Begin your journey here

At West Shore Community College we believe learning is a life-long journey. Our commitment to this philosophy shows itself in our individualized approach to each person's educational experience. At West Shore you will become more independent and more sound in your thinking, make better decisions, grow in self-esteem and gain greater control over your life.

An education at West Shore will give you the skills you need to face the many challenges in a rapidly changing world. You will not only gain the ability to think critically and communicate effectively, you will also acquire the hands-on skills and confidence necessary to continue to adapt and learn and grow, long after you leave our campus. An education at West Shore will stay with you and serve you, in your local community and in the world.
The secret to an affordable education

If you think you can’t afford college you need to think about West Shore. In the 2010-11 academic year, a full-time (30 contact hours) course load at WSCC costs about $3,300. If that seems like a lot, compare it to private colleges that charge over $20,000! This is why magazines like *Fortune* say that community colleges are the best way to get the most for your college tuition.

You can transfer easily

If you’re thinking of pursuing a bachelor’s degree, you can get the first two years of your general education at West Shore. Quite often, West Shore students find themselves being recruited by many colleges and universities. West Shore students who have earned an associate’s degree have transferred to colleges like the University of Michigan, Michigan State University, Central Michigan University, Grand Valley State University, Western Michigan University, Ferris State University, and many others.

The MACRAO agreement was designed to help you transfer from community colleges to four-year colleges and universities in Michigan. The MACRAO agreement also helps you transfer your credits to meet many (in some cases all) of the General Education requirements at participating Michigan colleges and universities.

A number of four-year institutions are working with West Shore to offer cooperative degrees. This means that you can complete a bachelor degree in the area. Ferris has classes leading to bachelor degrees in business administration, elementary education and early childhood education.

“My educational experience at WSCC was extremely positive and provided an outstanding foundation to begin building my personal and professional future. WSCC has also played an important role in providing custom education to many of our employees and helping AMPTECH INC. become a more skilled and competitive company.”

Stacey Patulski, WSCC Alumnus, Fountain
It makes sense

At West Shore you'll get more than a degree. You'll have access to top notch learning resources, including state-of-the-art computer labs, library and media resources. Even with all these great resources our greatest resource is our faculty.

Get here

West Shore Community College is located near Ludington, Manistee, and Scottville at the intersection of North Stiles and Sugar Grove Roads in Mason County. The 360 acre campus is approximately four miles north of US 10 and four miles west of US 31.

Each semester we also offer evening classes at high schools like Bear Lake, Hart, Ludington, Onekama, Pentwater, and the Manistee County Education Center.

As you decide on a college, make sure you take time to consider why so many students like you come to West Shore.

Look into West Shore, the deeper you dig the more you’ll see that the community college advantage offered at WSCC can be a very smart choice for you — and your future.
Who chooses WSCC?

In short, everyone from seniors in high school to senior citizens, we have students with many different priorities, students from different walks of life. At West Shore our students come from every town and community in our service area, from Bear Lake to Bitely.

We have a great variety of student services for our diverse student body. We understand that our students manage college, family and work. When you choose West Shore, you’re also choosing a support system that will help you achieve your goals. You can take classes during the day, in the evening, and even over the summer. Our student support services, including financial aid, tutoring, and academic advisement, are available for all students. We want you to succeed.

During the 2010-11 academic year, more than 2,100 students enrolled in day, evening, and online classes.

If you’ve been thinking about going to college but thought that it wasn’t possible, think again. It may seem like a huge challenge, but with the challenge comes a great reward—an education. An education that will equip you with the tools to do whatever you choose to do in the future.

A college doesn’t have to be far away and expensive to be good. At West Shore Community College you can be your best. We’re affordable and you will be well prepared to either transfer to a four-year college or university or enter the workforce.

West Shore is the right place to begin your college education. Our reputation has been built by offering a variety of quality programs and courses to meet the educational needs of our community and by showing a caring attitude that will make your education pleasant, personal and satisfying.

West Shore Community College — where students really do come first!
A college doesn’t have to be far away and expensive to be good. At West Shore Community College you can be your best. We’re affordable and you will be well prepared to either transfer to a four-year college or university or enter the workforce.

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West Shore Community College — where students really do come first!
History and Organization

The people of the area voted to establish West Shore Community College in 1967, and in 1968 the college began serving the needs of students. The college district includes all of Mason County, Manistee County, and parts of Lake, Newaygo, and Oceana counties. In the true spirit of a community college, West Shore’s instructional programs prepare students for immediate employment and/or provide a sound two-year base from which they can continue work towards a bachelor’s degree. A seven member board of trustees, elected at-large from the college district, provides leadership and direction for the college’s overall operation.

Accreditation

West Shore Community College is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools. West Shore earns its accreditation by participating in the Academic Quality Improvement Project (AQIP), an alternative accreditation model founded upon quality principles and processes. Accreditation documents are located in the President’s Office.

Mission Statement

West Shore Community College's Mission is to make our community a better place in which to learn, live, work and prosper.

Core Values

West Shore Community College values people first. As we pursue greatness, we are guided by these values:

LEARNING Creating opportunities for gaining core abilities, workplace skills, and lifelong personal growth.

INTEGRITY Honoring our commitments and promises with openness and mutual respect.

EXCELLENCE Striving for greatness through a positive attitude and continuous improvement.

INCLUSIVENESS Building community through teamwork, collaboration, and outreach.

CREATIVITY Opening our minds and the minds of our students to infinite possibilities.

Vision Statement

A group of WSCC faculty and staff compiled the college’s vision statement, which was adopted by the Board of Trustees in May 2002.

Our vision is to be one of the premier community colleges in America, driven by a passion for:

• assuring student success;
• serving our entire community, and
• pursuing greatness.
Statement of Non-Discrimination

West Shore Community College is an equal opportunity, non-discriminatory educational institution and employer. No person shall be denied admission, employment, or any other benefit offered by the college on the basis of race, color, religion, national origin, gender, age, marital status, or disability. Concerns regarding assistance for students with disabilities and questions about non-discriminatory policies, including grievance procedures, should be directed to the Vice President of Student Services, extension 5819.

Business and Industry Training

Since West Shore Community College opened its doors in 1967, it has worked closely with business and industry to provide a well trained workforce in a variety of job skill areas. Through the years the college's role in job training has grown to the point that today WSCC offers or can custom design a training program to fit almost any need.

WSCC training can take place on campus or at a business site. Because of our flexibility and interest in serving the exact needs of business and industry, the possibilities are virtually limitless. Instructors have extensive experience and training in offering business and industrial training programs. For additional information about West Shore’s customized training for business and industry, please contact:

Ed Palsrok, Director of Workforce Development, 231-843-5915 or e-mail at ewpalsrok@westshore.edu.

Citizen Advisory Committees

A comprehensive instructional program to meet the needs of students of all ages must include practical and up-to-date technical/vocational/occupational programs designed to prepare individuals for a rapidly changing world of work. This requires the best cooperative efforts of business, industry, labor, and the community as a whole. West Shore Community College has organized advisory committees in all occupational areas in accordance with the State Plan for Vocational Education in Michigan.
Community Services

The college serves the area in a number of ways in addition to offering instructional programs, including:

Cultural, Performing, and Visual Arts

The college offers open-to-the-public enrichment opportunities, such as a series of performing arts programs, theater productions, choir concerts, and art exhibits.

William M. Anderson Library

The WSCC Library serves as a resource center for the West Shore Community College district. The facilities and resources are available to the students, staff, and residents of the College district. The library houses a collection of 10,000 books, four study rooms, the college archives, a DVD collection, local newspapers, a children's literature section, reference materials for courses, and a periodical collection with access to over 4,000 journals in electronic format. The library also offers 24 desktop computer stations, additional space for laptop use, and free wi-fi access.

Meeting and Dining Facilities

College facilities, including meeting rooms and dining services, are available to the public.

Recreation Services

The Recreation Center’s swimming pool, racquetball and tennis courts, basketball arena, weight room, and Wellness Center are available to the public for a minimum charge. The West Shore Ice Arena, a regional facility, is located on the College’s campus.

Community Service Classes

The college offers non-credit community service classes designed to meet the general interest needs of area residents.
Technology at West Shore

Because graduates enter a world dominated by technology, West Shore works hard to have the latest technology on campus for student use, from computers and computer programs to equipment in math, science, computer aided design, machine tool technology, nursing, electronics, welding and many others.

Many WSCC professors use technology extensively in teaching their classes, from in-class presentations to using various electronic formats to communicate with students and by encouraging students to use the Internet for research.

There are a number of computer labs on campus and computers are available in several areas in addition to the labs, such as the Library. Computers are available for student use in the Learning and Testing Center.

Arts and Sciences Center

Within the walls of the Arts and Sciences Center is a 279 seat theater and classrooms. Many faculty members also have their offices in this building, as does the Dean of Arts and Sciences.

Completed in 2002, the Science Wing addition to the Arts and Sciences Center is an 18,000 square foot facility. The facility contains two biology labs, chemistry lab, physics lab, preparation and storage rooms, 40 seat lecture room, a 12 seat conference/lecture room, a cadaver room, greenhouse, and faculty offices. The addition has been fully equipped for student learning in comfortable and up-to-date surroundings.

The most recent facility improvement for the Arts and Sciences Building was completed in 2010. This project resulted in the creation of two music rehearsal rooms, one instrumental and one choral, four private, acoustically-controlled, music practice rooms, and an electronic keyboard classroom. The Center Stage Theater was extensively remodeled to expand the stage and shop areas. Included in the theater renovation was a new lighting and sound system along with new dressing rooms. Two new art studios were created for ceramics/sculpture and painting/drawing classes and a digital photography laboratory was added. At the center of the project is the new Manierre Dawson Art Gallery which will be the primary venue for college-sponsored art exhibits. Finally, the project resulted in the remodeling of three existing classrooms and the construction of two new classrooms, all equipped with state-of-the art electronic media. These improvements, along with the addition of new faculty offices and conference rooms, created an exceptional learning environment for students and a center for our cultural arts enrichment initiatives that support our community.
The Campus

West Shore Community College’s “home base” is 360 beautiful acres of rolling timberland at the corner of North Stiles and Sugar Grove Roads, about four miles north of US-10 and four miles west of US-31.
Schoenherr Campus Center

Located in the Schoenherr Campus Center are the Student Senate Office, Student Services, Campus Bookstore, Campus Cafe, Women’s Resource Center, STA*R, library, Learning and Testing Center, Audio Visual Center, Faculty Innovation Room and lounges.

Audio-Visual Center

The Audio-Visual Center has instructional material for classroom use. In addition, a variety of production techniques are used to accommodate college requests for signs, transparencies, slides, audio tapes, and video programs. Non-broadcast educational video tapes can be prepared to support classroom instruction, and Audio-Visual Services provides video taping and teleconferencing services. Center hours are 8 a.m. until 4:30 p.m. Monday through Friday.

Beans & Bread Café

Located in the Campus Center, Beans & Bread serves a large variety of menu items including breakfast and lunch entrees, specialty drinks and a coffee bar. A complete menu and hours of operation are available online at http://www.westshore.edu/cafe. Beverage and snack machines can be found at various locations on campus. Simply Catered, operated by the Food Service Department, provides banquet services. Arrangements for services may be made by contacting extension 5779.

The Bookstore

The Bookstore provides a complete line of textbooks and supplies for all WSCC classes. Apparel, backpacks, and personal reading materials can also be purchased at the bookstore. The Bookstore sells postage stamps, mails textbooks to off-campus students, and places special orders. Store hours and additional information can be found on our website. Books and merchandise can also be ordered at bookstore’s website. Stop in today or visit us online: www.westshore.edu/bookstore

Learning and Testing Center (LTC)

The purpose of the Learning and Testing Center (LTC) is to help students succeed in college by providing an array of learning support services. The Center has a computer lab, open to all students, with access to the internet, specialized software for reading, as well as microscopes and slides for Anatomy & Physiology. The LTC also has DVDs available for Ornithology and provides a number of testing services for both the potential student and the current student. Testing for WSCC courses, including makeup exams, online testing, CLEP testing (College Level Examination Program), and compass placement testing (basic skills assessment), are all offered in the LTC. These services are available to all students free of charge. Additionally, testing for distance learning students from other colleges and universities may also be arranged through the Center. A reasonable proctor fee is charged for this service. Employers and students may
West Shore Community College

also take WorkKeys or NOCTI testing in the LTC for a test and proctor fee. The Center also is where GED Testing takes place and for this service students must pre-register by calling 231.843.5834.

William M. Anderson Library
The WSCC Library serves as a resource center for the West Shore Community College district. The facilities and resources are available to the students, staff, and residents of the College district. The library houses a collection of 10,000 books, a computer lab with 24 stations, 4 study rooms, the college archives, and a periodical collection with access to over 4,000 journals in electronic format. Semester hours are 8:00 a.m. to 8:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday. The library is closed weekends.

Writing Center
At the Center, you can work with faculty and students (your West Shore peers) who are experienced writers and training writing coaches. Some writers come because they have a specific question or issue, but you don’t need to have a “writing problem” to benefit from our services. Students can, and should, visit the Writing Center no matter their level of confidence with writing and at any point in the writing process (the earlier, the better!). The West Shore Writing center is located on the second floor of the Campus Center, and hours are posted each semester on the website and the Facebook page.

Technical Center
The Technical Center houses classrooms and laboratories for the college’s career and technical programs. There are also faculty offices, the office of the Dean of Work Force Development, Director of Work Force Development, lounge areas, and computer labs.

There is an open computer lab available to all students during the fall and spring semesters from 8:00 a.m. – 9:00 p.m. Monday through Thursday, and from 8:00 a.m. – 5:00 p.m. on Friday. The open computer lab is usually in Room 214 of the Technical Center. When Room 214 is scheduled for a class, just look for a sign on the door which will direct students to another location.

The open computer lab offers Internet access, Microsoft Office, and other software programs. All computer systems have a 250 MB zip disk drive as well as diskette drives and USB ports. A scanner, headphones, a laser printer, and a color laser printer are available in Room 214. A computer lab assistant is on hand to help students with computer questions. Occasionally computer labs are open on the weekend. When an open computer lab is scheduled on a Saturday, a message will be displayed on the monitors to inform all students.
Recreation Center

The Recreation Center is located on the northeastern part of the college campus. The Academy of Lifelong Learning Office is located in the upper level of the Recreation Center. The lower level of the building houses the Wellness Center, weight room, pool, gym, and racquetball court.

Payment of the student service fee entitles students enrolled for six or more credits to unlimited use of the Recreation Center during operating hours. Lockers are available and scheduled hours for use are posted outside the Recreation Center Office. First time users of the Wellness Center are encouraged to schedule an orientation. The Wellness Center, supervised by knowledgeable staff, consists of an “Aerobic Circuit”, which includes strength training machines and stationary bikes designed to improve total fitness. During the academic year, students may elect to enroll in PHEA 100 Aerobic Conditioning and Weight Training and/or PHEA 103 Volleyball 101.

West Shore Community Ice Arena

The West Shore Community Ice Arena is a regional facility which provides figure skating, hockey, and open skating opportunities for all the citizens of the area. The arena, which is owned by Mason County and operated by West Shore Community College, is located near the Recreation Center and contains a National Hockey League size ice surface with seating capacity of 320 spectators. The Ice Arena has four locker rooms, a full service pro shop, concession, and a skate rental providing both hockey and figure skates of all sizes. During open skate and sticks and pucks, WSCC students skate free of charge. Scheduled hours are posted in the Ice Arena brochure. During the academic year, students may enroll in PHEA 105 Hockey.

Manistee County Center

In an effort to bring West Shore to the community and its students, the Manistee County Center was developed in partnership with West Shore Medical Center. Located on US 31, just north of the city of Manistee, the satellite location serves students in the northern portion of the college district. The facility houses classrooms, a science lab, and a computer lab. While the classes offered change from semester to semester, many introductory and advanced courses are offered.
Admissions

Application Process

West Shore has an open-door policy and admits all people who can benefit from participation in the educational program of the college. Instructional programs are available to people who are eighteen years of age or older or who have received their high school diploma or GED certificate. Certain programs, however, may have restricted enrollments, additional enrollment processes, and/or early enrollment dates. The Admissions Office maintains and provides information on these special programs.

People planning to enroll must complete an Application for Admission and pay a one-time $15 non-refundable application fee. An online application may be accessed through our website at www.westshore.edu. Students are asked to have copies of their high school transcripts forwarded to the Admissions Office. Prospective students are encouraged to visit the campus. Arrangements for campus visits can be made by contacting the Admissions Office at 843-5503.

Dual Enrollment Students

The Dual Enrollment Program is designed to provide an opportunity for superior high school students to obtain college credit while still in high school. Students may petition to enroll in courses at West Shore with permission of their high school principal or counselor and parents. Students wishing to be involved in this program should first complete the Online Application and submit acceptable ACT or COMPASS scores demonstrating ability to benefit from college level work. After applying, students must also submit a Dual Enrollment Application, which is available from each high school counseling office or the Admissions Office. Students are also encouraged to meet with a college advisor to discuss long term educational goals.

Students who qualify for the state mandated Dual Enrollment Program may enroll in classes provided they meet the above-stated qualifications and any course prerequisites which may apply.
Nursing Programs
Admission Provisions

West Shore offers programs for those interested in Practical or Registered Nursing. Admission to these programs is selective, limited, and in some instances subject to a specified early application date. Interested people should contact the Admissions Office as early as possible to obtain specific application information. More information about the nursing program can be found in the WSCC Curriculum Guide, available from the Student Services Department or from our website by clicking on Academics.

Police Licensure Program
Admission Provisions

Prior to beginning the second year of the Police Licensure Program, students must take the state Reading/Writing and Physical Fitness Pre-Enrollment tests. Both tests are administered at West Shore in May and December. Additional test sites and dates are available at www.mcoles.org. The results of the Reading/Writing test are valid indefinitely, and the Physical Fitness Pre-Enrollment test results are valid for 180 days.

Students must pass a board interview to be accepted into the Program. A health screening must also be taken within the 180 days prior to the start of the second-year courses. For more information, contact the Director of Criminal Justice.

Orientation, Advising and Registration

All new students, including transfer students, are required to attend a campus orientation, advising and registration session that will include meeting other new students, faculty, advisors and other important college personnel. Students will be acclimated to the College campus, learn about various college expectations and complete the visit by registering for appropriate courses that align with their program of study and other academic goals. Please contact Student Services to register for one of our many on-campus orientation, advising and registration sessions at 231-843-5510.

In addition, all students are required to complete an online orientation before attending classes at West Shore. This orientation will re-familiarize students with the campus and provides additional information about college policies, procedures, programs, and services.

Assessment Testing

WSCC utilizes an assessment test of basic skills in writing, reading, and mathematics. Results are used to determine course placement in the areas of English, reading and mathematics. Assessment testing is required of all incoming declared or undecided certificate or degree seeking students. Students exempt from testing are those:
1. Who are non-degree seeking

2. Who are age 60 or older

3. Who have earned a degree from WSCC or another accredited college or university

4. Who have an ACT score of 18 in English, 16 in math, and 17 in reading, and have the scores filed with WSCC.

5. Who have SAT scores in the top 25th percentile in both verbal and math skills and have the scores filed with WSCC (Note: Students who submit ACT or SAT scores should check with an advisor to determine whether their score allows them to place into the particular course they have selected.)

6. Who have successfully completed ENG 051 Introduction to College Writing, ENG 052 Introduction to College Reading, and MTH 051 Pre-Algebra at WSCC or equivalent courses with a “C” (2.0 grade points) or better, or have successfully completed English and math courses at a higher level at another college or university.

All, degree seeking students who place in ENG 051 Introduction to College Writing and/or ENG 052 Introduction to College Reading and/or MTH 051 must enroll in ENG 051 and/or ENG 052 and/or MTH 051 in their first semester, unless the student’s degree does not require a mathematics course.

Students submitting low ACT or SAT scores, which place them into developmental courses, are required to complete the college COMPASS test in those areas. In addition, a student who submits ACT, SAT or has COMPASS scores that were taken two or more years prior to enrollment in the required developmental English and/or math courses, will be required to complete a current COMPASS assessment. Students are allowed one retake of the test.

**College Level Examination Program (CLEP)**

West Shore Community College is a National-Open CLEP Center. Computer-based CLEP exams are administered in the Learning and Testing Center (LTC). Students wishing to complete CLEP exams and apply credit toward a WSCC degree should contact the LTC for more information. Students demonstrating competency on CLEP and/or advanced placement examinations may receive up to a maximum of 12 semester hours of credit toward a WSCC degree or certificate. Non-WSCC students should contact their college or university for information on applying CLEP credit toward their degree program prior to scheduling an examination through WSCC. A CLEP test fee, as well as a WSCC proctor fee, is assessed for these exams.
Credit for Advanced Placement Exams

West Shore Community College will grant college credit to students who earn a score of 3 or higher on any of the following advanced placement examinations completed in high school. This chart indicates the advanced placement exam, the course equivalency for each exam, and the number of credits applicable toward graduation.

<table>
<thead>
<tr>
<th>AP EXAM</th>
<th>Course Equivalency</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HISTORY OF ART</td>
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<tr>
<td></td>
<td>HART 201 Art History I: Ancient and</td>
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<tr>
<td></td>
<td>Medieval ___________________________ 3</td>
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<tr>
<td></td>
<td>HART 203 Art History II: Renaissance</td>
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<tr>
<td></td>
<td>to Modern _________________________ 3</td>
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<tr>
<td>STUDIO ART: DRAWING</td>
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<td></td>
<td>HART 111 Studio Art: Drawing I</td>
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<tr>
<td></td>
<td>HART 112 Studio Art: Drawing II</td>
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<tr>
<td>STUDIO ART: GEN</td>
<td>Portfolio to be determined by</td>
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<tr>
<td></td>
<td>department__________________________</td>
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<tr>
<td>GENERAL BIOLOGY</td>
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<tr>
<td></td>
<td>MBIO 122 General Biology I</td>
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<tr>
<td></td>
<td>MBIO 123 General Biology II</td>
<td>4</td>
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<tr>
<td>GENERAL CHEMISTRY</td>
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<tr>
<td></td>
<td>MCHM 122 General Chemistry I</td>
<td>4</td>
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<tr>
<td></td>
<td>MCHM 123 General Chemistry II</td>
<td>4</td>
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<tr>
<td>COMPUTER SCIENCE A</td>
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<td></td>
<td>BEDP 206 Pascal Programming</td>
<td>3</td>
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<tr>
<td>MICROECONOMICS</td>
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<tr>
<td></td>
<td>SECO 136 Principles of Economics I</td>
<td>3</td>
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<tr>
<td>MACROECONOMICS</td>
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<tr>
<td></td>
<td>SECO 137 Principles of Economics II</td>
<td>3</td>
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<tr>
<td>ENGLISH LANGUAGE AND COMPOSITION</td>
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<tr>
<td></td>
<td>CENG 111 English Composition I</td>
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<tr>
<td></td>
<td>CENG 112 English Composition II</td>
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## AP EXAM

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<th>Course Equivalency</th>
<th>Credits</th>
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<tr>
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<tr>
<td>CLFP 212 American Literature II</td>
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<tr>
<td><strong>ENVIRONMENTAL SCIENCE</strong></td>
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<tr>
<td>MSCI 100 Biological Lab Science Elective</td>
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<tr>
<td><strong>FRENCH LANGUAGE</strong></td>
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<td>CFRN 101 Elementary French I</td>
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<tr>
<td>CFRN 102 Elementary French II</td>
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<td><strong>FRENCH LITERATURE</strong></td>
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<td><strong>GERMAN LANGUAGE</strong></td>
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<tr>
<td>CGER Elective Credit</td>
<td>8</td>
</tr>
<tr>
<td><strong>COMPARATIVE GOVT. AND POLITICS</strong></td>
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<tr>
<td>SPOL Elective Credit</td>
<td>8</td>
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<tr>
<td><strong>U.S. GOVT. &amp; POLITICS</strong></td>
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<tr>
<td>SPOL 151 American National Government</td>
<td>3</td>
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<tr>
<td><strong>EUROPEAN HISTORY</strong></td>
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<td>SHST 141 History of Western Civilization to 1600</td>
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<tr>
<td>SHST 142 Western Civilization 1600 to Present</td>
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<tr>
<td><strong>U.S. HISTORY</strong></td>
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<tr>
<td>SHST 145 U.S. History to 1868</td>
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<tr>
<td>SHST 146 U.S. History 1868 to Present</td>
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<td><strong>CALCULUS BC</strong></td>
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<td>MMTH 222 Analytic Geometry and Calculus I</td>
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<tr>
<td>MMTH 223 Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td><strong>CALCULUS AB</strong></td>
<td></td>
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<tr>
<td>MMTH 222 Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td><strong>MUSIC THEORY</strong></td>
<td></td>
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<tr>
<td>HMUS 101 Basic Music Theory I</td>
<td>3</td>
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<tr>
<td><strong>MUSIC LISTENING AND LITERATURE</strong></td>
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<tr>
<td>HMUS 100 Music Appreciation</td>
<td>3</td>
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<tr>
<td>HMUS 201 Survey of Music History</td>
<td>3</td>
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<tr>
<td><strong>PHYSICS B</strong></td>
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<tr>
<td>MPHY 232 General Physics I</td>
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<tr>
<td>MPHY 233 General Physics II</td>
<td>4</td>
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<tr>
<td><strong>PHYSICS C: MECHANICS</strong></td>
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<tr>
<td>MPHY 236 Engineering Physics I</td>
<td>5</td>
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<tr>
<td><strong>PHYSICS C: ELECTRICITY &amp; MAGNETISM</strong></td>
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<tr>
<td>MPHY 237 Engineering Physics II</td>
<td>5</td>
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<tr>
<td><strong>INTRODUCTORY PSYCHOLOGY</strong></td>
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<tr>
<td>SPSY 161 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td><strong>SPANISH LANGUAGE</strong></td>
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<tr>
<td>CSPN 101 Elementary Spanish I</td>
<td>4</td>
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<tr>
<td>CSPN 102 Elementary Spanish II</td>
<td>4</td>
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<tr>
<td><strong>SPANISH LITERATURE</strong></td>
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<tr>
<td>CSPN Elective Credit</td>
<td>8</td>
</tr>
</tbody>
</table>
Credit for Military Service

Students can receive academic credit for training received while in the military. The college awards college credit for certain categories of military training based on recommendations from the American Council on Education (ACE). Students must provide the Admissions Office with documentation of military courses completed.

Technical Preparation Partnership

The Technical Preparation Partnership between the Mason-Lake and Oceana Intermediate School District and West Shore Community College is designed to bring into focus the integral relationship between education and employment. The program provides high school students, who are interested in pursuing career and technical training, an opportunity to gain future college credit while still attending high school. By consulting with a high school counselor, completing an articulated program and graduating from high school, a student can get a head start on the necessary training in a career field of their choice. Areas of opportunity include Welding, CAD, Criminal Justice, Hospitality Management, Allied Health, Computer Information Systems, Computerized Multimedia Accounting and Office Information Systems, Marketing, Graphic Arts, Automotive, Construction Trades, and Advanced Manufacturing/Pre-Engineering.
Transferring to West Shore

The Technical Preparation Partnership between the Mason-Lake and Oceana Intermediate School District and West Shore Community College is designed to bring into focus the integral relationship between education and employment. The program provides high school students, who are interested in pursuing career and technical training, an opportunity to gain future college credit while still attending high school. By consulting with a high school counselor, completing an articulated program and graduating from high school, a student can get a head start on the necessary training in a career field of their choice. Areas of opportunity include Welding, CAD, Criminal Justice, Hospitality Management, Allied Health, Computer Information Systems, Computerized Multimedia Accounting and Office Information Systems, Marketing, Graphic Arts, Automotive, Construction Trades, and Advanced Manufacturing/Pre-Engineering.

Advanced Placement (AP) Test Credit: WSCC will grant credit to students who earn the required score on those exams listed in the College’s catalog. For a transcript call (888)225-5427. WSCC’s code is 1941. An official transcript from the College Board is required.

Child Development Associate Credential (CDA): Students who have earned the CDA and who are enrolled in the AAAS in Early Childhood Education & Child Care program may receive credit for TCHC 120 and TCHC 121, upon approval of the program coordinator. A copy of the CDA is required and/or an official transcript, dependent upon whether the training was through credit coursework.

CLEP Test Credit: To request a transcript call (888) 225-5427 or download a request form at www.collegeboard/CLEP. WSCC’s code is 1941. An official transcript from the College Board is required.

Competency Test Credit: A maximum of twelve (12) credits may be earned through competency testing, which does not count toward the 15 home credits. Only four (4) credits may be applied toward the graduation requirements in any one of the following fields: communications, math/science, social science and humanities.

Council for Higher Education Accreditation: www.chea.org/heta/default.asp

Credit from Postsecondary Institutions: Transfer credit is granted for courses with a grade of “C” or higher from institutions that are regionally or nationally accredited. Credit may be granted from other institutions that are recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation. An official copy of the transcript is required.

DANTES/Excelsior College Examination Credit: Credit may be granted upon departmental approval. An official transcript is required.
Department of Education:
www.ope.ed.gov/accreditation/search.aspx

Military Credit: Students must submit an official transcript from the applicable branch of the service. For transcripts go to: www.acenet.edu/am/template.cfm?section=military_programs. Scroll to Military Registries for links to all branches.

MI Basic Police Training Credit (MCOLES): Students who have completed the MCOLES program and who are eligible to earn the Associate Degree or Two-Year Certificate in General Studies may be granted up to 26 TLCJ credits, dependent upon the approval of the Director of Criminal Justice. A copy of the licensing card is required.

MI Department of Corrections Academy Credit: Students who have completed the Academy and who are eligible to earn the AAAS in Corrections may receive credit for CRJ 207 and 208, COR 210, 214, 215, and 223; and ALH 118. A copy of the Department of Corrections Certificate of Completion and the Training Department Memorandum, and the student’s Application for Graduation are required.

Michigan Sheriffs’ Coordinating and Training Council (MSCTC) Academy Credit: Students who have completed the 160-hour MSCTC academy and who are eligible to earn the AAAS in Corrections may receive credit for CRJ 208, COR 223 and ALH 118. Proof of completing the academy, and the student’s Application for Graduation, are required.

State/National Licensure: Students who are current licensed practical nurses and who are accepted into the AAAS Nursing program may receive 38 credits toward the program. A copy of the nursing license is required.

Tech Prep to Credit: Students who complete a program offered by an Intermediate School District for which WSCC has articulation agreements and who pass the end of program exam and who enroll at WSCC within one year of graduation from high school are granted credit for courses articulated by the ISD and WSCC. A listing of these courses is available in the Student Records Office or the Tech Prep administration office.

Official transcripts and/or other required documentation are to be submitted to the Student Records Office. Refer questions to sturecords@westshore.edu or (231) 843-5510.

Accreditation Associations

West Shore accepts transfer credits from institutions which are accredited by any of the following organizations: American Association of Bible Colleges, Association of Independent Colleges and Schools, Middle States Association of Colleges and Schools, Accrediting Commission for Trade and Technical Schools, National Home Study Council, New England Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of College and Schools, and Western Association of Colleges and Schools.
Degree and Certificate Requirements

Statement of General Education

A general education is applicable to all students, no matter what their career and personal ambitions may be. It is the process by which students develop an understanding and appreciation of themselves and of various social, cultural, technological, and scientific developments in the world in which they live.

A general education may also be viewed as the process by which students acquire the core knowledge and fundamental skills to become life-long learners. An educated person has the ability to apply creatively and effectively this core knowledge to every aspect of life. A life-long learner is able to both update this core knowledge and develop individual potential in an ever-changing environment. General education, therefore, provides the framework essential to the survival and success of our society.

The key elements of this general education framework are distributed among the five categories of courses offered by the college, and students, regardless of their degree programs, are required to take courses in all five categories. The relationship between each category and the statement of general education philosophy can be found in the lists of requirements for each of the College’s degree programs.

Associate Degree Requirements

The College grants the degrees of Associate of Arts, Associate of Science, Associate of Applied Arts and Sciences and Associate of General Studies to those students who have completed the following programmatic requirements for graduation:

1. Maintained a 2.0 GPA average (or the equivalent in programs that are Pass/Fail) and have earned less than a C in no more than two courses required for the degree.
2. Taken a minimum of 15 passing credits from the College at the 100 level or above.
3. Overall completion of a minimum of 60 passing credits in courses numbered 100 level or above. Credits toward the 60 may include transfer credits (including credits
through the Michigan Colleges Online (MCO), Competency Based Education (CBE), Advanced Placement (AP) or College Level Examination Program (CLEP), International Baccalaureate (IB), Military Training and/or School to Work Articulated Courses.

4. A maximum of 12 credits may be earned through Competency Based Education (CBE) – please see additional information on CBE’s in the Catalog under Transferring to West Shore. In addition, a maximum of 12 credits from performing arts courses may be applied to graduation, specifically MUS 111 Concert Choir, MUS 180 through 199 Applied Music, MUS 120 Concert Band, MUS 121 Jazz Band, MUS 122 Percussion Ensemble, MUS 298 Independent Study, and THE 291 Applied Theater.

5. Completion of the Application for Graduation form and payment of a graduation fee, unless waived.

6. Completion of all prescribed requirements for the degree.

7. For specified AAAS programs (Early Child Care, Nursing) the 12 credit limit may be exceeded when students meet the current State/ National standards for State/ National Licensure or Certification contingent upon approval from the program coordinator. The specific courses are as follows: ECE 120, ECE 121 in Child Care and LPN year credit by licensure.

Specific requirements for and information on the various degrees offered at WSCC are contained within the Curriculum Guide.

**One and Two Year Certificates**

West Shore Community College offers one- and two-year certificates in a number of occupational areas. To receive a certificate, students must complete, with a cumulative grade point average of 2.0 or greater (or the equivalent in sequences that are Pass/Fail), a minimum of 10 passing credits at WSCC for a one-year certificate and 15 passing credits for a two-year certificate. Students may not earn less than a C in more than two courses required for the certificate. Credit for courses taken through the Michigan Colleges Online may count toward the 15 credits.

**Occupational Competency**

In order to receive a degree or certificate in an occupational program at West Shore Community College, students must take a specified job ready occupational competency test in their career field during the final semester of their program. Corrections, Criminal Justice, and Nursing students are required to complete State-sanctioned competency/licensing tests. The occupational competency tests have been designed to measure student gains, as a result of their training at the post-secondary level at WSCC.

*Diplomas will not be distributed to students who have unpaid financial obligations to the College.*
Basic Academic Expectations

To meet basic academic expectations, all students will:

• take responsibility for their own learning
• effectively communicate ideas, both in writing and speech
• acquire critical and rigorous thinking skills
• be well prepared for each class and assignment
• honor diversity by exercising sensitivity to other students who may differ by gender, ethnicity, culture, race, sexual orientation, religion, attitude, ability, or behavior

To meet basic academic expectations, all faculty members will:

• stay current with existing and emerging research, technology, and pedagogical approaches
• provide clarity in educational objectives, teaching strategies, grading, assignments, and course requirements
• recognize and make reasonable adjustments to the unique circumstances of the community college student, yet remain unwilling to compromise academic standards

True Academic Excellence

In addition to meeting basic expectations, and in order to demonstrate true academic excellence, students will:

• exhibit a zest for learning
• exceed their own expectations and/or those of the professor
• readily apply ideas and processes learned in class across the curriculum
• possess a keen, incisive critical eye and ear
• expand the scope of learning, both for themselves and for others
• participate dynamically in individual and group assignments

In addition to meeting basic expectations, and in order to demonstrate true academic excellence, faculty members will:

• exhibit a passion for their ever-developing field of expertise, both in and out of the classroom
• eagerly assist students in their study of the professor’s discipline
• make inter-disciplinary connections whenever possible
• encourage life-long learning for students

• enhance professor-student interaction both in and out of the classroom

Classification of Students

**Freshman**
Fewer than 30 semester credits

**Sophomore**
30 or more semester credits

**Full-time Student**
Carrying 12 or more credits per semester

|Veterans receiving educational benefits may have lower requirements for the summer semester|

**Part-time Student**
Carrying fewer than 12 credits per semester

**Computer Literacy**
As each year goes by, understanding computer concepts becomes more and more important. Computer literacy at West Shore is defined as having:

1. A general understanding of computer concepts as they apply to various academic and career fields.

2. The ability to use a personal computer to complete specific tasks, such as creating and editing documents, sending and receiving electronic mail (e-mail), and using the Internet.

**Dean’s List**
Full-time students earning a semester grade point average of 3.5 or higher will be recognized on the Dean’s List published at the close of each semester. Also recognized on the Dean’s List are part-time students in the semester during which they accrue 12, 24, 36, 48, and 60 semester credits provided that they meet the GPA requirement for their total cumulative GPA. High honors are awarded to graduating students who receive a GPA of 3.75 or higher, and honors are awarded to those whose GPA is 3.5 to 3.749. The GPA will be computed on the basis of credits attempted at West Shore only and will not include any credits earned at another college.

**Developmental Courses**
Credits earned from developmental courses, which are numbered 099 or below, are not applicable to graduation requirements nor are final grades used in the calculation of grade point averages.
Online Learning/ Flexible Learning Options

West Shore provides learners with several alternative ways to take college credit courses. Because online learning courses require minimal on-campus presence, students with job and family responsibilities are able to take more courses than they could if their options were limited to traditional classes. Using technology, students can take classes from home or attend an off campus site that is closer to home. Courses from other colleges and universities are also available.

WSCC uses a variety of technologies to deliver courses. Some of our courses are delivered totally over the Internet. In this type of class, students log on from home to send and receive assignments, participate in virtual class discussions, and interact with other students as well as the instructor. Although students are working independently, the Internet provides an opportunity for students to work together on class projects and participate in discussions. WSCC requires all learners enrolled in online courses to attend any scheduled mandatory on-campus or online orientation for an online course. The orientation will ensure that students are best prepared for this unique and exciting learning environment. Failure to attend scheduled mandatory orientation sessions may result in an Administrative Drop of the online course.

Hybrid classes use a combination of online and face-to-face instruction. For example, the lecture portion of a class will be delivered online and students will come to the campus for labs. A third option is two-way interactive television (ITV). ITV courses provide live interaction among students and faculty in different locations. Specially equipped classrooms allow one teacher to teach students at several different locations.

Online learning courses have the same learning outcomes as on-campus courses and are completely transferable to other institutions. For current course offerings, look for the online learning opportunities page in the class schedule publication or on the internet at www.westshore.edu/home.php/academics/distance.

In addition, West Shore is a member of the Michigan Community College Virtual Learning Collaborative. Many more courses are available to WSCC students through this organization. More information is available at the MCCVLC’s Internet site: www.mccvlc.org.

Educational Innovation at WSCC

West Shore is committed to providing its students with innovative educational experiences, rich in opportunity and interdisciplinary in scope. Two programs in particular should appeal to students seeking challenge and a varied learning experience.
The Honors Program

The purpose of the WSCC’s Honors Program is to provide students of exceptional ability and motivation with the opportunity to pursue creative and independent projects while working closely with individual faculty members. The WSCC Honors Program has two components: Honors Credit and Honors Graduates.

Honors Credit

The foundation of WSCC’s Honors Program is the Honors Credit portion. WSCC students can earn Honors Credit in any class, except for developmental classes, by successfully completing an Honors Project in that class. Interested students simply work with their instructor to determine a project that is suitable to the class as well as the student’s interests and abilities. Honors Projects can include research papers, art projects, class presentations, community service initiatives, and any other creative endeavor that exceeds the requirements of the normal coursework. To initiate an Honors Project, students and their instructors together fill out and sign an Honors Contract that stipulates the nature, scope and method of evaluation for the project. In order to earn Honors Credit for a particular class, student must not only complete an Honors Project to the satisfaction of their instructor, but they must also earn at least a 3.0 [B] in the class. Once a student completes the requirements for earning Honors Credit, an Honors designation is noted next to the class in which they earned the credit on their permanent academic transcript. There are no prerequisites, such as GPA, for seeking Honors Credit in a class at WSCC other than the interest and ability to complete the necessary work.

Honors Graduates

In addition to the Honors Credit part of the program, students may also become Honors Graduates. To become an Honors Graduate, students must fulfill the following requirements:

- Earn one of WSCC’s degrees;
- Earn Honor Credit for at least 4 classes, or the equivalent of 12 credits, at WSCC;
- Earn a cumulative GPA of 3.25 by the semester of graduation OR earn a 3.5 GPA in the 30 credit hours of classes.

Thus, the Honors Graduate portion of the program is connected to the Honors Credit portion in the following ways: earning a significant amount (at least 12 hours) of Honors Credit is necessary to become an Honors Graduate.

However, to earn Honors Credit in a particular class or classes it is not necessary to plan to become an Honors Graduate.
Contact Information

For more information about the Honors Program at WSCC, contact Dr. Matt Sanderson, Honors Program Advisor and Professor of Philosophy and Ethics, by email (mwsanderson@westshore.edu) or by phone (843- 5937). You may also visit the WSCC Honors Program webpage at http://www.westshore.edu/home.php/academics/honors.

Learning Communities

Learning communities provide students the opportunity to experience a new and dynamic approach to learning-centered education. Students enrolled in a learning community will take a combination of specifically-linked general-education courses.

- Students in such linked courses will be exposed to an integrated curriculum that allows them to readily apply what they’ve learned in each course. By studying subjects in this manner, the inherent connections between related concepts can be more effectively assimilated, thus enhancing learning.

- These interdisciplinary courses will provide the credit equivalent of non-linked courses. For example, one six credit community will consist of two courses: Composition I and Interpersonal Communications.

Grade Point Average

Grade points are used to determine scholastic standing. These points are computed by multiplying the appropriate grade points for the grade received in a course by the credits earned in that course. Thus, a 3 credit course with a grade of A would earn 12 grade points [3 x 4 grade points].

The total grade points accumulated are then divided by the number of credits attempted, and the result is the cumulative grade point average (GPA). Each time a course is taken, both the credit hours attempted and the grade points are included in computing the GPA. Students must have a cumulative GPA of 2.0 or higher to graduate.

Grading System

Grade Definitions

A _______ 4.0 grade points
A– _______ 3.7 grade points
B+ _______ 3.3 grade points
B _______ 3.0 grade points
B– _______ 2.7 grade points
C+ _______ 2.3 grade points
C _______ 2.0 grade points
C– _______ 1.7 grade points
D+ _______ 1.3 grade points
D _______ 1.0 grade points
D– _______ 0.7 grade points
F _______ 0.0 grade points

The following symbols denote a registration status and have no effect on accumulation of credits or on GPA.
W (Withdrawal)

Indicates the student elected to withdraw from a course after the add/drop period. Withdrawals are complete, only after the student files the necessary application for withdrawal with Student Services. Students who are considering withdrawing from classes should keep in mind that the “W” grade will impact their required academic progress and that when transferring some institutions change “W” grades to the grade “F”.

I (Incomplete)

Indicates that for a justifiable reason the student failed to complete the requirements for the course within the scheduled time. Incompletes are granted only when mutual agreement between instructor and student is reached. Forms for setting forth terms of agreement for course completion are available in the instructional Dean's offices. A copy of the completed agreement must be filed in the Student Services Office. Incompletes will convert to an “F” grade if terms of the agreement are not fulfilled.

AU (Audit)

Indicates a desire to participate in a class without receiving credit. Once a course is started on an audit basis, the student may change to a credit classification anytime within the first half of the scheduled class meetings. Also, students who initially register for credit may at any time within the first half of the scheduled class meetings change to an audit classification. Tuition and fees for audit are the same as for credit. Financial aid cannot be used to cover the cost of courses taken on an audit basis.

Waiver of Course Work

If the student wants only to have course work waived, no fee will be assessed and no credit will be recorded on the transcript. Having a course waived will not reduce the number of credits required for an associate degree.

Withdrawal

Students have the option of withdrawing from a course through the eleventh week of fall and/or winter semesters; the fifth week for summer semester. The student must file a withdrawal form in the Student Services Office. A designator of “W” will be placed on the academic transcript next to the course(s) from which the student has withdrawn. Students who stop attending class but fail to withdraw officially will receive the grade earned for the course(s) at the end of the semester. Students with documented extenuating circumstances also have the opportunity to request a withdrawal after the published withdrawal deadline. Late Withdrawal Request Forms are available in Student Services.
Cost

Residency

West Shore has adopted a policy that determines tuition and fees based on the following definitions:

1. Resident of the College District: An individual will be considered to be a resident of the college district if

   The primary residence is located within the legal boundaries of one of these school districts: Bear Lake, Free Soil, Kaleva-Norman-Dickson, Ludington, Manistee, Mason County Central, Mason County Eastern, Onekama, Walkerville, or

   The primary residence (in most cases) is located in one of these townships: Crystal, Elbridge and Weare.

The residence of a minor student follows that of the parents or legal guardians. Six months after the parents of a minor leave the state, the minor becomes a non-resident of the state.

1. A person who is an emancipated minor or is at least 18 years of age and who has resided in the college district for at least 90 days at the time of registration is considered a resident of the college district.

2. Non-residents residing in Michigan: Students who live within the state but not within the legal boundaries of the college district.

3. Out-of-state residents: Students whose primary residence is out-of-state or students under 18 years of age whose parents or legal guardians live out of the State of Michigan.
Residency Verification

Residency is determined at the time of a student’s admission to the College. Change in residency subsequent to admission to the College is verified upon receipt of one of the following items.

- Michigan driver’s license
- State of Michigan identification card
- Voter Registration card
- Property tax statement
- Rent receipts and/or utility bills dating 90 days prior to the date of the student’s payment for classes.

Tuition

For the 2013-14 academic year, per contact hour*

- Residents of the College district ____________ $86.00
- Non-district residents residing in Michigan ___$155.00
- Out-of-State students ______________________ $205.00

Tuition and fees are subject to change by the Board of Trustees

*Contact hours are calculated on the number of hours per week of instruction for a course, to include laboratory and/or studio hours.

Tuition and Second Residence

Non-residents of the College district who own and pay property taxes on a second residence within the district and dependents [claimed as an exemption on the parents’ most recent federal income tax return] of such property owners may receive a tuition credit once a calendar year. This credit cannot exceed the differential between the resident and non-resident tuition rates or the amount of property taxes paid in support of the College, whichever is the lesser. The credit will be applied at the time of course registration, upon presentation to the Registrar of a property tax receipt delineating property tax paid for most recent calendar year. A copy of the parents’ most recent federal income tax return is also required for dependents.

Senior Citizen Tuition Waiver

Residents of the College district who are 60 [sixty] years of age or older will be provided with, upon registration, a waiver of tuition charges. This waiver applies to tuition only and not to other charges, such as admission and lab fees. Proof of age and residency must be shown on the first registration for which the waiver applies.
Refund Policy

Students who officially drop a class may be eligible to receive refunds of tuition. Refunds are based on the following scale:

<table>
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<tr>
<th>Day of Drop</th>
<th>Refund</th>
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<tbody>
<tr>
<td>Through the last day of registration</td>
<td>100%</td>
</tr>
<tr>
<td>After the last day of registration</td>
<td>no refund</td>
</tr>
</tbody>
</table>

A refund schedule with actual dates is available each semester in the Student Services Office, the Business Office, and is published in the Curriculum Guide.

Fees

Application Fee

A one-time, non-refundable $15 application fee is required at the time of initial application to the college.

Course Fees

Fees will be assessed to students enrolled in certain studio, laboratory, and technical courses in order to cover costs of supplies and related materials.

Graduation Fee

At the time of registration for the final semester of a one- or two-year certificate or associate degree program, students must file an Application for Graduation and pay a graduation fee of $25.

Payment of Fees

All fees must be paid by the deadlines published for each registration period unless prior arrangements have been made with the Business Office.

Registration Fee

There is a $7 non-refundable fee charged to each student to offset the cost of registering for classes.
Student Services Fee

The student services fee is used to finance and promote cultural and intramural programs, to assist campus clubs and organizations, to provide accident insurance, and to carry out functions of the Recreation Center. Students are charged a fee each semester based upon their credit hour enrollment. 2013-14 fees are: $20 for 5 or less credits; $43 for 6 to 11 credits; $50 for 12 or more credits.

Technology Fee

Students are charged $6 per contact hour with a $84 maximum per semester (2013-14) to offset the cost of technology on campus. A portion of this fee covers the expense of all students receiving Internet access and electronic mail accounts.

Transcript Fee

Upon receipt of a completed transcript request form, the Student Records Office will issue an academic transcript. Because of the Family Education Rights and Privacy Act, transcripts can only be issued upon request of the student. Students can request a transcript by filling out a Transcript Request online through my.westshore.edu.

Sponsor Authorization Forms

Area businesses wishing to sponsor employees in classes at the college can obtain a sponsor authorization form from the Cashier window or Student Services. This form authorizes the college to bill the employer for employee registrations. Sponsor forms must be received prior to payment deadline (payment deadline can be found on the website, catalog, and with billing statement).
The West Shore Community College Financial Aid Office encourages all students to apply for financial aid and will assist all students with the process of applying for financial aid. Financial aid includes various types of assistance available to help meet the costs of attending college. Types of financial aid include grants, scholarships, waivers, student loans, and work study employment. The WSCC Financial Aid Office believes all students, regardless of the amount of financial aid resources available to them, should have the opportunity to pursue and education. The WSCC Financial Aid Office will assist all students with finding resources to pursue their education.

How to Apply for Federal Financial Aid Programs at WSCC


2. Complete the online Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.ed.gov. A paper application is available by calling 1-800-433-3243 Students need to complete the FAFSA application each year after January 1.

Eligibility Requirements for Financial Aid

In order to be considered for federal financial aid, a student must:

1. Be a U.S. citizen or an eligible non-citizen.

2. Most males must be registered with Selective Service. Go to www.sss.gov to register.

3. Have a valid social security number.

4. Not be in default on a student loan or owe a refund on a federal grant.

5. Have demonstrated financial need except for some types of student loans.

6. Have earned a high school diploma, GED, or pass an ability to benefit test.

7. Be pursuing a degree or certificate program at WSCC.

8. Maintain satisfactory academic progress.

9. Cannot have a criminal conviction for drug possession or sale while receiving financial aid.
How You Qualify for Federal Financial Aid

- There is no set income level at which students qualify for federal financial aid. The FAFSA information is used in a formula to determine the amount the student may be able to contribute to their education. The result is called an EFC or Estimated Family Contribution.

- Most of the funds awarded by the Financial Aid Office are based on financial need from the FAFSA results. Financial need is calculated by subtracting the student’s EFC from their Cost of Attendance (COA) Budget. The COA is an estimated amount that it will cost you to go to school for a year. Your COA may include tuition, fees, books, housing, transportation, and miscellaneous costs.

- Regardless of financial aid need, a student will qualify for a student loan unless the student is in default on a previous student loan. Many scholarships are awarded regardless of financial need.

- Students experiencing unusual financial circumstances such as unemployment, reduction of pay, excessive medical expenses, etc. may appeal to the WSCC Financial Aid Director for a review of their circumstances. Adjustments may be made to the student’s EFC that may result in the student receiving additional financial aid.

Return of Title IV Federal Financial Aid Funds

Federal legislation requires that unearned Title IV funds including Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and Direct Stafford Loans be returned to the appropriate aid program if a financial aid recipient totally withdraws from classes prior to completing 60% of the semester. Students considering withdrawal from all classes prior to completing 60% of the semester are strongly encouraged to contact the WSCC Financial Aid Office to determine how withdrawal will affect current and future financial aid. The complete Return of Title IV Funds policy is available in the WSCC Financial Aid Office or on the WSCC website www.westshore.edu.

Financial Aid Satisfactory Academic Progress Policy

Federal and state regulations require that students receiving financial aid be making Satisfactory Academic Progress (SAP) toward the completion of their certificate program or associate degree regardless of whether the student received financial aid in the past. The SAP policy applies to all students who receive assistance from all federal and most state financial aid programs including but not limited to Pell grants, student loans, work study, TIP, Veterans Education Benefits, and some scholarships.
Satisfactory Academic Progress Standards

1. Students must maintain a minimum semester and cumulative grade point average (GPA) of 2.0 that is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, and developmental classes are excluded from the GPA calculation.

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>GPA</th>
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<tbody>
<tr>
<td>3-12</td>
<td>1.65</td>
</tr>
<tr>
<td>13-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.0</td>
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</tbody>
</table>

2. Each semester students must complete attempted credits at a pace of at least 67%, including courses below the 100 level. Incompletes, withdrawals, and repeated classes are used to calculate the completed pace rate. Transfer students must complete 67% of attempted credits each semester and transfer credits are excluded from their overall pace of completion at WSCC.

3. Students must complete their degree program within 90 attempted credit hours or the 150% limit of their program of study. Attempted credit hours include transfer credits, credit hours for courses passed or failed, repeated courses, withdrawals, and incompletes. A student may earn no more than three degrees or certificates regardless of total accumulated credit hours.

4. Students that begin attendance at WSCC that already possess a bachelor’s degree may receive one additional degree or certificate if circumstances are warranted.

Satisfactory Academic Progress Procedures

1. Satisfactory academic progress is reviewed at the end of each semester.

2. Students will be placed on Financial Aid WARNING for one semester if they fail to meet the 2.0 GPA requirement and/or fail to complete 67% of credit hours attempted overall or for the semester. Students are eligible to receive financial aid for the Warning semester if they complete a SAP plan with an Academic Advisor. Students who fail to achieve satisfactory academic progress at the end of the Warning semester will be cancelled from financial aid.

3. Students will be cancelled from financial aid after the semester the student reaches 90 credits or 150% of the credits needed to complete their program of study.

4. Any student cancelled from financial aid, after two semesters of failing to meet the SAP policy, has the right to appeal that decision to the Financial Aid (FA) Director if there were circumstances that prevented the student from meeting the requirements of the SAP policy. Special circumstances can include but are not limited to medical, employment, transportation, or any other circumstances deemed extenuating by the FA Director.
5. All financial aid appeals must be made by completing the appropriate WSCC Appeal form and the student must meet with the FA Director. Supporting documentation may be required. After reviewing the appeal the FA Director will inform the student, in writing, of the decision.

6. If a FA appeal is approved for failure to meet the pace or GPA requirement the student will be placed on probation and is eligible to receive financial aid. To continue on probation a SAP plan must be created and followed that requires a minimum 2.0 GPA and 67% of the credits attempted to be completed each semester. The SAP plan may require additional conditions, established by the FA Director or Academic Advisor, which the student must follow. Students will typically be allowed one Financial Aid SAP appeal but an additional appeal may be considered if circumstances are warranted. A student wishing to appeal the decision of the FA Director may do so in writing to the Dean of Student Services.

7. Students that are approved for an appeal that did not meet the 2.0 GPA requirement and/or failed to complete 67% of credit hours attempted will be placed on Financial Aid Probation for one semester and receive financial aid for that semester. Students may also receive financial aid for a designated time period if they follow and meet the requirements of an Academic Success Plan created with the FA Director or an Academic Advisor.

8. Students that are approved for an appeal to exceed their 150% credit limit will be able to receive financial aid for the specified classes needed to complete their degree program. Failing to meet the pace or GPA requirements for the classes approved with their 150% appeal will result in financial aid cancellation.

9. A student’s financial aid eligibility will be reinstated after cancellation if a student uses non-financial aid resources to enroll in classes and earns enough credits to meet the minimum 67% completion rate and attains the required 2.0 cumulative grade point and has not exceeded their 150% program limit. Students should notify the financial aid office once they are again meeting all SAP requirements.

**Financial Aid Awards**

Federal financial aid awards are made after the student’s FAFSA has been processed and finalized by the WSCC Financial Aid Office. Students should allow up to four weeks for their FAFSA to be finalized. Student will be notified by mail and/or email of all financial aid awards including grants, scholarships, waivers, student loans, and work study employment. Financial aid awards are subject to change based on the student’s enrollment status before, during, and after the semester.
Disbursement of Financial Aid Awards

All financial aid funds, scholarships, grants, and student loans are credited to the student’s account. If the student has any remaining funds after all tuition, fees, and bookstore charges are paid, a check will be mailed to the student for the balance remaining. It is the student’s responsibility to verify the accuracy of all charges, credits, and financial aid awards. Refund checks for remaining financial aid are mailed approximately four to six weeks after the semester begins.

Federal Financial Aid Programs

Federal Pell Grant is awarded based on the results of the FAFSA. The amount of the grant also depends on the student’s enrollment status. The amount of student Pell Grants is established by Congress each year and is subject to change. Go to www.studentaid.ed.gov for up-to-date information.

Federal Work Study Program offers students the opportunity to seek a part-time position of up to 20 hours per week usually on the WSCC campus. Contact WSCC Financial Aid Office to determine if you qualify and if any positions are available.

Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students determined to have exceptional financial need. A SEOG award may range from $100 to $4000 per academic year.

Federal Stafford Student Loans are available to all students regardless of financial need or credit history. Students must complete a FAFSA and complete the student loan application process at www.studentloans.gov. A student must be enrolled at WSCC at least half-time/6 credit hours to be eligible for a student loan. A student may qualify for subsidized loans based on their financial need. For a subsidized student loan the U.S. Department of Education pays the interest on behalf of the student while the student is in school. Students who do not have financial need may receive an unsubsidized student loan that the interest will begin to accumulate on once the funds are disbursed. Students do not go into repayment until a student is no longer enrolled at least half time at any school.

Parent Loans for Undergraduate Students (PLUS) are available for parents to borrow up to the cost of the student’s education minus other financial aid awarded. The parent’s credit history is considered for approval. Interest is set at 7.9%. Repayment begins immediately after disbursement. Go to www.studentloans.gov to apply.

Perkins Grants are available for single parents, displaced homemakers, single pregnant women, students who are enrolled in degree or certificate programs considered non-traditional for their gender (such as males in nursing or females in criminal justice) or students receiving services from the Special Populations Program. Grants may be used for tuition and/or child care. Applicants must be enrolled in an occupational program.
**Veterans Educational Benefits** are available to veterans, service persons, and reservists. Eligible students can apply at https://vaonce.vba.va.gov. Eligible students also need to meet with the WSCC Financial Aid Director/VA Certifying Official. To maintain eligibility for benefits, students must meet the requirements of the WSCC SAP policy found at www.wests-hore.edu.

**State Financial Aid Programs**

**Michigan Competitive Scholarship** recognizes academic potential on the basis of students’ scores on the ACT test. Eligible students may receive awards based on need up to $1,300 per year. Awards are annually renewable for up to ten semesters of undergraduate study provided all eligibility requirements are met. Students must have the FAFSA submitted by March 1 each year for priority consideration and have financial need.

**Michigan Indian Tuition Waiver** is available to students certified by their tribal association as at least one-quarter Indian blood quantum. Contact the Michigan Department of Civil Rights at www.michigan.gov/mdcr or 517-241-7748 for information about the certification process.

**Michigan Tuition Incentive Program** is available to students who graduate from high school or obtain a GED before reaching the age of 20 and had Medicaid coverage for at least 24 months. The program pays up to the in-district tuition rate and some fees for courses leading to degrees and certificates. Recipients must be taking classes within four years of high school graduation or GED completion and then have 10 years of eligibility. More information is available at www.michigan.gov/osg or 1-888-447-2687.

**Michigan Children of Veterans Tuition Grant** may be available to dependent children of deceased or disabled Michigan resident veterans whose injuries were a result of military service. Children must be between the ages of 16 and 26. More information is available at www.michigan.gov/osg or 1-888-447-2687.

**Other Scholarships and Grants**

WSCC offers scholarships funded by the generosity of donors from our community. Applications are usually available in February and should be submitted to the WSCC Financial Aid Office by March 15 for priority consideration. Applications are available in the financial aid office or online at www.westshore.edu on the Financial Aid page. Student are also encouraged to seek out scholarships from other organizations.
Campus Computers, Network and Internet Access Student Acceptable Use Policy

The purpose of the WSCC computer network and Internet connection [including all computer hardware, software, and peripherals] is primarily educational, consistent with the College’s vision, mission, and core values. The West Shore Community College computer network, Internet connection, and all information contained therein is College property. Access to the WSCC computer network and internet by students and other community members is a privilege that carries with it certain shared rights and responsibilities.

Use of the WSCC computer network and internet connection is subject to applicable federal and state laws, as well as applicable College policies and procedures, including but not limited to, the discrimination/harassment policy. Although usage of the WSCC computer network requires password access, users are advised that they should not expect privacy while using the WSCC computer network or Internet connection, because the College reserves the right to monitor all usage of its computer network and Internet connection to ensure compliance with this policy and has sole discretion to determine whether an individual has violated this policy. Individuals who violate this policy may be subject to adverse action, including but not limited to, expulsion or criminal prosecution.

User Responsibilities

Use of the computer network and related equipment is a privilege that carries with it obligations relative to conduct. Students and other community users are responsible for abiding by the laws governing the college and are expected to observe standards of conduct set by the college. In addition, users should:

1. Protect the security of the network by not disclosing passwords or allowing others account access, other than for legitimate college purposes;
2. Avoid the use of offensive or inappropriate language;

3. Respect the privacy of others;

4. Support the College’s legitimate need to investigate alleged violations of this policy when there is reasonable cause

Acceptable Use

The following guidelines will be applied to determine whether or not a particular use of the WSCC network is appropriate:

1. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by that user.

2. Users must respect the legal protection provided by copyright and license to programs and data.

3. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.

4. Users should be consistent with guiding ethical statements and accepted community standards. Malicious use is not acceptable.

5. The WSCC network may not be used in ways that violate applicable laws or regulations. Peer to peer file sharing is not allowed.

6. The use of the WSCC network and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.

7. Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.

8. Commercial use is not acceptable.

9. Repeated and unwanted communication of an intrusive nature is not acceptable. Sending of unsolicited email messages, including but not limited to, commercial advertising and solicitations of any kind are considered spam and are prohibited.

10. All non-college computers, peripherals or other devices may only connect to the campus wireless network. Mass email distribution must be pre-approved by the Director of College Relations.
The intent if this policy is to make clear certain uses which are and are not appropriate, not to exhaustively enumerate all such possible uses. Using the guidelines given above the College may at any time make determinations that particular uses are or are not appropriate.

WSCC will not monitor the content of information transmitted over the network but will investigate complaints of possible inappropriate use. In the course of investigating complaints, the College will safeguard the privacy of all parties and will themselves follow the guidelines given in this policy.

WSCC labs and departments may have their own computing and network use policies. Nothing in this policy shall preclude separate “conditions of use” from being implemented by units of WSCC or by WSCC with respect to portions to portions of its electronic technology resources. Such conditions of use shall be deemed to supplement, rather than replace, this policy. When using these computing resources, users are responsible for obeying both the policies set forth in this acceptable use document and the policies of the individual lab or department.

Users of West Shore’s e-mail services must remember that e-mail is subject to the same legal restrictions and liabilities as other forms of written communication (e.g., e-mail may be subpoenaed and is subject to the Freedom of Information Act).

Campus Standards

Enrollment at WSCC carries with it obligations relative to conduct, both within and outside the classroom. Students are responsible for abiding by the laws governing the college and are expected to observe standards of conduct set by the college.

If a student is accused of less-than-acceptable behavior, college procedures provide for due process to insure that he/she receives fair and equitable treatment.

Following are examples of campus conduct that could result in suspension or dismissal:

1. Theft of or damage to college property.

2. The distribution, use, possession, or being under the influence of alcoholic beverages or illegal drugs on campus. The use of alcoholic beverages off campus during college sanctioned events may be permitted if the rules and regulations regarding alcohol in the area of activity are followed.

3. Academic misconduct – cheating, plagiarism, or other forms of academic dishonesty including the acquisition, without permission, of tests or other academic materials. Included are those students who aid and abet, as well as those who attempt such behavior.
4. Disruption or unauthorized interruption of college activities.

5. Disobedience of college officials or designated agents acting in the performance of their duties.

6. Gambling on campus or during college sponsored events.

7. The possession or use of explosives, weapons, firearms, knives, or fireworks unless required by curricular or security needs.

8. Any form of harassment toward an individual or group of individuals.

9. Violation of the Acceptable Use Policy governing campus computers, networks, and Internet access.

To help keep the campus looking beautiful, food and beverages are permitted in designated areas only. Smoking is prohibited in all college buildings.

**Dropping Courses**

During the first two weeks of each semester, students are allowed to drop courses. To officially drop a course, students must utilize my.westshore.edu and drop the course online. There is no fee for dropping courses. The policy for refunding tuition and fees can be found under the Cost section of this catalog. Students who stop attending class but do not officially drop the course will most likely receive a grade of “F” at the end of the semester.

Students who do not attend any of their courses during the first two weeks of class, may be administratively dropped from their course[s] and will receive a full refund for tuition and fees [except for the Registration Fee]. However, students should personally drop their courses through my.westshore.edu to ensure their courses are successfully dropped before the refund deadline. Students that are not reported for an administrative drop, but did not attend their courses, may still be responsible for any tuition and fees due to the college.

**Grievance and Due Process Procedures**

Students have a right to due process. WSCC has informal and formal procedures that are used to handle issues that arise. In most cases, problems can be solved using informal procedures. In the event that a student should come into conflict with any college policy pertaining to Campus Standards, or feels that he/she has been discriminated against by a member of the faculty, staff, or another student for whatever reason, the following procedures will apply:

1. Informal Procedure: In resolving issues or conflicts, it is expected that the initial steps of resolution will occur informally with the parties directly involved in the conflict.
1. The first step requires the two parties to meet and attempt to resolve the conflict.

2. The division chairperson and/or director (depending on who is appropriate), may or may not be involved in the first discussion.

3. If the director and/or department chairperson is not involved in the first discussion, and if either party is dissatisfied with the resolution of the first meeting, a second meeting with the director and/or department chairperson and both parties will occur.

4. If either party is dissatisfied with the resolution of the second meeting, a meeting with both parties and the Dean from the appropriate area will be held. These meetings will occur in a timely manner (usually within 10 days).

5. If resolution at the informal level, agreeable to all parties, is not reached, then the following formal procedure will apply.

II. Formal Procedure: The formal procedure is followed after all efforts have been made to resolve the issue using the informal procedure listed above.

Complaints Against Students

1. Any person who is aware of possible student misconduct is requested to report the alleged violation to the Dean of Student Services. The Vice President will take a complete report of the alleged violation.

2. The Dean of Student Services will investigate the allegation and determine if a hearing is necessary. Notification to the accused parties of the alleged violation will be made within 10 working days. If it is determined that a hearing is required, the accused parties will receive written notification of the time, date, and place of the hearing, a statement of the alleged misconduct with sufficient particulars to enable the accused student to prepare a defense, and the names of the witnesses who are scheduled to appear at the hearing. The written notification must be received by the accused at least 72 hours prior to the hearing. If the accused fails to appear after proper notification, the hearing will be conducted in their absence.

3. The accused shall notify the Dean of Student Services in writing at least 48 hours prior to a hearing of the names of the witnesses they
wish to call and the context of the witnesses’ appearance. Normally, only people who are members of the college community will be permitted to appear as witnesses.

4. The Dean of Student Services shall conduct the hearing and is responsible for maintaining the proper atmosphere throughout the hearing. Any person, including the accused student, who disrupts a hearing or fails to adhere to the rulings of the Dean may be excluded from the hearing.

5. The decision made by the Dean of Student Services shall be based solely on the evidence introduced at the hearing. In no case will the Dean of Student Services consider evidence against the student unless the accused has been given the opportunity to respond to the evidence. A written summary record of the hearing will be made by the Dean of Student Services.

6. After considering all the information presented at the hearing, the Dean of Student Services will make a decision as to guilt or innocence. In the case of a “guilty” decision, the Dean of Student Services will then determine the sanction.

7. A student bringing a complaint to the Dean of Student Services will be informed if a hearing has been held and an outcome reached; however, the specific sanction and/or referrals will not be disclosed to the complainant.

Appropriate action may include, but not be limited to:

1. Disciplinary Warning: An official written reprimand which expresses the college’s dissatisfaction with the student’s conduct and which clarifies expected behavior in the future.

2. Disciplinary Probation: Notice that further misconduct of any sort within the probationary period shall result in more severe disciplinary action against the accused including suspension or expulsion from the institution. The probationary period extends for a specific period of time or until completion of a specific requirement(s).

3. Suspension: A decision that removes the student from the college for a specific period of time, usually no more than two years.

4. Expulsion: A decision that removes the
student from the college indefinitely.

5. Restitution: May be levied against the student in the event of damage to property or person and/or as a punitive measure. The accused student shall receive written notification of the outcome of the hearing as well as any sanctions or referrals if required. The accused student has the right to appeal the decision of the Dean of Student Services. The written appeal must be received by the Student Affairs Council within 10 business days of the date of the written notification of the Vice President’s decision. The Student Affairs Council shall limit the review of a guilty decision to consideration of the following factors: new evidence which was not available during the hearing and/or evidence that substantive or procedural due process was violated in relation to the hearing which significantly affected the outcome of the case. The Student Affairs Council will have ten business days to respond to the appeal.

B. Complaints by Students

1. A student has the right to bring a complaint to the Dean of Student Services. The Dean of Student Services will listen to the initial complaint and bring the student to the Dean or head of the most appropriate area to process the complaint.

2. The appropriate Dean or Department Administrator will conduct an investigation. Such investigation may include a hearing. The student bringing the complaint or charges will be informed if a hearing has been held and an outcome reached; however, specific sanctions and/or referrals will not be disclosed.

Drug and Alcohol Prevention Program

The following policies were developed in accordance with the Drug-Free Schools and Campuses Act.

Standards of Conduct

It is the policy of West Shore Community College that the sale, distribution, use, possession of, or being under the influence of alcoholic beverages or illegal drugs on campus and at off-campus, college sponsored activities is prohibited (see Campus Standards).
Legal Sanctions

Students who use alcoholic beverages or controlled substances on college property face disciplinary action which could result in suspension or dismissal and prosecution under the law. Any person who illegally sells, provides, transports, possesses, or consumes alcoholic beverages or controlled substances on college property or at any off-campus, college sponsored activity may face immediate arrest and prosecution under applicable federal, state, and local laws. Penalties under these laws may include fines, imprisonment, or both. A listing of federal and Michigan penalties is available in the Student Services Office.

Health Risks

Use of alcohol and/or drugs can result in illness, injury, or death. A chart identifying the uses and effects of controlled substances is available in the Student Services Office.

Disciplinary Sanctions

Students and employees who illegally use alcoholic beverages or controlled substances on college property face disciplinary action, which could result in suspension or dismissal and prosecution under the law. Refer to Campus Standards.

Counseling and Treatment Programs

Catholic Human Services
Briny Building, 50 Filer Street, Suite 210
Manistee, MI 49660
(231) 723-6321

Catholic Social Services
5816 W. US 10
Ludington, MI 49431
231-843-4899
or
11 Washington
Hart, MI 49420
231-873-0250

Choices West Counseling Services
49 N. Hart Street
Hart, MI 49420
231-873-1443

Substance Abuse & Mental Health Services
1-800-662-HELP
7 days a week, 24 hours a day

National Council on Alcoholism & Drug Dependence
1-800-622-2255
7 days a week, 24 hours a day

Students and employees engaged in substance abuse counseling or a prescribed program are not exempt from col-
lege policies, procedures, and rules. A listing of substance abuse and treatment programs in Michigan is available at www.michigan.gov/mdch.

WSCC counselors are available to meet with students and provide referrals to substance abuse programs.

**Grades of “F” and Grade Point Average**

Grades of “F” received in courses no longer available at West Shore may be excluded from GPA calculation if the student completes a substitute course or courses approved by the appropriate instructional Dean. The grades of “F” received in courses no longer available will be retained on the academic transcript but excluded in the cumulative GPA calculation during the graduation audit only.

**Grade Appeals**

If a student believes that a final course grade received is incorrect or unfair, it is recommended that he/she make personal contact with the instructor to discuss the situation. If the matter cannot be resolved, the student may exercise the following appeal process. Although the due process steps are written from the perspective of the student, it is intended that the instructor, divisional chair, director and/or instructional Dean can exercise an appeal of the decision to the next level within the same parameters outlined for the student.

The appeal due dates are:

- Fall Semester Grade Appeal – February 1
- Spring Semester Grade Appeal – June 1
- Summer Semester Grade Appeal – September 1

The appeal procedure is as follows:

**Level I**

Submit a Level I Grade Appeal – Instructor form and any supplemental documentation or information to the secretary to the Dean of Student Services no later than the date listed for the applicable semester of the current academic year. These forms are available in the Student Services Office, Campus Center. The Level I Grade Appeal – Instructor form will be forwarded to the instructor. If the instructor is not available, the Level I Grade Appeal – Instructor form will be forwarded to the next available level.

The instructor will review the Level I Grade Appeal – Instructor form and discuss the appeal personally with the student, if requested. Within 10 working days from receipt of the grade appeal, the instructor will inform the student, in writing, of his/her decision relative to the appeal.
The student may appeal the decision of the instructor. The student should submit the following to the appropriate divisional chairperson no later than 10 working days after receipt of the instructor’s written decision: copy of the Level I Grade Appeal – Instructor form and any supplemental documentation or information, a copy of the instructor’s written decision, and a Level II – Divisional Chairperson form. It is highly recommended that the student make personal contact with the divisional chairperson to discuss reasons for the appeal. The divisional chairperson will review the Level I Grade Appeal – Instructor form and all related materials and will discuss the appeal personally with the student, if requested.

Within 10 working days from receipt of the grade appeal, the divisional chairperson will inform the student, in writing, of his/her decision relative to the appeal.

Level III

The student or instructor may appeal the decision of the divisional chairperson. He/she should submit the following to the appropriate instructional Dean no later than 10 working days after receipt of the divisional chairperson’s written decision: copy of the Level I Grade Appeal – Instructor form, and any supplemental documentation or information; copies of the instructor’s and the divisional chairperson’s written decisions; and a Level III – Instructional Dean form. It is highly recommended that the student make personal contact with the instructional Dean to discuss reasons for the appeal. The instructional Dean will review the Level I Grade Appeal – Instructional form and all related materials, review the Level II – Divisional Chairperson form, and will discuss the appeal personally with the student, if requested. Within 10 working days from receipt of the grade appeal, the academic Dean will inform the student, in writing, of his/her decision relative to the appeal.

Level IV

The student or instructor may appeal the decision of the academic instructional Dean. He/she should submit the following to the chairperson of Student Affairs.
Council no later than 10 working days after receipt of the instructional Dean’s decision: copy of the Level I Grade Appeal – Instructor form, and any supplemental documentation or information; copies of the instructor’s divisional chairperson’s, and instructional Dean’s written decisions; and a Level IV Student Affairs Council form. Upon receipt of the aforementioned information, the student will be notified of the date the Student Affairs Council is meeting. It is highly recommended that the student attend the meeting to discuss his/her appeal. Within 15 working days from receipt of the grade appeal, the Student Affairs Council will inform the student, in writing, of the Council’s decision relative to the appeal. Student Affairs Council represents the final level of the grade appeal process.

**Late Registration**

The College has determined that late registration is detrimental to the academic success of students. Historically, research shows that students who arrive late into courses already in progress are less successful than those who begin on time. These students may also disrupt the classes they join, and, in order to catch up, may make unrealistic demands upon themselves and their instructors.

Once a course has met once, students are generally not permitted to enroll in that course. For online courses, students may not enroll after the mandatory orientation has taken place. Students with a current schedule may register for courses that have already begun if they meet one of the following criteria:

- Same course section switch, or
- Dean of Instruction approval for documented extenuating circumstances and an Add Form must be completed with appropriate signatures and turned into Student Services.

**Parking and Motor Vehicle Operation**

Vehicles must be operated and parked in a responsible manner on campus. All state and county ordinances apply to West Shore traffic management.

Parking is permitted in the designated lots between 7 a.m. and 11 p.m. There are restricted and handicapped parking areas for people who are authorized to use them. Permits for temporary restricted parking are available from the Student Services Office.

Sidewalks, crosswalks, and lawn areas are for the protection of and use by pedestrians. No vehicles please. Snowmobiles and all-terrain vehicles are not allowed on campus.

Failure to abide by the parking regulations could result in vehicles being ticketed with a county sheriff’s citation and/or towed at the owner’s expense.
Repeating Courses

Students may elect to retake any of their WSCC courses. Certain courses may be repeated to gain additional credits. These courses are designated by the description within the course listings. Other courses may be repeated for the purpose of improving grades. The transcript will record the most recently earned grade. Courses repeated for credit cannot be converted to a noncredit status (AU or W). A student who has attempted any credit-bearing course three times will not be allowed to register for that course again except upon approval of the Dean of Student Services or the Dean of Instruction. Students are required to fill out a Repeat Course Appeal Form and schedule an appointment with the appropriate Dean. The student will be informed of the decision in writing within five (5) business days of the appeal meeting. The appeal form may be picked up from Student Services.

Student Privacy of Information Rights Under FERPA

The federal Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights are 1.) The right to inspect and review the student’s education records with 45 days of the day the College receives a request for access; 2.) The right to request the amendment of the student’s education record that the student believes is inaccurate or misleading; 3.) The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent; 4.) The right to file a complaint with the U.S. Department of Education (USDE) concerning alleged failures by West Shore Community College to comply with the requirements of FERPA. Request and release of information forms and the address of the USDE are available in the Student Records Office.

Directory Information

Directory information is information not generally considered harmful or an invasion of privacy if disclosed. Directory information as defined by WSCC is: student name, address, e-mail address, telephone number, dates of attendance, enrollment status (full or part-time) field of study, degrees and awards, and participation in recognized activities. The College may include a student’s directory information in college publications or otherwise release directory information to individuals, such as potential employers, without a student’s consent unless a student has informed the Student Records Office in writing that his or her directory information is to be confidential. Request for Confidentiality or Directory Information forms are available in the Student Services Office.
Security Policy

Purpose

West Shore Community College is committed to providing a safe and secure environment for its students, employees and community members who use the facilities. West Shore Community College is responsible for reporting the number of criminal offenses committed on campus on a yearly basis.

Procedure

In the event that an employee of West Shore Community College becomes aware of a criminal action or other emergency occurring on campus, it is the employee’s responsibility to notify the proper authorities. During NORMAL SWITCHBOARD HOURS, the operator should be the first one notified (dial “O”). The operator will take the necessary information and make any necessary notification. When there is not an operator on duty, individuals should dial 911 for ambulance, fire, or Mason County Sheriff. In addition to notifying the appropriate agency, the WSCC Physical Plant Department should be notified via its radio connection (dial 843-9608).

Reports of criminal actions or other emergencies should also be reported, within 24 hours, to the Vice President of Administrative Services using an incident report form.

All reports will be thoroughly investigated by the Vice President of Administrative Services. Local law enforcement agencies will be involved when necessary. Violations of West Shore Community College regulations, campus standards, and/or policies by students or employees will be handled in accordance with the appropriate disciplinary procedures. Violations of city/local ordinances and regulations by students, employees and others will be referred to the appropriate enforcement authority for action. The Vice President of Administrative Services will maintain all records of reports of alleged offenses, investigations and action taken.

Policy Distribution

The Security Policy and Annual Report will be posted on the campus information bulletin boards in the Campus Center and on the college website.

College Policies Regarding Drugs and Alcohol

West Shore Community College has developed a Drug Prevention Program in accordance with the Drug-Free Schools and Communities Act Amendments of 1989, and has developed a Drug-Free Workplace policy (WSCC Policy #2021).
Cooperation with Local Law Enforcement Agencies

The Vice President of Administrative Services will maintain a working relationship with the Mason County Sheriff Department and other appropriate enforcement agencies to monitor, record, and act on criminal activity on campus.

Crisis Response Plan

West Shore has established a crisis response plan to deal with crisis situations and traumatic events.

Criminal Offense Report

During the years 2010-2012 the following number of criminal offenses committed on campus were reported:

<table>
<thead>
<tr>
<th>Offense</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
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<td>Arson</td>
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<tr>
<td>Liquor law violations</td>
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<td>Drug-related violations</td>
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<tr>
<td>Weapons possession violations</td>
<td>0</td>
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</table>

On-campus Arrests

During the years 2010-2012 the following number of arrests were made regarding on-campus violations:

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<tr>
<th>Offense</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
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<tbody>
<tr>
<td>Liquor Law violations</td>
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<tr>
<td>Drug-related violations</td>
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<tr>
<td>Weapons Possession violations</td>
<td>0</td>
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Standards of Academic Progress

West Shore students must make satisfactory academic progress toward completion of their certificate or associate degree. The standards of academic progress for WSCC students are maintenance of a cumulative 1.65 grade point average for the first 12 attempted credits, a cumulative 1.75 grade point average between 13 - 30 attempted credits and a cumulative 2.0 after 31 attempted credits.

1. The academic progress of students is reviewed at the end of each academic semester.

2. A student will be placed on academic warning if he/she fails to meet the minimum GPA standard or withdraws from six (6) or more semester credit hours. In addition, the student will be required to meet with a WSCC counselor to complete an Academic Progress Plan prior to registration for classes each semester until the student’s cumulative GPA reaches
2.0. The Academic Progress Plan will restrict the student’s enrollment into no more than 9 credit hours prescribed by a counselor in consultation with the student, require at least two meetings with a counselor throughout the semester to assess progress, and may include other activities prescribed by a counselor such as tutoring, repeating courses, career exploration or additional assessments.

3. If the student fails to attain a 2.0 semester GPA or 67% completion of attempted credits and/or fails to meet other parameters designed in the Academic Progress Plan for any warning semester, he/she will be suspended from enrollment at WSCC for a period of one semester unless the advisor recommends otherwise.

4. A student who has been academically suspended may petition the Dean of Student Services for reinstatement after the suspension semester. This petition requires an informal meeting.

5. Students who have been placed on academic suspension have the right to appeal their status if there are extenuating circumstances for not meeting the standards of academic progress. The appeal must be made in person by meeting with the Dean of Student Services within 15 days of receipt of notification of probation/suspension status. The Dean, after review of the appeal, will inform the student of the decision. A student wishing to appeal the decision of the Dean may do so in writing within 15 days to the Student Affairs council. The Student Affairs Council is the final level of appeal.

6. Students that are approved for an appeal will be placed on academic probation for the next term and will be required to meet the 2.0 GPA and/or complete 67% of the credit hours attempted for that term. Students will remain on academic probation until they have reached the required Overall 2.0 GPA and 67% completion rate.

**Student Academic Violations**

The Academic Misconduct Board will be composed of the instructional Dean, three faculty and two students. The Academic Misconduct Board will follow the procedures outlined below when resolving allegations of academic misconduct. The President of the college will select committee members and select a chair of the committee.

I. Academic Violations

The academic violations referred to in this document include plagiarism and cheating on assignments; cheating on laboratory work or examinations; having another person take an exam in one’s place,
substituting another’s work as one’s own; falsifying records or providing misinformation regarding one’s credentials; unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one’s own. All students are expected to adhere to the standards of documentation as outlined by the instructors.

Faculty members are encouraged to have an informal discussion with student(s) to clarify information regarding the faculty member’s concerns and/or suspicions. The faculty member will provide a copy of this procedure to the student. The informal discussion should work toward resolving minor violations. If, after the informal discussion, the faculty member feels the student has allegedly committed a major academic violation, the faculty member should report the alleged violation to the Dean of Student Services. During the informal discussion, if the student and faculty member reach agreement on how to resolve the minor academic violation, the process will end at this point. If the student chooses, he/she can request that the charges be referred to the Academic Misconduct Board.

II. Procedures for Bringing Cases of Alleged Academic Violations to the Academic Misconduct Board

Students, faculty, or staff who know of possible academic violations are expected to report the alleged violation to the Dean of Student Services Office. The report shall be filed as soon as possible after the observance, but in no case later than 30 days beyond the observation. The report should include a brief written statement and the relevant evidence (original material when available). A copy of the report with supporting evidence is given to the accused student as the “statement of the charge.”

B. The complainant (faculty, staff, student) is advised not to conduct an investigation since it is the responsibility of the Academic Misconduct Board to determine if an academic violation has occurred.

C. The Academic Misconduct Board will have jurisdiction over cases of an academic nature which are brought to it by the Dean of Student Services.

III. Due Process for Students Accused of Alleged Academic Violations
A. Once a faculty member notifies the Dean of Student Services of an alleged academic violation, the Vice President will meet with the student to explain the charges and to inform the student of his/her rights. The student will be informed that there will be a hearing by the Academic Misconduct Board to review evidence related to the alleged academic violation and to determine guilt or innocence. If the student is judged guilty, the Academic Misconduct Board will determine the appropriate sanctions.

B. At least 72 hours prior to the hearing, the student shall be provided with the following:
   1. Written notification of the date, time, and place of the hearing;
   2. Written statement of the alleged academic violation with sufficient particulars to enable the student to prepare his/her defense; and
   3. Written notification of the names of the witnesses who are directly responsible for the report of the alleged violation; or, if there are no witnesses, written notification of how the alleged violation came to the attention of the committee.

C. At least five members of the Board must be present to hold a hearing.
   1. No member of the hearing board who is otherwise interested in the particular case should be involved with the hearing.
   2. The student is expected to attend the scheduled hearing. If the student fails to request a postponement and fails to appear at the hearing, the board will hear the matter in his/her absence.
   3. The student shall be entitled to be accompanied by an advisor of his/her choice; the advisor shall be a member of the staff, faculty, or student body of West Shore Community College.
   4. The student and/or the advisor shall be entitled to ask questions of the members of the committee or of any of the witnesses, provided the questions are relevant. The chairperson of the Board will rule on the relevance of any questions in dispute.
   5. The student shall be entitled to refuse to answer questions.
   6. All matters upon which the decision may be based must be introduced into evidence.
during the hearing. The decision should be based solely upon such matters. In no case should the Board consider statements against the student unless he/she has been given an opportunity to respond to the information.

7. A written record of the hearing shall be made by the chair of the Board. The record should indicate whether or not the student:

   a. Was informed of the alleged violation and had a chance to review the evidence;

   b. Is accompanied at the hearing by the advisor of his/her choice, according to Section IIIC4, and

   c. Acknowledges the alleged violation[s] to be true or false.

8. During the hearing, the members of the Board may address questions to the student, the party bringing the charge, and/or the witnesses to assist them in their deliberations. The student is given a chance to make a statement on his/her own behalf.

9. Occasionally the Board may ask other faculty or staff who have expertise in an area to review documents and provide an opinion.

C. After the hearing, the Board may make the following decisions by majority vote of those present:

1. Not Guilty: No violation has been proven.

2. Guilty: A violation has been proven or admitted. In this case, the committee may select one or more from the following sanctions:

   a. A grade of “F” for the course

   b. A grade of “F” for the assignment.

   c. The student is required to complete additional assignments, tests, papers, or other tasks as determined by the hearing Board

3. Academic Disciplinary Reprimand – An official reprimand which expresses college dissatisfaction with the student’s conduct and which clarifies expected behavior in the future.

4. Academic Disciplinary Probation – Any indication of further violation within the probationary period shall result in more
severe disciplinary action. The probationary period shall be for a specified time or until the completion of any specified requirements or conditions that are a part of the probation.

5. Academic Disciplinary Suspension – A decision which removes the student from the college for a specified period of time, usually no more than two years. The suspension might be immediate or begin effective at the end of the current semester. In either case, the student is eligible for consideration for re-admission at the time specified by the council. This would include suspension with immediate re-admission or up to two years from the date of suspension.

6. Academic Disciplinary Expulsion – A decision which removes the student from the college permanently.

7. Other Sanctions – The council may take other actions that it judges to be appropriate. These might include, but are not limited to, service charges, holds on records, and/or required counseling.

E. Notification

1. Written notification of the outcome of the hearing will be sent to the student within 72 hours. The procedures for appealing cases of academic misconduct are included with the written notification of the council’s decision.

2. Written notification of the decision of the council will be forwarded to the Dean of Student Services Office.

F. Decision/Right of Appeal

The accused student has the right to appeal the decision of the Academic Misconduct Board. The written appeal must be received by the Student Affairs Council within 10 business days of the date of the written notification of the Board’s decision. The Student Affairs Council shall limit the review of a guilty decision to consideration of the following factors: new evidence which was not available during the hearing, and/or evidence that substantive or procedural due process was violated in relation to the hearing which significantly affected the outcome of the case. The Student Affairs Council will have 10 business days to respond to the appeal.
Support Available to Campus Sexual Harassment/Assault Victims

Federal legislation requires a statement of policy that identifies sexual harassment/assault programs and procedures to follow in the event of an occurrence on campus.

To assist creating a safe campus environment, the college has established campus standards of conduct and has established policies against discrimination and sexual harassment.

If a sex offense occurs on campus, immediate contact will be made for both medical and legal (Sheriff’s Department) assistance. If the sexual assault was allegedly committed by a non-student, non-employee, local law enforcement agencies will assume full responsibility for resolving the case. The on-campus disciplinary procedure for both students and employees is independent to all off-campus legal proceedings and pertains to both sexual harassment and assault.

The Dean of Student Services will then determine the degree of culpability and any appropriate disciplinary sanction. Appropriate action may include, but not be limited to:

1. Disciplinary Warning: An official written reprimand which expresses the college’s dissatisfaction with the student’s conduct and which clarifies expected behavior in the future.

2. Disciplinary Probation: Notice that further misconduct of any sort within the probationary period shall result in more severe disciplinary action against the student including suspension or expulsion from the institution. The probationary period extends for a specific period of time or until completion of specific requirements.

3. Suspension: A decision that removes the student from the college for a specific period of time, usually no more than two years.

4. Expulsion: A decision that removes the student from the college indefinitely.

5. Service Charge: May be levied against the student in the event of damage to property or person and/or a punitive measure.
There are several agencies that provide assistance for victims of sexual assault. Agencies include:

**Mason County**

COVE’s Crisis Center  
231-845-5808

Community Mental Health Services  
231-845-6294

Memorial Medical Center  
231-845-2591

Mason County Health Department  
231-845-7381

**Manistee County**

Choices of Manistee  
231-723-6597

Manistee Counseling Center  
231-723-1506

West Shore Medical Center  
231-398-1000

Manistee County Health Department  
231-723-3595

Following is a description of support services that will be available to any victim of sexual harassment/assault while on West Shore’s campus.

a. All allegations of sexual assault will be treated seriously and the individual filing the claim of a sexual assault will be treated with dignity.

b. Victims of sexual assault will be informed of campus student organizations, counseling centers, and community crisis centers that provide assistance and counseling.

c. In addition to available institutional disciplinary proceedings, victims of sexual assault have the right to have the alleged assault reported to the duly constituted civil and criminal authorities of the local unit of government in which the sexual assault occurred, and the right to the full and prompt cooperation and assistance of the institution’s personnel in notifying the proper authorities.

d. There will be support for the victim to report a sexual harassment/assault committed against him or her.

e. There will not be any kind of suggestion that the victim should not report or should underreport a sexual assault because of one or more of the following:
1. A suggestion that the victim is somehow responsible for the commission of the sexual assault

2. A suggestion that the victim was contributorily negligent or assumed the risk of being sexually assaulted

3. A suggestion that the victim would incur unwanted publicity if the sexual assault is reported.

f. Sexual assault victims will be informed of rights and remedies accorded to crime victims generally.

g. A sexual assault victim will be notified of the outcome reached in the institutional disciplinary proceeding concerning the sexual assault.

h. The institution’s personnel will provide full and prompt cooperation obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assault in legal proceedings, including, but not limited to, assisting with arranging a medical examination of the victim.

i. In providing medical assistance, the college will indicate the need to preserve evidence of sexual assault and attempt to maintain the integrity of that evidence.

j. Information will be provided regarding state and federal mandatory testing of sexual assault suspects for communicable diseases and notification to the victim of the results of the testing.

k. After the assault has been reported to appropriate campus personnel, the institution’s personnel will take any reasonably feasible actions as are needed to prevent any unnecessary or unwanted contact or proximity with an alleged assailant, including, but not limited to, immediate transfer of classes, if requested by the victim.
Philosophy and Goals of the Student Services Office

The Student Services Office, located in the Schoenherr Campus Center, exists to make the college experience enjoyable and successful. A wide range of support services include counseling, academic advising, financial aid, registration assistance, transcript service, student activities, career information, aptitude and interest testing, veterans assistance, tutoring, and employment assistance.

Academic Advising

Advisors and faculty can assist students in planning academic programs. Advisors and staff meet regularly with senior colleges and universities to establish and maintain transfer agreements to assist students in making the transition to a senior institution. Representatives from senior institutions visit the campus to advise students who wish to transfer. It is recommended that students meet with an advisor regularly; however, it remains the student’s responsibility to fulfill all graduation and transfer requirements.

Clubs

The number of active college clubs varies according to student interest and changes along with the composition of the student body. The Student Senate must approve the club constitution before a group can become recognized, use college facilities, and receive student activity funds. The student activities coordinator will help with plans to initiate a club.

Commencement

Each year a formal commencement exercise along with various activities are planned to create a special day for the graduates. Commencement is usually held in May after classes have ended.

Internet/E-Mail Access

As part of the technology fee, West Shore students are entitled to e-mail accounts.

Your e-mail address is listed on your student identification card, which you can pick up in the Library on the first day of
classes. Your e-mail address will remain active one semester beyond your last enrollment in WSCC classes.

You may also receive dial-up Internet access from home. You may call the help desk at extension 5570 if you need assistance. This account will remain active one semester beyond your last enrollment in WSCC classes.

**Phi Theta Kappa**

Students entering WSCC with a 3.5 grade point average from high school or those accumulating 12 or more credit hours with a 3.5 GPA will be invited to join Phi Theta Kappa, the international honors society for two-year colleges, either as a provisional or full member. Phi Theta Kappa recognizes achievement, offers enrichment activities, provides the opportunity for community service, and gives students the chance to interact within a community of scholars. Students wanting more information on Phi Theta Kappa should contact the faculty advisor or a WSCC counselor.

**Records**

Permanent student records are maintained by the Student Services Office. Records kept will include the West Shore transcript, an admission application, test results, correspondence, high school transcript, and transfer credit transcripts. Any changes in name, address, and telephone number should be brought to the attention of the Student Records Office.

One of the most common record-keeping problems arises when students stop attending classes and neglect to file the proper forms with the Student Services Office. Students who do not officially drop classes will not be eligible to receive any refund that might be due and most likely will receive the grade of “F” for courses they fail to drop or withdraw from officially.

**Student Accident Insurance**

WSCC provides an accident insurance program for all students, effective while they are enrolled. Coverage is valid only while on campus or while participating in college sponsored activities. This is a secondary policy to augment personal accident/health insurance. Contact the Business Office for more information.

**Student Senate**

The Student Senate is an appointed governing body comprised of current West Shore students. The Senate acts as a liaison and advisory body to the Student Activities Coordinator, who is responsible for student activities and programs. Students interested in pursuing a position on the Student Senate should contact the Student Activities Coordinator at 231-843-5792.
Student Success Services

The College’s comprehensive free student success services share a common purpose. They are designed to help students successfully reach academic, personal, and career goals. This network of services includes Career Planning; Counseling Services; Developmental Education; the Learning and Testing Center; the Support, Tutoring and Resource Services (STaRS) Center; and the Women’s Resource Center.

Career Resources

Career planning resources, including reference materials, interest inventories, computer exploration programs, as well as counseling services, are available to all interested people in the Women’s Resource Center located on the second floor of the Schoenherr Campus Center building. Career Resources help students relate their academic pursuits and personal interests to career goals and objectives. The Career Counselor is available by appointment during regular office hours or evening hours to help the exploration process begin.

Counseling/Advising

Licensed professional counselors and advisors are available to assist students in developing meaningful educational, career and personal plans compatible with their life goals. Professionally trained counselors can provide assistance with deciding on a major, discussing curriculum, transfer planning, clarifying career goals, course scheduling and helping with personal issues and referral information. Through personal development courses, confidential interviews, and alliances with mental health and social service agencies in the community, a wide variety of individual problems can be addressed.

Career Exploration Assessment

Several assessment tools are available from the college to complement personal and career counseling and academic advising. Interest, aptitude, achievement, personality, and competency measurements are among the services provided through the student services fee. These assessment tools are available to students interested in finding careers which build on their interests, aptitudes, experiences and values. To learn more about this opportunity, contact or visit Student Services.
Support, Tutoring, and Resource Services (STaRS)

STaRS is an integral part of the array of “success services” that are offered to WSCC students. Its staff is committed to providing the best available services while encouraging students to succeed in their academic, career, and personal goals. Some of the services provided by STaRS include:

- Tutoring assistance
- Accommodations and assistance for students with physical, emotional, or learning disabilities
- Information about study skills and learning styles
- Academic planning and counseling
- Goal setting using Educational Development Plans (EDP)
- Referral to community resources and campus programs
- Funding for supplemental Perkins Grants for students who are enrolled in non-traditional programs for their gender, single parents, displaced homemakers, or otherwise eligible STaRS students (contact the Financial Aid Office for details).
- Workshops aimed at encouraging student success
- Opportunities to brainstorm ideas for papers and projects with qualified staff
- Support and encouragement

Students who believe they may need audio or electronic textbooks as an accommodation are encouraged to meet with STaRS as soon as possible so these texts may be available when classes begin. Accessing these materials may take two weeks or more, depending on the publisher.

The STaRS Center is located in Suite 761 in the upper level of the Schoenherr Campus Center. Contact us at extension 5546.

Women’s Resource Center

The Women’s Resource Center is located in the Campus Center. The primary role of the Women’s Resource Center is to provide information concerning college and community resources that are available to students. Students can be helped to access services from child care, housing, transportation, financial assistance, substance abuse treatment, to personal and career counseling. Students will be referred to appropriate on-campus departments and community agencies within the Lake, Manistee, Mason, and Oceana County areas. In addition, students seeking information on topics such as parenting, nutrition, personal finances, and health care will also be referred to both on-campus and community resources.
In addition, the Women’s Resource Center is responsible for career resources for West Shore students. These resources include career counseling/advising, career assessments, resume/cover letter writing, interview skills and apparel and job replacement. To utilize any of these services, please contact Student Services at 843-5510 or the Women’s Resource Center at 843-5942.

**WSCC Alumni Association**

The WSCC Alumni Association was established in 1987 with the assistance of the West Shore Community College Foundation. The purpose of the Association is to promote the interests of West Shore Community College, its alumni, and the communities the college serves. Members of the Association include individuals who have earned a degree or certificate from West Shore, as well as current and former students who have earned 30 or more semester hours of WSCC credit. Activities of the WSCC Alumni Association include: Alumni Achievement Award, Alumni Association Scholarship Fund, Distinguished Alumni Speaker Award, Adopt-A-Highway Program.

For further information, contact:

Julie VanDyke  
Director of Development  
231-843-5903  
email: jmvandyke@westshore.edu.
Transferring from WSCC

Transfer Information

One of the most important functions of the Student Services Office is advising students who plan to transfer to senior institutions.

To ensure that classes taken at WSCC will transfer to a senior institution, it is recommended that students take advantage of this service early in their academic career. It remains the student’s responsibility to fulfill all graduation and transfer requirements.

Course transfer guides are available in the Student Services Office to advise students how the courses they have selected will transfer to various senior institutions. In addition, university transfer guides listing recommended WSCC courses for a variety of majors are available. The WSCC website www.westshore.edu provides links to both the “Courses Transfer Guide” and the “University Transfer Guides”.

The Student Services Office has information on many senior institutions, including catalogs, application forms, and pamphlets. Also, representatives from many of Michigan’s senior colleges and universities visit the campus regularly to talk with students who may be interested in their institutions.

Students who transfer to another institution, prior to degree completion, are eligible to have up to 50 credits transferred back to West Shore Community College to apply toward a degree at West Shore. Please set up an appointment to speak with an advisor to learn more about this excellent opportunity at 231-843-5510.
Transfer Checklist

Students who will be pursuing bachelor’s degrees after completing their studies at West Shore are advised to follow this simple checklist of steps in the transfer process:

1. As early as possible, select the senior institution you wish to attend. Then, thoroughly investigate both the entrance and degree requirements. Basic program guides and catalogs for most Michigan senior institutions are available in the Student Services Office.

2. Discuss transfer programs with a counselor in the Student Services Office.

3. Confer with representatives from the college when they visit WSCC. Times, dates, and places for these visits will be posted in the lounge of the Campus Center and are available in the Student Services Office.

4. Apply for transfer admission well in advance of the anticipated transfer date. Ask about available scholarships and set up an appointment to visit the campus.

5. Request for Student Services Office to send an official copy of the West Shore transcript to the transfer institution. Transcripts may not be distributed to students who have unpaid financial obligations to the College.

Cooperative Programs with Universities

Most West Shore students say that they like the fact the college is located close to home. A growing number of four-year institutions are working with West Shore so that students will be able to complete more than just their freshman and sophomore years in the area.

Ferris State University offers bachelor degrees on the West Shore campus in elementary education, business administration, and early childhood education. In addition, Davenport University offers online bachelor degrees in a variety of business areas. Both universities allow students to complete 3 years of classes at WSCC, before enrolling in their programs. It is highly recommended that students consult with a WSCC counselor to insure a smooth transition into the bachelor programs. Several other institutions also have cooperative programs with WSCC and the recommended courses for these programs may be obtained using the University Transfer Guide link, under Academics on West Shore’s web site.
Michigan Transfer Agreement

The Michigan Transfer Agreement (MTA) was designed to facilitate the transfer of general education requirements from one institution to another. Students who complete the minimum requirements in each of the areas below will have satisfied many (and in some cases all) of the basic general education requirements at all of our states’ public institutions and participating private institutions. Students may complete the Michigan Transfer Agreement as part of an Associate of Arts and an Associate of Science degree or as a stand-alone package.

To fulfill the Michigan Transfer Agreement, students must successfully complete at least 30 credits*, with at least a grade of 2.0 in each course. These credits, which will be certified by a sending institution, should be met according to the following distributions:

- One course in English Composition
- A second course in English Composition or one course in Communications
- Two courses in Social Sciences (from two disciplines)
- Two courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes)
- Two courses in Natural Sciences including one with laboratory experience (from two disciplines)
- One course in Mathematics*

*College Algebra, Statistics, Quantitative Reasoning (a.k.a. every day or Liberal Arts Mathematics), or an advanced level course in any of these areas.
West Shore Community College

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