovate existing facilities

Assistant Principal, Academy of Arts, Careers & Technology

08/2008 to 07/2013

- Design, launch a career tech academy (CTA)
- Lead transition from 2-year to 4-year school
- Design & implement public relations campaign
- Supervise, build capacity of 32 faculty/staff
- Develop culture of achievement
- Create employer engagement activities
- Observe and evaluate faculty/staff
- Oversee facility security & operations

Dean of Students, Hug High School

08/2007 to 08/2008

- Provide instructional leadership for 28 faculty (observation, feedback, coaching)
- Design & deliver professional development
- Provide interventions for student attendance & behavior (discipline)
- Serve on campus safety team

ESL Teacher/Department Leader, Hug High School

8/2006 to 08/2008

- Design/lead launch of ESL Newcomer's Center
- Serve as Department Chair
- Teach sheltered English instruction
- Develop/audit student learning plans

ESL Teacher, Dilworth Middle School

12/2001 to 05/2006

- Provide push-in, sheltered & differentiated instruction in all content areas
- Develop support curriculum for all content
- Coordinate online learning programs for reading and language acquisition

UNIVERSITY OF NEVADA, RENO

Reno, Nevada

LOA Instructor, UNR – Nevada ProTELL Program

1/2006 to 5/2007

- Create curriculum and learning outcomes
- Collaborate, coordinate with faculty team
- Teach graduate level courses for secondary ESL license endorsement

I CAN DO ANYTHING CHARTER HIGH SCHOOL

Reno, Nevada

Teacher

1/1999 to 5/1999

- Develop & implement internship-based Business English program
- Develop learning outcomes
- Deliver multi-level Spanish instruction

Dana Ryan PhD

🏠 11465 Torino Court
Reno, NV 89521
📞 775.750.1029
✉ ryankdana@gmail.com

Grant Experience

Management

Supporting & Advancing Nevada's Dislocated Individuals (SANDI) Subaward
Nevada Governor's Office of Workforce Innovation
2020-2022
Total: \$1,042,000

Carl D. Perkins CTE Formula
Nevada Dept. of Education
2013-2019
Total: \$4,022,000

Nevada CTE Allocated
Nevada Dept. of Education
2013-2019
Total: \$4,407,000

Awards Received

Workforce Innovations for the New Nevada (WINN)
Nevada Governor's Office
Economic Development
2021
Total: \$99,900

Workforce STEM Talent
Nevada Office of Science,
Innovation & Technology
2019, 2020
Total: \$400,000

Nevada CTE Competitive
Nevada Dept. of Education
2014-2019
Total: \$1,863,000

Carl D. Perkins Competitive
Nevada Dept. of Education
2014-2019
Total: \$941,500

William N. Pennington Foundation
2015-2017
Total: \$1,212,000

Assistance League of N. NV
2015-2017
Total: \$150,000

Other Professional Experience

- KMG STRATEGIES LLC, Entrepreneur** Reno, Nevada
• Provide contract services related to education and workforce development 7/2019 to present
- DOUBLE DIAMOND ATHLETIC CLUB, Youth Program Manager** Reno, Nevada
• Create youth program; manage staff and self-supporting budget 1/2000 to 10/2001
- CAMPFIRE BOYS & GIRLS, Executive Director** Reno, Nevada
• Oversee operation, maintain financing, develop innovative programs 10/1998 to 12/1999
- SAUK VALLEY NEWS, Education Reporter** Sterling, Illinois
• Develop relationships, investigate, and report on educational topics 4/1998 to 10/1998
- YMCA of the SIERRA Physical Director** Reno, Nevada
• Oversee operations and staff for sports, aquatic, fitness, front desk 2/1997 to 3/1998
- BULBMAN, INC., Assistant Marketing Director** Reno, Nevada
• Conduct customer forums; research; develop marketing materials 7/1995 to 1/1997
- NEVADA CAPITAL GROUP, General Manager** Reno, Nevada
• Manage all facets of manufacturing, distribution; oversee \$12M budget 6/1993 to 6/1995
- CITY OF SPARKS, Recreation Supervisor** Sparks, Nevada
• Supervise all aspects of youth & adult recreation programs 1/1991 to 6/1993

Notable Professional Accomplishments

- Stewarded the development of a non-credit to credit, online, self-paced, modularized computer coding program, partnering with employers and the Economic Development Authority of Western Nevada (EDAWN), as a rapid entry into tech sector jobs (2021)
- Led a team at JOIN Inc. to develop and successfully implement a pre-apprenticeship program in manufacturing, medical assisting and CNA for high school students in Douglas, Lyon and Churchill counties (2020)
- Increased Washoe County School District's CTE program offerings and 3-year CTE program completions by more than 460%, from 229 to 1055 students (2014-2019)
- Directed the launch and expansion of Washoe County School District's Signature Academy programs, increasing enrollment from 345 to 3295 students (2013-2019)
- Partnered with Economic Development Authority of Western Nevada (EDAWN) to develop and execute a series of industry tours for K-12 teachers, administrators, trustees and community members to raise awareness of regional economic development, high-demand industries and the skills required for workplace success. (425 participants) (2016-2018)
- Informed the structure of work-based learning/apprenticeship legislation (NRS 389/SB66; NRS 610/SB516, AB 68) and the high school College & Career Readiness Diploma (AB7), policies that strengthened the industry-education connection (2017)
- Established, in collaboration with Truckee Meadows Community College, the first academic dual credit cohort program (Math 126, 26 students) and the first CTE dual credit cohort programs (Welding, 23 students; Engineering, 5 students) in Washoe County School District (2015-16)
- Designed and launched Washoe County School District's annual middle school career tech education awareness events, Career Expo and Passport to High School Nights (2015)
- Collaborated with the Nevada Governor's Office of Economic Development to develop the Learn and Earn Advanced career-Pathway (LEAP) framework and used the framework to develop the state high school standards for manufacturing, as well as a 2+3 Associates to Bachelors program with Truckee Meadows Community College and the University of Nevada Reno (adopted 2015)
- Transitioned the Regional Technical Institute (a 2-year high school program providing advanced vocational training) to a high performing, comprehensive four-year career and technical school (Academy of Arts, Careers & Technology) (2008-2013)

Dana Ryan PhD

🏠 11465 Torino Court
Reno, NV 89521

📞 775.750.1029

✉️ ryankdana@gmail.com

Research

Doctoral Thesis, 2013

A Critical Analysis of an Instrument Used to Measure 21st Century Skills Attainment Among High School Career and Technical Education Students

Masters Thesis, 2005

Effective Implementation of the ELLIS Language Acquisition Program in ESL Classrooms

Honors & Awards

2017 Nevada Women's Fund
Woman of Achievement

2015 Nevada Association of School Boards (NASB)
District Employee Making a Difference

2015 Workforce Magazine
Optimas Silver Award for Managing Change

2015 Reno Gazette Journal
10 to Watch in 2015

2014 Nevada Association of Career & Technical Education
CTE Administrator of the Year

Technology Skills

Microsoft & Google Suite

Databases & Spreadsheets

Virtual Meeting platforms

Student Information Systems (SASi, Infinite Campus, PowerSchool)

Learning Management Systems (Blackboard, Canvas)

Community Involvement

- Nevada Works Board Member, 2020-present
- Washoe Education Foundation Board Member, 2020-present
- Western Nevada Development District Board Member, 2019-present
- Junior Achievement of Northern Nevada Board Member, 2017-2018
- TMCC Institutional Advisory Council Member, 2017
- Northern Nevada Area Health Education Center Board Member, 2015-2017
- Nevada SkillsUSA Board Member/Vice President, 2013-present
- National School Reform Faculty Facilitator, 2007-2010
- High Desert Montessori School Founding Board Member, 2002-2003
- American Red Cross Board Member, 1994-1996

Notable Presentations (Oral)

- 2019: "Workforce Development: Work-based Learning & How to Engage Your Future Workforce Before They Leave High School," Nevada Economic Development Conference
- 2018: "The Future of CTE, Validate the Middle," Washoe Education Foundation (WEF) Business of Education Lunch
- 2018, 2016, 2015: "What is CTE & Why Does It Matter?" Leadership Reno
- 2016: "Developing a Comprehensive CTE Awareness Campaign" Presenter & Industry Panel Moderator, Nevada Association of Career & Technical Education (NACTE) Conference
- "Washoe County School District CTE, Education for the Future," Truckee Meadows Community College (TMCC) Institutional Advisory Council
- Industry Panel Moderator, Construction Career Day
- 2015: "LEAP Manufacturing Pathway, from High School CTE to Bachelor's Degree," Nevada System of Higher Education (NSHE)
- "Signature Academies & CTE in Washoe County School District," Tesla Education Committee
- "The State of CTE in Washoe County School District," Education Alliance Luncheon
- "Economic Impact of Vocational Education," Panelist, Route to Market (RTM) Congress
- 2014: "Signature Academies & CTE, Success for the 21st Century," KNPB, PBS Reno, "A Conversation" with Brent Boynton
- "The Role of CTE In College & Career Readiness," Nevada Legislative Committee on Education
- 2013: "Pathways to College Completion: The Role of CTE," Truckee Meadows Community College (TMCC) College Completion Summit
- 2010: "Implementation of a Service Learning Curriculum in High School," National Education Association Conference

Specialized Training

- Culture Conscious Listening – Truckee Meadows Community College, 2020
- Entrepreneurial Operating System – EOS Worldwide, 2019
- Cultural Competency for Central Office – Washoe County School District (WCSD), 2018
- Leading Change in Challenging Times (Workshop) - FETC Conference, 2017
- Leadership Training for Managers - Dale Carnegie Institute, 2016
- Designing Ecosystems for Innovators, Entrepreneurs & Doers – Reno Rainforest Workshop, 2014
- Washoe Academy of School Leaders - Washoe County School District (WCSD), 2012-2013
- Service Learning Implementation Training - National Service Learning Clearinghouse, 2011
- Critical Friends Facilitator Training - National School Reform Faculty, 2007

Melody Duley, SPHR, SHRM-SCP

Melody.Duley@wnc.edu | (775) 445-4235
2201 West College Parkway
Bristlecone Building Room 157
Carson City, NV 89703

Chief HR Officer | Chief of Staff | Title IX Coordinator

Experienced HR Executive and Title IX Administrator with expertise in strategic HR; Title IX; The Clery Act; compliance; administering policies, rules, and regulations; project management; employee relations; and investigations.

Education

Bachelor of Arts, cum laude – Columbia College

Certifications

Senior Professional in Human Resources HR Certification Institute Credential	Dec, 2014 – Sept, 2024
Senior Certified Professional Society for Human Resource Management Credential	Dec, 2014 – Sept, 2024
Title IX Coordinator & Administrator Level Two Association of Title IX Administrators Credential	Nov, 2022 – Nov, 2026
Title IX Coordinator & Administrator Level One Association of Title IX Administrators Credential	April, 2021 – April, 2026
Informal Resolution Level One Association of Title IX Administrators Credential	June, 2023 – June, 2027
Civil Rights Investigator Level Three Association of Title IX Administrators Credential	Nov, 2022 – Nov, 2026
Civil Rights Investigator Level Two Association of Title IX Administrators Credential	June, 2020 – June, 2026
Civil Rights Investigator Level One Association of Title IX Administrators Credential	June, 2020 – Nov, 2026
Investigation Report Writing Association of Title IX Administrators Credential	June, 2023 – June, 2027

Expertise and Skills

- ♦ Organization-wide HR Administration
- ♦ HR, Title IX, and Clery compliance
- ♦ Communication, leadership, team building
- ♦ HR policies, strategies, and messaging
- ♦ Administering rules and regulations
- ♦ Public and private sector budgeting
- ♦ Prioritization and organization
- ♦ Training development and delivery

Melody Duley, SPHR, SHRM-SCP

Melody.Duley@wnc.edu | (775) 445-4235
2201 West College Parkway
Bristlecone Building Room 157
Carson City, NV 89703

Experience

Chief HR Officer, Chief of Staff, & Title IX Coordinator Jan, 2024 – Present
Western Nevada College

- ◆ Advise, and strategize with, the President and executives in decision-making, program management, initiative implementation, and personnel matters
- ◆ Oversee and administer HR, Title IX, and Clery Act
- ◆ Ensure compliance and administer rules and regulations
- ◆ Oversee recruiting, hiring, onboarding, compensation, reporting, employee relations, personnel actions, complaints and investigations

HR Director & Title IX Coordinator Feb, 2019 – Dec, 2024
Western Nevada College

- ◆ Administered HR, Title IX, and Clery Act
- ◆ Ensured compliance and administered rules and regulations
- ◆ Oversaw recruiting, hiring, onboarding, compensation, reporting, employee relations, personnel actions, complaints and investigations
- ◆ Developed/implemented and analyzed/revised policies and procedures
- ◆ Served on college-wide shared governance and Nevada System of Higher Education committees

HR Chief Oct, 2017 – Feb, 2019
Nevada Division of Welfare & Supportive Services

- ◆ Administered HR for an agency of over 2,100 employees
- ◆ Represented the Division in administrative appeal hearings and grievances
- ◆ Represented the Division in Nevada Equal Rights Commission, Equal Employment Opportunity Commission, and Department of Labor Wage & Hour complaints

HR Officer I & II Feb, 2015 – Oct, 2017
Nevada Department of Transportation

- ◆ Managed grievances, discipline, performance, and terminations
- ◆ Advised and educated administrators, managers, supervisors, and employees
- ◆ Developed/implemented and analyzed/revised HR policies and procedures
- ◆ Scrum Product Owner of an internally developed HR system

HR Management Analyst I & II Jan, 2012 – Feb, 2015
Nevada Department of Transportation

- ◆ Managed leave programs and developed and delivered formal FMLA training
- ◆ Managed HR budget, projects, programs, and reporting

HR Project & Communication Manager Aug, 2007 – June, 2010
Walmart Inc.

- ◆ Developed and implemented written communications and HR strategies
- ◆ Designed and implemented employee severance processes for all U.S. stores

NIKI W. GLADYS

Cell: 775-527-5794 • niki.w.gladys@mac.com

SENIOR EXECUTIVE

Senior level executive with over 25+ years of progressive experience driving profitable results by directing marketing, philanthropy, fundraising, events and revenue development through community partnerships. Proven leader skilled in building relationships, recruiting, coaching, training and leading teams to high performance. Highly effective in developing fundraising strategies that inspire and quickly impact the bottom line. Active in community leadership and committed to making a positive impact.

PROFESSIONAL EXPERIENCE

Western Nevada College, Carson City, NV 2016 – Present

Executive Director of Advancement and Executive Director of WNC Foundation

Set the strategic direction for Western Nevada College in marketing, fundraising, grant writing and special events, in alignment with the college's mission and strategic goals. Serve as one of four members of the WNC president's executive committee. Provide leadership to the college Institutional Development Department, acting as the major gift officer and to include planning and carrying out large-scale, profitable campus and community events, pursuing grant funding opportunities and assisting the President in generating revenue for the students and communities the college serves. Provide leadership on the strategic direction of the Foundation Board, leading Board training and retreats and acting as a liaison between the Board and the college. Serve as the institution's marketing director, providing oversight to the public information officer and the webmaster. Provide oversight for continuing education, copy center, information desk and a successful workforce development program in partnership with DETR.

- Secured grant funding exceeding \$9,000,000 in support of WNC, creating resources for students like the Mobile Manufacturing Lab, three new science labs, a library renovation, DEI Center, Veteran's Resource Center, Career Center, scholarships and state of the art equipment for healthcare programs.
- Initiated and maintain strong relationships with large funding Foundations such as the William N. Pennington Foundation
- Grew fundraising efforts to exceed \$3,000,000 in 2023 which was the most successful year in WNC Foundation's history.
- Grew event revenue from \$14,000 in 2015 to exceed \$180,000 annually by creating a major fundraiser, developing a new sponsorship strategy and consistently holding these events annually to develop a following
- Grew Scholarship funding from \$164,000 in 2015 to \$825,000 in 2022 to assist over 500 students annually, an increase of over 400 students during the same time frame
- Recruited 20+ new, active board members with an average of \$7,500 in contributions per member, per year
- Grew the college's endowment from \$2.8M in 2015 to over \$8M in 2024 by consistently meeting with potential investors, working with the Foundation finance committee to contract a new investment provider and developing solid fundraising strategies that provide consistent income
- Grew Foundation contributions to the college from \$400,000 per year in 2015 to nearly \$2,000,000 in 2022.
- Directed growth of continuing education department from \$X in 2021 to \$X in 2022. Managed the addition of a CDL program to the program, facilitating collaboration between the continuing ed department and the Foundation in order to provide scholarships for financially needy students.
- Led the creation of a new, workforce development program, Realizing the Opportunity for the American Dream to Succeed, a program that provides support to the unemployed and under-employed through partnerships with industry. Wrote the grant that funded the initiative, hired the coordinator and supported the development of process and results.

Recognition & Community Involvement: Recognized as one of the Carson City Chamber's Women of Achievement in 2024, Recognized for the Women Helping Women Award through Soroptimists International in 2021. WNC Foundation awarded Nonprofit of the Year from Northern Nevada Development Authority in 2019. Received EWomen Nonprofit of the year through the Reno Chapter in 2017. Member, Brewery Art Board of Directors 2023 to present. Rotary Club Member 2008 to present.

KNPB Channel 5, Reno NV 2015 - 2016

Director, Corporate Support

Managed corporate underwriting/fundraising department for Reno's public television station. Secured and grew underwriting agreements with corporate sponsors that support PBS television programming. Identified and secured sponsorships for special events. Managed underwriting relationships ensuring incremental growth and department goal achievement. Actively networked within the community, representing KNPB to develop new relationships resulting in corporate sponsorship of KNPB assets.

- Secured significant new underwriting agreements exceeding \$100,000 in annual commitments
- Developed organizational system for underwriting agreements
- Reduced outstanding debt for underwriting agreements by 20%
- Gained fundraising experience in order to transition career from sales and marketing to donor development for KNPB, a 501c3 non-profit organization

Recognition & Community Involvement: Served on the WNC Foundation Board; Chaired the board in 2015

Gannett Corporation, Reno NV 2011 - 2015

Director of Sales, RGJ Media

Led advertising sales department in alignment with company goals; developed advertising funding for RGJ Media through 29 employees including outside sales representatives and managers. Recruited, selected, hired and trained employees. Managed extensive product line: Reno Magazine, Reno Gazette-Journal, RGJ.com, Reno.com and full suite of digital marketing services (SEO, PPC, email, website design). Managed profitable community, fundraising events. Contributing member of Operating Committee and RGJ Foundation board.

- Managed campaign that drove nearly \$1,000,000 in annual funding and \$600,000 in incremental YOY revenue from small businesses. Program increased 2013 territory team's digital sales by 47.9%.
- Led events division, managing Fantasies in Chocolate, Warren Miller "No Turning Back" and Baby Expo, delivered increase of 27% in 2014 YOY event revenue, providing RGJ Foundation funding.
- Increased sales and controlled expenses for Reno Magazine resulting in an increase in profit of 30%.
- Transitioned inside sales team from a reactive, inbound call center to proactive outbound sales team
- Led team to adopt [salesforce.com](https://www.salesforce.com) as our CRM tool in 2012.
- RGJ Media sales team recognized nationally as one of the top 10 Digital Marketing Teams in 2015 by Market Motive digital training for social media, PPC, SEO, mobile, email and content marketing.
- Launched an entertainment website ([reno.com](https://www.reno.com)) designed to drive tourism to Reno.

Recognition & Community Involvement: Woman of Achievement/Nevada Women's Fund 2012, Market Motive Digital Advertising Certification 2015, American Heart Assoc. Board 2013 - 2015, AHA Circle of Red 2014, Public Image Chair Reno Central Rotary 2014 - 2015, Education Alliance Board 2013, RGJ Foundation Vice Chair 2011-2015.

Swift Communications, Carson City, NV 2008 - 2011

Group Publisher Nevada Appeal and The Record Courier

Led performance of two local newspaper companies with annual budget of \$7,000,000 and a staff of over 40 employees. Accountable for P&L performance, budgeting and revenue forecasting. Responsible for staff planning, sales development, marketing, circulation and content. Introduced new initiatives and cost savings measures resulting in continued profits within Nevada's challenging economic climate. Community leader responsible for local fundraising and public relations.

- Created fundraising campaign for literacy initiatives in Carson City: Literacy for Life. Developed education seminar on the effects of illiteracy in Northern Nevada and raised funds to support efforts of local literacy groups. Organized online fundraising drive and golf tournament.
- Negotiated partnership with transit department allowing the sale of advertising on local bus exteriors.
- Grew 2010 online revenue by 20%; produced positive 2009, 2010 EBITDA results.
- Published Remember When: Celebrating the History of Carson City in partnership with the Nevada State Museum. Aggressively marketed and sold the book creating a positive P&L with a 30% margin.

Recognition & Community Involvement: Betsy Minor Literacy Fundraising Award (2009, 2010), Rotary Paul Harris recognition (2010), WNC Foundation Board (2008 - 2015), Boys and Girl's Club of Western Nevada Board (2008 - 2011), Carson City Chamber of Commerce Board (2008 - 2010), Carson Valley Chamber of Commerce Board (2009 - 2011), Vistage Group 383 (2009 – 2011) Carson City Circles Board (2009-2010)

The Dallas Morning News, Belo Corporation, Dallas, TX 2003 – 2008

Senior Director of Local Sales and Sales Training, (2004 – 2008)

Responsible for \$40,000,000 in advertising revenue, 70 employees, 8 managers and 1 director. Managed and grew business using extensive product line including creative services, online products, a luxury magazine, direct mail, demographically targeted print products and geographically targeted products. Created and directed consultative sales training program for over 400 employees.

- Produced outstanding results in 2004, 2005 and 2006 increasing YOY revenue.
- Contributed to strategy resulting in 40% increase in geographically targeted product revenue.
- Speaker, facilitator at Belo's annual newspaper and television Sales Leader Conference.
- Produced \$1,400,000 in new revenue by developing and driving Contract Drive Contest in 2005.
- Led and motivated team to perform through 2004 company down-sizing.

Regional Advertising Sales Director (2004), Category Sales Director (2003 – 2004)

Recognition: Board of Directors North Dallas Chamber of Commerce (2007);

Belo Emerging Talent Program (2005, 2006 & 2007)

San Jose Mercury News, Knight Ridder, Inc. San Jose, CA 1994 – 2003

Key Account Sales Manager (2003), Local Retail Department Manager (2001 – 2003), Sales Manager (2000 – 2001), Category Sales Manager (1998 – 2000), Account Executive (1994 – 1998)

Recognition: Named "Best Sales Manager" by California Newspaper Advertising Executives Association – May 2002. Recognized nationally as "Top 20 under 40" executive by Presstime Magazine December 2001.

EDUCATION

BBA, Marketing, Western Michigan University, Kalamazoo, MI

Coral Lopez, CPA, MBA

1651 Lombardy Road • Gardnerville, Nevada 89410 • (775)901-0479 • corallopezcpa@gmail.com

SUMMARY OF QUALIFICATIONS

Certified Public Accountant with over two decades of full-time financial experience, including 'Big 4'. Strong work ethic with exceptional written and oral communication skills. Demonstrates success in leadership roles through meeting expectations, building trust and performing above and beyond the standards expected by colleagues and key stakeholders.

PROFESSIONAL EXPERIENCE

WESTERN NEVADA COLLEGE, Carson City, Nevada

Chief Financial Officer

July 2021 - Present

Fiscal leader, reporting directly to the President, and responsible for finance, budget management, grants support, facilities, computing services, contract management and auxiliary oversight, which includes the bookstore, vending, café, food trucks and the child development center.

- Serves as a member of the President's Executive team, participating in the development of institutional objectives, strategies, policies, analysis and planning.
- Serves as the Business Officer for the institution at the Business Officers' Council and represents WNC at Board of Regents Board meetings.
- Represents the institution for Nevada Faculty Alliance negotiations.
- Duties as described below for Controller role.

Controller

March 2010 – June 2021

As key financial contact reporting to the Vice President of Finance, is responsible for effective performance management, accountability and custody of the financial assets of the college. This position establishes and monitors financial accountability and compliance with federal, state and NSHE requirements for accounting, financial and budget management. Primary duties, responsibilities and achievements include:

- Supervision of all business office functions such as grant financial management, banking, general ledger maintenance, fixed asset accounting, accounts receivable, accounts payable and employee travel.
- Prepares the annual financial statements and supporting work papers for inclusion in the NSHE consolidated financial statements.
- Responsible for requesting and reporting on Federal funds for financial aid and grants.
- Manages a staff of 5 employees and is responsible for yearly evaluations and goal setting.
- Served as module lead for the implementation of the student information system.
- Serves on various college-wide and system-wide committees related to hiring and request for proposals. Standing member of the college Budget Committee and Finance Leadership Team.
- Presented at Board of Regents Audit Committee meetings and is responsible for internal audit responses.
- Currently serving as the Finance lead for the system-wide finance and human resources software implementation.
- Successfully obtained the college's first ever administrative cost rate to allow the college to

- charge indirect costs to federal grants.
- Manages the student collection process and evaluates accounts to be turned over to collections.
- Responsible for reviewing and updating college financial policies and procedures.
- Evaluated a peer institution as part of an accreditation team and have contributed to WNC's accreditation.

CASEY, NEILON & ASSOCIATES, Carson City, Nevada

Audit Manager

December 2006 – March 2010

Responsible for accounting, auditing and tax preparation for various clients and supervision of accounting staff. Primary duties, responsibilities and achievements include:

- Presentation of audited financial statements to various Board of Directors, including PEBP.
- Management of staff and overall project to ensure that the audit team is under budget.

KBCA, LLC, Carson City, Nevada

Senior Accountant

October 2004 – December 2006

- Responsible for accounting, auditing and tax preparation for various clients.

PACIFICARE HEALTH SYSTEMS, Los Alamitos, California

Financial Analyst

March 2004 – October 2004

- Responsible for fiscal analysis and preparation of month end reporting, data analytics and period closing.

FREMONT INVESTMENT & LOAN, Orange County, California

Senior Accountant

October 2003 – March 2004

- Responsible for planning and preparation of departmental internal audits.

ERNST & YOUNG, Long Beach, California

Senior Auditor

October 2001 – October 2003

- Responsible for audit procedures and preparation of financial statements.
- Experience working on manufacturing, entertainment, and retirement benefit plan audits.

EDUCATION & CERTIFICATIONS

-
- Master of Business Administration, December 2017
University of Nevada, Reno
 - Bachelor of Science in Business Administration (emphasis in Accounting), June 2001
California State University, Long Beach
 - Certified Public Accountant, Nevada License #4774R
 - Graduate, Carson City Chamber of Commerce Leadership Institute, June 2015
 - Honoree, Soroptimist International Women Helping Women award, May 2022

PROFESSIONAL SERVICE AND COMMITTEE WORK

-
- President's Executive Team
 - College Council

- Budget Committee Oversight
- Auxiliary Committee Oversight
- Accreditation Committee
- NSHE Business Officers Council
- NSHE Controller's Committee
- Multiple NSHE iNtegrate2 governance groups
- Northwest Commission on Colleges and Universities (NWCCU), External evaluation team member
- Various Hiring Search Committees
- Accreditation Site Visits - Finance

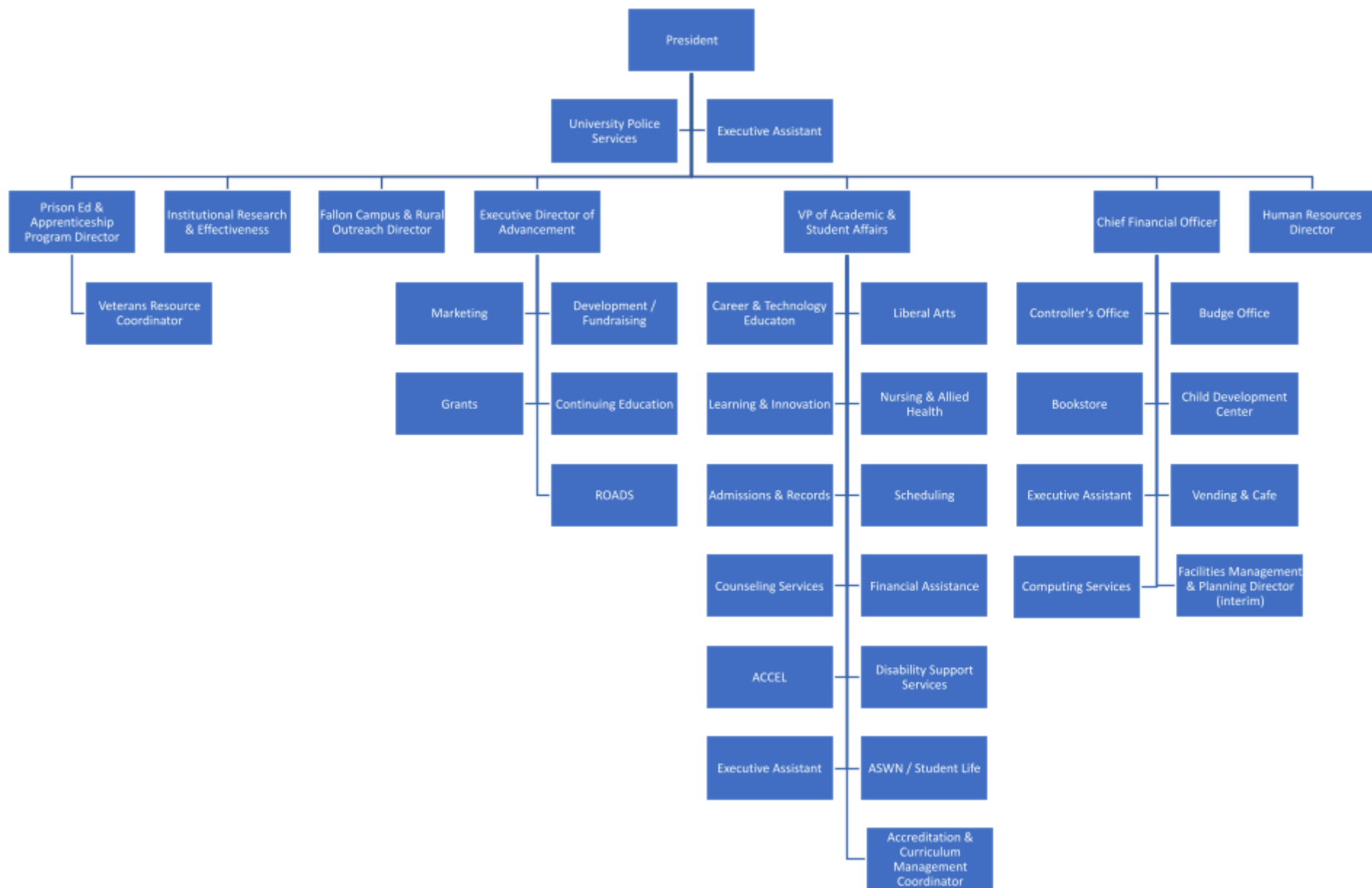
COMMUNITY INVOLVEMENT

- Member, Carson City Chamber of Commerce Leadership Advisory Council, 2015-2017
- Youth Sports Volunteer (Carson Valley Little League, AYSO), 2015-2019
- Parent Volunteer, Minden Elementary School, 2015-2020
- Volunteer, Holiday with a Hero, 2019
- Volunteer, Western Nevada College Foundation Golf for Education Tournament, 2014-current
- Mentor, Nevada Promise Scholarship, 2021-current
- Volunteer, Carson High Senior Project Panel Member, 2018-2019
- Participant, Douglas County Chamber of Commerce, Economic and Community Development Committee, 2023-current



Western Nevada College

ORGANIZATION CHART – January 25, 2024



J. Kyle Dalpe, Ph.D.

Overview

An experienced leader working in the public post-secondary education sector. Skilled in strategic planning, enrollment management, public speaking, fundraising, curriculum development, community outreach and finance.

Quick Links

[Education](#) | [Professional Experience](#) | [Teaching Experience](#) | [Presentations, Publications, Invitations and Projects](#) | [Appointments, Board Service and Memberships](#) | [Awards and Recognition](#) | [Community and Volunteer Service](#)

Education

Doctor of Philosophy, Educational Leadership

- The University of Nevada, Reno
- Dissertation: *The Relationship Between Academic and Non-Academic Preparation and Postsecondary Education Outcome by Students in the State GEAR UP Project*
- This study focused on academic and non-academic factors that played a part in the enrollment and transition to higher education by high school students from Clark County, Nevada

Master of Arts, Journalism/Speech/Political Science

- University of Texas at Tyler
- Graduate Project: *Communication Audit of United Way of Smith County, Texas*

Bachelor of Arts, Photojournalism

- University of Connecticut

Foreign Exchange Student

- Universidad de Granada, Spain
- Spanish Language and Subject Classes

Additional Coursework

- Tyler Junior College (chemistry and history)
- Lamar University (biology)
- Truckee Meadows Community College (Spanish)

Professional Experience

Western Nevada College

A multi-site community college with 3,800 students serving six rural counties and online

President (2021 to present)

Responsibilities

Serve as the chief executive officer for a three-campus, rural community college that is part the Nevada System of Higher Education. Work closely with the elected statewide Board of Regents

J. Kyle Dalpe, Ph.D.

to provide information and support initiatives particular to WNC and its rural higher education mission. Oversee the college's \$22 million state budget and other non-state accounts. Build awareness of WNC and its offerings throughout six counties and statewide. Participate in local, state, and federal meetings to provide higher education solutions to workforce needs.

Served as Officer in Charge, December 2021-March 2022; Interim President, March 2022-March 2023; President, March 2022-present)

Accomplishments

- Successfully lead the college out of pandemic-related conditions resulting in increased enrollment, student-focused support initiatives, positive culture, and campus improvements
- Developed a mutually cooperative relationship between administration and faculty that was ranked the highest in the system (80%, 2022)
- Rebuilt and maintained the college's enrollment management process to stabilize and increase enrollment.
 - In fall 2023, the college reached the highest enrollment by headcount in more than 10 years (4,400 students; a 16 percent increase over the prior year)
 - Implemented a new application for admission (mobile friendly, accessible and overall easier to use), more than doubling the yearly number of applications.
 - Enrolled 3,475 students in Spring 2022, an increase of more than 6.7% over the previous year
 - Reached the highest first-year retention rate since fall 2007, with 69% of first-time, full-time entering students in fall 2021 returned to WNC in fall 2022. This number was 10% higher than the national average at the time.
 - WNC ran a recruitment campaign targeting students who stopped out. This stop-out campaign (\$24K cost) yielded 119 students (7% of the stop-outs) who enrolled in 754 credits in fall 2022 and generated an estimated \$85,000 in registration fees
- Developed and maintained a positive campus climate
 - WNC was recognized in the Great Colleges to Work For® program in 2023, the only college in Nevada, in the areas of Mission and Pride, Supervisor/Department Chair Effectiveness and Confidence in Senior Leadership
 - Received an 87 percent approval rating by the Nevada Faculty Alliance, the faculty collective bargaining organization
 - Worked to secure compensation increases for employees (COLA, retention, merit, base adjustment, adjunct pay)
 - Worked to improve student experience on campus through classroom and other campus updates, as well as the development of an e-sports program, food pantry, and the first diversity center
- Successfully secured financial resources for the college, including
 - Preserve college state funding (\$300,000) through an amendment during the 2023 legislative session

J. Kyle Dalpe, Ph.D.

- Secured a rural Nursing Expansion and Renovation Project, \$2,314,000 from federal agency for the college's Fallon Campus
- Brought college reserves to 15% level
- Opened the college's first diversity center and development of a variety of DEI activities
- Support the workforce ecosystem by developing programs that meet industry needs
- Re-opened the Veterans' Center to provide support to veterans in the community, including being named a Purple Heart Campus
- Worked with the WNC Nevada Faculty Alliance to author an extension and then a two-year contract of the college's collective bargaining agreement

Provost and Senior Vice President (2021- 2022)

Responsibilities

Served as chief academic officer and managed all college academic programs; managed college students services; managed college financial and computing services. Oversaw academics; accreditation; institutional research and assessment; libraries; instructional design; admissions, financial aid, counseling, disability services, underrepresented student programs; budget and controller offices; and computing services. Worked with the business, community, and elected partners, including school districts, to build and support programs to serve students; applied for and implemented grant programs; managed college's institutional effectiveness initiatives; led college's government affairs activities. Served on the executive leadership team and attended and presented information to the state Board of Regents.

Accomplishments

- Served as Officer in Charge after departure of President and conducted the duties and responsibilities of the president during leadership transition
- Worked to develop and present the college's biennial budget presentation
- Restructured and implemented a new enrollment management committee and related processes
- Continued to support initiatives to mitigate the effects of COVID-19 on campus
- Served on NSHE/NDA Dual Enrollment Taskforce

Provost and Vice President of Finance (2020-2021)

Responsibilities

Served as chief academic officer and managed all college academic programs; served as the chief financial officer and managed all college financial operations. Oversaw academics; accreditation; institutional research and assessment; libraries; learning and innovation; rural outreach; and budget and controller offices. Worked with business, community and elected partners, including school districts, to build and support programs; identified and implemented grant programs; managed college's institutional effectiveness initiatives; led college's government affairs activities. Served on the executive leadership team. Attended and presented information to the Board of Regents.

J. Kyle Dalpe, Ph.D.

Accomplishments

- Developed partnership with local charter high school to share a facility and provide access for dual enrollment students
- Developed and supported academic and financial responses to the COVID-19 pandemic
 - \$1.6 million CARES support for student and institutional support
 - Remote learning spaces for students to access technology and internet on campus
- Supported enrollment management initiatives
 - 22% increase in dual-enrollment high school students
 - Expanded winter session classes
- Worked to get new academic programs initiated and approved
 - HVAC program at remote campus; aviation classes
- Maintained college operations despite 19.7 % budget reduction from \$14 million budget
- Served as college representative at the Nevada Legislature
- Expanding the college's prison education program
- Secured funding for programs
 - \$1 million for science lab upgrade and expansion
 - \$100,000 for HVAC program
 - \$145,000 from the systemwide Nevada Alliance for Youth Apprenticeship grant
 - \$500,000 in federal grant funds (USDA) to support remote learning programs to provide access to rural and underserved populations (project started before pandemic)
- Worked with faculty leadership on collective bargaining contract
- Managed and directed shared services initiatives

Vice President of Instruction and Institutional Effectiveness (2019-2020)

Responsibilities

Served as chief academic officer and had oversight for all college academic programs, both credit and non-credit at three campuses in a five-county service area; accreditation; institutional research and assessment; libraries; learning and innovation; and rural outreach. Worked with business, community and elected partners, including school districts, to build and support programs to meet their needs; researched and implemented grant programs; managed college's institutional effectiveness initiatives; led college's government affairs activities. Served on the executive leadership team.

Accomplishments

- Worked to support and maintain academic continuity during the COVID-19 pandemic closure in spring 2020
 - Nursing and paramedic/EMS continued to offer labs during the COVID shutdown using State-approved screening and distancing protocols
- Worked to get new academic programs initiated and approved
 - Organizational Management (BAS); Apprenticeship (AAS); Health Science (AAS); Computer IT Technology (CA); Cyber Security Technician (CA); Emergency

J. Kyle Dalpe, Ph.D.

Medical Services (CA); Paramedicine (CA); Apprenticeship (Skills);
Apprenticeship Laborers (Skills); Automotive Collision Repair (Skills); Energy
Technology (Skills); Heating, Ventilation, Air Conditioning/Refrigeration (Skills)

- Mitigated a 9% projected enrollment decline
 - Supported enrollment initiatives that resulted in a 5.5% increase in FTE and an 11.7% increase in headcount for the Fall 2019 semester over the previous year
 - Supported enrollment initiatives that resulted in a 13.6% increase in FTE and an 15% increase in headcount for the Spring 2020 semester over the previous year
 - Annual average FTE increase of 9.2% (2019-2020)
 - Increased enrollment of dual-credit high school students from 462 (fall 2018) to 747 (fall 2019)
 - Increased the number of apprentices enrolled by 47% from spring 2019 to spring 2020
- Worked to increase credential completion to meet state performance pool goals (reached 128% of goal)
- Secured funding for programs
 - \$545,000 in state grants (OSIT, GOED) to support Paramedic and Advanced Manufacturing programs including a mobile classroom to provide access to underrepresented populations
 - \$150,000 in private funds to support Advanced Manufacturing programs
 - \$51,000 for apprenticeship programs
 - \$20,000 for student laptops during COVID-19 shutdown
- Re-organized college committees for structure for efficiency
- Developed feasibility plan for a fourth campus location in Started work on Fernley site
- Implemented a Winter Session in 2019-2020 academic year
- Worked to expand prison education program
 - This program earned the Social Justice Award from the School of Social Work at the University of Nevada, Reno in March 2020

Nevada System of Higher Education

Statewide system office serving 110,000 students and overseeing seven teaching and one research institution

Executive Director of Legislative Affairs (Temporary/Emergency Appointment; 2019)

Responsibilities

Served as the legislative affairs lead and lobbyist for the higher education system during the 2019 regular legislative session. Represented the system, two universities, five colleges, and a research institute. Provided information to legislators, coordinated a legislative team of campus representatives, gave testimony, and developed and edited bill language. Was recruited to work in this temporary role after the last-minute separation of the former employee due to my experience in previous legislative sessions.

Accomplishments

- Built and maintained relationships with legislators and a newly-elected governor
- Provided testimony and language for bill drafts

J. Kyle Dalpe, Ph.D.

- Coordinated and conducted meetings with legislators
- Scheduled and trained student and faculty for testimony

Truckee Meadows Community College

A five-site community college with 10,000 students in Reno, Nevada

Dean of Technical Sciences (2016-2019)

Responsibilities

Oversaw technical and transfer programs, self-support training, grant-funded projects and apprenticeships; managed Auto, Diesel, Welding, Machining, Drafting, Advanced Manufacturing, HVAC, Unmanned Aerial Systems, Construction Management, Architectural Design, Computer Information Technology, Paralegal/Law and Criminal Justice programs; maintained program curricula and budgets; worked with employers, government agencies and advisory boards to ensure programs provide relevant training to meet the emerging community and workforce needs; managed increasing enrollments due to workforce demand; served as site administrator for the TMCC Pennington Applied Technology Center, a 100,000-square foot training center with both college and high school programs; served as the college's government relations liaison to gain support from elected officials; served on college leadership groups, including the president's cabinet and planning council.

Accomplishments

- Successfully increased enrollment in the Technical Sciences Division
 - Overall 12 percent increase (fall 2017 to fall 2018)
 - Advanced Manufacturing class enrollments increased from 188 (fall 2016) to 3,004 (fall 2018)
- Coordinated the development of the Panasonic Preferred Pathway (P3) Training program, a partnership with Panasonic Energy of North America and the Governor's Office of Economic Development
- Coordinated a team to develop the Gigafactory Gateway Program, a training program developed for Tesla Motors
- Opened a \$775,000 Cyber-Physical Manufacturing training lab
- Work with major employers and school district officials in Washoe and Clark counties to create a pipeline of career-ready graduates coming out of high school through dual-credit programs
- Successfully presented proposals for funding to the Nevada Governor's Office of Economic Development Board, gaining more than \$1.7 million in scholarship and training funds to support students in the Panasonic and Tesla training programs in 2017
- Successfully supported legislation during the 2017 legislative session to double the higher education funding formula weighting of career and technical education (CTE) trade discipline clusters
- Serve as Principal Investigator for the Nevada Apprenticeship Project, a \$2.9 million Department of Labor Grant
 - Gained commitments for more than 1,300 apprenticeships from major employers in the region

J. Kyle Dalpe, Ph.D.

- Supported apprenticeships by serving on the newly formed State Apprenticeship Council
- Provide interviews and presentations to support community entities, media inquiries, and economic development requests as needed
- Defined the educational component for an international exchange competitive grant application that will bring students from the SENATI training institute in Peru to participate in TMCC's Applied Technology programs and will send TMCC students to Peru to participate in SENATI programs
- During my leadership as Dean, the following credentials relevant to local industry were developed or are in progress:
 - Panasonic Preferred Pathway (P3) skills certificate
 - Critical Systems (commercial air conditioning) AAS degree and certificate
 - Unmanned Aircraft Flight Operations AAS degree
 - Cyber-Physical Manufacturing BAS degree
 - TMCC Technical Sciences International Training Program (first awarded to Peruvian students from the SENATI technical school in fall 2018)
- Earned a Nevada's Center for Entrepreneurship and Technology (NCET) Tech Award for the TMCC Applied Technology Center after contributions to the community related to workforce development
- Developed a pathway for state SNAP recipients to enter short-term Advanced Manufacturing programs, including gaining \$140,000 in state funds to support scholarships and program costs.
- Worked with foundation office to raise funds to support students and programs
- Co-Founder, CTE Coalition of Northern Nevada

President (*Acting Appointment; 2015-2016*)

Responsibilities

Served as Acting President for Truckee Meadows Community College, a five-site college with 10,000 students and a \$44 million operating budget, to ensure successful continuation of collegewide initiatives during presidential transition; held responsibility for all college operations and reported to statewide Chancellor with 13-member elected board. Board policy states acting appointments are not eligible to apply for permanent position.

Accomplishments

- Represented the college before the Northwest Commission on Colleges and Universities (NWCCU) to support and address the college's seven-year accreditation report
 - Initiated planning to address recommendations for next accreditation cycle
 - Provided testimony and documentation that resulted in reaffirmation of accreditation
- Led the college in a two-month process to develop a consolidation plan for campus police services between the college and the university
 - Implemented a shared governance process to ensure all stakeholders were included
 - Developed a plan that resulted in the same level of service with a savings of

J. Kyle Dalpe, Ph.D.

- \$480,000 that was redirected to academic and support programs
- The consolidation of police services project won the Cashman Good Government Award in 2018 from the Nevada Taxpayers' Association for more efficient government operations and savings
- Outlined and presented biennial budget plans for the college to the Nevada System of Higher Education system office, including enhancement plans for Gateway Courses (English and Math), career and technical education funding formula increases, and capital projects
- Saved and reallocated \$800,000 as part of the Board's efficiency and effectiveness initiative during a time of statewide funding reduction
- Prepared and outlined a potential \$3.5 million (five-percent) state-mandated reduction for the upcoming biennium as part of the budget planning process
- Reviewed and approved the updated contract for the Nevada Faculty Alliance collective bargaining agreement
- Put in motion a reorganization of the college's planning structure through a collaborative stakeholder process to ensure planning was linked collegewide through one body
- Reinforced shared governance among college faculty, administration, students and classified staff through communication and participation to support regular decision making
- TMCC was nominated in spring 2016 as a Best Place to Work in Northern Nevada by the Northern Nevada Human Resources Association

Chief of Staff and Associate Dean (2013-2015)

Responsibilities

In this executive leadership position, I supported the college president with a variety of initiatives on an ongoing basis; represented the president and the college at meetings and external functions; served as officer in charge for college operations during absence of president; supervised staff to develop strategy for internal and external marketing and communications functions; served as government relations coordinator to gain support of elected officials and business leaders; coordinated the president's cabinet, president's leadership team and planning council meetings and initiatives; responded to, coordinated and supported NSHE Board of Regents' requests and meeting agenda packets; worked with the local school district on contracts to support K12 pathways and partnerships; and maintained the college's institutional policy guide and bylaws.

Accomplishments

- Initiated, researched and implemented the college's first enrollment management process
 - In fall 2015, the college's enrollment was up for the first time in several years by 4 percent after enrollment strategies were implemented
 - This increase resulted in a \$1 million caseload growth for each year of the biennium (FY18 and FY19)
- Led the development of the college's strategic master plan

J. Kyle Dalpe, Ph.D.

- Served as a community college expert to provide testimony and presentations to the Interim Committee to Study Community Colleges (2013-2014, Senate Bill 391) to support keeping community colleges within the Nevada System of Higher Education
- Supported and worked with the college's Institutional Advisory Council (IAC), a 15-member group of business and community members that operates under the state's open meeting law to support the college on the educational needs of the service area
- Headed a team of students, faculty and staff to develop the first college mascot
- Initiated a one-stop concept for employer solutions to better serve local business needs
- Successfully supported college initiatives at the federal level through regular meetings in Washington, D.C. with Nevada's delegation
- Coordinated high-profile visits including President Obama, Secretary of State Hillary Clinton, and President Bill Clinton

Director, Institutional Advancement and Public Information Offices (2011-2013)

Responsibilities

Held responsibility for the college's marketing, communications, government relations and specific fundraising activities; built and maintained relationships with donors and community leaders, as well as local, state and national elected officials; developed, coordinated and managed marketing, communications and public affairs activities and budgets totaling more than \$700,000 each year; served as the college spokesperson to provide information to local and national media related to college programs; maintained an integrated visual identity (brand) across all college divisions to ensure the college was recognized in the community.

Accomplishments

- Worked successfully with a team to outline and implement the college's first-ever, three-year, \$25 million Major Gifts Campaign that included private and public revenue sources
 - This campaign resulted in one new facility, a renovated technical center, student scholarships, and technology support
- Developed and implemented the college's first planned giving program, resulting in \$2 million in the first year
- Coordinated an advertising campaign to support fundraising initiatives with several funding sources, including a \$240,000 budget from the college foundation and more than \$200,000 from the college each year
 - This campaign targeted "affluent and influential" community members and increased awareness of college programs as shown in pre- and post-community surveys
- Wrote fundraising and grant applications to support college initiatives and infrastructure, including proposals to fund smart classroom technology, student scholarships, and academic programs
- Assisted with a federal Economic Development Administration grant submission (\$2.2 million) that was funded and was the foundation of more than \$9 million in renovations to the college's applied technology center

J. Kyle Dalpe, Ph.D.

- Successfully supported external funding requests at the federal level through regular meetings in Washington, D.C., with Nevada's delegation

Director and Assistant Director, Public Information Office (2002-2011)

Responsibilities

Provided leadership and supervised staff, including managers, graphic artists and a videographer; developed marketing plans for college departments including publicity, advertising and promotion to attract and inform students about specific programs; coordinated production of the college catalog and class schedules (printed and online); took photographs and maintained college photo archives; wrote and edited text for publications, the media and the website. Note: served as assistant director and then advanced with no backfill.

Accomplishments

- Implemented and coordinated a new automated workflow for class schedule production, a technology-driven process involving several college departments with a goal of creating a more accurate and effective class schedule
- Coordinated development and implementation of various advertising campaigns to support enrollment targeting different populations (high school students, adults, parents), including the "Think. TMCC" campaign
- Worked to develop bilingual (Spanish) marketing materials to support efforts to increase Latino student recruitment and support the Hispanic Serving Institution (HSI) initiative
- Assisted with development of the initial TMCC iTunes University platform to share college marketing and academic information
- Served as chair of college's Planning and Budget Council, including coordination of the college's Strategic Master Plan

Mohave Community College, Kingman, AZ (2000-2002)

A six-site, diverse community college district spanning 13,000 square miles with 5,000 students each semester

Director of Marketing and Public Information

Responsibilities

Developed, implemented and managed marketing, recruitment and retention strategies for a six-site community college district spanning 13,000 square miles in rural Arizona; worked to maintain an integrated visual identity (brand) across multiple divisions and campuses; negotiated contracts and developed media campaigns for television, radio and newspapers in multiple markets; solicited and evaluated bids for contracted work; prepared and managed marketing budgets to support initiatives; wrote and edited news releases on variety of topics and managed college's website content; supervised marketing and public information office staff across multiple sites while serving as the district spokesperson for the news media; served on president's cabinet and leadership group.

J. Kyle Dalpe, Ph.D.

Accomplishments

- Coordinated the development of an automated class schedule production process to increase efficiency and accuracy
- Developed and implemented marketing campaigns for a multi-campus district
- Supervised production of the class schedule and course catalog
- Worked to improve curriculum outlines to ensure proper sequencing for students
- Presented regularly to the college local governing board and community groups on a variety of college programs and services

The University of Texas at Tyler, Tyler, TX (1999-2000)

A four-year and graduate university with 3,500 students each semester

Coordinator of University Publications

Responsibilities

Developed and maintained university publication standards, including web-based and electronic media; secured and managed production of contracted publication work; produced a variety of university publications, advertisements and marketing materials; maintained the university's news website and wrote news releases on variety of topics; assisted with planning of special events, including annual scholarship pro-am golf tournament.

Accomplishments

- Coordinated and supervised the production of the university's first student viewbook to support downward enrollment expansion (adding freshman and sophomore students; a \$250,000 project initially)
- Implemented and produced internal communications strategies, including online and printed faculty and staff newsletters

Assistant Director of News and Information

Responsibilities

Researched, wrote and distributed news articles internally to university employees and externally to news media; developed, edited, and produced a weekly online faculty and staff newsletter; edited and produced a monthly printed faculty, staff and retiree newsletter; maintained online news and information database; created and distributed a monthly news clips newsletter; wrote news releases on variety of topics

Accomplishments

- Successfully developed and implemented new internal and external communication methods
- Created a new online faculty and staff newsletter using emerging technology
- Helped coordinate events, including the annual pro-am charity golf tournament and distinguished speaker series

J. Kyle Dalpe, Ph.D.

Kilgore Junior College, Kilgore, TX (1996-1999)

A junior college founded in 1935 with 3,500 students each semester

College Instructor

Responsibilities

Worked as an instructor in the journalism department, including supervision of the college yearbook production; instructed journalism, photography and computer classes; photographed campus events and athletics with students; assisted students to design brochures, web pages and advertisements for college use; maintained departmental supply and payroll budgets; worked with the college's foundation office in the selection of scholarship recipients.

Accomplishments

- Instructed students in editing, writing, layout, design, and photography courses
- Designed and set up academic computer labs, editing workspaces and a photography studio
- Worked with students to develop a variety of award-winning publications
- Chaperoned student events locally and internationally, including a trip to Singapore by the Kilgore College Rangerettes drill team

Teaching Experience

Truckee Meadows Community College

- Employer customized training in generational studies and communication (2017-2019)

The University of Nevada, Reno

- Graduate classes in higher education leadership (ongoing)
- Serve on graduate student doctoral committees

Mohave Community College

- English college and foundational English classes

Kilgore Junior College

- Journalism, photography and computer degree classes
- Summer workshops for high school students
- Non-credit adult education classes on variety of topics

Presentations, Publications, Invitations and Projects

Future Ready Presidents: Presiding Over Campuses for Learners of Today, Tomorrow, and Far Beyond (Dec. 2023)

- Complete College America Plenary Session

Building Bridges: Promoting Education and Community Engagement (Aug. 2023)

- Higher Ed Conversations Podcast

J. Kyle Dalpe, Ph.D.

Streamlining College Admissions: Harnessing the Power of Unity Forms and PeopleSoft integration (Oct. 2023)

- Presenter at the Hyland CommunityLive National Conference in Las Vegas

Leading Enrollment from the top (Oct. 2022)

- Association of Community College Trustees (ACCT) Leadership Conference in New York.
- Presentation provided an overview of the college's food pantry project to help students who are food insecure.

The Future of Post-Secondary Education (June 2023)

- Invited to participate in Urban Institute Event in Washington, D.C.

Scaling Up the Wildcat Reserve Food Pantry (Oct. 2022)

- Association of Community College Trustees (ACCT) Leadership Conference in New York.
- Presentation provided an overview of the college's food pantry project to help students who are food insecure.

Generations in the Workplace (Sept. 2022)

- Rural Community College Annual Conference

Future of Work at the Human-Technology Frontier (Aug. 2020)

- Served as panelist for a National Science Foundation discussion on the big issues facing society as changes in employment and the workplace accelerates.

Creating Credential Milestones for Student Success (April 2020)

- Chapter in the book *Success for All: Programs to Support Students Throughout Their College Experience* (ISBN 9781948908580) related to community college credentialing.

Helping Community Colleges Develop Short-Term Credentials of Value (Oct. 2019)

- Invited to speak about workforce credentials at an event by the Urban Institute in Washington, D.C.

Generations in the Classroom and Workplace (Sept. 2018)

- National Council for Workforce Education Annual Conference
- Presentation was an overview of generations as students and employees in higher education and the workplace.

Northern Nevada's Front Line: Developing the Workforce to Build the New Economy (March 2018)

- Invited to serve on a panel to discuss workforce development and educational solutions at this event sponsored by the *Northern Nevada Business Weekly*

Blockchain Summit: Building the New Nevada on Trust (Feb. 2018)

- Conducted a roundtable discussion on workforce development at this event designed to promote and build the public ecosystem of blockchain technology in Nevada

Consolidating Police Services at Three Higher Education Campuses into One Unified Force (Feb. 2018)

- Presentation at the National Campus Safety Summit providing an overview of how the police

J. Kyle Dalpe, Ph.D.

services at Truckee Meadows Community College, The University of Nevada, Reno, and the Desert Research Institute were consolidated into one department

National Skills Coalition/Business Leaders United Legislative Fly-In (Dec. 2017)

- Invited to attend a legislative summit with an industry partner to share business partnerships with elected officials in Washington, D.C. and advice on legislation, including the Higher Education Act reauthorization and bills to support workforce training

Building a Workforce for a Gigafactory (October 2017)

- National Council for Workforce Education Annual Conference
- Presentation was an overview of how the college developed a program to meet the needs of a trained workforce in Northern Nevada for Panasonic Energy of North America and Tesla Motors

Elevator Speech to Success with Elected Officials (October 2017)

- National Council for Workforce Education Annual Conference
- Presentation discussed how faculty and students are the best messengers to bring college information to elected officials and included a work session on how best deliver messages

Generations and Communication in the Workplace (2017-2018)

- Trainer for Panasonic Energy of North America's new employee onboarding through TMCC's customized training office
- Presentation is an overview of generations and communication styles in the workplace for new employees

Supporting Business Needs: The Panasonic Preferred Pathway (P3) (September 2017)

- Association of Community College Trustees (ACCT) Leadership Congress
- Presented an overview of this program that was designed to meet the needs of a trained workforce in Northern Nevada

Supporting Business Needs: The Panasonic Preferred Pathway (P3) (September 2017)

- Nevada Economic Development (NED) Conference
- Presented an overview of how the college responded to the need for 2,400 trained workers in one year to support one local business

Leading Your Enrollment Management Discussion from the Top (April 2016)

- American Association of Community Colleges National Conference
- Presented on the three-year TMCC enrollment management initiative that resulted in the first increase in enrollment in several years

Lead and Co-Chair, TMCC Enrollment Management Team (2013-2015)

- Established a team, its purpose and membership based on research
- Guided team to outline short- and long-term enrollment goals and identified and reduced barriers to enrollment
- Developed strategies for student success based on targeted goals (gateway class completers, retention, persistence)
- Enrollment increased in fall 2015 for the first time in more than three years (+4%; \$1 million)

J. Kyle Dalpe, Ph.D.

caseload growth)

Engaging your Students and Faculty in the Legislative Process (May 2012)

- National Institute for Staff and Organizational Development (NISOD) National Conference
- Presented strategies to support faculty and students as messengers of college information when meeting with elected officials

Coordinator, Enrollment Management Research Project, TMCC (2013)

- Research of college enrollment obstacles and identification of strategies to maintain and increase enrollment
- This project resulted in the first-ever enrollment management team

TMCC Mascot Development Team (2014)

- Initiated this project with student government and worked with students, faculty, and college leadership to outline and undertake a process to create the first college mascot
- Mascot was created in 2014 and named in 2015, both by students

TMCC Bridges to Baccalaureate Grant Application (2011)

- Completed application to the National Institutes of Health for TMCC program
- \$2.8 million grant application

TMCC iTunes University Platform Project (2010)

- Worked with Webmaster and videographer to implement online educational and marketing presence

So What Happens to our GEAR UP Students after High School and Why? (July 2010)

- GEAR UP National Conference, Washington D.C.
- Data presented from dissertation research on GEAR UP students' high school experience and transition to higher education in conjunction with follow-up research by co-presenter

To Access or Not to Access the GEAR UP Scholarship? That is the Question (October 2009)

- GEAR UP Regional Conference, Spokane, WA.
- Data presented from the 2001-2007 Nevada GEAR UP project coupled with 2009 clearinghouse data related to students' outcomes

Chair, General Session Team, National Innovations Conference, Reno (2009)

Co-Chair, TMCC Planning and Budget Council (2008-2011)

- Coordinated committee work to develop and update the college's Strategic Master Plan

Coordinator, National Council for Marketing and Public Relations (NCMPR) District Conference (2007)

- Conference in Reno, NV; 200 attendees

Presenter, National Council for Marketing and Public Relations National Conferences (2004, 2005)

Participant, 33rd Faculty Art Show, Truckee Meadows Community College (2004)

J. Kyle Dalpe, Ph.D.

- Sixteen selected photographs displayed
- One image selected for TMCC Permanent Collection

Chair, Recruitment Publications Project, University of Texas at Tyler, (1999-2000)

- Coordinated a \$250,000 publication project to develop a viewbook for use with student recruitment

Director, Graduate Communication Audit Project (Fall 1999)

- Supervised semester-long communication audit of United Way of Tyler/Smith County, including questionnaire development, data collection, data interpretation and report preparation

Designer, Southern East Pacific Rise Dive Website (1998-1999)

- Developed and updated Website for Rutgers University biologists involved in deep-sea dives

Appointments, Board Service and Memberships

Member, Committee on Higher Education Funding and Governance (2023)

- State higher education funding formula study

Carson City Chamber of Commerce Board Member (2022-present)

Northern Nevada Development Authority (NNDA) Board Member (2022-present)

- Serve as member of a regional, rural workforce agency board

Nevada State Apprenticeship Council Member (2017-2019)

- Nevada System of Higher Education northern representative on this board to work to expand apprenticeships in Nevada to support job creation, education, and pathways employment

National Council for Workforce Education Board Member (2018-2020)

- National organization providing a forum for administrators and faculty in workforce education and basic skills to direct the future role of two-year, post-secondary institutions in workforce education and economic development

Washoe County Manager's Advisory Council (2016-2019)

- The CMAC encourages constructive discussion on the role and responsibilities of local government and advises the county on implementing needed strategic changes

Northern Nevada Apprenticeship Coordinators Association Member (2016-2019)

- Non-profit group dedicated to disseminating information concerning apprenticeship and training issues to create an appreciation of the benefits of apprenticeship training

Nevada New Skills for Youth Grant Team Member (2016-2019)

- Statewide grant to develop a detailed career readiness plan to expand opportunity for youth

Education Alliance of Washoe County (2012-2018)

- A community partnership that fosters educational excellence and student achievement in Washoe County through leadership, advocacy, and resource development
- Vice President; Executive and regular Board member

J. Kyle Dalpe, Ph.D.

Nevadaworks Board Council and Audit Committee Member (2015-2019)

- Nevadaworks is a regional agency focused on preparing Northern Nevada's workforce to meet the needs of current and potential employers through Workforce Innovation and Opportunity Act (WIOA) programs

Affordable Housing Forum Participant (Spring 2017)

- Worked with a stakeholder group to research and finalize the vision and organizational structure for a regional affordable housing plan for the Truckee Meadows

Economic Development Authority of Western Nevada (EDAWN) Board Member (2015-2016)

- A private/public partnership committed to adding quality jobs to the region by recruiting new companies and supporting the success of existing companies to diversify the economy and have a positive impact on the quality of life in Greater Reno-Sparks area

Dandini Research Park Trustee (2015-2017)

- The Dandini Research Park is governed by DRI Research Parks, a 501(c)3 corporation managed by both public and private sector community leaders that make up the board. This board works to monitor and develop the master plan for the 300-acre park and its research-related tenants

Smarter Regions Task Force Member (2013-2015)

- A IBM Smarter Cities grant project to develop with the City of Reno, City of Sparks, Washoe County, Washoe County School District and higher education officials a plan for regional partnerships and communications

Northern Nevada Skilled Workforce Think Tank Member (2012-2016)

- Local business and education leaders' workgroup to support economic development

Western Industrial Nevada Member (WIN) (2011-2016)

- Local leadership networking group

Council for Resource Development (2011-2014)

Council for the Advancement and Support of Education (CASE) Member (2010-2014)

Public Relations Society of America (PRSA) Member (2010-2012)

National Council for Marketing and Public Relations (NCMPR) Member (1998, 2000-2014)

- District 6 Newsletter Editor, (2000-2002); designed, edited and published electronic newsletter for five-state district

Awards and Recognition

- Friend of K-12 Public Education Award from the Nevada Association of School Boards on behalf of the college for work completed to support access to education, in particular high school students (2023)

J. Kyle Dalpe, Ph.D.

- Innovation and Access Award for the WNC ROADS access program from the Rural Community College Alliance (2023)
- Great Colleges to Work For® Recognition in the areas of Mission and Pride, Supervisor/Department Chair Effectiveness and Confidence in Senior Leadership for WNC (2023)
- Nevada's Center for Entrepreneurship and Technology (NCET) Tech Award for the TMCC Applied Technology Center (2018)
- Nevada Taxpayers' Association Cashman Good Government Award for police consolidation project (2018)
- Model Dairy/TMCC Faculty Excellence in Service Award Recipient (2011)
- Truckee Meadows Community College Permanent Art Collection Recognition (2004)
 - "Joshua Tree" photograph selected for permanent collection
- ADDY Advertising Awards
 - TMCC Radio ad, Silver (2006); TMCC Bus Wrap Project (2004); University of Texas at Tyler Cowan Center Performing Arts Campaign (1999)
- Admissions Marketing Report
 - Mohave Community College T-Shirt, Gold (2002);
 - UT Tyler Viewbook, Gold (2000)
- American Scholastic Press Association
 - Second place overall yearbook award by students (1998)
- National Council for Marketing and Public Relations (NCMPR) Regional and National Awards
 - Various individual and collaborative awards
- Texas Intercollegiate Press Association awards by students (1998, 1999 and 2000)

J. Kyle Dalpe, Ph.D.

Community and Volunteer Service

Friends is Service Helping (FISH) Volunteer (2019-present)

Truckee Meadows Community College Nevada Promise Scholarship Mentor (2018)

- Work with high school students to provide information about the college

McQueen High School Football Family Boosters (2010-2013)

- Website; communications; photography; program

McQueen High School Baseball Boosters (2010-2016)

- Website; communications; photography; program

Principal for the Day (2010)

- Participated in the Education Alliance's program at Sparks High School

Reno American Little League Board Member, Reno, NV (2007-2011)

- Served as President (2010), Vice President and Treasurer (2009), and Communications Officer (2008)
- Managed the consolidation of two league charters through the Little League national office to ensure access and effectiveness (2011)
- Worked to solve historical tax filing issue with IRS (2011)
- Created booster club program that raised \$2,250 (2008)
- Organized Outfield Sign Sponsorship Program, raising \$18,000 (2008)

Youth Sports Coach (baseball, soccer, football)

Community Outreach Chair, First Book Literacy Group, Kingman Advisory Board (2001-2002)

Reader, Reading is Magic Literacy Day, Mohave Community College (2002)

J. Kyle Dalpe, Ph.D.

Legislative Experience

- Secured funding for Western Nevada College during the 2022 semester to support campus operations and infrastructure
- Served as the college legislative liaison at the Nevada State Legislature from 2009 through 2021 to work with legislators on community college topics
- Worked as the Northern Nevada lead to draft a bill defining the Nevada Promise Scholarship Program that provides free attendance to community colleges in the state for high school graduates (2017)
- Supported increases in the higher education funding formula for career and technical education resulting in increased funding for trade disciplines
- Presented expert testimony on community colleges in general as part of the Interim Committee to Study Community Colleges (2013-2014, Senate Bill 391) to support community colleges remaining in the Nevada System of Higher Education
- Provided testimony, drafting support and information for a variety of bills and programs
- Provided training for faculty, staff and students in preparation of testimony in public meetings; offer workshops and speak to classes on legislative topics
- Meet regularly with elected officials at the local, state and federal levels to gain support for college initiatives
- Serve as liaison for high-profile visits by candidates and elected officials, including President Obama, President Clinton, Secretary Clinton, and others

Certifications and Trainings

- Title IX Officer with Authority Training
- Evaluator Training, Northwest Commission on Colleges and Universities (NWCCU)
- Occupational Health and Safety Administration Training (OSHA 10 General Industry)
- Forklift Operator and Safety Training Certification
- ICS-100 FEMA Incident Command System Training
- ICS-200 FEMA Single Resources and Initial Action Incident Training
- Core Team and Adjuncts Threat Management Training
- Cybersecurity Training for the Higher Education Community (FBI, DHS, FEMA)
- Fundamentals of Fundraising by the Association of Fundraising Professionals



NURSING PROGRAM 2024 APPLICATION INFORMATION
ADMISSIONS AND RECORDS
WESTERN NEVADA COLLEGE

2201 West College Parkway, Carson City, NV 89703
775-445-3277, Fax 775-445-3147

Admission Requirements:

1. **Submit Nursing Program Application by the deadline of April 1, 2024.**
2. **Complete Prerequisite Course Requirements by the end of Spring 2024 semester (May 18, 2024):**
 - **All nursing program required courses** (prerequisite and corequisite) **must be completed with a grade of C or higher** to be considered for admission into the nursing program; a grade of C- does not apply.
 - Science and Nursing courses, including Biology 190, 190L, 223, 224, 251, Chemistry 121 or equivalent and Nursing 129 or 130 **must be completed within 5 years of application**; courses completed from Spring 2019 through Spring 2024 will be accepted.
 - If Biology 223 and 224 are completed outside of an NSHE institution, both courses must be completed at the same college or university.
 - For courses taken at another institution, please see **Transfer Courses and Transcripts** section for guidance.

Prerequisite Course Requirements:

Applicants **must** successfully complete all the following prerequisites by the end of the Spring 2024 semester (May 18, 2024):

- BIOL 223 (4 units)
- BIOL 224 (4 units)
- MATH 120, 124, 126 (or higher), or STAT 152 (3 units)
- CHEM 121 (CHEM 110 is also acceptable in lieu of CHEM 121), or Biology 190 with lab (4 units)
- PSY 101 (3 units)
- ENG 101 (3 units)
- Current state CNA Certification, LPN License, or completion of NURS 129 or NURS 130.

Corequisite Courses:

Completion of the following corequisite courses is **not required for admission** into the Fall 2024 program; however corequisite courses that are successfully completed by the end of the Spring 2024 semester **will be calculated into the selection criteria GPA(s)**. *For the US/Nevada constitution requirement, courses must be completed in both US and Nevada constitutions to be entered in the selection criteria GPA.*

- English 102 (3 units)
- Biology 251 (4 units)
- US/NV Constitutions (3-6 units): PSC 101, HIST 111, CH 203, or HIST 101 and one of the following: HIST 102, 217, PSC 100 or 208

NOTE: Completion of corequisite courses is required for graduation.

3. **Complete TEAS Entrance Exam:** Applicants must complete the Test of Essential Skills (TEAS) examination at WNC (or approved NSHE site) **between September 1, 2022 and April 1, 2024.**
 - Students may take the test **once each semester; repeats are not allowed within the same semester.**
 - Students who desire to complete the TEAS test at a site other than WNC may contact the WNC Nursing and Allied Health department in advance; **advance approval is required.**
 - TEAS tests taken outside of the acceptable time frames and/or at other schools or testing center without advance approval from WNC's Nursing and Allied Health division **will not be accepted.**
 - Admissions and Records will access scores from the TEAS testing site; therefore, applicants do not need to provide copies of test scores.
 - Further information, including dates the TEAS test is given, may be found on the WNC Nursing Program/Degree website. Please be advised that sign-ups are taken on a first come first serve basis and only continue through March.

Transfer Courses and Transcripts

Applicants who will transfer courses and/or applicable test scores (such as AP) to fulfill nursing program prerequisite and/or corequisite requirements must submit official transcripts. **Official transcripts** (defined below) from any other institution, testing source, etc. showing completed program prerequisite or corequisite course(s) must be received by WNC Admissions & Records by April 1, 2024. **If WNC Admissions and Records does not have evidence of satisfactory completion or current enrollment in all required prerequisites from an applicant by April 1, 2024, the application will not be considered. Faxed or other unofficial transcripts will not be accepted.**

If an applicant is enrolled in courses at other colleges during the Spring 2024 semester that are to be used to fulfill program prerequisite and/or corequisite requirements, the applicant must submit an official transcript showing the in-progress course(s) that must be received by **April 1, 2024**. Following this, the applicant must submit a **second official transcript showing completion of the course(s) that must be received by June 1, 2024**. Applicants enrolled in prerequisite or corequisite classes at any other college that does not list in progress classes may submit a letter from the college's records/Registrar's office listing specific classes for in progress classes; official transcripts must be received by the deadline for any applicable class completed prior to the Spring 2024 semester.

Official Transcripts (defined)

A transcript from another college, university, the College Board or other educational testing source, is considered official only if it is sent directly to Admissions and Records by mail (or electronically from an NSHE school or approved transcript company) from the applicable institution; faxed copies will not be accepted. A transcript that is hand carried in a sealed envelope to Admissions and Records that was mailed to the student directly from the applicable institution **may** be accepted as official provided the envelope has not been opened. A transcript delivered in any other manner is considered unofficial and will not be used for nursing program requirements.

NURS 129 or NURS 130 / Nursing Assistant Certification / Licensed Practical Nurse:

Applicants must provide a copy of current state certification for Certified Nursing Assistant (CNA), or Licensed Practical Nurse (LPN), or complete NURS 129 or NURS 130 with a grade of C or better within the last five years (from Spring 2019 to Spring 2024).

Grade Changes

Applicants who have consulted with a WNC instructor and anticipate a grade change for a course to fulfill a nursing program requirement at any time during the Spring 2024 semester should notify Chelsie Hamtak in Admissions and Records, noting that they are a nursing program applicant. Without notification, the new grade may not be factored into the selection GPA, regardless of the date of the change. Grade changes will not be factored into the selection GPA after offers of acceptance are provided to applicants.

Students Readmits

A student who matriculated into the WNC nursing program may be readmitted one time following a withdrawal/failure. The nursing program faculty reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

Selection Criteria

A point system is utilized to select applicants into the Western Nevada College (WNC) nursing program. Applicants must successfully complete all nursing program prerequisites to be considered for admission to the WNC nursing program. The following selection criteria are applicable for entrance for the Fall 2024 nursing program:

1. Science GPA. Grades for prerequisite and corequisite Biology and Chemistry courses (see section on prerequisite and corequisite requirements). If a course has been repeated, **only** the highest applicable grade will be considered.

<u>Grade Point Average</u>	<u>Points Awarded</u>
2.0-2.25	1
2.26-2.50	2
2.51-2.75	3
2.76-3.0	4
3.01-3.25	5
3.26-3.50	6
3.51-3.75	7
3.76-4.0	8

2. GPA – Grades for all prerequisite and corequisite courses completed by Spring 2024. If a course has been repeated, **only** the highest applicable grade will be considered. Grades from NURS 129 or NURS 130 are not calculated into this GPA.

<u>Grade Point Average</u>	<u>Points Awarded</u>
2.0-2.49	1
2.5-2.99	2
3.0-3.49	3
3.5-4.0	4

3. TEAS Entrance Exam

<u>TEAS Adjusted Individual Total Score</u>	<u>Points Awarded</u>
0 – 54.9%	0
55-65.9%	1
66-75.9%	2
76-86.9%	3
87-100%	4

4. Nevada Resident

An applicant who is classified as a Nevada resident for tuition purposes at Western Nevada College at the time of nursing program application (Spring 2024) will be awarded one (1) point in the nursing admission selection criteria. The deadline to submit residency applications with all required documents to Admissions and Records for the Spring 2024 semester is February 2, 2024. Only applicants classified as Nevada residents for fee/tuition at WNC for the Spring 2024 semester will be granted this selection point; there will be no exceptions.

Maximum possible points: 17

Eligible applicants will be numerically ranked according to total points. Admission will be offered to the applicants with the highest points. In the event of applicants having an equal number of points, lots will be drawn to decide eligibility.

Notification of Acceptance

It is anticipated that applicants will be notified by email regarding their admission status on **approximately** June 10, 2024. **It is the applicant's responsibility to keep their email address current in MyWNC.** Information on admission status will not be provided until notification has been sent to all applicants. Applicants who are offered a position in the nursing program will have a limited time to accept the position. Therefore, applicants who have travel plans in June and who will not have access to email are highly encouraged to contact Admissions and Records to discuss where and how they can be reached.

Health and Immunization Requirements

Health and immunization requirements will be explained at the first nursing program orientation on **June 13, 2024**; students must fulfill all requirements by the deadline specified at the orientation to start or continue in the nursing program.

Background Check

Students who are admitted into the nursing program will be required to submit evidence of an acceptable background check in order to start or continue in the program. Any student receiving an adverse finding will not be considered for admission.

Mandatory Nursing Program Orientations

Students offered admission and those who are alternates for admission into the nursing program **are required to attend a mandatory orientation session** scheduled **from 9:30 am to 12:30 pm on Thursday, June 13, 2024**. Accepted students must attend a second mandatory orientation on **Friday, August 23, 2024 from 8 am to 4 pm**. The offer for admission or alternate status to the nursing program will be withdrawn if a student is not present for the entire orientation session.

Differential Fee

Students admitted into the nursing program will be required to pay an additional per unit fee for all nursing courses. Additional nursing academic fees will be charged – see the Nursing and Allied Health website for details.

WNC Scholarships

All nursing program applicants are encouraged to submit a WNC Scholarship application for the Fall 2024 semester; there are numerous scholarships available for students in the nursing program. The application may be found online on the WNC website under Financial Assistance. Please note this is not a requirement for application to the nursing program.



Nursing Program Application Fall 2024
Western Nevada College, Admissions and Records
2201 West College Parkway, Carson City, NV 89703
775-445-3277, fax 775-445-3147
APPLICATION DEADLINE: APRIL 1, 2024

Name: _____
(Last) (First) (MI) (Maiden or other name used)

Student ID Number: _____ E-mail: _____

Phone: _____

If courses completed from another college, university, or test scores (CLEP or AP) are to be evaluated for the nursing program, list each source below. If a college and/or educational source is not listed, it may not be evaluated for nursing program admission. If an official transcript is not received by the deadline(s), courses or test credit from the transfer source will not be evaluated for the nursing program. See section on transfer courses and transcripts for important information.

List ALL official transcripts from OTHER COLLEGES (not WNC), Certificates, CLEP, College Board scores, etc. to be evaluated on the lines below:

1. _____ 2. _____
3. _____ 4. _____

If currently enrolled in any prerequisites and/or corequisites for the Spring 2024 semester at any college other than WNC, list below. Note: courses not listed may not be evaluated for the Fall 2024 nursing program.

1. Course (i.e. ENG 102) _____ College/institution: _____
2. Course _____ College/institution: _____
3. Course _____ College/institution: _____
4. Course _____ College/institution: _____

APPLICANT'S CERTIFICATION

I accept complete responsibility for submitting all required documents to WNC Admissions and Records by the April 1, 2024 deadline:

- 1) A WNC application for admission (for students who have not taken a credit class at WNC within the last 2 years)**
- 2) An application to the nursing program**
- 3) If applicable, official transcripts from other colleges or other acceptable credit sources showing completion of prerequisite and/or corequisite courses. Current CNA certification (if applicable).**
- 4) If currently enrolled in a prerequisite course at another college, an official transcript and/or letter showing in progress courses by April 1, 2024 followed by an official transcript no later than June 1, 2024. The same deadlines apply if currently enrolled in a corequisite course at another college in order to have the course used in the GPA selection criteria.**

I have read and acknowledge the "Nursing Program Application Information 2024 provided in the information section of this application and understand that I am responsible to know all information provided. I understand that I will not be considered for admission into the WNC Nursing program if WNC Admissions and Records has not received the required documents by the deadlines, and that there are no exceptions. I understand that submission of documents to another WNC office or proof of ordering a transcript from another school does not satisfy the requirements.

I authorize the evaluation of my transcripts from other institutions (if applicable). I understand that it is my responsibility to keep my name, email address, address and phone number current through myWNC. I understand that if I am accepted into the nursing program I will be required to attend mandatory orientations on **June 13 and August 23** and must submit health and immunization records and evidence of an acceptable background check by required deadlines in order to start or continue in the program. I further authorize the WNC Office of Nursing and Allied Health to submit my name to health clinical sites as a potential nursing applicant for the purpose of review of my background check.

Signature

Date

WNC NURSING PROGRAM APPLICATION 2024 STUDENT CHECKLIST

(For Student Use Only – not for submission)

The following list is provided to applicants applying to the nursing program as a reminder of what must be received by WNC Admissions and Records to be considered for admission into the Fall 2024 nursing program at WNC:

1. _____ **Application for Admission** – Students who have never taken a WNC course or have not taken a course within the last 2 years. Deadline: April 1, 2024
2. _____ **Official Transcript(s)*** – If any prerequisite or corequisite course has been completed at other colleges, universities, or through another source (AP tests, etc.). Deadline: April 1, 2024
3. _____ **Official Transcript(s) showing current enrollment at another college**** – If you are currently enrolled in any prerequisite or corequisite course at a college other than WNC. Deadline: April 1, 2024
 - a) _____ An **official transcript showing completion of the in-progress courses**. Deadline, June 1, 2024.
4. _____ **If you are currently certified as a CNA (Certified Nursing Assistant) or LPN (Licensed Professional Nurse)** and will use the certification in lieu of having NURS 129 or NURS 130 on an official college transcript, a copy of your current state CNA certification or LPN license is required.
5. _____ **Check your email address, mailing address and phone number** in myWNC to make sure it is current.

* If you have had college transcripts submitted by mail or electronically, you should have received an email confirming the receipt of the transcript from WNC Admissions and Records. If you later had an updated transcript sent, you should receive an additional email communication. If unsure, you are strongly advised to check with Admissions and Records. Email confirmations are not sent for AP or other test scores. **It is the applicant's responsibility to ensure that any transcripts and documents to be used in the nursing program admissions criteria are received by WNC Admissions and Records by the deadline(s).**

** Students attending a college that does not list in progress courses on a transcript must submit a letter from the college's records/Registrar's office listing the in-progress course(s).

WNC Admissions & Records Office
Bristlecone Building, Room 101
2201 West College Parkway, Carson City, NV 89703
admissions.records@wnc.edu
775-445-3277 (ph) | 775-445-3147 (fax)

WNC Program and Degree List

WNC Program	Required External Licensure or Credential and Unique Requirements for Advancement	Online Location and/or Published Documents
Emergency Medical Services Paramedicine (Currently on pause, last cohort Spring 2023)	National and State licensure. Advanced Cardiac Life Support (ACLS) card, Advanced Pediatric Life Support (PALS) card, Advanced Trauma life Support (ITLS) card, American Heart Association, Healthcare Provider CPR card, EMT certification	College Catalog (Paramedicine) College Catalog (Paramedic Program) National Registry of Emergency Medical Technicians web page Committee on Accreditation for the EMS Professions (CoAEMSP) web page Nevada Department of Health and Human Services (EMS) web page Paramedic Student Handbook (appendix or upload link)
Fire Science Technology	National Fire Protection Associations 1001 Standard for Fire Fighter Professional Qualifications Nevada standards for Firefighter I exam	College Catalog (Fire Science Technology) National Fire Protection Assn Fire Fighter Prof Qual web page Nevada State Police State Fire Marshall Certifications web page
Health Science - Nursing Registered Nurse	National Council Licensure Examination – Registered Nurse (NCLEX-RN) Additional background check and fingerprinting are required by the Nevada State Board of Nursing in order to obtain authorization to test for the NCLEX-RN.	College Catalog (Registered Nursing - AAS) National Council of State Boards of Nursing web page Nevada State Board of Nursing web page

		Nursing Program Student Handbook (appendix or upload link)
WNC Skills Certificates	Required External Licensure or Credential and Unique Requirements for Advancement	Online Location and/or Published Documents
Advanced Manufacturing: Automation and Industrial Technology Skills Certificate – Industrial Electronics Technology	Certified Electronics Technician Associate Exam, administered by the International Society of Certified Electronics Technicians (ISCET).	College Catalog (Industrial Electronics Technology) International Society of Certified Electronics (CET Associate)
Advanced Manufacturing: Automation and Industrial Technology Skills Certificate - Manufacturing Technician	C-101 Certified Industry 4.0 Associate I - Basic Operation certificate through the Smart Automation Certification Alliance (SACA).	College Catalog (Manufacturing Technician) Smart Automation Certification Alliance (Associate Certification) Manufacturing Technician web page
Advanced Manufacturing: Automation and Industrial Technology Skills Certificate Mechatronics Foundation	SACA C-102 Certified Industry 4.0 Associate II.	College Catalog (Mechatronics Foundation) Smart Automation Certification Alliance (Advanced Certification) web page
Allied Health/Health Science: Skills Certificate - Certified Nursing Assistant (CNA) WNC not offering June 2023 – current.	Nevada State Board of Nursing CNA Clinical Skills Competency and Computerized Knowledge Examination (Credentia)	College Catalog (Certified Nursing Assistant) Nevada State Board of Nursing CNA Webpage Credentia CNA Testing Webpage
Allied Health/Health Science: Skills Certificate Laboratory Technician - Phlebotomy	American Society for Clinical Pathology (ASCP) Certification	College Catalog (Licensed Laboratory Technician) American Society for Clinical Pathology web page Laboratory Technician Requirement Document (appendix or upload link)

Emergency Medical Services Skills Certificate Emergency Medical Services (EMT)	National Registry of Emergency Medical Technicians (NREMT). Nevada State Certification EMT.	College Catalog (Emergency Medical Services EMT) National Registry of Emergency Medical Technicians web page Nevada Department of Health and Human Services (EMS) web page EMS Student Handbook (appendix or upload link)
Emergency Medical Services Skills Certificate - Advanced Emergency Medical Technician (AEMT)	National Registry of Emergency Medical Technicians (NREMT). Nevada State Certification AEMT.	College Catalog (Advanced Emergency Medical Technician) National Registry of Emergency Medical Technicians web page Nevada Department of Health and Human Services (EMS) web page EMS Student Handbook (appendix or upload link)
Automotive Technology: Collision Repair and Automotive Mechanics Skills Certificate: Automotive Collision Repair	National Institute for Automotive Service Excellence (ASE) and I-Car certifications.	College Catalog (Automotive Collision Repair) Automotive Service Excellence Certification web page i-car web page
Automotive Technology: Collision Repair and Automotive Mechanics Skills Certificate: Automotive Brakes	National Institute for Automotive Service Excellence (ASE) and I-Car certifications.	College Catalog (Automotive Mechanics) Automotive Service Excellence Certification web page i-car web page
Automotive Technology: Collision Repair and Automotive Mechanics	National Institute for Automotive Service	College Catalog (Automotive Electrical/electronic Systems)

Skills Certificate: Mechanics – Automotive Electrical/Electronic Systems	Excellence (ASE) and I-Car certifications.	Automotive Service Excellence Certification web page i-car web page
Automotive Technology: Collision Repair and Automotive Mechanics Skills Certificate: Automotive Engine Performance	National Institute for Automotive Service Excellence (ASE) and I-Car certifications.	College Catalog (Automotive Engine Performance) Automotive Service Excellence Certification web page i-car web page
Automotive Technology: Collision Repair and Automotive Mechanics Skills Certificate: Automotive Heating and Air Conditioning	National Institute for Automotive Service Excellence (ASE) and I-Car certifications.	College Catalog (Automotive Heating and Air Conditioning) Automotive Service Excellence Certification web page i-car web page
Automotive Technology: Collision Repair and Automotive Mechanics Skills Certificate: Automotive Steering and Suspension	National Institute for Automotive Service Excellence (ASE) and I-Car certifications.	College Catalog (Automotive Steering and Suspension) Automotive Service Excellence Certification web page i-car web page
Automotive Technology: Collision Repair and Automotive Mechanics Skills Certificate: Automotive Transmission/Transaxle	National Institute for Automotive Service Excellence (ASE) and I-Car certifications.	College Catalog (Automotive Transmission/Transaxle) Automotive Service Excellence Certification web page i-car web page
Business: Skills Certificate Real Estate	Nevada Real Estate Division licensure.	College Catalog (Real Estate) Nevada Real Estate Licensing Division web page
Computer Information Technology: Skills Certificate Cisco Switching and Routing	EC Council Certifications: Certified Network Defender, Certified Ethical Hacker and	College Catalog (Cybersecurity)

	Computer Hacking Forensics Investigator.	EC Council Certifications web page
Computer Information Technology: Skills Certificate Ethical Hacking	Comp TIA Network +, EC-Council Certified Network Defender and EC-Council Certified Ethical Hacker. Eligible for TestOut curriculum Pro series exams.	College Catalog (Ethical Hacking) EC Council Certifications web page CompTIA Network+ certification web page TestOut Curriculum Pro Series Exams web page
Computer Information Technology: Skills Certificate Front End Developer	CompTIA A+, CompTIA Network+ and CIT Site Developer Associate Certification exams. Eligible for TestOut curriculum Pro series exams.	College Catalog (Front End Developer) CompTIA Network+ certification web page CIT Site Developer Associate Certification web page TestOut Curriculum Pro Series Exams web page
Computer Information Technology: Skills Certificate General Security	Comp TIA Network +, CompTIA Linux+ and CompTIA Security+ certification exams. Eligible for TestOut curriculum Pro series exams.	College Catalog (IT Security: General Security) CompTIA Network+ certification web page TestOut Curriculum Pro Series Exams web page
Computer Information Technology: Skills Certificate IT Essentials	CompTIA A+, Comp TIA Network +. Eligible for TestOut curriculum Pro series exams.	College Catalog (IT Essentials) CompTIA Network+ certification web page TestOut Curriculum Pro Series Exams web page
Computer Information Technology: Skills Certificate Microsoft Certified Technology Specialist (MCTS)	none	College Catalog (Microsoft Certified Technology Specialist) Microsoft Certifications web page

Computer Information Technology: Skills Certificate Network Support	CompTIA A+, Comp TIA Network +, and Wireshark Certified Network Analyst (WCNA). Eligible for TestOut curriculum Pro series exams.	College Catalog (Network Support) CompTIA Network+ certification web page Wireshark Certified Network Analyst web page TestOut Curriculum Pro Series Exams web page
Computer Information Technology: Skills Certificate Project Management	Microsoft MOS certification(s), CompTIA Project+, PMI CAPM. Eligible for TestOut curriculum Pro series exams.	College Catalog (IT Project Management) Microsoft Certifications web page CompTIA Network+ certification web page PMI Certified Associate in Project Management web page
Computer Information Technology: Skills Certificate Secondary Education Endorsement - Programming	Python Institute's PCEP - Certified Entry-Level Python Programmer and PCAP - Certified Associate in Python Programming certifications.	College Catalog (Secondary Education Endorsement Programming) Python Institute Certification web page
Construction Technology: Certified Inspector of Structures	Nevada State Certified Inspector of Structures	College Catalog (Certified Inspector of Structures) Department of Business and Industry Nevada Real Estate Division web page
Construction Technology: Construction and Building Trades. Skills Certificate – Construction Skills	None Internship	College Catalog (Construction Skills)
Construction Technology: Construction and Building Trades. Skills Certificate – Construction Gateway	National Center for Construction Education and Research (NCCER) Construction Craft Laborer credential	College Catalog (Construction Gateway) National Center for Construction Education and Research web page

Construction Technology: Construction and Building Trades. Skills Certificate – Heating, Ventilation, and AC/Refrigeration	None – career readiness. (WNC has not had students on this skill certification pathway since the Pandemic)	College Catalog (Heating, Ventilation, A/C Refrigeration)
Deaf Studies: American Sign Language and Interpreting. Skills Certificate - Interpreting	Educational Interpreter Performance Assessment and/or the National Interpreter Certification Exam.	College Catalog (Interpreting) Educational Interpreter Performance Assessment web page National Interpreter Certification Exam web page
Fire Science Technology: Skills Certificate – Fire Science	Under development	Nevada State Police State Fire Marshall Certifications web page
Machine Tool Technology: Skills Certificate – Machine Tool Technology Level 1: Chucking, Surface Grinding and Milling Level 3: CNC Operations, Turning, and measurement	National Institute for Metalworking Skills (NIMS) multiple levels of certification in machining (levels 1 and 3).	College Catalog (Machine Tool Technology) National Institute for Metalworking Skills web page
Welding: Skills Certificate – Welding Certification Preparation. 1. Shielding/Gas Metal Arc 2. Flex Core and Gas Tungsten Arc 3. AWS Exam	American Welding Society Certification. Instruction for code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers.	College Catalog (Welding Certification Preparation) American Welding Society web page American Petroleum Institute web page American Society of Mechanical Engineers Code Certification web page

WNC Certificate of Achievement	Required External Licensure or Credential and Unique Requirements for Advancement	Online Location and/or Published Documents
Advanced Manufacturing: Automation and Industrial Technology	Certified Electronics Technician Associate Exam, administered by the International Society of	College Catalog (COA Industrial Electronics Technology)

Certificate of Achievement - Industrial Electronics Technology	<p>Certified Electronics Technicians (ISCET).</p> <p>College catalog link details required courses and applicable certifications within required coursework.</p>	International Society of Certified Electronics (CET Associate)
<p>Advanced Manufacturing: Automation and Industrial Technology</p> <p>Certificate of Achievement - Mechatronics Foundation</p>	<p>SACA C-102 Certified Industry 4.0 Associate II.</p> <p>College catalog link details required courses and applicable certifications within required coursework.</p>	<p>College Catalog (COA Mechatronics)</p> <p>Smart Automation Certification Alliance (Advanced Certification) web page</p>
<p>Automotive Technology: Automotive Mechanics</p> <p>Certificate of Achievement – Automotive Mechanics</p>	<p>National Institute for Automotive Service Excellence (ASE) and I-Car certifications.</p> <p>College catalog link details required courses and applicable certifications within required coursework.</p>	<p>College Catalog (COA Automotive Mechanics)</p> <p>Automotive Service Excellence Certification web page</p> <p>i-car web page</p>
Business: Certificate of Achievement –Bookkeeping	College catalog link details required courses and applicable certifications within required coursework.	College Catalog (COA Bookkeeping)
Business: Certificate of Achievement –General Business	College catalog link details required courses and applicable certifications within required coursework.	College Catalog (COA General Business)
Computer Information Technology: Certificate of Achievement Computer Information Technology	College catalog link details required courses and applicable certifications within required coursework.	College Catalog (COA Computer Information Technology)
Construction Technology: Construction and Building Trades. Certificate of Achievement- Heating, Ventilation, Air-Conditioning, Refrigeration	College catalog link details required courses and applicable certifications within required coursework. (WNC has not had students on this Certificate of Achievement pathway since the Pandemic)	College Catalog (COA Heating, Ventilation, A/C, Refrigeration)
Construction Technology: Certificate of Achievement Construction	College catalog link details required courses and	College Catalog (COA Construction)

	applicable certifications within required coursework.	
Criminal Justice: Certificate of Achievement Criminal Justice	<p>Nevada Peace Officer Standards and training (POST) Certifications – Intermediate and Advanced levels.</p> <p>College catalog link details required courses and applicable certifications within required coursework.</p>	<p>College Catalog (COA Criminal Justice)</p> <p>Nevada Commission on Peace Officer Standards and Training web page</p>
Deaf Studies: American Sign Language and Interpreting Certificate of Achievement – American Sign Language	<p>Educational Interpreter Performance Assessment and/or the National Interpreter Certification Exam.</p> <p>College catalog link details required courses and applicable certifications within required coursework.</p>	<p>College Catalog (COA American Sign Language)</p> <p>Educational Interpreter Performance Assessment web page</p> <p>National Interpreter Certification Exam web page</p>
Education: Certificate of Achievement – Early Childhood Education	College catalog link details required courses and applicable certifications within required coursework.	College Catalog (COA Early Childhood Education)
Emergency Medical Services: Certificate of Achievement – Emergency Medical Services	<p>National Registry of Emergency Medical Technicians (NREMT). Nevada State Certification EMT.</p> <p>College catalog link details required courses and applicable certifications within required coursework.</p>	<p>College Catalog (COA Emergency Medical Services)</p> <p>National Registry of Emergency Medical Technicians web page</p> <p>Nevada Department of Health and Human Services (EMS) web page</p>
Graphic Design: Certificate of Achievement – Graphic Design	College catalog link details required courses and applicable certifications within required coursework.	College Catalog (COA Graphic Design)
Machine Tool Technology: Certificate of Achievement – Machine Tool Technology	National Institute for Metalworking Skills (NIMS) multiple levels of certification in machining (levels 1 and 3).	College Catalog (COA Machine Tool Technology)

	College catalog link details required courses and applicable certifications within required coursework.	National Institute for Metalworking Skills web page
Welding: Certificate of Achievement: Welding Technology	<p>American Welding Society Certification.</p> <p>Instruction for code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers.</p> <p>College catalog link details required courses and applicable certifications within required coursework.</p>	<p>College Catalog (COA Welding Technology)</p> <p>American Welding Society web page</p> <p>American Petroleum Institute web page</p> <p>American Society of Mechanical Engineers Code Certification web page</p>

WNC Financial Aid Policy Pop-Up

Staff Homepage

ampos

Student Center

General In

Lesly's Student Center

Academics

My Class Schedule

Shopping Cart

My Planner

Other Academic Information

Finances

My Account

Account Inquiry

Enroll in Direct Deposit

Class Refund Dates

Financial Aid

View Financial Aid

Other Finance Information

Personal Information

Demographic Data

Emergency Contact

Comm Center Self Service Msg

Financial Aid Policy Info

23-24 Policy Review Required

Congratulations, you are on the road to accomplishing your educational goals!

WNC Financial Assistance programs are designed and intended to assist students to complete their educational goals. As a financial aid student, it is your responsibility to become familiar with the [WNC Financial Assistance webpage](#) and review important [Consumer Information](#) regarding financial aid policies, campus security, campus resources and other general WNC information.

Please carefully review the information below to help you better understand financial aid terms and essential policies. As a financial aid student, you must become familiar with the information below.

Grant and Scholarship Disbursements: Disbursements for grants and scholarships begin the week prior to each semester. During the week before school and the first week of school disbursements and refunds are completed Monday-Friday. Beginning with the second week of school disbursements and refunds are processed on a weekly basis. In general, the disbursement and refund batch jobs are ran on Wednesday. Financial Aid Refunds are sent via check or direct deposit on the same day as disbursements. For student with direct deposit, each banking institution posts refunds according to their own electronic funds transfer policy.

Federal Student Loan Disbursements (Including PLUS Loans): Federal Student Loans begin disbursing during week 3 of the academic semester. Loan Disbursements will not occur until academic participation has been confirmed by instructors, which occurs after the [Financial Assistance Census Date](#) each semester. Students who are considered first time students and first time borrowers remain subject to the required 30 day delay on student loans.

Academic Participation and the Financial Aid Census Date: In order to establish and remain eligible for federal financial assistance, student must establish [academic participation](#) by the [Financial Assistance Census Date](#) each semester. The WNC Financial Assistance Census Date coincides with the last date students can drop classes for a full tuition refund at WNC, or the 6th day of the semester.

Special Circumstances: If are experiencing a Special Circumstance, such as the loss of a job or expenses above your Cost of Attendance, you are encouraged to contact the WNC Financial Assistance Office to discuss your situation. A Financial Aid Advisor will evaluate your situation with you to help determine if you qualify for a Special Condition Request.

Unusual Circumstances: If are experiencing an Unusual Circumstance, such as a change in your financial aid dependency status or the death of your parent, you are encouraged to contact the WNC Financial Assistance Office to discuss your situation. A Financial Aid Advisor

Carson City, NV 89706

Carson City, NV 89706

Home Phone

Home E-mail

Search for Classes

Communication Center

Before you Withdraw

Before you Withdraw

Before you Withdraw

To Communication Center

Holds

To Holds

To Do List

More ▶

Milestones

To Milestones

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

None Assigned

Third Party Release

Manage Third Party Releases



John Lazzari <john.lazzari@wnc.edu>

(no subject)

1 message

John Lazzari <John.Lazzari@wnc.edu>
To: John Lazzari <John.Lazzari@wnc.edu>

Thu, Feb 22, 2024 at 12:55 PM

On Mon, Feb 5, 2024, 12:01 PM Western Nevada College <pr-wnc.edu@shared1.ccsend.com> wrote:



Important Student Information

This notice includes a number of college policies, reports and other important college resources. Being informed about WNC and its policies is crucial for student and college success.

Paper copies are available upon request, contact WNC Financial Assistance Office [\(775\) 445-3264](tel:775-445-3264).

ALCOHOL AND DRUG POLICY

WNC provides this notice in compliance with federal laws as part of WNC's program to prevent the possession, use and distribution of illicit drugs and alcohol by students and employees. The unlawful possession or abuse of drugs and alcohol by students and employees presents multilevel risks to the individual, the learning environment, and the college as a whole. There are also serious criminal and disciplinary sanctions that can be imposed on students and employees that will disrupt their studies or careers.

[View Policy](#)

ANNUAL SECURITY REPORT

This information is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It is provided to inform members of the campus community of incidents of crime and crime prevention and safety measures so that they can make informed decisions relative to their safety.

[View Full Report](#)



CONSUMER INFORMATION

The following Consumer Information is essential information about Western Nevada College and the direct links below provide additional information about important WNC policies, contacts and outcomes. This Consumer Information Notice is in accordance with the Higher Education Opportunity Act. Additional information can be requested through the WNC Financial Assistance Office, Monday-Friday, 8am-5pm.

More Details

Western Nevada College Information

- [About WNC](#)
- [Department Contacts](#)
- [Admissions](#)
- [FERPA and Privacy Information](#)
- [WNC State Authorization Reciprocity for Distance Education](#)
- [Bookstore and Textbooks](#)
- [WNC on College Navigator](#)
- [Net Price Calculator](#)
- [College Score Card](#)
- [HEERF Funding](#)

Student Financial Assistance

General Financial Assistance Information

- [How to Apply](#)
- [Paying for College Consumer Financial Protection Bureau](#)
- [Financial Aid Statement of Ethical Principals](#)
- [Student Rights & Responsibilities](#)
- [Contact Information](#)

Award Programs Need and Non-Need Based

- [Grants](#)
- [Loans](#)
- [Work-study](#)
- [Scholarships](#)

Loan Disclosures

- [College Student Loan Code of Conduct](#)
- [Initial Loan Counseling](#)
- [Exit Counseling](#)
- [Repayment Information](#)
- [Postponing repayment](#)
- [Public Service Loan Forgiveness](#)
- [Payment Plan Calculators](#)
- [National Student Loan Database Service \(NSLDS\)](#)
- [Cohort Default Rate \(CDR\) Database](#)

Cost of Attendance and Net Price Calculator

- [Cost of Attendance](#)
- [Net Price Calculator](#)

Disbursements and Refunds

- [Financial Assistance Disbursement of Funds for Books & Supplies](#)
- [Refund Policy](#)
- [Refund Dates and Deadlines](#)

Withdrawal and Satisfactory Academic Progress

- [Requirements for Withdrawal and Return of Federal Financial Assistance](#)
- [Satisfactory Academic Progress \(SAP\) and Continued Eligibility](#)

Health & Safety

Safety and Security

- [Annual Security Report](#)
- [Security and Fire Safety Report](#)
- [Campus Security Policies, Statistics, Crime Log](#)
- [Student Conduct](#)

Health and Wellness

- [Drug and Alcohol Abuse Prevention](#)

- [Sexual Violence Awareness and Prevention](#)
- [Immunization Policy](#)
- [Counseling Services](#)
- [Behavioral Intervention Team](#)

College Student Outcomes

- [Graduation & Retention Rates](#)
- [Graduation & Retention Rates by Demographic](#)
- [Degrees and Certificates Awarded](#)
- [Post-Graduate & Professional Enrollment Rates](#)
- [Student Right to Know](#)
- [Cohort Default Rate \(CDR\) Database](#)

Citizenship

- [Voter Registration](#)

COPYRIGHT POLICY

It shall be the policy of Western Nevada College to observe and adhere to the provisions set forth in section 107 of the U.S. Copyright Act of 1976, and any subsequent revisions or additions, including the Digital Millennium Copyright Act and the Technology, Education, and Copyright Harmonization (TEACH) Act that impact the reproduction of copyrighted materials for educational purposes. It shall also be the policy of Western Nevada College to observe and adhere to the provisions of the Higher Education Act of 2008 that prohibit the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property.

[View Policy](#)

[Visit Title 17 Website](#)

PRIVACY INFORMATION

WNC protects the privacy of student educational records, in accordance with institutional policy and the Family Education Rights and Privacy Act of 1974 (FERPA).

[View Policy](#)

NON-DISCRIMINATION AND PREVENTION OF SEXUAL HARASSMENT POLICY

WNC has adopted the Nevada System of Higher Education (NSHE) policy against unlawful discrimination and harassment. The policy includes the complaint procedure.

[View Policy](#)

Start Here ... *Go Anywhere*

Western Nevada College | 2201 West College Parkway, Carson City, NV 89703

[Unsubscribe t.bonnertreecare@gmail.com](mailto:t.bonnertreecare@gmail.com)

Our Privacy Policy | Constant Contact Data Notice

Sent by pr@wnc.edu powered by



--
Western Nevada College
Advancement Office
pr@wnc.edu

WNC does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity or expression, sexual-orientation, protected veteran status, genetics, or religion in its programs and activities and provides equal access to facilities to all. Inquiries concerning the application of non-discrimination policies may be referred to: Title IX Coordinator: 775-445-3219, Western Nevada College, 2201 West College Parkway, Carson City, NV 89703. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481. (Rev. 09/16)



Western Nevada College

**Financial Assistance Office
Policies and Procedures Manual
2023-2024**

Table of Contents

Chapter 1	Introduction
Chapter 2	Division of Responsibilities
Chapter 3	Financial Assistance Office Administration
Chapter 4	Calendar of Financial Aid Activities
Chapter 5	Student Consumer Information
Chapter 6	Definitions
Chapter 7	Application Process and Flow
Chapter 8	Eligibility
Chapter 9	Student Cost of Attendance
Chapter 10	Verification
Chapter 11	Satisfactory Academic Progress
Chapter 12	Professional Judgment and Dependency Overrides
Chapter 13	Packaging and Awarding Financial Aid
Chapter 14	Grant Programs
Chapter 15	Student Loan Programs
Chapter 16	Student Employment Programs
Chapter 17	Scholarship Programs
Chapter 18	Disbursement and Financial Aid Refunds
Chapter 19	Return of Title IV Funds and Institutional Refund Policy
Chapter 20	Fund Management and Reconciliation
Chapter 21	Special Programs/Non-Terms
Chapter 22	Other Resources and Programs for Students: VA and Talent Grants
Chapter 23	Fraud
Chapter 24	Enrollment Reporting
Chapter 25	Audits and Program Reviews

Process Appendices

A.1-A.2 – ISIR, SAP, Packaging Processes	<i>J – Reserved for future use</i>	<i>S – Reserved for Future Use</i>
B - Cost Attendance	K – SAP Procedures	<i>T – Reserved for Future Use</i>
C – V1, V4, V5, 07 codes, 400/401 Instructions & Second Check Process	L- Exit Counseling Procedures	<i>U – Reserved for Future Use</i>
D – Degree Mod for Authorized Classes	M- Enrollment Reporting Procedures	<i>V – Reserved for Future Use</i>
E – Repacking, Authorization, Disbursement	N –Awarding Institutional Aid	<i>W – Reserved for Future Use</i>
F – R2T4 PeopleSoft Steps	O - SAIG Password Updates	<i>X – Reserved for Future Use</i>
G - Reconciliation and Fund Management	P – Academic Participation Mod & FA Term Updates	<i>Y– Reserved for Future Use</i>
H – Unusual Enrollment History	Q – Summer 2 nd Pell Process	<i>Z– Reserved for Future Use</i>
<i>I – Reserved for future use</i>	R – Adding Third Party Payments	

Chapter One: Introduction

Introduction

Federal regulations mandate that institutions have written policies and procedures. Beyond the federal requirement, there are many benefits to having a written document outlining the Financial Assistance Office policies and procedures: 1) for distribution to appropriate others outside the Financial Assistance Office (FAO) for the purpose of informing and fostering an understanding of the complexity and operation of the FAO; 2) for FAO staff as a referral guide to assist in maintaining consistency in the problem-solving process; and 3) as an important component of a comprehensive training program.

Statement of Purpose

The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Western Nevada College. If no policy or procedure addresses a given issue, the FAO staff is expected to use professional judgment based upon the intent of all financial aid programs and office practices.

This Manual will:

1. Provide the financial aid staff with current policies and procedures which pertain to eligibility assessment for federal, state, and WNC programs.
2. Describe job duties, specific procedures and individual responsibilities for each staff member.
3. Provide each staff member with general office procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations are handled in a uniform manner.
4. Provide quick reference to various practices.
5. Facilitate the orientation and training of personnel when changes occur.

Financial Assistance Office Vision and Mission Statement

Vision

Western Nevada College Financial Assistance Office reduces financial barriers to promote student success.

Mission

The Western Nevada College Financial Assistance Office strives to promote student success, by providing accessible, knowledgeable, and consistent professional service and resources to reduce financial barriers.

Statement of Ethical Principles

The Financial Assistance Office shall:

- Be committed to removing financial barriers for those students who wish to pursue a college education.
- Educate students and families through quality outreach financial aid information.
- Respect the dignity and protect the privacy of students and assure the confidentiality of student records and personal circumstances.
- Assure equity by applying all need analysis formulas consistently among student financial aid applicants.
- Recognize the need for professional development and continuing educational opportunities.
- Commit to the highest level of ethical behavior.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

Essential Information

OPE ID Number: **01036300**

Federal School Code: **013896**

Serial Number: **005067**

PELL ID Number: **013896**

COD ID Number: **02749725**

Direct Loan School Number: **G10363**

DUNS Number: **120454905**

Taxpayer Identification Number (TIN): **886000024**

Entity Number: **1886000024A6**

College Board Number: **4972**

Title IV funding level: **Baccalaureate degree**

Chapter Two: Division of Responsibility

Division of Responsibility Between Financial Aid and the Controller's Office

There exists a clear and separate division of responsibility for the administration of financial aid programs which are divided between the Financial Assistance Office and the Controller's Office. This federally mandated "separation of functions" is outlined in *The Blue Book: Accounting, Recordkeeping and Reporting for the Business Office*. In order to maintain this division, each office is accountable for the following responsibilities.

Financial Assistance Office

The FAO is responsible for the following:

1. Collecting supporting documentation for the determination of financial assistance eligibility.
2. Determining student eligibility for financial assistance.
3. Awarding federal, state, and institutional aid in compliance with laws, regulations, and policies.
4. Reconciling accounts
5. Notifying students of financial assistance eligibility.
6. Authorizing disbursements and student payroll.
7. Compiling and completing all institutional, state and federal reports.
8. Coordinating student employment programs.

The Controller's Office

The Controller's Office is responsible for the following:

1. Maintaining and distributing accurate bills.
2. Collecting payments for student accounts.
3. Disbursing funds and generating checks/direct deposits to students.
4. Reconciling accounts

BCN Payroll Office at UNR

The BCN Payroll Office is responsible for the following:

1. Generating student paychecks

Admissions and Records

Admissions and Records is responsible for the following:

1. Ensuring Admissions criteria is met for Degree Seeking Students.
2. Maintaining enrollment records.
3. Enrollment Reporting to the National Student Clearinghouse.

Human Resources

Human Resources is responsible for the following:

1. Completes Student Onboarding Processes in Workday

Chapter Three: Financial Assistance Office Administration

Financial Assistance Office Structure and General Position Overviews

- Director of Financial Assistance
- Student Employment and Scholarship Coordinator
- Loan Coordinator / FA Advisor
- Verification and Compliance Coordinator/Technical Systems Specialist
- Administrative Assistant IV/ FA Specialist and VA Certifying Official
- Administrative Assistant II (Temporary)
- Student Employees

DIRECTOR – JW Lazzari

- Manage Financial Assistance, ensuring the goals and objectives of the campus are met
- Interface with departments, representing the needs of the Financial Assistance Office
- Administer Student Financial Aid Programs in accordance with federal, state and institutional rules, regulations, policies and procedures
- Revise and maintain current institutional policies and procedures to ensure compliance with federal and state regulations.
- Supervise the Student Employment and Scholarship Coordinator, Loan Coordinator/ FA Advisor, Verification and Compliance Coordinator/FA Technical Systems Specialist, Administrative Assistant IV, and Administrative II
- Manage financial aid accounts
- Assist with R2T4 calculations
- Coordinate all financial aid publications and web pages
- Participate as needed on NSHE and WNC committees
- Respond to data requests and audits
- Prepare NSHE, federal and state reports

Cash Management Activities

- Reconcile financial aid accounts
- Prepare FISAP Report
- Disburse funds to student accounts

Technical Duties

- Participate in Aid Year Rollover Process
- Build required queries for data finding
- Audit and review student information system to ensure processes are working correctly

STUDENT EMPLOYMENT & SCHOLARSHIP COORDINATOR – Temple Campana

Student Employment

- Ensure that the department's student employment program goals are satisfied
- Provide enhancement of existing employment programs for students on-campus by ensuring that informational packets and workshops are developed for students and employers; analyze and develop position descriptions and wage schedules; work with BCN Payroll and WNC Human Resources to address issues related to EEOC, immigration laws related to work, FICA and other regulatory requirements
- Initiate contacts with off-campus employers to provide information regarding WNC's services; work with employers to develop work-study positions that meet the needs and requirements of students; develop systems for recruiting and tracking off-campus positions, providing statistical analysis for accountability
- Coordinate Regent's Service Program; work with employers to develop positions that meet program guidelines and requirements; monitor success of program by tracking participants, conducting evaluations and compiling reports
- Coordinate Federal and State Work-Study Programs; oversee awarding, monitors and process all work-study awards; work with employers to develop work-study positions that meet the needs and requirements of students; monitor fund expenditures, balance fund accounts –Internal Spreadsheet, PeopleSoft and Financial Data Warehouse and compile required federal, state and college reports
- Advise students of employment and work-study eligibility; work directly with students to resolve problems

- Oversee the payroll data entry process for student paychecks
- Enter timesheet data and submit batch uploads to HRMS

Scholarship

- Coordinate internal and external scholarship programs
- Assist the college scholarship committee with planning and awarding processes
- Provide technical support to the scholarship committee
- Reconcile Millennium Scholarship
- Monitor Satisfactory Academic Progress
- Monitor and reconcile scholarship accounts

FA Duties

- Participate in Outreach Events
- Chair the Financial Assistance Appeals Committee
- Serve as back-up for Verification Completion

FINANCIAL AID ADVISOR/ COORDINATOR – Kathleen McFarlin

Financial Aid Advisor/Coordinator

- Assist students and parents with the financial assistance and application process
- Counsel students and parents regarding aid eligibility and financial aid rights and responsibilities
- Review, process and verify financial aid applications using federal, state, and institutional methodologies
- Award financial aid to eligible students in compliance with federal, state, institutional, and outside source eligibility criteria
- Serve as resource for financial aid information for students, parents, faculty, and staff
- Provide presentations and informational seminars to high schools and other civic organizations in support of college outreach efforts
- Process Americorp payment vouchers and validate student eligibility
- Participate in workshops and training seminars in support of professional development
- Update the Financial Assistance web-site
- Transmit files to the Department of Education using EdConnect
- Reconcile Federal Pell Funds
- Process and double check Verifications when needed
- Assist the director as needed

Loan Coordinator

- Manage student loan programs
- Determine loan eligibility and awards loan monies
- Determine satisfactory academic progress for continued aid eligibility
- Coordinate the installs, maintenance and upgrades of loan vendor software
- Compose documents and letters detailing loan program policies and procedures
- **Send correspondence regarding loan programs (students, lenders, guarantee agencies...).**
- Monitor student loan recipients to prevent and eliminate over-awarding
- Update NSLDS as Loan Deferment Requests are received and as students withdraw or drop below ½ time
- Send Loan Exit Interview Packets to students when required
- Provide loan training to external and internal staff
- Process and review Return of Title IV (R2T4)
- Reconcile Federal Loan Funds
- Handle all Loan Item types roll over every year
- Manage the college Default Prevention Program

Verification and Compliance Coordinator/ Technical Systems Specialist – Ambra Reed

Verification and Compliance Coordinator

- This position is responsible for counseling students, and their parents, regarding their eligibility, options and responsibilities in the financial aid process.

- Review, process and verify financial aid applications using federal, state, and institutional methodologies
- Develop procedures and create forms for documenting income, exceptions, and special circumstances
- Serve as resource for financial aid information for students, parents, faculty, and staff
- Provide presentations and informational seminars to high schools and other civic organization in support of college outreach efforts
- Participate in workshops and training seminars in support of professional development.
- Assist the director as needed
- Run PeopleSoft jobs for repackaging and aid authorizations.

Technical Systems Specialist

- Responsible for the management of the myWNC FA student information. This includes testing PeopleSoft PUMs, aid year rollover set-up, troubleshooting, building communications, and other technical tasks as assigned.
- Responsible for sitting on the NSHE Application Support Group (ASG) and serving as Chair during WNC's designated year.
- Responsible for testing new PeopleSoft Module and providing feedback to SCS regarding set-up.
- Responsible for setting up work-orders with SCS regarding system issues.
- Responsible for the development and maintenance of onBase forms and workflows.
- Responsible for working with Admissions and Records on resolving duplicate IDs.

ADMINISTRATIVE ASSISTANT IV/ FA Specialist and VA Certifying Official – Jessica O'Brien

Administrative Assistant Duties

- Ordering Supplies and managing the office procard
- Supervises Student Employees and Front Desk
- Oversees, develops and maintaining the document imaging process

FA Specialist

- Assists students and parents with FAFSA applications online
- Responsible for the downloading of ISIR data through EdConnect and the uploading of data to PeopleSoft and running weekly jobs for FA Term, Budgets, Packaging, Communications, etc.
- Report financial aid, remaining need and award recommendations to outside entities who provide student educational awards or use financial assistance information when administering non-college aid programs

Veterans Coordinator

- Provide information to students who are veterans of the armed forces, military dependents and military reservists concerning their eligibility for benefits under any of the veterans Administration's educational benefit programs
- Perform and process certifications and request for changes to enrollment level for those receiving veterans educational benefits
- Maintain and update the Veterans Administration's Electronic Certification software program VAONCE.
- Create and maintain reports to track enrollment changes.
- Ensure that student coursework is required for their program of study.
- Generate compliance reports
- Implement the VAONCE software

ADMINISTRATIVE ASSISTANT II (Full Time Position is Vacant) – Part Time Temp Position – Austin Long

- You Can Book Me Phone Appointments
- Monitors the Financial Aid Email and Facebook
- Document imaging
- Report financial aid, remaining need and award recommendations to outside entities who provide student educational awards or use financial assistance information when administering non-college aid programs
- Assist students and parents with FAFSA applications
- Assists with Cost of Attendance Audits
- Updates checklists items in myWNC as needed

Personnel policies

The Financial Assistance Office will follow the Nevada System of Higher Education (Board of Regents) policies, WNC policies and the

State of Nevada personnel regulations.

Office hours

Monday through Friday, 8:00 am to 5:00 pm.

Drop-Ins and FAFSA Assistance

Monday through Friday 8:00 am to 5:00 pm.

Mail

Mail is delivered to the Bristlecone Mail Room by the WNC mailroom staff and is processed each day before closing. Processing of mail is assigned to designated staff members, which may vary.

Documentation Collection Procedures

Required documentation items are identified and receipt date is maintained by date stamping all paperwork in the Financial Assistance Office. After date stamping the documents, the staff scans document to OnBase to be routed into the appropriate OnBase Workflow.

Statement of Confidentiality

All staff members working within the Financial Assistance Office receive training for the Federal Education & Rights Privacy Act (FERPA). Financial aid award documents are confidential and privileged. The financial aid staff and other personnel privy to this information shall refrain from either private or public discussion of the information with any unauthorized persons. Students may release personal information to their parents or other entities by submitting an original institutional release form in person.

Records Management

Confidentiality of Records

All records and conversations between an aid applicant, his/her family and the staff of the FAO are confidential and entitled to the protection ordinarily given a counseling relationship. WNC assures the confidentiality of student educational records in accordance with WNC policies, State, and federal laws including the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment - whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student's written consent) as amended. As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. Parents of dependent students, as defined by the Internal Revenue Code, who give evidence of this status, have the same rights. A student who wishes to obtain access to his/her financial aid record is able to do so in the presence of a FAO employee.

Students who are working in the Financial Assistance Office are required to sign a confidentiality agreement as a condition of their employment.

Active Records

The FAO maintains a master electronic record on the college's mainframe system for each student receiving financial assistance. When paper documents are submitted to the Financial Assistance Office, they are scanned and maintained in the OnBase system.

All financial aid records are retained for the appropriate retention required by FSA regulations.

Inactive Records

Archives are kept in accordance with retention guidelines for federal Title IV and State of Nevada employment documents as outlined in the Board of Regent Procedure and Guidelines Manual: <https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/COMPLETEHANDBOOKREV292.pdf> & <https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/PGManual/COMPLETEPGREV81.pdf>.

Other Resources

There are many resource guides which assist the FAO staff. The documents which are used and help determine students eligibility

for financial aid include current regulations published in the Federal Register, Department of Education guides (such as the Federal Student Financial Aid Handbook, formula books, and Audit Guide), Dear Colleague Letters, financial aid legislation and other laws or regulations that impact student aid, and the National Association for Student Financial Aid Administrators ("NASFAA") website. Some of the publications are stored in an electronic format, while some are retained in hard copy as needed.

Financial Assistance's staff participates in the National Association of Student Financial Aid Administrators, the Nevada Association of Student Financial Aid Administrators, and the Western Association of Student Financial Aid Administrators. These organizations provide contacts and resources.

Clery Crime Statistics Reporting

The procedures for reporting crimes and the reportable crime statistics as required per the Clery Act can be accessed at <http://www.wnc.edu/public-safety/crime-statistics-policy-disclosure/>.

Chapter Four: Master Calendar of Office Activities

Annual Activities

Student Services Spring Meeting	All	Spring
Aid Year Rollover	System Specialist/All	October
WASFAA Conference	Director/Advisors	April
Financial Aid Staff Retreat	All	Annually
NASFAA Conference	Director	July
WAVES Conference	AA IV / VA Certifying Official	July
Welcome Back Activities for Students	All	August
Policy Updates to VA	AA IV / VA Certifying Official	August
FISAP Report - Due October 1	Director	September
Order Federal Publications	Admin Asst IV	September
Direct Loan Close Out	Student Loan Coordinator	October
Pell Close Out	Student Loan Coordinator/Director	September
Nat'l Student Employment Assoc. Conf.	Sch/Student Employment Coordinator	October
Forms Meeting	All	November
NSHE Report	Director	November
NAFAA Conference	All	Oct/Nov
FISAP Edit Report	Director	December
Web Page Update - New Forms, Policies, etc.	All	December

Monthly/Bimonthly Activities

Reconciliation - All Accounts	Responsible program Coordinator
Exit Interview Letters sent out	Loan Coordinator
PELL Reporting & Reconciliation	Responsible program Coordinator
Reconciliation - Student Employment Accounts	Student Employment Coordinator
Reconciliation - Student Loans	Loan Coordinator
Payroll - Process and enter into HRS Bimonthly	Student Employment Coordinator

Weekly Activities

Student Employment - Post Jobs to Website	Student Employment Coordinator
Student Employment - Process Contracts	Student Employment Coordinator
FAFSA Workshops	All
Appeals	FA Appeals Committee
Award Millennium Scholarships	AA IV/ System Specialist
Disbursement	System Specialist/Director
ISIR Draw down - Current & New Year	AA IV/ System Specialist
FA Checklist & Communications	AA IV/ System Specialist
Packaging - Setting up students to package	AA IV/ System Specialist
R2T4 Calculations	Coordinators/Director
R2T4 Reporting to NSLDS	Coordinators/Director
Process Loans	Student Loan Coordinator
Send Pell DL and Pell Files	Student Loan Coordinator
Satisfactory Progress Adjustments	AA IV/ System Specialist
Student Employment - Post Jobs to Website	Sch/Student Employment Coordinator
Student Employment - Process Contracts	Sch/Student Employment Coordinator
Veteran Record Update	Admin Asst IV

Chapter Five: Student Consumer Information

The staff in the FAO recognizes that in order to understand the complications of Financial Aid, accurate and timely dissemination of information to consumers is vital. Several policies have been implemented to ensure appropriate dissemination is achieved. For further information about mandatory federal requirements, see the Federal Student Aid Handbook. (The Link to the Handbook is <http://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook>)

Furthermore a list of all required consumer information is available on the WNC Website:
<https://www.wnc.edu/financial/consumer-information/>.

Financial Aid Program Availability

Information about financial aid programs available to students attending Western Nevada College is distributed through the following publications:

1. The Western Nevada College Catalog, Program Guide, and Class Schedule
2. The Student Guide: Financial Aid from the U.S. Department of Education
3. The Western Nevada College Financial Assistance Office webpage: <http://www.wnc.edu/financial/>
4. WNC Student Handbook

Procedures and Forms Required to Apply:

FAFSA applications are available on-line via FAFSA on the Web. Priority funding is given to those students who apply by the priority date of **April 1st** and meet eligibility requirements. Other forms may be required specific to each student, depending on selection for verification, rejects, and C Flagged ISIRs.

The procedures and forms required to apply for financial aid are published in the WNC class schedules and on the WNC Financial Assistance Office webpage: <http://www.wnc.edu/financial/>

Criteria for Selecting Recipients and Determining Award Amounts

Students may obtain the criteria used for selecting financial aid recipients and determining award amounts by making an appointment with a financial assistance advisor. Staff can view packaging guidelines in this Policy and Procedure Manual.

Rights and Responsibilities of Students on Financial Aid

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed on the Financial Assistance Office webpage: <http://www.wnc.edu/financial/>

Students have the right to know:

1. Financial aid programs available at WNC.
2. Application process which must be followed to be considered for aid.
3. Criteria used to select recipients and calculate need.
4. Return of Title IV Funds policy.
5. FAO policies surrounding satisfactory academic progress.

Students are responsible for:

1. Completing all forms accurately and by the published deadlines.
2. Submitting information requested by FAO staff in a timely manner.
3. Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.
4. Reporting to the FAO any additional assistance from non-college sources such as scholarships, loans, and educational benefits.
5. Notifying the FAO of a change in enrollment status.
6. Maintaining satisfactory academic progress.
7. Re-applying for aid each year.
8. Safeguarding FSA ID.

Eligibility

The documents which are used to determine students eligibility for financial aid include current regulations published in the Federal Register, Department of Education guides (such as the Federal Student Financial Aid Handbook, Verification Guide, formula books, and Audit Guide), Dear Colleague Letters, financial aid legislation and other laws or regulations that impact student aid and the National Association for Student Financial Aid Newsletters.

Chapter Six: Definitions

Payment Period definition

Payment period definition is 668.4 CFR.

Academic/Award Year definition

- WNC's academic year definition is thirty weeks in length, which includes the fall and spring semesters. Semesters do not overlap. Weeks in each semester could vary based on guidance from the [November 5, 2019 Electronic Announcement](#).
- Full Time Enrollment is defined at 24 credits hours/year (12 credit hours/semester).
- WNC uses Standard Term awarding processes.
- Summer Session is in addition to the regular academic award year and has been designated as a trailer for the award year.
- Intersessions are attached to either Fall or Spring Standard Term or included in the Summer Non-Standard Term. For example:
 - o A three-five week intersession courses scheduled in January would be attached to Spring Semester as part of the standard term.
 - o A three-five week intersession courses scheduled in May/June would be attached to Summer term non-standard term.
 - o A three week intersession courses scheduled in August would be attached to the Fall Semester as part of the standard term.

Note: The college does not adjust the scheduled semester disbursement dates for students enrolled in an intersession course that is combined with the standard term.

Non-term definition

The campus has identified one program as a NON-TERM PROGRAM. This is the POST program (DISCONTINUED). Our non-term definition is any program, thirty weeks minimum in length that does not conform to our academic year definition.

Chapter Seven: Application Process and Flow

Students are required to submit the Free Application for Federal Student Aid on an annual basis in order to be considered for federal and state need-based aid and scholarships. Priority consideration for receipt of financial aid funds administered by the FAO shall be given to students who submit all required documentation by the assigned priority deadline.

Application Process:

Students begin the application process by submitting the FAFSA to the federal processor. Students complete the FAFSA online at www.fafsa.gov. Students must complete a FAFSA each academic year. Returning students have the option of completing a "Renewal FAFSA". This form will carry forward most of the data from the prior year's application. The student can then review each item, correct any that have changed, and provide information for a small number of new items.

Financial Assistance Office staff members can consult the current Application and Verification Guide to help families who are having trouble completing the FAFSA.

Financial Aid Process Flow

1. Student completes the FAFSA online (either on an individual basis or in workshop setting with the Financial Assistance Office staff). Student creates an FSA ID prior to completing the FAFSA or at the end of the application upon submission, the FSA ID is used as a signature for Federal Financial Aid Documents.
2. The SAIG MOD downloads ISIRs from federal processor uploads ISIRs into PeopleSoft
3. PeopleSoft Job Sets are built to run the processes below, these are monitored by the AAIV in a daily/weekly schedule:
 - ISIR Suspense Query
 - FA Term
 - Budgets
 - SAP
 - Packaging
 - Communications

Detailed Listing of jobs and PeopleSoft path found in **Appendix A**.

Corrections

1. For minor corrections when the ISIR is not selected for verification, students are instructed to make their own corrections online to such items as name change, address change, level of enrollment, or that they have graduated from high school or have the equivalent.
2. If an ISIR is selected for verification, those corrections to verification items are made through the Financial Assistance Office. Required corrections will be submitted at one time when verification is complete.

Data Matches

The federal processor ("CPS") utilizes a series of edits to check the consistency of the FAFSA data. If the FAFSA data is inconsistent, the CPS may be unable to calculate the federal expected family contribution (EFC) or may calculate the EFC utilizing assumptions. Financial Assistance Office Staff are responsible for resolving any conflicting data items before disbursing federal financial aid funds.

In addition, the processor also performs several database matches. If discrepancies arise, the student's records are flagged and the student is not eligible to receive federal aid until the discrepancy is resolved. Students will normally need to submit additional documentation to resolve problems with database matches.

1. Social Security Administration Matches

The student's social security number-as reported on the FAFSA – is checked against records in the Social Security Administration. If the records do not match, the student will receive a rejected Student Aid Report ("SAR") and a comment instructing him or her to review the reported Social Security Number.

If the student indicates on the FAFSA that he or she is a U.S. citizen, the Department will also conduct a match to verify citizenship status. If records do not match, the student will have to provide documentation to verify their status. For further information, see the current Federal Student Aid Handbook

Any ISIR received citing problems with a student's social security number are resolved in the following manner:

Student is given a To Do List Item on their *myWNC Student Center To Do List* and is sent a To Do List email. The student must provide appropriate documentation to the FAO. A student is referred to the local Social Security Administration office to resolve any conflicting information. The student must provide written documentation of resolution. The To Do List item prevents the student's file from moving forward in the process until confirmation/approval is received.

2. *Immigration and Naturalization Service Match*

CPS also matches FAFSA records against citizenship records maintained by the U.S. Department of Homeland Security. If the student reports on the FAFSA that he or she is an eligible non-citizen and reports alien Registration Number, the information is checked against a database maintained by the DHS. For further information on citizenship requirements, refer to the Federal Student Aid Handbook.

Any ISIR received citing problems with a student's immigration status is resolved in the following manner:

Student is given a To Do List Item on their *myWNC Student Center To Do List* and is sent a To Do List email. The student must provide appropriate documentation to the FAO. Upon receipt of this certified form it is determined whether or not a student is eligible/ineligible for financial aid at WNC. The To Do List item prevents the student's file from moving forward in the process until confirmation/approval is received.

3. *National Student Loan Data System (NSLDS) Matches*

NSLDS records identify students who have defaulted on any Federal Perkins Loan, Direct Loans, or FFEL (Stafford and PLUS) Program loans or have exceeded their annual loan limits. The match also reveals whether a student owes a refund of a federal student grant. Additional references include: the Federal Student Aid Handbook, NSLDS site for schools.

Students with an NSLDS flag are given a *To Do List* item on their *myWNC Student Center To Do List* and is sent a To Do List email. The student must provide appropriate documentation to the FAO. Upon receipt of this certified form it is determined whether or not a student is eligible/ineligible for financial aid at WNC. The To Do List item prevents the student's file from moving forward in the process until confirmation/approval is received.

4. *Selective Service Match*

The following information is taken from the Selective Service's Internet site at www.sss.gov all male U.S. citizens regardless of where they live, and male immigrant aliens residing in the U.S., are required to be registered with Selective Service if they are at least 18 years old but are not yet 26 years old. Men who are 26 years old and older are too old to register. For additional references, see the current Federal Student Aid Handbook.

Any ISIRs received citing problems with a student's selective service status are resolved in the following manner:

Student is given a To Do List Item on their *myWNC Student Center To Do List* and is sent a To Do List email. The student must provide documentation to the FAO. Student must provide written documentation to our office to confirm registration status. The To Do List item prevents the student's file from moving forward in the process until confirmation/approval is received.

Student Access to Documents/Notification

Students are able to view their Missing Documents/To Do List Items, Award Letters, and other important Financial Aid communication online in the myWNC Communication Center. Their data is password protected. For students who have lost or otherwise forgotten their password, students can contact Admissions and Records for assistance. Students can also compete a number of institutional financial aid forms online from the Financial Assistance Office web site.

Chapter Eight: Eligibility

Participation in Financial Aid Programs

Western Nevada College participates in a variety of financial aid programs. Assistance may include scholarships, grants, loans, and employment. Scholarships and grants are gift awards which do not have to be repaid. Loans and work opportunities are considered self-help awards since repayment or performance of duties are required. The type of aid awarded depends upon the student's financial need and is generally a combination of gift and self-help assistance.

Institutional and Program Eligibility

Western Nevada College has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1962 as amended. The Program Participation Agreement between Western Nevada College and the Department of Education is valid through June 30, 2027 and entitles the Financial Assistance Office to participate in the following federal programs:

- Federal PELL Grant Program
- Federal Direct Student Loan Program
- Federal Supplemental Educational Opportunity Grant Program
- Federal Work-Study Program

Institutional Application for Federal Funds

The WNC Financial Assistance Office applies for funds through the Fiscal Operation Report and Application to Participate (FISAP). The Financial Assistance Office applies annually for federal funds through the FISAP which is submitted each September. The director uses PeopleSoft Queries to collect necessary data and loads the finalized data into the Electronic FISAP Program and the information is sent electronically to the Department of Education. The signature page and required certifications are sent certified mail.

General Student Eligibility for Federal Title IV Financial Aid

There are several eligibility requirements which students must meet in order to be considered for federal funds. Students must:

- be enrolled as a regular student in an eligible degree program and be enrolled in course applicable to the student's declared degree program
- demonstrate financial need according to federal methodology
- have a high school diploma, passed a high school equivalency test (GED, HiSet, TASC), been home-schooled, or have passed a test approved by the Department of Education (**Note:** According to officials of the Nevada Department of Education, an adjusted high school diploma is not considered a high school diploma for financial aid purposes.)
- be a U.S. Citizen or eligible non-citizen
- make satisfactory academic progress as determined by the institution
- meet enrollment status requirements
- not be enrolled in elementary or secondary school
- registered with selective service (determined by the FAFSA)

IMPORTANT NOTE

It is departmental policy that any unusual situation regarding a student's eligibility must be documented appropriately in the Comment screen in myWNC. The note should include any appropriate CFR or Federal Student Aid Handbook citation and student supplemental documentation. Failure to follow this essential procedure may result in employee discipline.

Definitions of Enrollment Status

12 credits or more = full-time

9-11.5 credits = 3/4 time

6-8.5 credits = half-time

5.5 credits or less = less than half-time

These enrollment definitions apply to all semester terms including summer sessions. Community services classes are not considered valid classes for financial aid eligibility.

Class to Degree Applicability

Beginning with the 2016-2017 Award Year, WNC FAO began reviewing student class schedules for class to degree applicability. Federal regulations indicate that only classes required for a student's degree program shall count as part of the student's enrollment level for Title IV Funds. Using a new PeopleSoft Modification, weekly jobs review student's Financial Aid Academic Advisement Report to identify courses that are not required for a student's degree program. These courses are deemed ineligible for federal financial aid (Title IV) and state award program (SSOG and Millennium). The credits are not considered as part of the student's enrollment level.

Students taking credits outside of their degree program are notified of the issue through a specific communication directing them to see an academic counselor. The students also receive a FA To Do List item in their myWNC and a To Do List email. Students are required to submit a Student Action/Authorization form indicating any actions they may have taken such as updating their degree, changing their schedule, or if the Academic Counselor has provided a comment and authorized the course as required or necessary for their degree. Students wishing to remain in a course outside of their degree program can also indicate on the form that they provide the college with authorization to apply excess financial aid to course outside of their degree.

Detailed instructions on this process are documented in **Appendix D**.

Changes of Enrollment

A student's financial aid award is based on their enrollment status. The award is calculated or recalculated through the end of the 100% refund period based on the enrollment at that time. Positive or negative disbursements occur through myWNC as enrollment changes the first week of the semester. Some awards can be adjusted after the census date for late start classes.

Eligible students who apply for financial aid after the 100% refund period are awarded based on the level of enrollment at that time.

Census Date for Federal Aid

In accordance with federal regulations, the Financial Assistance Office will recalculate federal, state and institutional aid based on reported enrollment levels in **degree applicable courses** and instructor reported academic activity as of the Financial Assistance Census Date. ***The WNC Financial Assistance Census Date coincides with the last date students can drop classes for a full tuition refund at WNC, or the 5th day of the semester.*** Important WNC Dates and Deadlines can be viewed

at: <https://www.wnc.edu/dates-deadlines/>.

Student enrollment levels are locked on this date (at midnight) for financial assistance awarding and disbursement purposes (excluding Direct Loans and some scholarships). Financial Assistance Awards for the term will be recalculated to reflect the student's official degree applicable credit enrollment level.

Additionally, federal regulations require students receiving federal student aid to be academically active in courses they are registered for by the Financial Assistance Census Date. Instructors will report academic activity during the week after the Financial Assistance Census date. Failure to be academically active in each course, by this date, will have an impact on student's federal financial assistance. If it is reported that a student has not been academically active in a course, the student's enrollment level for financial aid purposes will be adjusted.

If any adjustment to aid results in a student having received aid to which they are no longer eligible for, the student may owe back a portion of financial aid.

Procedures are outlined in Appendix P.

Dual Enrollment

If a student is enrolled at another post-secondary institution (college, university, vocational or proprietary school) and is receiving aid at that institution, the student cannot receive financial aid at Western Nevada College for the same period of enrollment.

Financial aid will only be awarded to WNC students for courses taken at the WNC campuses only, unless a consortium agreement between WNC and another institution of higher education is completed for the student and WNC is the home school.

Students co-enrolled in twelve credits between two NSHE institutions may receive Millennium Scholarship. The Millennium Scholarship Co-Enrollment form is required.

Chapter Nine: Student Cost of Attendance

Student budgets are an important component in the financial aid process. The cost-of-attendance for Western Nevada College has been determined according to the cost of education and cost of living of the immediate area. Student budgets are reviewed each year and are increased if warranted. Financial aid student budgets include the following components: tuition/fees, books/supplies, room and board, personal/miscellaneous and transportation. Additional budget allowances may be added based on specific program requirements. Students may submit requests for childcare, computer purchases or unusual documented expenses. The Financial Assistance Office team on a case-by-case basis approves special budget considerations, under the approval of the Director of Financial Aid.

Standard student budgets reflecting the WNC average student population cost of attendance at a modest, but adequate standard of living are used to award financial aid. For additional information, refer to the *Federal Student Aid Handbook*.

Basis for Student Budgets

2019-2020 Financial Aid Cost of Attendance

Tuition and Fees

Registration and fee costs are used in the calculation of the cost of attendance. A full time enrollment (15 credit hours for undergraduates) is used unless the student's enrollment indicates otherwise. Actual registration and fee rates are available in the [Board of Regents Procedures and Guidelines Manual](#) and on the [Nevada System of Higher Education webpage](#).

Room and Board

Room and Board expenses are based on the average estimated expenses. The room portion is based on off-campus costs of rent for apartments in the northern Nevada area.

Books and Supplies

The Books and Supplies allowance is based on the estimated average cost of books per semester by the contracted Follett Bookstore.

Transportation

Transportation cost allowances are estimated based on average driving distances to campus and routine vehicle maintenance. Actual expenses for these items will vary depending on individual lifestyles, however the college is required to use an average in calculating these costs.

Personal/ Miscellaneous Expenses

Personal expenses include costs for clothing, toiletries, medical/dental, recreational, and other miscellaneous expenses.

Loan Fees

Loan Fees can be added to a student budget. Loan fees are not automatically applied to a student's Cost of Attendance. At the discretion of the Student Loan Coordinator Loan Fees might be added to accommodate a student loan request or to prevent over-awarding.

Allowable Budget Adjustments

Federal law specifies the components of a student's cost of attendance. The college uses a standard budget to determine financial aid eligibility. However, if a student has special circumstances, the Financial Assistance Office may be able to add additional items to the cost of attendance. The most common budget allowances are for unusual medical expenses and child care cost, when both the student and spouse are working or attending school full time. If the student can submit documentation of required medical expenses and/or documented disability expenses, and/or child care costs or other funding, adjustments may be made to their budget using professional judgment. Requests for budget adjustments must be in writing or using the appropriate form. Most budget adjustments increase loan eligibility. Please contact a Financial Aid Advisor for additional information.

Child care costs may be added to the student's cost of attendance. Approval may be given for actual costs not to exceed \$2000 per child and a maximum of \$6000 per family. The amount may be prorated based upon the enrollment status of the student: maximum \$2000 – full-time, \$1500 – ¾ time, \$1000 for ½ time.

Students with documented disabilities may receive a budget adjustment for expenses related to the student's disability. These expenses include special services, personal assistance, transportation, equipment and supplies that are reasonably incurred and not provided by other agencies. The student must request an adjustment for disability related expenses in writing and provide additional documentation.

A reasonable adjustment may be made for the documented rental or purchase of a personal computer that the student will use for study for the enrollment period.

All budget adjustments must have documentation and be commented in myWNC.

Less Than Half Time Budgets

Less than half time budgets must include only tuition and fees, books and supplies, and transportation. These should be based on full time budget components. New regulations effective July 1, 2006, allow room and board expenses to be included in a student's budget for three semesters. Professional judgment will be used on an individual case basis to add room and board to a student's budget.

2023-2024 Cost of Attendance Amounts are located at: <http://www.wnc.edu/financial/policies/cost-of-attendance/> or in Appendix B.

Chapter Ten: Verification

Verification Policy

Western Nevada College will verify all applicants that have been selected by the Department of Education. When a student is selected for verification, the student will be required to complete the verification forms through an electronic form and submit appropriate documents to the Financial Assistance Office. Information provided will be compared to the information provided on the FAFSA.

Western will not award aid until a student's verification is complete.

Verification Notification and Deadlines

Students selected for verification are notified of the required steps through a myWNC To Do List email. The To Do List email is sent to the email listed in the myWNC Student Center and stored in the myWNC Communication Center. The email informs students that there are items that must be completed prior to the processing of federal aid and directs students to their myWNC account to view the required To Do List items. The To Do List informs students of the required forms and supporting documentation to submit and provides a 30 day deadline for submission. Furthermore, the To Do List letter informs students of processing deadlines to ensure timely awarding of student aid prior to payment deadlines or aid will not be processed in time and student must make payment arrangements.

If a student was selected for verification after they had previously been awarded federal financial assistance and the verification processes changes their eligibility for federal student aid programs, the student will receive an updated Financial Aid Award Letter and the Shopping Sheet will be updated. Updated Award letters are emailed daily and the Shopping Sheet is updated in real-time.

Required Documentation & Items to be Verified

Student files that are selected for verification will be processed according to federal guidelines. Required documentation from the student may vary depending on the type of verification required (V1, V4, or V5). Changes or corrections will be made to match the verification form to the FAFSA data. Appendix C outlines verification procedures.

V1 Verification

Dependent Students

Required Documents:

- V1 Dependent Verification Form
- Student Tax Transcript (if Tax Filer) or Student W2 (if non-Tax Filer)
- Parent(s) Tax Transcript (if Tax Filer) or Parent(s) W2 (if non-Tax Filer)

Note: Student and Parents who complete the IRS Data Retrieval Tool and do not make changes to the data imported into the FAFSA will only be required to submit the V1 Verification Forms.

P&P Amended January 9, 2019 / Per Federal Announcement (DCL January 9, 2019):

- Institutions are able to collect Signed 1040EZ, 1040A, or 1040 in place of a Tax Return Transcript.
- Institutions are able to collect a signed statement that the individual attempted to obtain the VNF from the IRS and was unable to obtain the documentation and did not file taxes in 2017 or 2018 and did not have any income.

Independent Students

Required Documents:

- V1 Independent Verification Form
- Student & Spouse Tax Transcript (if Tax Filer) or Student & Spouse W2 (if non-Tax Filer)

Note: Student/Spouse who complete the IRS Data Retrieval Tool and do not make changes to the data imported into the FAFSA will only be required to submit the V1 Verification Forms.

P&P Amended January 9, 2019 / Per Federal Announcement (DCL January 9, 2019):

- Institutions are able to collect Signed 1040EZ, 1040A, or 1040 in place of a Tax Return Transcript.
- Institutions are able to collect a signed statement that the individual attempted to obtain the VNF from the IRS and was unable to obtain the documentation and did not file taxes in 2017 or 2018 and did not have any income.

V1 Verification Items for Tax Filers

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest Income
- Education Credits
- Household Size
- Number in College

V1 Verification Items for Non-Tax Filers

- Income Earned from Work
- Household Size
- Number in College

V4 Verification Independent and Dependent

Required Documents:

- V4 Verification Form
- Appropriate High School Transcript or High School Equivalency documentation must also be submitted to Admissions & Records.
- Identity/Statement of Educational Purpose Form with valid identification

V4 Verification Items

- High School Completion Status

V5 Verification Independent and Dependent

Required Documentation:

- V5 Verification form (Independent or Dependent) and corresponding Tax Transcripts or IRS Data Retrieval Tool Completion.
- Appropriate High School Transcript or High School Equivalency documentation must also be submitted to Admissions & Records.
- Identity/Statement of Educational Purpose Form with valid identification

P&P Amended January 9, 2019 / Per Federal Announcement (DCL January 9, 2019):

- Institutions are able to collect Signed 1040EZ, 1040A, or 1040 in place of a Tax Return Transcript.
- Institutions are able to collect a signed statement that the individual attempted to obtain the VNF from the IRS and was unable to obtain the documentation and did not file taxes in 2017 or 2018 and did not have any income.

V5 Verification Items

- All V1 and V4 items

Reporting Results for Groups V4 and V5

The college will report the verification results of identity and high school (HS) completion status for any student for whom an ISIR is received. Results are reported on the FAA Access to CPS Online website: select the Identity Verification Results option from the main menu, enter your school identifiers, the year, and the student identifiers.

V6 Verification

- Reserved for future use by the Department

Changing Tracking Groups

A student may move from Verification Tracking Group V1 or V4 to group V5 based on corrections made to their CPS record or on other information available to the Department. If verification was already completed for the previous group, the student is only required to verify the V5 information that was not already verified. If verification was not completed for the previous group, the student only needs to verify the V5 information. No disbursements of Title IV aid may be made until the V5 verification is satisfactorily completed.

Conflicting Information

If the college receives conflicting information concerning a student's eligibility or has any reason to believe a student's application information is incorrect, the discrepancies must be resolved before disbursing FSA funds. If discrepancies are discovered after disbursing FSA funds, conflicting information must still be resolved.

During the Verification process, if conflicting information is identified between the documentation provided (Verification forms, Verification forms submitted by family members, tax return transcripts, W-2, or other provided information), the conflicting information must be resolved and corrected. Additionally, the Verification Coordinator reviews all subsequent ISIRS for students who have already had a verification complete. As necessary corrections are made to the subsequent ISIR to reflect the documented items and if needed the students is contacted to resolve any new conflicting information.

If conflicting information is not resolved, the college will not award or disburse funds. If funds have already been disbursed, aid may be cancelled and returned to the source.

Additional Documentation

If additional documentation is required to complete the process or clarification is needed, per federal regulations the Financial Assistance Office may request that the student or parent provide such documentation. Such requests are requested by phone, email, or through a Contact WNC FAO To Do List Item. The individual requesting additional information will note the verification form with requested information and reason for the request. The FAO will not accept verbal confirmation of conflicting items over the phone or verbally, students/parents must provide appropriate documentation. Verifications must be completed prior to any professional judgment (PJ) to adjust values that are used to calculate the EFC. But making a PJ adjustment does not require you to verify an application that is not selected.

In some cases the college, will select a student for verification. The college must verify any information you have reason to believe is incorrect on an application. Also, the college may at their discretion require a student to verify any FAFSA information and provide reasonable documentation according to consistently applied school policies.

Overpayments

WNC's policy is to return funds on behalf of a student who owes an overpayment and consider the returned funds as the student's debt to the institution. The student may work with the Controller's Office for payment arrangements. Unpaid debts are turned over to a collection agency. Students with outstanding debts cannot enroll in classes until the debt is paid. It does not affect Title IV eligibility at another institution as WNC does not report overpayments to ED Debt Resolution or to NSLDS.

Referral of Fraud Cases

If the college suspects that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, the college should report your suspicions and provide any evidence to the Office of Inspector General.

Inspector General's Hotline Office of Inspector General U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1500 1-800-MIS-USED (1-800-647-8733) Hours: M, W 9:00–11:00 a.m. T, Th 1:00–3:00 p.m. To submit a complaint online at any time, go to <https://www2.ed.gov/about/offices/list/oig/hotline.html> and click on the appropriate link.

Institutional Verification Selection

In some cases student files are selected for verification by the institution and will be processed according to federal guidelines. Required documentation from the student may vary depending on the type of verification required (V1, V4, or V5) and the need to collect any additional information. Changes or corrections will be made to match the verification form and other submitted documents to the FAFSA data. Student files are selected by the institution for verification for the following reasons:

- **ISIR Comment Codes 400 and 401:** ISIR files with these comment codes indicate that there is discrepancy among different data elements on the ISIR. The ISIR is reviewed by the Verification Coordinator and the student is selected for V1 Verification and will be given additional “To Do List” items to resolve conflicting information.
- **IRS Tracking Flag Code 07:** The ISIR DRT Flag Code 07 indicates the student or parent has used the Data Retrieval Tool (DRT), but has now filed an Amended Tax Return (1040X). Students in this scenario are selected for V1 Verification and receive an additional “To Do List” item to submit the 1040X.
- **Other Conflicting information:** If the FAO becomes aware of conflicting information, the student may be selected for Verification and be asked to provide additional documentation to resolve the identified issues.

Verification following disasters

The DCL [GEN-17-08](#) gives general guidance for awarding aid in federally declared disasters. It states that the Secretary will not enforce the verification requirements during the award year for applicants whose records were lost or destroyed because of a disaster as long as the school has tried to preserve and reconstruct any records. The school must document when it does not perform verification for this reason and use status code “S” when reporting the disbursement of Pell Grants to affected students. Also, the requirement for dependent students to submit a statement signed by a parent regarding household size and number in college is waived if the parents cannot provide the signature due to the disaster. The school must note why no parent was able to provide the statement.

Schools that experience a local disaster (rather than a federally declared one) that affects Title IV administration should consult their regional [school participation division](#).

Refer to the resources for higher education institutions on the Department’s [Coronavirus webpage](#) for guidance pertaining to that national emergency

Additional Verification Resources are provided in Appendix C Verification Instructions for: V1, V4, V5, 07 Code, 400 & 401 Codes and Verification Second Check Process.

Chapter Eleven: Satisfactory Academic Progress

Federal regulations require Western Nevada College (WNC) to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires WNC to develop policies regarding SAP. WNC must design criteria which outline the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Students who wish to be considered for financial assistance must maintain satisfactory academic progress in their selected course of study as set forth in this policy.

Academic Standards:

SAP Standard for Title IV students:

The Financial Assistance Office evaluates student academic progress at the beginning of each semester. Students are evaluated using a qualitative standard (cumulative grade point average), quantitative standard or pace (semester and cumulative unit hour completion rate), and maximum time frame limitation (150% of degree requirement). A student must meet these standards of progress regardless of whether he or she has previously received financial assistance.

The student's satisfactory academic progress is again reviewed and evaluated at the end of each semester for the next semester in attendance. Financial Assistance and most scholarships including federal, state and college administered funds are covered by this policy.

In addition, the Financial Assistance Office does not certify alternative educational loans for students who are not meeting satisfactory academic progress. Exceptions to the SAP policy for alternative loans, can only be made by the Director of Financial Assistance with documentation from the lender.

Qualitative Standard:

Grade Point Average: Financial Assistance students must maintain a 2.0 cumulative GPA for all coursework regardless of whether or not assistance was received for previous course work. If a student's cumulative GPA drops below 2.0, the student is ineligible for financial assistance and is placed on financial assistance suspension, even if the student completed all units. Only units attempted at WNC are considered in this calculation.

Quantitative Standard:

Academic Completion Rate or Pace: At a minimum, a student must satisfactorily complete 67% of all credits attempted each semester. If the student has not completed 67% for the most recently attempted semester, the student is ineligible for financial assistance and is placed on financial assistance suspension. In addition, a student must maintain a cumulative completion rate or pace of 67% or higher. If a student's cumulative completion rate or pace is not at 67%, the student is ineligible for financial assistance and is placed on financial assistance suspension. Only units attempted at WNC are considered in this calculation. WNC will use regular rounding rules to determine completion rate/pace (i.e. – 66.666% = 67%).

Unacceptable Grades:

"F" =	Failure of the class.
"W" =	Failure of the class or official or unofficial withdrawal.
"I" =	Incomplete. Cannot be evaluated for satisfactory progress; but is considered as evidence the student did not officially withdraw.
"X" =	In progress. Cannot be evaluated for satisfactory progress.
"U" =	Unsatisfactory
"AD"=	Audit. For financial assistance, a student may not take a class for audit.
"NR"=	Grade not reported. Cannot be evaluated for satisfactory progress.
"EXP"=	Exception to the Refund processed by Admissions and Records, courses removed from the student's official transcript, however courses still count towards FA SAP requirements

Maximum Timeframe (Maximum Number of Units for Degree Program):

For Financial Assistance purposes a student is limited to attempting 150% of the units required for their specific degree program.

- Students enrolled in an Associate Degree program are allowed a maximum of two associate degrees and/or a maximum of 90 attempted units (60 units x 150%), whichever comes first.
- Students accepted to the Associate of Applied Science - RN program are allowed a maximum of 107.25 attempted units (71.5 units x 150%)
- Students enrolled in a Certificate of Achievement are allowed a maximum of two certificates and/or a maximum of 45 attempted units (30 units x 150%), whichever comes first.
- Students enrolled in a Bachelor Degree program are allowed a maximum number of 180 units (120 units x 150%).

Payments for degrees or classes beyond these limits are at the student's own expense. Students may still be eligible for Millennium Scholarships, outside/external scholarships, tribal funds, outside agency funding, Veterans Benefits, alternative Loans and third-party payments.

For Transfer Students: Units taken at other post-secondary education institutions that are accepted for transfer credit by WNC will be counted toward the 150% unit maximum. Transfer units will not be considered when calculating GPA and academic completion rates.

Repeated Course Work: Repeated units will be counted as attempted units toward the maximum number of allowable units (150% of a degree program).

Degree/Certificate Programs:

To be eligible for financial assistance, a student must declare with WNC Admissions and Records, and with the intent to obtain a degree or certificate in a financial assistance eligible program at WNC.

Degree Requirement - Financial Assistance students must declare a major and carefully review their courses and degree programs. It is the responsibility of the student to order transcripts from institutions previously attended if the student wants courses evaluate to be considered towards a degree at WNC. Students must declare their degree by the financial assistance census date or no later than the last date of the 100% refund period.

Not Meeting Satisfactory Academic Progress:

Notification: Students not meeting SAP requirements are notified when a SAP Checklist item is added to the myWNC/PeopleSoft "To Do" List. Students are emailed a "To Do" list letter through myWNC/PeopleSoft indicating that there are items that need to be addressed related to financial assistance. Students and appropriate staff are able to view financial assistance checklist items and instructions in the myWNC Student Center.

Receiving all "W", "F", "I", "AD", "U" or "EXP" Grades: If a student receives all "W", "F", "I", "AD", "U" or "EXP" grades for a semester, the Financial Assistance Office will determine the last date of attendance and calculate any repayment the student may owe for funds received. If unable to determine the last date of attendance, the 50% date will be used for the Return of Title IV (R2T4) determination.

Financial Assistance Suspension: If at any time the student's semester or cumulative completion rate drops below 67% and/or the cumulative grade point average drops below a 2.0, the student's eligibility for additional financial assistance is suspended.

Reinstatement of Financial Assistance: If a student has been denied receipt of financial assistance due to unsatisfactory academic progress, the student must, at their own expense, achieve the minimum requirements for SAP: 67% cumulative completion rate, 67% prior semester completion rate, and a 2.0 cumulative GPA.

Financial Assistance Appeal Process: If a student is placed on financial assistance suspension, the student may appeal to the Financial Assistance Appeals Committee. The student must complete a Financial Assistance Appeal and Academic Plan form online (<http://www.wnc.edu/student-services/financial/forms/>) and meet with an Academic Counselor to develop an Academic Plan that explains how the student will be successful moving forward.

Students Not Meeting Qualitative (Cumulative GPA) or Quantitative Standards (Rate or Pace): Student appeals for Qualitative and Quantitative issues are typically based on an unforeseen medical issues, death of a relative, or other extenuating circumstances which resulted in the student not achieving the

units or grade point average required by WNC Satisfactory Academic Progress standards. The appeal may be strengthened with supporting documentation written by a third party on letterhead that verifies the student's situation. Third party documentation may also include instructor's verification of the student's last date of attendance, letters from doctors, statements from hospitals, etc. Additional documentation is required for medical reasons, death, or other extenuating circumstances. The Financial Assistance Appeals Committee will consider the student's written statement, all supporting documentation, prior academic history, and potential for academic success prior to determining a decision.

Students will be notified of the decision by email through myWNC/PeopleSoft. The decision by the Financial Assistance Appeals Committee is final and cannot be appealed further.

Financial Assistance Probation: If an appeal is approved for probation, the student will be placed on probation for one semester. Students must complete 67% of the units attempted during the probationary semester. The student must also maintain a 2.0 GPA during the probationary semester.

Failure to satisfactorily meet the terms of a probationary period will result in the immediate suspension of financial assistance eligibility.

Financial Assistance Academic Plan: Students are required to meet the conditions of Financial Assistance Probation. Students who meet the terms of probation, but are not yet meeting the minimum Satisfactory Academic Progress requirements must continue meeting the terms outlined in an Academic Plan to continue receiving financial assistance. Additionally, students who are submitting a second appeal requesting an additional probationary semester and are approved by the Financial Aid Appeals Committee are required to follow terms outlined in an Academic Plan to receive financial assistance. The Academic Plan will outline specific requirements that the student must meet until he is able to reach the minimum Satisfactory Academic Progress requirements. The student must complete a Financial Assistance Appeal and Academic Plan form with an Academic Counselor. The form is submitted online through the Financial Assistance Office or website at <http://www.wnc.edu/student-services/financial/forms/>.

Students Exceeding the Maximum Timeframe (Maximum Number of Units for Degree Program): Exceptions to the maximum timeframe limits may be considered on an individual basis and with an explanation of the student's special circumstances. Students who have credits that need to be completed for their degree program may submit a maximum credit appeal for consideration by the Financial Aid Appeals Committee. The student must complete a Financial Assistance Appeal and Academic Plan form with Academic Counselor. The Financial Aid Appeals Committee will review the student's appeal form, course history, and degree audit report when making a decision. The form is submitted online through the Financial Assistance Office or website at <http://www.wnc.edu/student-services/financial/forms/>.

Repeated Courses:

All repeated courses will be counted as attempted units when calculating the maximum unit limit. Financial Assistance funding is limited to only one repeat of any particular course, if the repeat is to improve a grade of "D" or higher. Repeats of failed classes or those with "W" grades are allowed. When units are repeated, the grade earned in the latest class will be used to determine the student's GPA.

SAP Procedures are provided in Appendix K

Chapter Twelve: Professional Judgment and Dependency Overrides

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions for special or unusual family or student circumstances. These circumstances must be documented. The Director of the FAO or a designated representative must analyze circumstances requiring professional judgment decisions on a case-by-case basis.

Financial Aid Administrators may treat a student with special circumstances differently than the strict application of the methodology would otherwise permit. Adjustments can either increase or decrease a student's EFC or cost of attendance. In the case of an adjustment to a student's EFC or cost of attendance, specified adjustments may be made to data elements. The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

Professional judgment decisions may be made to adjust eligibility for all institutional, Title IV, and campus-based aid. This may be used for special circumstances specific to each student to include, but not limited to, dependency status override, cost of attendance, unusual medical or dental expenses, changes in income, recent unemployment, change in assets, unusually high child care, etc. In addition, other areas for exercising professional judgment includes: certifying additional unsubsidized loans, adjusting satisfactory academic progress requirements, declining to certify a loan application or certifying a loan for a lesser amount, awarding additional funds. Appropriate documentation is required before a decision is rendered.

Financial aid advisor professional judgment decisions must be reviewed by the Director of Financial Aid to ensure consistency.

Students seeking a Professional Judgment or Dependency Override will be required to schedule an appointment with a financial aid advisor to discuss their unique situation. The advisor will provide instructions on the appropriate forms to complete and the initial documentation to provide. The documentation will be reviewed by financial aid staff and the director.

The Financial Aid Appeals Committee, as well as other professional staff may exercise professional judgment. Decisions are determined on a case-by-case basis with the appropriate documentation as requested. **Any income projections will be made based on a calendar year amount.** It is required that all professional judgment is commented in PeopleSoft.

If you exercise PJ for a student who was selected for verification (by you or the Department), you must complete verification first. This is to ensure that you have correct information before considering a PJ adjustment. You may, however, complete verification and then make the adjustment on the same transaction. Also, you do not have to verify information that you will entirely remove due to PJ. For example, if a dependent student's parents have separated after completion of the FAFSA and one parent is no longer in the household size and you decide to use PJ to remove that parent's income from the FAFSA, you do not have to first verify his or her income. Also, using PJ does not require you to verify a student's application if he was not already selected for verification by the Department or your school. (AVG-127)

Verification following disasters

The DCL [GEN-17-08](#) gives general guidance for awarding aid in federally declared disasters. It states that the Secretary will not enforce the verification requirements during the award year for applicants whose records were lost or destroyed because of a disaster as long as the school has tried to preserve and reconstruct any records. The school must document when it does not perform verification for this reason and use status code "S" when reporting the disbursement of Pell Grants to affected students. Also, the requirement for dependent students to submit a statement signed by a parent regarding household size and number in college is waived if the parents cannot provide the signature due to the disaster. The school must note why no parent was able to provide the statement.

Schools that experience a local disaster (rather than a federally declared one) that affects Title IV administration should consult their regional [school participation division](#).

Refer to the resources for higher education institutions on the Department's [Coronavirus webpage](#) for guidance pertaining to that national emergency

Chapter Thirteen: Packaging and Awarding Financial Aid

Awarding Philosophy

Western Nevada College has developed an institutional packaging philosophy to ensure consistent, equitable, and fair distribution of financial aid funds. The Financial Assistance Office has established a priority packaging date of April 1. This date is simply advertised to encourage students to apply early for financial aid as some funds are limited and early submission of the FAFSA increases a student's chance of receiving some form of aid. After April 1 of each year, the Financial Assistance Office will begin financial aid awarding once PeopleSoft updates have been tested. Applications are processed by date in awarding groups.

In each awarding group, available funds are based on packaging rules established in PeopleSoft. These rules are reviewed each year and are coded into PeopleSoft. The actual available financial aid accounts available for awarding at this time are established in the PeopleSoft Fiscal Item Type set-up in Set-up SACR. The percentage of funds available may be adjusted to hold back funds for future awarding groups or special circumstances. In the case of awards that are withdrawn or funds made available, awarding groups are packaged based on the funds available at that time, their EFC and the date their file was initially complete.

In addition, applications from students who do not meet the April 1 priority date are packaged as the files become complete.

Student must self-initiate a request for loan funds. This can be done on the Financial Assistance Office website.

Students must meet the minimum standards for satisfactory academic progress to be eligible for funding in any of the following programs.

Awarding Criteria

FEDERAL FUNDED GRANTS

PELL Grants

- Must complete application process and meet all eligibility criteria. Award based on level of enrollment and EFC from PELL payment schedule

Supplemental Educational Opportunity Grants (SEOG)

- Must be a PELL Grant recipient
- Expected family contribution less than 200, priority given to students with a EFC of zero
- Students must be enrolled in 6 credits
- May be used for summer school if funds remain
- May be awarded to non-Nevada Residents
- Awards will be \$600 per semester
- Award amount can vary on a case by case basis, but must have Director approval

STATE FUNDED GRANTS/SCHOLARSHIPS

Grant-In-Aid (GIA)

- Must be a resident of Nevada
- Priority given to the lowest expected family contribution, EFC must be less than 200
- May be awarded for summer school, if funds remain
- Awards will be \$600 per semester,
- Award amount can vary on a case by case basis with Director Approval
- Board of Regents requires GIA awards not to exceed 3% of headcount

Nevada Student Grant (NSG) is an access program for students who have demonstrated financial need as determined by the FAFSA. The guidelines are outlined in Title 4, Chapter 18 Financial Aid, Section 17 Guidelines for Use of Student Fees in Direct Financial Aid. These funds are created from remaining funds from the NSEP program and converted to NSG to award as a grant.

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- Must be Degree seeking student
- Enrolled at least half time
- There is flexibility in these funds and professional judgment can be used to award on a case by case basis
- Students must apply through the FAFSA to allow applicants to be considered for Title IV funding first.
- Must be Nevada resident
- Awards will be \$600 per semester
- Award amount can vary on a case by case basis with Director Approval

Nevada Resident Award (NRA)

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- There is flexibility in these funds and professional judgment can be used to award on a case by case basis
- Students must apply through the FAFSA to allow applicants to be considered for Title IV funding first.
- Must be a Nevada resident
- Awards will be \$600 per semester
- Award amount can vary on a case by case basis with Director Approval
- Summer awards may be made as long as remaining funds exist and are disbursed prior to June 30 are allowed with the director's approval.

WEST Award (WEST)

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- There is flexibility in these funds and professional judgment can be used to award on a case by case basis
- Students must apply through the FAFSA to allow applicants to be considered for Title IV funding first.
- Must be a Nevada resident
- Must have a 3.0 GPA or higher
- Awards will be \$600 per semester
- Award amount can vary on a case by case basis with Director Approval
- Summer awards may be made as long as remaining funds exist and are disbursed prior to June 30 are allowed with the director's approval.

SSOG

- Be enrolled in a program of study leading to a degree or certificate;
- Enroll in at least 15 credit hours that apply to the student's chosen program of study;
- Be college ready based on placement or completion of entry-level, college-level mathematics and English*;
- Be classified as a resident for tuition purposes;
- Meet institutional Title IV financial aid satisfactory academic progress requirements; and
- Complete the Free Application for Federal Student Aid (FAFSA) and have an Expected Family Contribution (EFC) of 8500 or less.
- Learn more at: <https://www.nevada.edu/ir/Page.php?p=ssog>

Millennium Scholarships @ WNC (MILL)

- Must be a Nevada resident and awarded this scholarship by the State Treasurer's Office
- Must be enrolled in a recognized associates degree program

- Must be enrolled in a minimum of 6 credits
- Students will receive \$40 per credit for credits 100 level and above up to 15 credits per semester
- Student must maintain a minimum GPA required by the program guidelines and make satisfactory progress toward their degree
- May be awarded for summer classes, however, disbursement will occur after the course is complete Aug-Oct
- WNC will use Institutional Methodology when determining student's eligibility to ensure that the student does not exceed the cost of attendance as required by the program guidelines.

INSTITUTIONAL FUNDED GRANTS

WNC Access Grants is an access program for students who have demonstrated financial need as determined by the FAFSA. These funds are based on the tuition increases and must follow the access guidelines established by the Board of Regents. The guidelines are outlined in Title 4, Chapter 18 Financial Aid, Section 17 Guidelines for Use of Student Fees in Direct Financial Aid. These funds roll over each year and are not classified as regular state funds. Part of the access funds are used as a grant programs and part of the funds may be used as work study funds (see WSEP).

WNC Award

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- Must be Degree seeking student
- Enrolled at least half time
- There is flexibility in these funds and professional judgment can be used to award on a case by case basis
- Students must apply through the FAFSA to allow applicants to be considered for Title IV funding first.
- Awards will be \$600 per semester
- Award amount can vary on a case by case basis with Director Approval
- Summer awards, as remaining funds exist and are disbursed prior to June 30 are allowed with Director approval.

WNC 15 to Finish

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- Must be Degree seeking student
- Enrolled at least 15 credits
- There is flexibility in these funds and professional judgment can be used to award on a case by case basis
- Students must apply through the FAFSA to allow applicants to be considered for Title IV funding first.
- Awards will be \$1000 per semester
- Award amount can vary on a case by case basis with Director Approval

Wildcat Award (WILD)

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- Must be Degree seeking student
- Enrolled at least 6 credits
- Students must apply through the FAFSA to allow applicants to be considered for Title IV funding first.
- Awarding procedures will begin with non-Pell eligible students with remaining need, followed by those with the highest to lowest Pell awards
- Awards will be \$1000 per semester
- There is flexibility in these funds and professional judgment can be used to award on a case by case basis
- Award amount can vary on a case by case basis with Director Approval

Latino Cohort Award

- Must be Degree seeking student and part of the Latino Cohort
- Must have been enrolled in and successfully completed EPY 150
- Awards will be the per credit cost of the EPY course and will be disbursed upon completion
- The Latino Cohort Advisor will supply the FAO with a list of eligible students

WORKSTUDY

Federal Work-Study (FWS) is a federal employment program for students who have demonstrated financial need as determined by the FAFSA.

- Must be Degree seeking student
- Enrolled at least half time
- Indicated interest in work study
- Not receiving NSEP or RSP or NSAP (unless one fund ends is supplemented with another fund)
- Awards are packaged at \$6000. This amount may be exceeded, if the student has need.
- Additional information on FWS is provided in Chapter 16: Student Employment.

Nevada Student Employment Program (NSEP) is a state employment program for students who have demonstrated financial need as determined by the FAFSA.

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- Must be Degree seeking student
- Enrolled at least half time
- Indicated interest in work study
- Must be Nevada resident
- Not receiving FWS or RSP concurrently
- Awards are packaged at \$6000. This amount may be exceeded, if the student has financial need.

Regents Service Program (RSP) is a state funded employment program that is not need based, according to federal criteria, but rather specific need based outlined by the Board of Regents.

- Students must meet one of the following criteria
- Must be a Nevada Resident
- Head of Household
- Single Parent
- Age 22 or over & have never attended college or a break in enrollment of 2 or more years
- No support from parents or family
- Unusual family or financial circumstances
- First generation college bound
- RSP Students must be in an approved degree or certificate program
- Enrolled at least half time
- Not receiving FWS or NSEP concurrently
- Awards are packaged up to 8,000. This amount may be exceeded if the student has financial need
- Students enrolled for academic year (fall/spring) considered first
- May be awarded in summer
- RSP is an employment program and not a financial aid award, therefore it is not awarded in PeopleSoft. Earnings are tracked separately, similar to a department account.

WNC Access Employment Program (WSEP) is an access program for students who have demonstrated financial need as determined by the FAFSA. These funds are based on the tuition increases and must follow the access guidelines established by the Board of Regents. The guidelines are outlined in Title 4, Chapter 18 Financial Aid, Section 17 Guidelines for Use of Student Fees in Direct Financial Aid. These funds roll over each year and are not classified as regular state funds. These access funds are used as a work program- following similar guidelines as NSEP.

- 90 % of the access-orientated funds must be awarded as need based, can be 10% as non-need based.
- Must be Degree seeking student
- Enrolled at least half time
- There is flexibility in these funds and professional judgment can be used to award on a case by case basis
- Students must apply through the Federal Application Process to allow applicants to be considered for Title IV funding first.
- Indicated interest in work study
- Not receiving FWS, RSP or NSEP concurrently
- Awards are packaged at \$6000. This amount may be exceeded if the student had need.
- Students enrolled for academic year (fall/spring) considered first
- Summer awards, as remaining funds exist and are disbursed prior to June 30 are allowed with Director approval

FEDERAL FUNDED STUDENT LOANS

Federal Direct Subsidized Stafford Loans (SUB) & Unsubsidized Loans (USL)

- Will not be automatically packaged. Each loan request form is considered on a case by case basis

Federal Direct Parent Loan for Undergraduate Students (PLUS)

- For parents of dependent undergraduate students
- Parent must pass a credit check
- If parent is denied, they may get a co-signer
- Student must meet general eligibility requirement for federal aid.
- Parent must be a citizen or eligible non-citizen of U.S. and not be in default or owe a refund to any student financial aid program.
- The yearly limit is equal to the cost of education minus estimated financial aid the student is eligible for.
- The parent may receive one loan for the student as a freshman and one loan as a sophomore.

Emergency Awards

FOLLETT Emergency Book Scholarship

- This unique scholarship textbook fund is part of the Follett contract. No funds are transferred to WNC. This must be counted as a resource. A voucher, is generated and student will present this to the Bookstore.
- Student should have a completed FAFSA and have provided all information required if selected for verification. The director has the discretion to award in the absence of a FAFSA.
- Must be enrolled in a minimum of 3 credits
- Student cannot have a balance from a previous term.
- Student cannot have defaulted on a previous loan, including Stafford.
- Professional judgment must be used to determine unique circumstance.

Emergency Loan

- Student must meet complete FAFSA and have provided all information required if selected for verification.

- Must be enrolled in a minimum of 6 credits
- Student cannot have a balance from a previous term.
- Student cannot have defaulted on a previous loan, including Stafford
- Student must submit application and sign promissory note

AWARD PACKAGING POLICIES AND PROCEDURES

General packaging policies

The FAFSA application process determines needs analysis for all students each year. The Student Information System automated packaging process awards aid. Priority funding is awarded to those students with the greatest need who have applied early. The level of aid shall not exceed the financial need of the student as determined by the Central Processing System (CPS).

Auto Packaging Awarding

The awarding of students will typically be automatically packaged in PeopleSoft using the above criteria. It is the policy of the department to utilize the auto packaging mode for virtually all awards. Throughout the year as funds become available through attrition, the director of financial aid awards additional grant funds to students with remaining need.

Manual Awarding

Manual Awarding/Packaging is discouraged. The awarding of students manually may occur at any time as deemed necessary by staff members, but only in extreme circumstances. Adjustments to a student budget may occur by professional staff members. Support documentation may be requested to complete this process.

Millennium Awarding POLICY

The policy for awarding Millennium Scholarship is the Board of Regents policy. See the NSHE policy and procedures manual.

Award Notifications

Once a student is packaged, a financial aid notification (offer) letter is available to the student in myWNC and an email is sent to the student. This award letter details the amount of the financial aid packages for the annual year/semester. Additionally, the Financial Aid Awards are visible in myWNC and on the Student Shopping Sheet.

Revision of Financial Aid Awards

Once an offer letter is sent to the student or placed on the web, there may be instances which warrant a change to the original notification. A Financial Assistance Office staff member may review a student's circumstances, make an adjustment to an award, and release a revised award letter. This revised award invalidates the original award notice and is available for the student to view on the Shopping Sheet.

Revision Initiated by the Financial Assistance Office

The Financial Assistance Office will automatically consider a revision in a student's aid package when the following occurs:

- There is conflicting information in the file.
- There are changes resulting from verification.
- There is a change in availability of funds.
- There is a Financial Assistance Office staff member error.

Students are sent a revised award letter and the revised offer letter is posted on the web with the change. In the case of an office error, it is customary to contact the student personally or send a personalized letter.

Revisions Initiated by Request from Student

Students may decline any portion of their award. If a student wants to add to an award, the request is referred to a Financial Assistance Office staff member (for loans and work study) or the director (grants).

It is the student's responsibility to notify the Financial Assistance Office of changes in a student's resources. If the student makes an appointment with a Financial Assistance Office staff member and reveals a change in circumstances which may affect the student's family contribution, the student should document the situation or write a letter reiterating the conversation and including supportive documentation. If a change to the award is allowable, the Financial Assistance Office staff member will create on SIS a revised award letter.

Consortium Agreements

The federal government allows consortium agreements where student may receive Title IV aid if he/she is taking courses at two or more schools, if the participating institutions enter into a consortium agreement. A consortium agreement specifies which institution will process and disburse student aid. The agreement also should stipulate which institution will consider the student enrolled. Whichever institution disburses aid funds is responsible for keeping records and returning Title IV funds in the case of an over-award. Financial Aid will only be awarded to WNC students for courses taken at the WNC campuses only, unless a consortium agreement exists.

Overawards

An over-award occurs any time a student's disbursed financial aid (federal, institutional, and outside aid) and other resources exceed the cost of attendance for the award period by more than an allowable tolerance.

Eliminating an Overaward

Before reducing a student's aid package because of an over-award, the Financial Assistance Officer should always attempt to alleviate the situation by reducing or eliminating the over-award. The following possible allowances should be checked.

- increase budget using allowable expenses;
- adjust EFC and make ISIR correction;
- adjust undisbursed funds (all undisbursed financial aid funds must be withdrawn in the case of an over-award).

Causes of an Over-award and/ or Overpayment

There are several causes of an over-award:

1. Student wages - the student earns more than the awarded work-study allocation.
2. Change in the enrollment status - the student withdraws or drops below the projected enrollment status.
3. Reduction in cost of attendance - the student changes budget categories.
4. Additional resources - the student has resources greater than those used to calculate the award.
5. Administrative error - the Aid Administrator inadvertently makes an error.
6. Fraud - the student intentionally deceives or misrepresents information to obtain funds.

Packaging Procedures are outlined in:

- **Appendix A**
- **Appendix N**

Chapter Fourteen: Grant Programs

Types of Financial Aid:

Federal

Federal PELL Grant (PELL)
Federal Supplemental Educational Opportunity Grant (FSEOG)

State

Silver State Opportunity Grant (SSOG)
Grant-In-Aid (GIA)
Nevada Resident Access Grant (NRA)
Nevada Student Grant (NSG)
WEST Grant (WEST)
Nevada Student Employment Program (NSEP)
Millennium Scholarship Program (MILL)

Institutional

Western Student Employment Program (WSEP)
Western Nevada Award (WNA)
Wildcat Award (WILD)
WNC 15 to Finish
Financial Aid Emergency Loan
Mary Hartman-Connolly Emergency Book Loan

Federal Programs

Federal PELL Grant

The Federal PELL Grant is an entitlement program. Students must demonstrate financial need to qualify. The Federal PELL Grant program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education. This program is centrally administered by the federal government and is typically the foundation of a student's aid package.

The Financial Assistance Office uses the PELL award as the foundation of the student's financial aid package. Therefore, students requesting financial assistance during their enrollment are required to establish Federal PELL Grant eligibility before additional determination of funds eligibility is made and/or awarded.

In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA) and have the results sent to WNC. The FAO will accept results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. The FAO must have an official EFC for the student before eligibility for any fund may be determined.

Students are notified of the amount of their PELL Grant through a financial aid offer letter. Students are directed to view their offer letters on myWNC.

FSEOG Program

Monies are awarded to PELL-eligible students with remaining financial aid need. The institutional match is provided from state or institutional funds.

State Programs

State need-based programs are awarded based upon FAFSA information. Awards are made electronically via an external award packaging process according to highest need. In rare instances approved by the director, manual awards may be made. Non-need awards may be awarded at the discretion of the director up to 20% of the state funds.

Millennium Scholarships are awarded in accordance with the NSHE Board of Regents policies and procedures. Eligibility is determined by the Office of Treasurer of the State of Nevada.

Silver State Opportunity grants are awarded in accordance with NSHE Board of Regents policies and procedures. Additional information is available at <https://www.nevada.edu/ir/Page.php?p=ssog>.

Institutional Programs

Institutional funds include access funds that are supported by increases in tuition. These funds are used for grant and employment programs and must be 80% need-based. Awards may go to Nevada residents and out-of-state students.

Chapter Fifteen: LOANS

DIRECT FEDERAL LOANS

Responsibilities:

Financial Assistance Office. Student Loan Coordinator/Director of Financial Assistance

Definitions used in this section:

Satisfactory Academic Progress (SAP); Expected Family Contribution (EFC); Master Promissory Note (MPN); Common Origination Destination (COD); Western Nevada College (WNC); Refund or Return of Title IV (R2T4); Department of Education (DOE).

Packaging policies for Federal Direct Loan/Direct PLUS

Once WNC students have completed the FAFSA application process, they may be eligible for the following:

Federal Direct Subsidized Loan is “need-based aid” as determined by the completion of the FAFSA. Refer to: <https://studentaid.ed.gov/types/loans/subsidized-unsubsidized#subsidized-vs-unsubsidized> for complete information on Federal Direct Subsidized loans.

RED – NOT SURE ABOUT PATH

Federal Direct Unsubsidized Loan is “Not need-based aid” as determined by the completion of the FAFSA. Refer to: <https://studentaid.ed.gov/types/loans/subsidized-unsubsidized#subsidized-vs-unsubsidized> for complete information on Federal Direct Unsubsidized loans.

Direct Parent Loan Undergraduate Studies (PLUS) Loan Direct PLUS loans are federal loans that graduate students and parents of dependent undergraduate students can use to help pay for college or career school. Direct PLUS loans can help pay for education expenses not covered by other financial aid.

** <https://www.wnc.edu/financial/types-of-aid/#loans> – This link does tell student’s how to apply for Federal Direct loans, requirements and the different types of Federal Direct Loans. This link is on WNC’s website.

Students are encouraged to only borrow what they need. There are four steps that students must complete in order to activate their loan. 1.) complete WNC’s Direct Loan Request; 2.) attach Federal Financial Aid Data information 3.) complete a Master Promissory Note (MPN) and; 4.) complete the on-line Entrance Loan Counseling.

Step 1 and Step 2: WNC Loan Request form and Federal Financial Aid Data information

Students must complete WNC’s Direct Loan Request form and indicate how much they wish to borrow and attach/or bring in their Federal Financial Aid Data information page. The Loan Request form is submitted online. WNC does not ‘auto package’ Federal Direct loans. If a Parent is requesting a Direct PLUS, they must also complete WNC’s DIRECT PLUS form found online through WNC’s website. This form is submitted directly to WNC’s Financial Assistance Office.

Step 3 and Step 4: Complete the Master Promissory Note (MPN) and Entrance Loan Counseling session

Students applying for a **Federal Direct Loan** must complete a **Master Promissory Note (MPN)**. MPN’s are good for 10 years. WNC receives confirmation this is completed electronically via COD. MPN’s are kept on file with COD/DOE Education.

Students must complete the “**Entrance Loan Counseling session.**” Student’s go to www.studentloans.gov and complete Entrance loan counseling session. COD sends confirmation electronically the Entrance Loan Counseling is completed. Entrance Loan Counseling’s are kept on file with COD/DOE.

Parents applying for a Federal Direct PLUS must complete the Federal Direct PLUS loan application through www.studentloans.gov. Parents must also pass a credit check through the Department of Education. The Federal Direct PLUS loan application and credit check are kept on file with COD. Electronic confirmation is uploaded to PeopleSoft via COD.

Parent’s requesting a Direct PLUS loan must complete any counseling sessions as required by DOE. Currently, Parents taking out a Direct PLUS to help pay for their children’s education expenses do not have to complete the entrance counseling.

Processing Time

Once students have completed their financial aid file, loan processing takes approximately two to four weeks.

Originate Loan

It is determined before a Federal Direct Loan is originated and/or Direct PLUS; student's eligibility:

- Satisfactory Academic Progress (SAP)
- Cost of Attendance
- Expected Family Contribution (EFC)
- Consider grants and scholarships first
- ~~Verify Subsidized Usage Loan Allotment (SULA) - NO LONGER REQUIRED BY THE DEPT. OF ED.~~
as of: **July 1, 2021**
- Verify nothing in outstanding on student's ToDo list on their student services page
- Verify NSLDS for loan eligibility.
- Must be in an eligible Degree-seeking program.

Their SAP is verified. Student's COA minus EFC minus any other aid received leaves how much a student has available to receive additional aid. NSLDS is used to assure student is not in default and not have reached the year or lifetime aggregate amount(s). COD is verified assuring they have not used their aggregate for the year at another institute. Once this has been reviewed a Federal Direct Loan and/or Federal PLUS is originated and processed.

Direct Loan Quality Assurance system

PeopleSoft is setup to ensure accurate loan amounts are originated. For example: An independent/freshman level amount cannot be awarded an independent/sophomore amount. A dependent/freshman cannot be awarded an independent/freshman amount. There are safety measures built into the system at WNC to prevent this. Furthermore, the loan coordinator verifies student's eligibility through academic progress, grade level, cost of attendance, NSLDS and COD.

Right to Refuse Originating a Loan

Per Federal Regulations (FSA Handbook: Volume 3; Chapter 5; page 3-90. HEA Sec. 479(A)(c), 34 CFR 685.301(a)(8), DCL GEN-11-07

On a case-by-case basis, you may refuse to originate a loan for an individual borrower, or you may originate a loan for an amount less than the borrower's maximum eligibility. However, you may NOT limit borrowing by students or parents on an across-the-board or categorical basis. However, you must ensure that these decisions are made on a case-by-case basis, and do not constitute a pattern or practice that denies access to borrowers because of race, sex, color, income, religion, national origin, age, or handicapped status. Also note that your school cannot engage in a practice of originating FSA Loans only in the amount needed to cover the school charges, nor limit Direct Unsubsidized borrowing by independent students. When a decision is made not to originate a loan or to reduce the amount of the loan, you must document the reasons and provide the explanation to the student in writing.

Loan Disbursement

Loans are disbursed every Wednesday unless otherwise stipulated by the Financial Assistance Office, in agreement with the Business Office and in agreement with the Federal requirement. Any outstanding charges students owe to the college are deducted from the loan funds. WNC then generates residual excess funds after charges/fees have been paid through the Business Office. The general processing time to generate residual funds is 1 to 2 days after funds have been posted to students WNC account. Financial aid loan checks are either mailed or directly deposited into the student's bank account (whichever the student has arranged with the Business Office). It is the student's responsibility to ensure his/her address and bank account information is updated with WNC's Business Office.

Financial aid loans are released in two disbursements. Loans for the entire academic year (fall/spring) are disbursed in two equal payments, one in the fall and one in the spring. Loans for only one semester will also be disbursed in two payments. One in the beginning of the semester and the second disbursement mid-way point of the semester. If a student requests a loan late in the semester, the disbursements could be back-to-back.

Federal regulations stipulate that loan checks for first-freshman, and first-time borrowers are subject to a 30 day delay disbursement of the enrollment period or later if the student requests it after that time period.

Loan Disbursement Notification Letter

The Financial Assistance Office is required by federal law to notify students that loan funds received electronically from their lender have been credited to their WNC student account. These letters are generated on a weekly basis.

Academic Progress

Satisfactory academic progress and enrollment are verified and students' financial aid files are audited to prevent possible over-awarding prior to the release of loan checks. If this process reveals a situation where a student is ineligible for the loan, the loan is canceled. If students plan to drop a class, audit a class, or expect to fail a class, it is their responsibility to contact a Financial Aid Advisor for advice concerning the consequences of such a change.

Returning Disbursements/Refunds to Lenders

Loan disbursements for ineligible students are returned to lenders within the federal regulatory time frame. Return to Title IV Funds (R2T4) calculations are performed when necessary by the financial assistance staff and financial assistance director. Loan funds are referred to the loan coordinator to complete the return of funds to the Department of Education within 45 days. The 45 days do not apply to Private Lenders.

Refusing to originate a loan Refusal of a Direct loan may only be initiated in extreme circumstances where there is documentation that the student is requesting a loan for purposes other than educational.

Establishing Grad/Professional eligibility

WNC is primarily a two (2) year institute. **Therefore, establishing Grad/Professional eligibility does not apply at WNC.**

Certifying Eligibility

The Direct PLUS borrower certification along with adverse credit history and use of endorser information comes to WNC electronically via COD. Credit history and borrower certification is kept on file with COD/DOE. WNC certifies eligibility by following the steps in the packing policies for the Federal Direct Loan and Direct PLUS.

Confirmation process for students

Once the Direct Loan is originated, WNC's system automatically generates an Award Letter showing the Direct Loan and the amount that was processed.

Default Prevention Procedures

Cohort Default Loan Record Detail Reports are reviewed by the loan coordinator. Any discrepancies are challenged with the guaranty agency within the federal guidelines. In 2014-2015 WNC contracted with USA Funds for Default Prevention, now with Student Connections.

The link for the **OFFICIAL Cohort Default Rates for Schools** is:

<http://www.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>

Balancing Federal Direct Loans

The Federal Direct student loan accounts are balanced on a monthly basis. The student loan coordinator is responsible for creating and maintaining an excel spreadsheet which includes all of the disbursements and adjustments to loans in PeopleSoft that do not match COD disbursements. This spreadsheet needs to balance with the balance between PeopleSoft and COD.

Enrollment Reporting

Schools are required to confirm and report the enrollment status of students who receive federal student loans. This process is called Enrollment Reporting. WNC contracts with the National Student Clearinghouse to report enrollment. On a regular schedule throughout each semester, Admissions and Records reports enrollment data to the Clearinghouse. In accordance with WNC's NSLDS schedule, the Clearinghouse reports enrollment data on student borrowers to NSLDS. This schedule is available on the NSLDS website.

The Enrollment Summary Report is extracted from NSLDS on monthly basis and reviewed by the director to ensure that the batches are received from the National Student Clearinghouse as scheduled.

When a student with loans withdrawals during the semester and/or drops below half-time, the loan coordinator reports the date and enrollment on NSLDS and sends an exit packet (Appendix L for procedures).

Alternative Loans

Certifying Eligibility

Student must be enrolled in at least six (6) credits that are applicable to their declared degree/certificate program and be meeting SAP. The lenders have the right to override this policy. However, any override to the policy must be received in writing. Alternative Loans are certified when a request is received from the lending institution.

Disbursement

The lending institution sends the college a paper check. Once received, it is commented in Peoplesoft and delivered to the Business Office. Disbursement is manual made through the Business Office.

Returning Disbursements/Refunds to Lenders

If the student wants to cancel their Alternative Loan, they must submit a Financial Aid Cancellation Form and indicate their request. Once the Financial Assistance office processes the cancellation, a paper check is sent via FEDEX with a tracking document & return receipt to the lender.

Emergency Loans

FINANCIAL AID EMERGENCY LOAN PROGRAM

General

The Western Nevada College Financial Aid Emergency Loan Fund is maintained to provide emergency loans to currently enrolled WNC students making satisfactory academic progress and in good standing (2.0 grade point average or better). The reason for the loan must be of an emergency nature, and the emergency must be such that there are no other sources of funds available. Generally, a loan will not exceed \$200 for short term emergency purposes. Under extenuating circumstances, the director of financial aid may authorize emergency loans to exceed the \$200.

Emergency loans must be supported by a properly completed promissory note. The Financial Assistance Office is responsible for approving loan applications. The Business Office may recommend disapproval of a loan if:

- A. Loan funds have been temporarily depleted. The student has existing unpaid notes, has a history of failure to meet financial obligations, or owes the College amounts which are past due. Generally, only one loan at a time, per semester is approved for an individual student.

Eligible uses may include:

- Course supplies,
- Unexpected medical costs,
- Emergency transportation needs, etc.

Following are needs generally not considered to be emergencies requiring loans from the emergency loan fund:

1. Tuition
2. Housing payments
3. Fines and fees
4. Funds to pay back prior loans
5. Auto, appliance, and furniture purchases
6. Cash requirements that normally is (or should have been) anticipated
7. Waiting periods for loan funds or other financial aid

Emergency loans are for students who have demonstrated a legitimate need to the financial aid advisor and are supported by the assurance that sufficient funds are forthcoming for repayment.

Application and Repayment procedures

1. If funds are available and the need is of an emergency nature, a loan application and promissory note is to be completed and turned in to the Financial Assistance Office. A current ID must be presented at the time of application.
2. The student is required to support the request with the assurance that sufficient funding are forthcoming. Students submitting emergency loan fund applications for textbooks are asked to provide documentation from the bookstore on the specific costs of books from their current class schedule.
3. Applications are reviewed by the financial aid advisor and approved by the director or director's designee.
4. If the application is approved, the designated official will sign the application and the promissory note. Please note, the promissory note must accurately reflect the amount of the emergency loan.
5. If a check is required, it is processed by the Business Office, typically within one working day. If a book voucher is required, the Financial Assistance Office generates the voucher and forwards this voucher to the bookstore. The bookstore will then issue the subsequent credit to the student.
6. The amount of the loan is entered by the Business Office onto the student's account via the Student Information System. The charge code that should always be used is LOAN (Do not use BOOK, that charge code is not an emergency loan).
7. If the amount of the loan that has been charged to the student account on SIS is more than the actual amount of book charges from the bookstore, the residual amount should be refunded to the student. Thus, avoiding a modification to the promissory note or adjustment to the student's account.

Disbursement and Collection

Funds are only made available to students in the form of a loan. Disbursement of the loan is determined by the Financial Assistance Office and may be in the form of check or voucher.

The Business Office is responsible for disbursement of loan funds and receipt of loan payments.

1. Before receipt of the approved loan, verification is made that there is no other loan outstanding.
2. The student's account is charged for the amount of the loan. The charge code that should always be used is LOAN. (BOOK should not be used, as BOOK charge code is not an emergency loan).
3. Charges are posted to the student's account prior to the issuance of a check or delivery of the voucher to the bookstore.
4. Students may pick up their loan checks at the cashier's window, or if appropriate, utilize the issued book voucher at the bookstore. This would have been sent to the bookstore by the Financial Assistance Office after charges have been posted to the student's account.
5. Repayments are made at the Business Office. The Student Emergency Loan balances due will receive the same collection efforts as all other balances due from students

Reporting

The Business Office maintains records of current balances of loan funds available. Both the Business Office and the Financial Assistance Office tracks the emergency student loans. These are reconciled weekly.

MARY HARTMAN EMERGENCY BOOK LOAN

Emergency loans are available for students with extreme financial circumstances. Each application is considered on an individual basis and is not guaranteed. As per the president of the College, these funds may be used for books.

Emergency book loans are available after the first day of the semester.

Eligibility Criteria

The student must:

- Have a completed free application for federal student aid (FAFSA) and
- Be packaged with enough aid available after registration fees and tuition to cover repayment of the loan.

Application Procedures

Students complete the Mary Hartman Connelly Emergency Loan application form and promissory note **and** attach a printout from the bookstore of the books needed and their prices, if applicable. The application is submitted to the Financial Assistance Office.

Application Process

- The application is reviewed by the Administrative Assistant IV. If the student is receiving a Federal Direct loan, the loan coordinator must initial the application, verifying the loan has been certified.
- The director of financial aid reviews and approves/denies the loan.
- If approved, the Administrative Assistant IV completes a voucher for the bookstore which is available at the front desk of the Financial Assistance Office on the first day of classes for the semester.
- **The Business Office records the loan on SIS as HART, creating an amount owed on the student's account.**

Chapter Sixteen: Student Employment

Student Employment Services

The Office of Student Employment is located in the Financial Assistance Office, and the Student employment coordinator reports to the Director of Financial Aid.

Awarding Guidelines

The following are guidelines for awarding the various student employment programs at WNC

Work Study Awarding Guidelines

Work Study programs are campus based self-help programs considered to be part of our priority-funding program, meaning that students must meet the priority funding deadline to be initially considered for Work Study. Federal Work Study (FWS) funds are awarded in a computerized process where students are ranked in net need order and awarded according to WNC's funding philosophy. Additionally, 7% of the available Federal Work-Study funds are allocated for Community Service Positions. These FWS positions could be on or off campus locations. For specific information the requirement of a FWS community service position, reference <https://ifap.ed.gov/fsahandbook/attachments/1718FSAHdbkVol6Ch2.pdf>. The Nevada Student Employment Program (NSEP) and WNC Student Employment Program (WSEP) and Regents Service Program (RSP) funds are awarded on an individual student basis based on program eligibility requirements and available funding. For FWS, NSEP, and WSEP, awards are made for up to \$6000. RSP awards will be made for up to \$8000, divided into semester allotments of \$4000. Exceptions to these amounts may occur if the student's remaining need is less than the normal award or there is less than the amount of the normal award in the account at the time the award is made. There is no minimum for any work study award but the Student Employment Coordinator tries not to make awards less than \$1000 for the year. The Student Employment Coordinator may authorize awards of greater than \$6000 in FWS, NSEP and/or WSEP if funds are available, the student has demonstrated financial need, and has shown a commitment toward working under the work study program. Additionally, all work study students must meet Work Study Eligibility Requirements.

Work Study Eligibility Requirements

- Work Study Employees must be admitted as a regular (degree seeking) WNC student and be enrolled in at least 6 credit hours for any semester in which they are employed.
- They must maintain the minimum financial assistance satisfactory academic progress while at WNC which reads: a student must satisfactorily complete 67% of all classes attempted each semester and the cumulative rate must be 67% or higher. Also, the cumulative grade point average (GPA) must be a 2.0 or higher. A class is considered satisfactorily completed if a grade of A, B, C, D, or P is received.
- They must continue to be enrolled for the appropriate number of credit hours in order to be eligible for continuation of employment in a student position. Students failing keep a minimum of six credits must be terminated from Work Study employment.
- Students must meet the employment eligibility as established by the Immigration and Naturalization Service to work in the United States.
- To be eligible for the need-based funds such as federal work-study, Students are required to fill out the Free Application for Student Aid (FAFSA). These funds are given out on a first-come, first-served basis based on the need determined by the FAFSA process.

Regents Service Program Eligibility Criteria

Employment under the Regents Service Program (RSP) does not require the need determination made in the FAFSA process but students must be enrolled at least half time and meet at least one of the eligibility criteria for the RSP program. They include:

- Head of Household
- Single parent who has never attended college or has had a break in enrollment of two or more years
- First person in their immediate family to pursue a certificate or degree beyond high school
- Not receiving support from parents or family
- Has unusual financial circumstances

Regular Student Employment Awarding Guidelines

While some regular jobs are listed with the Student Employment Office, student employees are often recruited directly by

the department or office needing workers. The requesting department will pay 100% of the student's wages, as well as any fringe benefits. Regular student employment jobs are available to any student enrolled in at least 6 credits at any UCCSN institution and maintaining a 2.0 cumulative G.P.A. (or 12 credits for international students). The same satisfactory academic progress requirements apply to regular student workers.

Summer Eligibility Guidelines

WNC does not make summer student employment awards. Students working during the summer are continuing student employees who had been enrolled in at least six credits in the spring semester and are either enrolled in summer credits and/or are enrolled for the upcoming fall semester in at least six credits. Students working in the summer are paid through departmental non-awarded funds. Students who are working in the summer and are not enrolled may be subject to FICA taxes as determined by the NSHE Payroll Office.

Work obligations of student employees

Students are expected to perform their assignments in a responsible and mature manner. They are required to comply with the directions of their supervisors and to conduct themselves in a manner consistent with their responsibilities. Students who fail to perform in a satisfactory manner are removed from their assignment and may be removed from the program. A student who accepts a work-study assignment:

- Is expected to give professional, punctual, efficient performance;
- Agrees to remain on the job for the duration of the period certified;
- Must notify their supervisor when illness or some other unforeseen circumstances prevents the students' attendance at work;
- Must give adequate notice to both the employer and the Financial Assistance Office when terminating the work-study employment; and
- Must notify the Financial Assistance Office during the period of employment of any changes in address or status that might affect the student's award, for example, a change in the number of credits the work-study student is enrolled in.

The following areas are of particular importance:

Absences

Student employees are responsible to inform their supervisor in advance when they will be absent from their job. Every attempt should be made to give the supervisor as much advance notice as possible. In the event of a legitimate emergency, every attempt should be made to inform the supervisor as soon as practicable.

Dress Code

As employees of the college, how student employees dress reflects upon WNC. Attire must be appropriate for the workplace. At time of hire, student employees should discuss appropriate dress for their position with their supervisor.

As a rule, the following clothing is not considered appropriate for the workplace:

- Halter Tops, spaghetti straps, mid-drifts or other revealing clothing
- Clothing that is soiled, torn or frayed, or that contain advertisements for alcohol or drug products, or contain a logo or message that may be interpreted as offensive or oppressive
- Excessive jewelry that distracts WNC customers or other employees or otherwise detracts from work assignments

Remember, the way that a student employee presents themselves at work should be a "dress rehearsal" for employment after graduation.

Processes

Student employees should discuss office policies and procedures with their supervisor and adhere to them at work. They should refrain from inviting friends into the office during work hours as it disrupts the office routine.

Work Assignments

The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.

Respect

Respect should be shown to the entire College community including the faculty and staff, other student employees,

students, parents and the general public. It is expected that all employees will be courteous and helpful to others.

Confidentiality

All work-related information must be considered confidential. Therefore, it is imperative that work related information and records remain confidential. As such, they are not to be discussed or shared with others.

Emergency Situations in the Work Area

The student employee should notify their immediate supervisor if an emergency develops at work. In the event that their supervisor is not available, the student should contact their supervisor's supervisor up through the chain of command. In a situation that is dangerous or confrontational, call college security personnel at (775) 230-1952.

Student Employment Process

In order to maintain consistency in student employment programs, the Student Employment Coordinator has developed a process for requesting, posting, applying for student employment positions

Employers Request Positions

Employers submit annual requests for student employment positions to the Student employment coordinator. Supervisors should indicate whether funds are set aside to pay student employees or if the wages are to be paid from accounts controlled by the Student Employment Coordinator. A current Position Description should accompany the Student Employment Request. In subsequent years, employers only need to request new positions or provide updated job descriptions as needs change.

Off-Campus Positions

Before posting off-campus positions, off-campus employers must enter into a contractual arrangement with Western Nevada College. This written contractual agreement is executed between Western Nevada College and an authorized representative of the employing organization. It specifies the employer's responsibilities for participation in the program, the conditions and limitations of employment, type of work, student compensation (wages and hours), payroll procedures, employer's reimbursement for student compensation, workers compensation, administrative charge, etc. After the agreement has been signed, the employer is then eligible to hire student employees.

Open Positions are posted to the Job Board

Once Requests for positions or current job descriptions are received by the Student Employment Coordinator, they will be reviewed and current open positions will be posted to the WNC Job Board.

Notifying Students

After the initial Work Study awards are made students are notified through their award notice communication what Work Study is and that they should visit the WNC Job Board and contact supervisors for interviews. Students are also notified that if they decline their award or do not secure a job within the first two weeks of the semester their award will be cancelled and re-awarded to another eligible student on the waiting list. Continuing student employees who are manually awarded NSEP and WSEP funds are notified through their supervisors as the Student Employment Coordinator prepares a new PAF for them. Any remaining funds in FWS, NSEP or WSEP are awarded out using the waiting list. The waiting list is reviewed and highest need and date of filing the FAFSA is considered.

Applying for Student Employment Positions

The following are the steps required to apply for a student employment position:

Apply for Financial Assistance

Student employees who want need-based employment must apply for financial assistance through the Free Application for Federal Student Assistance (FAFSA). Students who indicate that they want work on the FAFSA will be considered for it in the application process. Need based Student Employment will be awarded as part of the financial aid award package for those who qualify based on their need and the availability of funds. In addition, NSEP and WSEP awards are made manually with priority given to eligible continuing student employees.

Job Board

In the award notice, students awarded work study funds are referred to WNC Job Board on our website site at www.wnc.edu. All student employment positions are posted to the WNC Job Board. On-Campus positions include

positions available at any of WNC campuses or instructional sites. Reading/Math Tutor positions include reading and math tutor positions at local elementary schools. The off-campus positions include current job opportunities in the community and are not affiliated with WNC. They are compiled from job announcements received by WNC from employers wishing to hire WNC students. They are posted as a service to WNC students and local employers and monitored by the Continuing Education Office. Students are instructed to review the job board to view all employment opportunities. Each individual on campus job posting instructs the student to contact the department for an interview.

Job Board Disclaimer

The WNC on-line Student Job Board is a free service of Western Nevada College. While every effort is made to ensure the accuracy of the information provided, we do not guarantee the validity of any particular listing. The presence of job announcements on WNC website does not indicate an endorsement by the college. WNC reserves the right not to post any information that is not in keeping with WNC policies.

Job Interviews

Perspective supervisors will conduct a job interviews with all job candidates. During this interview, the supervisor should establish a rate of pay and clearly defined work schedule that is compatible with the student's time constraints and the needs of the department or school. It is suggested that the employer consider the amount of the student's employment award when determining a work schedule for the student. Supervisors should try to ensure that the allowable earnings are spread over the academic year or other contract period. All earnings from July 1 to June 15 of the academic year will be included in the academic year. Additionally, the established schedule must not conflict with the student's class schedule. The supervisor will inform the Student employment coordinator when an employee has been hired and the hourly wage that will be paid.

Fill out an Employment Package

After students interview and are hired for campus positions, student employees pick up a Hiring Packet from the Financial Aid Office. The packet includes policies pertaining to Nevada Workplace Safety Information, Sexual Harassment, and Workers Compensation, campus policies pertaining to drugs and alcohol, Satisfactory Academic Progress, Confidentiality/FERPA, Workplace Ethics and the Affordable Care Act. The packet also includes a Student Employment Application, a W-4 form to establish tax withholding and an I-9 form to establish the applicant's eligibility to be employed in this country.

Make an Appointment with Student Employment Coordinator

Students schedule an appointment with the Student Employment Coordinator to turn in their completed hiring packet. Identification documents are reviewed together to complete the I-9 form. The Student Employment Coordinator will complete the Personal Action Form (PAF) for hire.

Student Wages

Within the student employment programs at WNC, students are employed under "an hour's pay for an hour's work" arrangement. The program provides for payment on an hourly rate basis only. Students may not be compensated under a salary, commission, or fee arrangement. In addition, fringe benefits, such as paid sick leave, vacation pay, and holiday pay are not part of the pattern of compensation under student employment programs. Student employees are not eligible for Nevada Unemployment Compensation benefits from the College. Before a student is hired, the hourly wage rate must be agreed upon between the employer and the student. The wages should be appropriate and reasonable and are subject to the approval of the Student Employment Coordinator. Experience and employment history will be taken into consideration when setting the pay rate. Positions are divided into three pay ranges based on the type and complexity of the individual position.

Student Employee Pay Ranges:

Student employees are grouped into pay ranges based on the complexity of a position and the abilities/skills required to function within that position. Pay ranges are assigned by the Student employment coordinator and posted with individual Job Descriptions on the WNC Job Board. The actual rate of pay is set within the range by the supervisor after accessing the student employee's skills, longevity, and knowledge. Supervisors will not set a pay rate outside the posted range without the permission of the student employment coordinator. Before a student is hired, the hourly wage rate must be agreed upon between the employer and the student. The wages should be appropriate and reasonable and are subject to the approval of the Student employment coordinator. Experience and employment history will be taken into consideration when setting the pay rate. Positions are divided into three pay ranges based on the type and complexity of the individual

position:

Student Employee I Wage Range \$8.25 to \$9.25 per Hour

Duties at this level are routine and simple in nature. These positions are closely supervised and do not require decision making. Very specific written and oral instructions are provided. No previous experience or specific skills required. Employees will be trained to perform the duties of the position.

Minimum Qualifications: None

Examples of duties could include: filing, answering phones, shelving books, and typing rough drafts from notes. Copying, washing laboratory glassware, stocking shelves, and manual tasks involving light physical effort.

Student Employee II Wage Range \$9.00 to \$12.00 per Hour

Duties are less routine and somewhat varied. These positions perform responsible tasks that require the employee to make some decisions. Employees are given general instructions as necessary and are expected to begin to use limited judgment in completing tasks.

Minimum Qualifications: Adequate skills to perform specific duties without detailed supervision and some job related experience is required.

Examples of duties could include: finished typing according to prescribed format, basic word processing, reviewing documents for completeness, data entry, cashiering, posting, simple hardware/software maintenance under supervision, library research requiring students to summarize materials, and situations requiring similar judgment. Also in the class are positions requiring manual skills and arduous physical work.

Student Employee III Wage Range \$10.25 to \$15.00 per Hour

Duties require specialized knowledge and are that varied in nature. Positions require decision making and judgment to complete assigned tasks. Minimum Qualifications: specialized training to include computer skills, word processing and data analysis skills, or tutoring experience, etc.

Examples of duties could include: Providing research support for Library patrons, providing support for Fitness Center patrons, preparing lesson plans and providing tutor support in an Elementary School setting, or providing computer support consistent with computing Services policy and procedures, peer mentoring, etc.

Raises

Supervisors who wish to increase the wages of any student employees receiving funds from any student employment program must have those increases approved by the Student Employment Coordinator. The Student Employment Coordinator will initiate a new Personnel Action Form (PAF) that includes the pay raise. This PAF form must be signed by the student and supervisor and returned to the Student employment coordinator before it takes effect. Raises will become effective at the start of the next pay period and must be submitted at least 10 days before the end of the pay period to be included in payroll processing. Typically, raises are only given for increased responsibility, longevity or for superior performance as a merit pay increase, typically at the beginning of the fall semester.

Tracking Earnings

It is the responsibility of the supervisor and the student to track student employment earnings to ensure that allotments are not exceeded. The Financial Assistance Office will track student earnings on the automated Human Resources System. Supervisors will be notified by phone or e-mail when students are within \$500 remaining of their allotted dollars. Any excess earnings beyond their allotted amount will be charged to the supervisor's department account at a 100% rate or, for off-campus positions, the supervising school will be billed at a 100% rate.

WNC Student Employment Regulations

WNC has some regulations that pertain specifically to Student employment. Supervisors are required to adhere to these regulations when supervising student employees.

Working Hours: Student employees are limited to a maximum of 20 hours per week when classes are in session, up to 28 hours a week during summer, winter and spring breaks, and up to a maximum of 8 hours in any one day.

Breaks: Student employees are entitled to a 15 minute paid break for every four hours of continuous employment. However, student employees cannot work for more than 6 hours without taking an unpaid break of at least 30 minutes.

Timesheet Signatures

Timesheets must be signed by both the student and their supervisor.

Working during class time

Students cannot work during periods when they are scheduled to be in class unless that particular class was cancelled and the supervisor makes a note to that effect on the employee's timesheet for that period.

Student Enrollment

In order to be eligible for student employment, a student must be enrolled in at least 6 credits. Typically, a student averages 20 hours per week when classes are in session. Students may, under special circumstances exceed 20 hours per week during periods when classes are in session. Under no circumstances will they exceed 40 hours a week. Additionally, working more than 20 hours per week may affect FICA withholding. When classes are not in session and during vacations, students may work up to 28 hours a week with the approval of the Student employment coordinator.

Eligibility to Begin Work

Students are allowed to begin work when they have an approved I-9 and Personnel Action Form (PAF) signed by themselves, their Supervisor, and the Student employment coordinator and have been officially notified by the Student employment coordinator that they may begin work.

Calculating Hours

Supervisors and students are encouraged to divide the total award by the hourly wage as a guide to stretching the hours of employment throughout the award year. When setting up the student's schedule the supervisor should make sure not to exceed twenty hours per week or eight hours per day restrictions. If a student works during a scheduled class time, the class must have been canceled for that time period and a notation must be made on the time sheet. Any supervisor wishing to work with a student employee during the weekend or on holidays must get prior approval from the Student Employment Coordinator. It is absolutely necessary for all student employees to be supervised and have meaningful constructive work to perform. No student employee will be allowed to take work home or into another section either on or off campus where they will be unsupervised.

Student Employment Timesheets

Each work-study student will receive a timesheet at time of hire. They will receive instruction on the proper way to complete them. Hours earned during a specific time period are recorded on a student Employment Timesheet. This form will be kept by the supervisor and stored by the department for a 3 year period. The timesheet is used to track hours which are then in turn reported to the Student Employment Coordinator on a Payroll Roster routed each pay period. The payroll roster for the designated pay period are turned into the Financial Assistance Office by the cutoff date assigned by NSHE payroll.

- Student employees are not allowed to work during their scheduled class periods.
- A student may take a paid 15-minute break anytime during a scheduled four-hour consecutive work period. The supervisor should approve the time of the break.
- Students working more than six hours is encouraged to take an unpaid break of at least 30 minutes. This should be reflected on the timecard by listing each time in and time out. Students cannot work more than eight hours in one day, or no more than twenty hours in any week when classes are in session.
- Student employment is routinely monitored each pay period to ensure that students are adhering to the above rules. Exceptions must be requested in writing by the student employee's supervisor. Exception requests must be approved by the Director of Financial Aid prior to working any additional hours. Approved exceptions should be noted on the timesheet in the "Comments" section.
- The time sheet must be fully completed by the student and should include the following;

Student's Name
Employee ID Number
Inclusive Dates of the Pay Period
Rate of Pay
Student's Signature

The Timesheet Cutoff Schedule

A Timesheet Cutoff Schedule will be given to each department at the time of hire. The Student Employment Coordinator will explain how the Payroll Cutoff Schedule is designed to help supervisors submit payroll rosters to the Financial Assistance Office in a timely manner. It is imperative that payroll rosters are submitted to the Financial Assistance Office by the scheduled due date. Payroll rosters submitted late will not be processed until the next pay cycle. Students are encouraged to submit their signed timesheets to their supervisors the last day they work in a pay period so that their supervisor can submit the completed payroll rosters to the Financial Assistance Office by the scheduled due date.

Equal Employment Opportunity Program Requirements

- The Equal Employment Opportunity Program is also applicable to student employees. In general, all student positions must be advertised and applications must be accepted and evaluated per job related criteria. The following are those recruitment and hiring guidelines:
- Positions are posted on the Job Board and in the Financial Assistance Office approximately the 1st of August for the Fall semester.
- Open work-study positions are updated throughout the regular school year as some are filled and other positions become available.
- Students who are returning to work study after summer semester must notify Financial Aid they want to return and that they have been funded for continuing work-study. Additionally, returning work-study students must initiate contact with their previous supervisor to be certain they are welcome to return. In the interest of continuity, every attempt will be made to place returning work-study students back in their previous position.
- The Work-Study Coordinator will assist each prospective work-study student in initiating the interview. All applicants must be given fair and impartial consideration.
- **Such factors as race, sex, age, creed, and non-job related handicaps cannot be considered when choosing a student employee.**

A Cautionary Note

Work-Study Program funding is estimated each year based on the number of students that have indicated on their FAFSA form that they are interested in working. Many students apply and qualify for work-study, but the number who actually enroll and become employed under these programs may be different. The Financial Assistance Office always awards more money than is available in order to assure maximum utilization of funds by the greatest possible number of students. Implicit in this procedure is the possibility of “guessing wrong”, resulting in insufficient funds to make it through the year. Consequently, the Financial Assistance Office must reserve the right to modify the conditions of the Work-Study programs at any time. Such modifications may include:

- Not replacing workers who have earned their maximum awards
- Reducing or canceling work during college vacation periods
- Restricting work hours to less than twenty hours per week
- Complete termination of the Work-Study Program prior to the date on the student’s contract if necessary.

Student Employment Contracts and Payroll Processing

After the Student Employment Coordinator has been notified that a selection has been made, s/he will enter all student contract information into the HRS system and begin issuing payroll rosters to the Departments for each pay period. See the Student Employment Procedure Manual for instructions.

Chapter Seventeen: Scholarship Programs

Scholarships

Each year, WNC awards scholarships to students on the basis of academic criteria and/or any combination of academics, field of study, financial need, activities, community service, etc. The scholarship application deadline for fall/spring is March 5.

Generally, a student may apply for campus based scholarships if he or she:

1. Meets the specific selection criteria for a particular scholarship program.
2. Is enrolled in a minimum of 6 credits, unless otherwise requested by the donor.
3. Has a minimum cumulative grade point average (GPA) of 2.0.
4. Has financial need as determined by the federal methodology, unless substantiated by the Office of Financial Assistance.

Students awarded scholarships will have their award disbursed to their student account at WNC. Scholarships \$500 and over are disbursed in two equal payments (fall and spring), unless otherwise requested by the donor. Students must meet the minimum criteria that is stated in the specific scholarship in order to receive the 2nd disbursement.

Outside Scholarships

The Office of Financial Assistance also serves as a liaison between private donors and award recipients. Outside/agency scholarships are awards made by private groups, high schools, corporations, service clubs or other groups. These awards are made independent of WNC. The donor normally establishes the procedures/criteria for these awards and WNC Financial Assistance Office simply acts as the custodian of these funds. Checks should be made payable to the Board of Regents. When a donor does not specify how to disburse scholarship funds, the financial assistance office will divide awards of \$500 or more equally between fall and spring semester. If a student enrolls in less than 12 credit hours, we require written authorization from the donor before we release any funds. When a student does not enroll in any courses, we return scholarship funds to the donor.

- The Scholarship Coordinator receives the check, reviews the current list of third party payers from the Business Office. If the donor is on the list, the check is forwarded to the Business Office for processing. If it is not on the list and if the donor does not already have an account, requests an account from the Business Office.
- The budget officer assigns an account number.
- The funds are deposited into the account.
- A financial aid and fiscal items type created in myWNC Scholarship Coordinator.

It is the policy of the Financial Assistance Office that if an outside scholarship is awarded to a student and the student is not currently meeting SAP and it is not listed as a criteria on the submitted information from the outside scholarship donor, then the scholarship is packaged, sash'd, and manually disbursed.

Millennium Scholarships

The State Treasurer's Office determines eligibility for the Millennium Scholarship. This is reflected on the Millennium Scholarship screen in PeopleSoft. Only those students who have a Y in the "eligible" field and a Y in the "letter" field are authorized to be awarded.

The Scholarship Coordinator is responsible for evaluating the data, awarding the scholarships and monitoring the policies and procedures for the millennium awards. Further information on the millennium awarding process is found in Section 16 of the NSHE Policy and Procedures Manual and on the State Treasurer's Website.

Repeated course are allowed for millennium scholarships and are counted towards their maximum award.

MAXIMUM FUNDING OF 15 CREDITS PER SEMESTER

Beginning January 1, 2006, Millennium Scholars will be awarded funds each semester for a total of up to 12 credits per

student for the state. Students attending more than one institution still may only receive funds up to 12 credits total. Millennium Scholars at a NSHE community college will receive \$40 per enrolled lower division credit hour and \$60 per enrolled upper division credit hour. Millennium Scholars at a NSHE state college will receive \$60 per enrolled credit hour. Millennium Scholars at all other eligible institutions will receive \$80 per enrolled credit hour.

GPA REQUIREMENT TO MAINTAIN ELIGIBILITY IN COLLEGE*

Beginning January 1, 2006, GPA will be calculated on a “per term” rather than a cumulative basis. Any student who became eligible for a Millennium Scholarship after May 1, 2003 must maintain a 2.60 GPA for each semester of their first year of enrollment (defined by NSHE as less than 30 credit hours earned) In the semester in which you complete a total of 30 or more credits, you must maintain a 2.75 GPA for that term and thereafter.

* Students graduating prior to May 1, 2003 are required to maintain a cumulative 2.00 GPA.

REGAINING SCHOLARSHIP AFTER LOSING ELIGIBILITY

As of Fall 2005, all Millennium Scholars will be able to regain the scholarship only one time after losing eligibility. If a student loses eligibility a second time, the student will no longer be eligible for the Millennium Scholarship. If a student is currently ineligible, he/she will be able to regain the scholarship before this provision applies.

PERMANENT LOSS OF MILLENNIUM ELIGIBILITY – Memo from the Treasurer’s Office, 12/2006

Governor Guinn Millennium Scholarship Program Office of the State Treasurer

Permanent Loss of Eligibility

Nevada Revised Statute 396.934

Section 4. "If a student does not satisfy the requirements of subsection 3 during one semester of enrollment, excluding a summer academic term, he is not eligible for Millennium Scholarship for the succeeding semester of enrollment. If such a student:

(b) Fails a second time to satisfy the requirements of subsection 3 during any subsequent semester, excluding a summer academic term, he is no longer eligible for a Millennium Scholarship."

Nevada System of Higher Education: Title 4, Chapter 18

Millennium Scholarship Policies of the Board of Regents - 18.15 (b)

"Beginning in fall 2005, all entering and continuing students who lose eligibility more than once (from fall 2005 forward) will no longer be eligible for a Millennium Scholarship."

NO REMEDIAL COURSES

Beginning in Fall 2005, students will no longer be able to use Millennium Scholarship funds to pay for remedial classes. NSHE defines this as any math or English course with a course number less than 100.

SUMMER SCHOOL

Students **will** continue to receive Millennium funding as a reimbursement for courses 100 and above taken during summer school.

Talent Grants

Policies and Procedures for Authorization and Disbursement of Athletically Related Financial Aid

1. The Dean of Student Services will forward a Letter of Intent for each athlete to the Scholarship Coordinator.
2. The Scholarship Coordinator will estimate the amount of each talent grant and add the award to the student's financial aid screens, verifying enrollment and declaration of a major. If the student has other aid, the financial aid package may be adjusted. **The talent grant fund codes are:**
3. One week prior to the first day of classes each semester the talent grants will disburse to the student's account. After the add/drop period enrollment will be verified and funds adjusted accordingly.
4. The director will update the equivalency worksheets for each sport when changes are made.

Chapter Eighteen: Disbursement and Financial Aid Refunds

Responsibility for Disbursement of Funds

The Business Office has the responsibility for disbursement of loan, grant, and scholarship checks. The Payroll Office (BCN Payroll) has responsibility for disbursement of work study and other student employment paychecks.

Separation of Functions

See Chapter 2 for a clear statement on division of responsibility. There is a clear and distinct separation of functions between the FAO and the Business Office. The Financial Assistance Office assures and maintains the accurate and appropriate awarding of aid funds. This information is electronically transmitted to the Cashier's Office. These funds credit the student's account. Any money in excess of charges is disbursed to the student by Cashier's Office staff.

Procedures

The Financial Assistance Office uses PeopleSoft functionality transfers aid to the student's account if all appropriate paperwork has been completed and the student is registered for the correct number of hours.

Disbursement process

The Systems Coordinator runs disbursements weekly. No federal disbursements are made without a valid ISIR document. For students who are enrolled in the appropriate number of credits and whose status is complete, their accounts are credited with financial aid based upon their eligibility.

Financial aid will not be disbursed prior to 10 days before the first day of classes of the term. In addition, for first year, first time borrowers, FFEL/Direct loans the first installment may not be credited to a student's account until 30 days after the first day of the student's program of study.

After tuition and fees are paid, any residual funds are available to students by direct deposit or through mailed by check.

Students are packaged based upon full-time enrollment. Funds will disburse to their account for their actual level of enrollment. After the 100% drop period, the Financial Assistance Office will adjust the student's award to reflect the actual enrollment until the census date which is the end of the add/drop period.

How WNC distributes aid among students

Disbursement of WNC financial aid funds is handled by the Business Office. Prior to disbursing financial aid funds, the Business Office must receive authorization from the Financial Assistance Office. Before disbursing any residual funds to a student, the Business Office will apply financial aid funds to the student's account toward tuition and fees and authorized charges. If there is a residual balance after applying funds for the semester, the Business Office will issue a refund to the student, usually by direct deposit or a check by mail. Students are encouraged to sign up for direct deposit, as this is the fastest way to receive residual funds. Any subsequent funds applied throughout the semester will also be disbursed by the Business Office.

Students should be prepared to pay their initial expenses (rent, books, etc.) from other resources and be reimbursed when their residual funds become available.

Verification of Identity of Student

Residual checks are mailed or direct deposited to student bank accounts. If a check is held at the Business Office, students must present a valid identification to receive financial aid monies (i.e., valid student I.D. card, or a driver's license).

Disbursements procedures are outline in **Appendix E**.

Chapter Nineteen: Return of Title IV Funds and Institutional Refund Policy

Federal regulations require Western Nevada College (WNC) to complete a Return of Title IV calculation for students who receive Title IV funds, enroll in courses that go toward a student's degree program and then subsequently either withdrawals from all of their courses, receives audits, earns all Failed grades, receives Incomplete grades, receives Unearned grades in place of Failed grades, and/or receives an exception to the refund (exp); or a combination of any of these.

R2T4 Policy

Students who have fallen within the above-criteria in a term, are subject to the return of Title IV funds calculation.

A student who has completed at least one course within the semester, and withdraws, fails, audits, and/or receives an Incomplete or Unsatisfactory in the other course(s) is treated as having changed enrollment status – the student is not considered to have completely withdrawn from school under the Return of Title IV funds requirements. If the student Never attended a course, the student's Pell Grant and FSEOG will be reduced to match the correct enrollment level. For loans, if the student was eligible at the time of disbursement, no action is taken. However, if this action reduces their course below half-time enrollment an exit letter and packet is mailed to the student and NSLDS enrollment is updated.

A student who never attended any of their courses is not subject to the R2T4 processing since they did not earn any of the funding. In this case, 100% of Pell Grant and/or FSEOG is returned. For loans, it is not a R2T4 but a 30-day demand. Cost of Attendance is calculated and that amount is returned, per Federal Regulations, to the Department of Education. The 30-day demand letter is faxed to their servicer, and NSLDS is updated. The Exit Counseling requirement packet along with the 30-day demand notification is mailed to student. Exit Counseling procedures are available in Appendix L.

R2T4 requirements apply to the following funds in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Grad Plus Loan
- Federal PLUS Loans
- Federal Pell Grants
- FSEOG for which a return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required

****Please Note: WNC does not process: Grad Plus Loans, TEACH Grants ****

R2T4 Identification Process

Students initiate the withdrawal and/or audit process in the myWNC system used by the school (PeopleSoft Software). The student's actions are recorded in the system and used for R2T4 calculations by Financial Assistance staff.

Last Date of Attendance is recorded by professors in regards to: Failed Grades (F), Incompletes (I), and Unsatisfactory (U).

The Financial Assistance staff regularly runs queries to identify students that have withdrawn and/or audited all courses during the current semester **or dropped below half-time**. R2T4 calculations are performed on the identified student's account using the myWNC/PeopleSoft R2T4 module.

Financial Assistance staff identifies additional students meeting the R2T4 criteria at the end of the semester after grades are posted. The Financial Assistance staff runs queries that indicate "F, W, AD, U, and I with a last date of attendance" and "for students who never began attendance." Students identified on the query with "who never began attendance" require that a change in enrollment be processed and adjustments to aid made accordingly. F, W, AD, U, and I grades with a last date of attendance require R2T4 processing as long as the last date of attendance does not exceed the 60% date of the semester.

The Admission and Records department works with Financial Assistance in regards to an approval of the Exception to the

Refund when a student has Title IV aid. During each current semester a financial assistance staff member serves on the college's Exception to the Refund committee. The staff member identifies students who are subject to an R2T4 calculation. Student who are approved for an exception to the refund are assigned "EXP" grade by Admission & Records.

Determination of the Withdrawal Date

Withdrawal dates are determined by the date the student withdrew from the course(s) in the myWNC/PeopleSoft system or by what the professor reported as the last date of attendance at the end of the semester. The withdrawal date is defined by latest date that the student withdrew from all classes in the myWNC/PeopleSoft, or the latest date provided by professors when reporting last date of attendance at the end of the semester.

Financial Assistance staff members completing R2T4 calculations have access to these dates in the myWNC/PeopleSoft system. Withdrawal dates are populated during the semester until the withdrawal period ends. When the student withdraws, the W and the withdrawal date are immediately available after the action is complete. At the end of the semester when the professors post grades, a last date of attendance is required for all F grades, U grades and I grades when the student never attended.

WNC has no Title IV-approved leave of absence policy.

R2T4 in Modules

Effective 7-1-2021, a student who withdraws from a program offered in modules is not considered to have withdrawn for R2T4 purposes if the student completes:

- One module that includes 49% or more of the number of days in the payment period; or
- A combination of modules that when combined contain 49% or more of the number of days in the payment period; or
- The institution obtains written confirmation that the student will be attending a later module; or
- The student completes the requirements for graduation; or
- The student completes coursework equal to or greater than the coursework required for half-time enrollment.

Note: Staff should use NASFAA's decision tree to walk through the appropriate considerations. The decision tree is part of the R2T4 Procedure Document in the P&P Appendix.

R2T4 Calculation

Financial Assistance staff members perform the R2T4 calculations and resulting return of funds using software in the myWNC/PeopleSoft system. An R2T4 calculation is performed when the student drops to zero enrollment, or completes the semester with an unofficial withdrawal (F, I and U grades), these students are identified through several queries. The R2T4 calculation is completed within 30 days from the student's withdrawal date/last date of attendance.

Staff reviews the following prior to R2T4 calculations:

- Verifies withdrawal last date of attendance;
- Student's enrollment level prior to the W, F, AD, U, EXP or I;
- Makes adjustments to aid if necessary in cases where the student did not begin attendance in a class;
- Students institutional charges match what is being report in the R2T4 module;
- Type of aid student received.

The software will calculate which funds must be returned and how much, based on the withdrawal dates or Last Date of Attendance (LDA). Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds. The software will indicate if there is to be a post-withdrawal disbursement (see Post Withdrawal Disbursement section for additional information). If the school is required to return funds based on the students withdrawal date or LDA, aid is adjusted manually creating a debit balance in the student's myWNC account.

An e-mail communication is generated through myWNC/PeopleSoft that an R2T4 calculation has been performed and the student will also receive a Negative Disbursement letter explaining the change to the student's disbursed aid. In

addition to the e-mails, communications are also stored in the student's myWNC Communication Center. The Controller's Office is responsible for collecting the outstanding amount if the student fails to pay. A hold is placed on the student's record to prevent enrollment for an outstanding balance.

Post Withdrawal Disbursements

A Post-withdrawal Disbursement is a disbursement made after the student has withdrawn from all classes.

Post-withdrawal disbursements must be made when the following conditions have been met prior to the date the student withdrew and they were eligible for the disbursement:

- The Department processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) prior to the student's loss of eligibility.
- For an FFEL loan or a Direct Loan (or parent for a Direct PLUS Loan), the institution certified or originated the loan and the student was eligible for the disbursement before he/she withdrew;
- For a FSEOG award, the institution made the award to the student.

The staff member who performs the R2T4 calculation is responsible for reconciling any post-withdrawal disbursements prior to the R2T4 calculation.

Returning Unearned Funds

The determination of the institutional and student shares of unearned aid is calculated by the worksheet created in the student's myWNC/PeopleSoft record. WNC returns appropriate Title IV funds in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Grad Plus Loan
- Federal Plus Loan
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- TEACH Grants for which a return of Title IV funds is required

****Please Note: WNC does not process: Grad Plus Loans, TEACH Grants ****

Students are notified within 30 days of their last date of attendance via e-mail if they owe a Title IV grant overpayment from an R2T4 through a Negative Disbursement letter. This notification is also posted to the student's myWNC Communication Center and this information is accessible to both student and staff.

The Financial Assistance Office is responsible for returning unearned funds through COD within 45 days of the student's withdrawal date/last date of attendance. When the R2T4 calculation is done, the necessary funds are pulled back from the student's account using myWNC/Peoplesoft software and EdConnect is used to transmit updates to Common Origination and Disbursement system (COD).

Within a seven (7) to 10 days after the funds have been returned to the Department of Education through COD, a Financial Assistance Staff member goes through each R2T4 and verifies that the amount returned matches the amount on COD. The R2T4 worksheet is then updated ensuring the communication has been sent and the funds have been returned.

Overpayments

WNC's policy is to return funds on behalf of a student who owes an overpayment and consider the returned funds as the student's debt to the institution for all R2T4 returns. The student may work with the Controller's Office for payment arrangements. Unpaid debts are turned over to a collection agency. Students with outstanding debts cannot enroll in classes until the debt is paid. It does not affect Title IV eligibility at another institution as WNC does not report overpayments to ED Debt Resolution or to NSLDS.

WNC Refund Policy

Please refer to the WNC Catalog or WNC Website for specific refund policies.

<https://www.wnc.edu/catalog/>

<https://www.wnc.edu/admissions/fees/>

R2T4 procedures are outlined in **Appendix F**.

Chapter Twenty: Fund Management and Reconciliation

Division of Responsibility and Duties

There exists a clear and separate division of responsibility for the administration of financial aid programs which are divided between the Financial Assistance Office and the Business Office. This federally mandated "separation of functions" is outlined in *The Blue Book: Accounting, Recordkeeping and Reporting for the Business Office*. In order to maintain this division, each office is accountable for the following responsibilities.

The Financial Assistance Office

The FAO is responsible for the following:

1. Collecting supporting documentation for the determination of financial assistance eligibility.
2. Determining student eligibility for financial assistance.
3. Awarding federal, state, and institutional aid in compliance with laws, regulations, and policies.
4. Notifying students of financial assistance eligibility.
5. Authorizing disbursements and student payroll.
6. Compiling and completing all institutional, state and federal reports.
7. Coordinating student employment programs.

The Business Office

The Business Office is responsible for the following:

1. Maintaining and distributing accurate bills.
2. Collecting payments for student accounts.
3. Disbursing funds and generating checks to students.

BCN Payroll Office at UNR

The BCN Payroll Office is responsible for the following:

1. Generating student paychecks

Account Reconciliation and Reporting

The Director:

- Reconciles financial aid awards and accounts for state and institutional grants
- Reconciles grant awards to the myWNC and Financial Data Warehouse
- Provides fund reports as requested
- By email initiates the G5 drawdown request for Pell, FSEOG, FWS and Direct Loan to the Controller

The Financial Aid Advisor/FA Coordinator:

- Reconciles Direct loan awards and loan fund rosters received from COD
- Reconciles Pell Awards and error reports received from COD
- Alerts the Director of any issues that need to be resolved

The Student Employment Coordinator:

- Reconciles non-work study accounts
- Tracks awards and earnings
- Reconciles all payroll timesheets to student employment accounts
- Reconciles the FDW, internal tracking spreadsheet and myWNC
- Alerts the Director of any issues that need to be resolved

Reconciliation procedures are outlined in **Appendix G**.

Chapter Twenty-One: Special Programs/Non-Term Programs

****** EFFECTIVE December 2014 WNC will not continue the POST Program. The program generally runs 30 weeks from January – August, this program has been discontinued.**

Law Enforcement Academy Policies

For 2014-2015 the POST Program continues the policies established in 2003.

History

The Law enforcement academy does not follow the normal academic year terms. The Program runs from mid-January to August.

The Financial Assistance Office, with consultation with Department of Education and EdFund, it was determined that the POST program is considered a non-term, credit hour program in its own 30 week academic year.

Policies and Procedures for the Western Nevada Peace Officer Academy

The Western Nevada Peace Officer Academy (POST) are considered a non-term program that meets for 30 weeks from early January to early August each year. It is a certificate program that consists of 39.5 semester credits that prepares students for Law Enforcement POST certification.

Budget: Because the program is at least 30 weeks in length and more than 24 academic credits, students will receive a full time budget for a full academic year. Budget Elements include:

Budget Element	Dollar Amount
Tuition and Fees	\$
Books	\$
Room/Board	\$
Miscellaneous Expenses	\$
Transportation Expenses	\$
Additional POST Tuition	\$
Total	\$

Nursing Program:

Budget adjustments may be made for additional costs associated with the nursing program for required supplies such as uniforms, shoes, stethoscope, etc. Students must be officially admitted to the nursing program in order to receive a budget adjustment for supplies. Actual health insurance costs may be added to the student's budget, if the student presents a paid receipt as documentation.

Chapter Twenty-Two: Other Resources and Programs for Students

Outside Resources

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the Financial Assistance Office. Student aid including outside resources, may not exceed the student's cost of attendance. Therefore, if a student has been awarded by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is made, the outside aid will replace self-help aid if possible.

Veteran and Educational Benefits Information

The Financial Assistance Office serves also as the primary office serving veteran students at Western Nevada College. The Administrative Assistant IV position acts as an advocate for the college's veterans and their dependents, when applicable. This position assists veterans in taking advantage of the financial assistance entitlement programs by submitting certification forms and monitoring student progress each semester. This position advises students about the criteria, standards, and expectations of these programs. It is critical that this office ensures that student veterans receive their educational benefits in as timely and efficient manner as possible.

The benefits available to veterans and dependents to help finance their educational goals are:

Chapter 30, Montgomery G.I. Bill
Chapter 31, Voc Rehab
Chapter 33, 9/11
Chapter 35, Dependents
Chapter 1606, Reservists
VA Work-Study

The Administrative Assistant IV uses the VA School Certifying Officials handbook as a guide to interpreting, explaining and certifying Veteran Education Benefits.

Chapter Twenty-Three: Fraud

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining or obtaining additional assistance. The FAO is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse. It is the responsibility of the Financial Aid permanent staff to report in writing any discovery of fraud or abuse to the Office of Inspector General.

Policy for Fraud

Students and parents who willfully submit fraudulent information are investigated to the furthest extent possible. Financial aid cases of fraud and abuse are reported to the proper authorities including local law enforcement agencies and the U.S. Department of Education Office of the Inspector General.

Procedures for Fraud

If, in Financial Assistance Office staff member's judgment, there has been intentional misrepresentation, false statements, or alteration of documents which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the Director or Dean of Student Affairs for possible disciplinary action. After investigating the situation, if the Director believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education and the local law enforcement agency.

The Director reviews the student's aid file with the appropriate Financial Assistance Office staff member and if the decision is made by the Director to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student. If the student does not make an appointment, the Director may:

1. Not process a financial aid application until the situation is resolved satisfactorily.
2. Not award financial aid
3. Cancel financial aid
4. Determine that financial aid will not be processed for future years.

Processing of the application or disbursement of funds shall be suspended until the Director has made a determination as to whether the student shall be required to make an appointment.

Fraudulent situations should be reported to the hotline of the Department of Education Inspector General at (202) 755-2270 or 1-800-MIS-USED.

Chapter Twenty-Four: Enrollment Reporting

This Policy addresses the frequency, timing, verification, and monitoring of reporting enrollment status to the National Student Loan Data System (NSLDS) via the National Student Clearinghouse (NSC).

The college contracts with the National Student Clearinghouse (NSC) to complete the enrollment reporting requirements. Admissions and Records staff confirms and reports the enrollment status of all students to the NSC. The NSC will use the enrollment file provided by the college to complete the Student Status Confirmation Report (SSCR) from the National Student Loan Data System (NSLDS). NSC will provide this information to the participating guaranty agencies, lenders, and servicers.

NSC is used as the enrollment reporting servicer, however the college remains responsible for submitting timely, accurate, and complete responses to NSLDS and maintains appropriate documentation. NSLDS will send the roster to NSC; however, if the response is not received in a timely matter, NSLDS will notify the college rather than NSC. The enrollment file the college provides to NSC will certify enrollment using the eight-digit Office of Postsecondary Education Identifier (OPEID - 01036300). The applicable enrollment status, the effective date of the status change, and the anticipated completion date (ACD) of all degree seeking students. The enrollment status code are reported both in the Campus-Level Record and in the Program-Level Record, for each of the academic programs the student attended. Discrepancies are resolved on an error report provided by NSC.

Monitoring Compliance

The college uses NSLDS Enrollment Reporting Statistics, Compliance Notifications, Late Roster Notifications, and Enrollment Reports as tools to monitor and measure compliance. The Assistant Registrar and the Director of Financial Assistance meet to review error reports from the NSC. Quality control reviews are conducted each semester. Admissions and Records coordinating with the Financial Assistance Office will review 10% of students from an Ad Hoc SSCR.

Enrollment Reporting Procedures are available in Appendix M.

Chapter Twenty-Five: Audits and Program Reviews

Audits

Federal regulations require the Financial Assistance Office to have its records and student files audited. Each audit must cover the time period since the last audit.

Western Nevada College is audited annually by the external auditor as part of the review of the Nevada System of Higher Education.

Auditors review a sample of student aid files to ensure the Financial Assistance Office is in compliance with federal, state, and college policies. The auditors typically submit a preliminary memorandum of findings to the Director of Financial Aid who conducts research and prepares a response addressing resolution of the specific discrepancy and appropriate procedures to correct faulty processing.

An audit exit meeting is held at the College with the auditors and selected College personnel (i.e., Director of Financial Aid, Controller, etc.) to discuss findings and allow the Institution an opportunity to clarify a response.

Preparation

The only preparation for the audit is to cooperate with the Auditors requests. Typically, the Auditors will randomly select a specific number of students from each of the Title IV programs. The files are pulled and given to the Auditors. Any additional assistance requested is responded to promptly.

Guidelines

A complete listing of financial aid audit guidelines is listed in the Audit Guide published by the U.S. Department of Education.

WNC Learning and Innovation

Organizational Chart

February 2024

