



Western Nevada College

EXPAND YOUR Academic Advising Syllabus HORIZONS



reach your goals



THE SYLLABUS

COUNSELORS

Carson: Deborah Case, JW Lazzari, Lauren Stevens

Fallon: Ron Marrujo

Disability Services Coordinator

Susan Trist 775-445-3266

OFFICES

Carson Bristlecone 103 775-445-3267 Fax: 775-445-3149

Douglas Main Office 775-782-2413 Fax: 775-782-2415

Fallon Virgil Getto Hall..... 775-423-7565 Fax: 775-423-8029

COUNSELING HOURS

Monday – Friday • 8 a.m. – 5 p.m.

COUNSELOR & STUDENT RESPONSIBILITIES

Counselors and students each play important roles in the advising process.

We will.....

- Assist in the development of your educational plan
- Help you choose the classes you'll need to meet degree requirements
- Explain college policies and procedures
- Assist with personal counseling and resources
- Provide information about transferring to other colleges
- Encourage and support you in reaching your goals

We expect you to...

- Actively engage in the decision-making process
- Ask questions and express concerns
- Talk with faculty about majors and careers
- Utilize resources (such as tutoring) if applicable
- Track your progress toward a degree
- Know and adhere to academic deadlines
- Take responsibility for your actions and decisions

**Remember...you have the POWER
to create the kind of
COLLEGE EXPERIENCE you desire.
Embrace the opportunity
and responsibility.**

SCHEDULING

FORMULA TO MANAGE YOUR TIME

A 3-credit/unit class requires three hours of in-class time per week (a 4-credit/unit class requires four hours in class per week). For every one hour you spend in class, you should set aside a minimum of two extra hours of study time outside of class (to do the reading, study for tests, etc).

If I take ____ credits/units, then I should expect to spend ____ x 3 = ____ hours per week in class and studying.

Add this number of hours to the number of hours you are working, eating, sleeping, exercising, and socializing...do you have enough hours in the week?

TIME MANAGEMENT

is the biggest pitfall for new students.

Class time, study time, work time, family time, social time all have to fit within the number of hours available in one week.

More new students fail classes due to over-committing their time than due to any other factor.

WEB-BASED CLASSES

Online and hybrid classes are delivered using the internet. These courses are not faster or easier than in-person classes, nor are they self-paced. Are you ready for an online class? Answer these questions truthfully...

- Are you self-motivated?
- Is your reading comprehension good?
- Do you have strong computer skills?
- Do you feel OK about missing the social elements in the classroom?
- Do you own a computer?
- Do you have high speed internet service?

If you answered, **“Yes”** to all of these, you may be a good candidate for web learning. The WNC Online (E-LEARNING) tutorial on the website is highly recommended to learn more.

RESOURCES

Admissions & Records.....	445-3277
Bookstore	(Carson) 445-3233 (Fallon) 423-7565
Business Office	445-4221
Child Care	445-4262
Counseling.....	445-3267
Disability Support	445-3268
Financial Aid.....	445-3264
Carson Campus Library	445-3229
Fallon Campus Library	423-7565, ext. 2241
Student Center.....	445-3218
Tutoring	445-4260
Veterans Services.....	445-3263

FALLON LIBRARY HOURS
8:30 am – 8 pm Monday – Thursday
•
8:30 am – 5 pm Friday
•
9 am – 1 pm Saturday

ADMISSIONS & RECORDS

- Make sure you pay for all classes by the deadline or you might be dropped from all
- Avoid the “F” by dropping a class in myWNC before the last day to drop
- Watch the deadlines for adding, dropping and getting a refund on tuition
- Know semester dates and deadlines to avoid costly mistakes

FINANCIAL AID

- For summer, students must complete the FAFSA for prior academic year
- For fall/spring, students must complete the FAFSA for future academic year
- Priority deadline is April 1 for fall. Funds are awarded on a first come/first served basis
- Students must meet Satisfactory Academic Progress
 - cumulative GPA of at least 2.0
 - cumulative completion rate of at least 67%
 - semester completion rate of at least 67%

LIBRARY

- Lots of help with research – 18,000 journals, 45,000 books and ebooks
- PC and Mac computers with MS Office and Adobe Creative Suite (includes Photoshop)
- Wireless network and laptops for checkout
- Group study rooms – one has a computer and DVD projection
- Workshops on research, and with taking web classes, Google...check the campus TV screens for dates!

CARSON LIBRARY HOURS
8 am – 8 pm Monday – Thursday
•
8am – 5 pm Friday
•
11 am – 3 pm Saturday

THE BIG PICTURE

GETTING STARTED

Develop an
educational/career plan

Apply for financial aid

Enroll early

Pay for tuition by
the drop deadlines

Start classes
Know the add/drop
class deadlines

FIRST SEMESTER

Manage your time
Use a planner

Read & refer to
every course syllabus
Attend every class
Ask questions

Talk with faculty & students
in every class

Use the Tutoring Center

Meet with counselors
to plan next semester
classes

THE BIG PICTURE

SECOND & THIRD SEMESTERS

Explore careers
Talk with faculty
Take the career assessments
(MBTI/Strong)
Change degree?

Track your progress
toward degree
Meet with counselor
Plan out remaining classes

Get more money
Apply for scholarships
available on WNC website

Investigate internships,
paid & volunteer

FOURTH SEMESTER GRADUATING

Verify that all degree
requirements are completed

Apply for graduation
by the deadline

Apply early to transfer to
four-year colleges (Oct/Nov)
(if applicable)

Send official transcript to
your transfer college

Earn your degree and
walk at Commencement!



CHECKLIST...

Choose the items below that pertain to you. You may not need all of these!

- _____ See a counselor
- _____ Develop an educational plan
- _____ Visit the Student Center at WNC Carson. Get a free planner & an ID card.
- _____ Sign up for a Fitness Center membership in the Student Center
- _____ Apply early for financial aid
www.wnc.edu/studentservices/financial
- _____ Apply for scholarships by March 1 each year
www.wnc.edu/studentservices/financial
- _____ Arrange for child care, if needed
- _____ Join a student organization
- _____ Check out Veterans Services located in the Financial Aid office
- _____ Use the library
- _____ Visit the Academic Skills Center for **FREE** tutoring

CARSON ACADEMIC SKILLS CENTER

Bristlecone Bldg., rm. 330
445-4260

8 am – 9 pm, Monday – Thursday
8 am – 8 pm, Friday
8 am – 5 pm, Saturday

FALLON ACADEMIC SKILLS CENTER

Virgil Getto Hall
(inside Library) rm. 307
423-7565, ext. 2278

9 am – 7 pm, Monday – Thursday
9 am – 1 pm, Friday - Saturday

FIND WNC AT ... www.wnc.edu



FACEBOOK



TWITTER



YELP



KEEP YOUR EYES ON THE DATES

DROP #1

Two Fridays before the first day of the semester

DROP #2

Friday before the first day of the semester

LAST DAY FOR A REFUND

Fifth day of the semester (*Full-term classes only*)

LAST DAY TO DROP WITH A "W" (withdrawal)

End of the Ninth Week (*Full-term classes only*)

ONLINE CLASS SCHEDULE AVAILABLE

March 15 - Summer/Fall
October 15 - Spring

REGISTRATION OPENS

Early April - Summer
Mid April - Fall
Early December - Spring

www.wnc.edu

775-445-3000 • 2201 West College Parkway, Carson City NV, 89703