

ACCOUNTING LAB

The Accounting Lab is a tutoring service provided by the Department of Accounting, Finance and Computer Office Technology. The hours are posted each semester depending on need. The service is free to students and they can attend as often as they like. The tutors are experienced part-time faculty. Students may receive assistance for the following courses: ACC 135B, 201, 202, 203, 204 and 205. Further information is available by calling 702-651-3100.

ART GALLERIES

Fine Art Gallery

The CSN Fine Art Gallery, located in Room H101 of the Nicholas J. Horn Performing Arts Center on the Cheyenne campus, provides the campus and the community with a wide range of contemporary art exhibits. The gallery supports the educational mission of the Art and Art History Program and hosts exhibits by guest artists, students, and faculty. Exhibit announcements can be found posted on campus, online, in local media, or by calling the CSN Department of Fine Arts for information.

Artspace Gallery

The CSN Artspace, located upstairs above the main entrance lobby on the Cheyenne campus, provides the campus and the community with a wide range of contemporary art exhibits. The gallery supports the educational mission of the Art and Art History Program and hosts exhibits by guest artists, students, and faculty. Exhibit announcements can be found posted on campus, online, in local media, or by calling the CSN Department of Fine Arts for information.

CSN Student Art and Design Exhibition Spaces

CSN Student Art and Design Exhibition Spaces exist on each campus to highlight artwork made in art and design classes at the College of Southern Nevada. The culmination of the creative process for both fine and applied art is only achieved through that artwork's display. The College of Southern Nevada supports this culmination by providing informal, formal, and digital exhibition spaces for student art and design work.

CAMPUS CHILD CARE

Campus Child Care provides access to higher education for student parents through high-quality, low-cost child care services. Children of faculty/staff are also eligible.

Hours of service are Monday through Friday, 7 a.m. to 6 p.m. Full-day and half-day schedules are available. Campus Child Care serves children two through five years of age. Please contact Campus Child Care for more details:
 Cheyenne.....702-651-4944
 Charleston.....702-651-7390

CAREER SERVICES

Career Services assists students and alumni with comprehensive career exploration and employment services. This department focuses primarily on the development and implementation of career and employability plans. Career Services maintains partnerships with employers, faculty, staff, administrators, and the greater community to increase opportunities for the employment and career development of CSN students and alumni. Resources, services, and events provided by this department include:

- **Career Link** – This online Career System provides students with access to local and national job openings, internships, resume and cover letter review, appointment scheduling, and online employment resources.
- **Career Assessment Resource** – We offer a variety of career assessment instruments to help students learn about themselves and their potential fit with careers that are of interest. For example, the *TypeFocus* online assessment tool, available at www.typefocus.com, provides free assessments of career interest, personality, values, and student success (Site password: **csn63**).
- **Employment Events** –The department hosts job fairs, employer interviews, and on-campus recruiting events at the three main campuses.
- **Career Programming and Workshops** – Students may attend these to learn job searching skills, develop interview competencies, and create a career plan.
- **Career Advisement and Guidance** – Staff can help students to improve career decision- making skills, prepare résumés and cover letters, provide current labor market information, and help students to prepare for job interviews.
- **Employer Development** – Career Services establishes, cultivates, and maintains contacts with local, regional, and national companies with the goal of connecting employers with CSN students seeking employment. Partnering employers are given direct access to our library of CSN student and alumni resumes to help them fill their open positions.
www.csn.edu/career
 Cheyenne.....702-651-4700
 Charleston.....702-651-5089
 Henderson.....702-651-3174

SERVICES PROVIDED FOR STUDENTS

CIT/IS SOFTWARE LAB

The CIT/IS Software Lab offers students the opportunity to acquire assistance from tutors and to collaborate with each other in solving problems and to get help with completing assignments and projects. Tutors can help with guiding students to understand assignment requirements and explain the concepts to students who are then expected to complete work on their own. The CIT/IS Software Lab is equipped with computer hardware and software necessary for students to complete assignments and projects.

Further information can be found at www.csn.edu/cit.



COMMUNICATION LABS

The Communication Labs are designed to provide students with assistance during any stage of the speechmaking process. Our tutorial staff is knowledgeable and trained to provide you with individualized or group session assistance. Our focus is on helping students become effective speakers. We can help students select the perfect topic, research it, organize the speech, create functional speaker's notes and presentation aids, and improve their physical and vocal delivery. Students can practice their speech in our whisper room to improve delivery and gain confidence!!! Hours vary by campus. Check our web page at www.csn.edu/pages/4671.asp for locations and hours of operation.

COMPUTER LABS - INTERACTIVE LEARNING CENTERS

CSN students have access to full-service computer labs at the Charleston, Cheyenne and Henderson campuses. There are also computer labs available at the High Tech Centers on the Green Valley High School, Palo Verde High School, and Western High School campuses. The computer labs are "Interactive Learning Centers" that bring together students, computing resources, and instructors. Access to online instructional applications and software taught in CSN classrooms are available to currently registered students in all of the Interactive Learning Centers. For more information on the Interactive Learning Centers please visit www.csn.edu/ots.

COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services (CAPS) offers a variety of free and confidential services aimed at promoting the growth and development of currently-enrolled CSN students. Services are available to students taking at least 6 credits during fall/spring semesters or 3 credits during summer terms. CAPS provides short-term counseling/psychotherapy for individuals, couples (students only), and groups. We also offer crisis intervention and educational presentations and programs. Confidential consultations are available to assist faculty and staff regarding student-specific concerns and/or classroom situations.

More detailed information about CAPS can be found at www.csn.edu/caps. For consultation or to schedule an appointment with CAPS, please call:

Charleston.....702-651-5518
 Cheyenne.....702-651-4099
 Henderson.....702-651-5518

COYOTE STUDENT NEWS

Coyote Student News serves the College of Southern Nevada's community as a reliable source for news and entertainment. Coyote Student News is the official student-run online newspaper sponsored by the College. Find us at coyotestudentnews.com.

DEAF AND HARD OF HEARING SERVICES

Deaf and Hard of Hearing Services provides accommodations and support services for students with a documented hearing loss. Services are available at all CSN campuses. This office assists qualified students and staff to achieve full accessibility to all aspects of the academic experience. This department may refer students to other college departments and community agencies to enrich their educational experiences.

Accommodations may include, but are not limited to the following:

- Note Taker
- Sign Language Interpreter
- Oral Interpreter
- Speech-to-Text
- Testing Accommodations
- Technical Support

For more detailed information visit: www.csn.edu/drc.

You may contact Deaf and Hard of Hearing Services:

Voice702-651-4448
 Video Phone702-475-4676

DISABILITY RESOURCE CENTER

CSN is committed to providing equal access to its educational programs and services to all qualified persons with documented disabilities. This commitment is governed by Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008. Beyond the College's legal responsibilities for promoting equal access, CSN welcomes all individuals, regardless of disability, who choose to visit, work, or take classes here.

Under federal law, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. The DRC works with qualified students to establish reasonable accommodations to facilitate equal access to CSN services and events. All academic accommodations are provided on an individual basis following an interactive review of the student's documentation of disability and accommodation requests. Accommodations may include, but are not limited to the following:

- Note takers to assist in providing class notes
- Readers
- Scribes
- Lab and research assistants
- Access to adaptive technology and computers
- Testing accommodations

Students with disabilities requesting accommodations are responsible for providing documentation of their disability (or disabilities) to the Disability Resource Center. Such

documentation should provide as complete a picture of the individual's current functioning as possible. Documentation from an appropriately licensed or certified professional is preferred and DRC staff are available to assist students in obtaining and reviewing documentation. It is recommended that students with disabilities contact a Disability Specialist as soon as possible after making the decision to enroll as some accommodations may require additional documentation and/or time to implement. Complete student information on all related policies, procedures, and guidelines may be obtained at www.csn.edu/drc or the DRC offices on each of the three main campuses.

In order to request accommodations for a disability, students should contact a Disability Specialist in the Disability Resource Center on their primary campus. Students seeking accommodations at our satellite sites or centers should contact the Disability Resource Center at any main campus:

- Charleston702-651-5644
- Cheyenne.....702-651-4045
- Henderson702-651-3795

EARLY CHILDHOOD EDUCATION LAB SCHOOL

The Early Childhood Education Lab School (ECE Lab) is a nationally accredited preschool, child care, and kindergarten program for children ages one through kindergarten that also functions as a laboratory site within CSN's Department of Education for students studying Early Childhood Education and related fields.

The ECE Lab enrolls children of faculty, staff, students, and the community. Hours of operation are Monday through Friday 7:30 a.m. to 6 p.m., with closures for all state holidays and optional programs during the summer. Class sizes are limited and there are waiting lists for all age groups. Early application is strongly recommended. For further information, visit our website at www.csn.edu/pages/3311.asp.

Or contact the ECE Lab at:

- Cheyenne702-651-4004

ENGLISH AS A SECOND LANGUAGE

The Department of International Languages' ESL Program, which is fully accredited by the CEA, offers to both international and local students (including those referred to as "generation 1.5") 20 courses including integrated skills, grammar, reading, listening/pronunciation, conversation, writing, and editing. Most courses are available in the morning, afternoon, and evening, and many are now offered online. A free placement test is required for new students. For more information, contact one of the two full-service language labs:

- Charleston702-651-5739
- Cheyenne.....702-651-5736

LANGUAGE LABS

The Language Labs located on the Charleston, Cheyenne, and Henderson campuses administer English as a Second Language (ESL) placement testing. The Labs also offer international-language students access to audio, video, and computer materials used in developing language proficiency.

LIBRARY SERVICES

CSN Library Services supports the research and academic needs for the college. All CSN students are eligible to have CSN library privileges including a library card which can be used at UNLV and Nevada State for book checkout. CSN has libraries on the Charleston, Cheyenne, and Henderson campuses with computers, group study rooms, expert research assistance from librarians, and collections of books, journals, and films for your use. The library website provides 24/7 access to online resources from any location on or off campus and includes full-text e-books, streaming video, and articles from journals, magazines, and newspapers. The website contains custom online libraries for many CSN programs and also provides a variety of information literacy tutorials and research guides to help with coursework and research assignments. CSN libraries participate in interlibrary loan and online document delivery programs to support borrowing of materials from other libraries. Please visit the library website at www.csn.edu/library for complete information on library resources, hours of service, locations, phone numbers, and policies.

MATH RESOURCE CENTERS

Free individual and group drop-in tutoring is available in the Math Resource Center (MRC) on each campus. In addition to tutoring, students visiting the MRC can utilize the provided computers to access their classes, and obtain advice concerning course and career choices as they relate to mathematics.

- **Charleston Campus**, Room K406
702-651-7320, mrc-wc@csn.edu
- **Cheyenne Campus**, Room 2651
702-651-4685, mrc-cy@csn.edu
- **Henderson Campus**, Room C119
702-651-3517, mrc-hn@csn.edu

MEDIA/GRC TECH TUTORING LAB

The Department of Media Technologies offers drop-in tutoring labs in Photography, Video Editing, and Graphic Communications. Students currently enrolled in PHO or GRC classes are eligible for free tutoring during the posted drop-in lab times or they may request one-on-one tutoring by contacting Tutorial Services at 702-651-4232 or tutorialservices@csn.edu.

SERVICES PROVIDED FOR STUDENTS



PERFORMING ARTS CENTER

Located on the Cheyenne campus, the CSN Performing Arts Center houses the Nicholas J. Horn Theatre and the BackStage Theatre. A variety of theatrical productions, music events, lectures, and activities are presented each year. Students, employees, and the community are all invited to come and enjoy these special events.

For event information or reservations, stop by the Box Office, located in the lobby of the Horn Theatre or call:

702-651-LIVE (5483)

PLANETARIUM AND OBSERVATORY

CSN's Planetarium, the only public planetarium in Southern Nevada, presents performances to the community that feature re-creations of the night sky on its 30-foot diameter domed screen that depict the relative motions of the sun, moon, planets, and stars. Our Digistar™ HD digital projection systems provide science oriented virtual reality experiences.

The Planetarium is located in Room S146 at the south entrance of the Cheyenne campus. Free telescope viewing sessions are held after evening public shows in the nearby Student Observatory on clear nights. Special telescope viewing sessions are also scheduled whenever notable astronomical events occur. The Planetarium, in cooperation with the National Aeronautics and Space Administration (NASA), also operates the NASA/Nevada Regional Educator Resources Center. The Center, located in Room S222-B on the Cheyenne campus, provides science, technology, engineering, and mathematics (STEM) materials to teachers and educators for classroom use.

For information, visit our website at www.csn.edu/planetarium/, or call:

Astronomy Hotline702-651-4SKY (4759)

RECRUITMENT SERVICES

Recruiters are dedicated professionals who provide personal assistance to prospective and newly admitted CSN students throughout the entire college exploration, intake, admissions, and course registration process. In addition to working with traditional high schools, recruiters also work with local businesses, community groups, government agencies, and underserved populations to increase access to CSN's many educational and occupational opportunities. Recruiters regularly schedule campus tours and conduct large-scale outreach events throughout the year. To contact us, please visit www.csn.edu/studentrecruitment or contact:

Recruitment702-651-7416

RE-ENTRY PROGRAM

The Re-Entry program assists individuals with financial need and significant barriers to education and/or employment, including: single parents, displaced homemakers, students with disabilities, and individuals interested in nontraditional occupations (for their gender) in Career and Technical Education (CTE) fields.

Students must complete a Free Application for Federal Student Aid (FAFSA) each year; declare a major field of study in an AAS, AB degree, or certificate program; participate in required meetings; maintain adequate academic progress; and demonstrate financial need to be considered for Re-Entry services.

Students who qualify for the Re-Entry program may be eligible for:

- **Financial Assistance** – Funds may be available to assist with the cost of tuition, books, transportation, uniform, and/or equipment.
- **Textbook Assistance Program (TAP)** – Available to all CSN students.
- **Career Workshops** – Topics may include job search skills, resume and cover letter preparation, career planning, dress for success, budgeting, building a support network, special topics for single parents, time management, etc.
- **Career Advisement/Guidance** – Non-traditional career exploration and career decision-making skills.
- **Career Experience** – Find internships, part-time and summer jobs, and volunteer opportunities to gain career related experience and build skills such as teamwork, task completion, time management and timeliness, communication skills, etc.

Visit our website at www.csn.edu/career or call:

Charleston.....702-651-5089

Cheyenne.....702-651-4681

Henderson.....702-651-3174

SCIENCE RESOURCE CENTERS

The Science Resource Centers are located in Room H-203 (Charleston campus), S-245 (Cheyenne campus), and B-201 (Henderson campus). The centers offer walk-in tutoring on a first come, first serve basis from 9:00 a.m. to 7:00 p.m. Monday through Thursday. Tutors are qualified for most subjects in the Physical and Biological Sciences. In addition, many faculty from Physical and Biological Sciences hold their office hours in the resource centers. These faculty members are available to help students with any subject they qualify to teach.

STUDENT AMBASSADOR PROGRAM

Student Ambassadors are current CSN students selected and trained to work alongside Student Services staff to provide peer-to-peer outreach and enrollment support to prospective and entering CSN students. Student Ambassadors are friendly, enthusiastic and outgoing individuals with strong public speaking skills and a great sense of pride in CSN. Benefits of being a Student Ambassador include becoming part of a prestigious and dynamic student program, developing leadership skills, gaining valuable work experience and earning above average hourly pay rates. Applicants must be full-time students in excellent academic standing (3.5 cumulative GPA or higher).

Those interested in learning more about the program and/or applying please go to our website at www.csn.edu/studentambassadors, or contact:

Recruitment702-651-7416

STUDENT GOVERNMENT

The Associated Students of the College of Southern Nevada (ASCSN) is comprised of an elected student body that represents all CSN students. ASCSN is committed to encouraging students in striving to achieve their educational goals by aiding them with information and resources. ASCSN provides a variety of activities to promote social interaction among students.

Student Clubs and Organizations

Student Government awards funds to official student clubs and organizations. Through this funding, approximately 30 clubs and organizations are able to host a variety of extracurricular events:

- All Nations Native Organization – ANNO
- Alternative Process Photo Club – APPC
- American Sign Language Club – ASLC
- Black Student Association – BSA
- Blue Interest Group – BIG
- Chemistry Club – CC
- Criminal Justice Association – CJA
- CSN Anthropology Club – CSNAC
- CSN Biology Club – CSNBC
- CSN Culinary Club – CSNCC
- CSN Gaming Club – CSNGC
- CSN Math Club – CSNMC
- CSN Spanish Club – CSNSC
- CSN Spirit Squad – CSNSS
- English/Creative Writing Club – ECWC
- Environmental Science Club – ESC
- French Club – FC
- Future Business Leaders of America – FBLA

- Hispanic Student Union – HSU
- International Student Organization – ISO
- Investing in Community Outreach and Networking – ICON's
- Latinos United of North America – LUNA
- Living Sociology Club – LSC
- Otaku Nation
- Phi Theta Kappa – PTK
- Restaurant of the Month Club – RMC
- Sigma Chi Eta – SCE
- Sonography Student Association – SSA
- Student American Dental Hygienists' Association – SADHA
- Student Dental Assistant Association – SDAD
- Students Making a Difference Club – SMAD
- Student Chapter of the National Association of Veterinary Technicians in America – SCNAVTA
- Surgical Conscience Club – SCC

STUDENT LIFE AND LEADERSHIP DEVELOPMENT

The Department of Student Life and Leadership Development helps prepare students for life-long learning and global citizenship by promoting and supporting campus activities that appeal to a diverse community. The department also serves as a resource for the ASCSN student government and clubs, and develops academic, cultural, and social programs and activities which support the academic mission of the college.

Additionally, through the CSN Student Leadership Academy and the CSN Student Professional Development Certificate Program, the department supports students' personal and leadership growth and development.

CSN Student Leadership Academy

The CSN Student Leadership Academy is a certificate program sponsored by the College of Southern Nevada. The program consists of a series of workshops focusing on leadership development. These workshops help students significantly improve their leadership competencies as well as enhance future leadership potential. Key topics include Conflict Management, Effective Organizational Skills, Publicity, Organizational Development and Delegation, Strategic Time Management, Conducting Effective Meetings, Team Building Activities, and Leadership Styles. For more information, please call 702-651-4051.

CSN Student Professional Development Program

The CSN Student Professional Development Certificate Program is sponsored by the College of Southern Nevada Department of Student Life and Leadership Development and Career Services. The program offers students the opportunity to participate in workshops aimed at enhancing

employability skills, professional growth, and career development. Key topics include Business Survival Basics, Dining Etiquette, How to Write the Perfect Resume, Interview Like a Pro, Job Search Tips, Career Planning and Assessment, Networking Strategies, Researching Organizations for Your Dream Job, Marketing Leadership and Transferable Skills, Public Speaking, How to Work a Career Fair, The 4-Year Transfer and Beyond, and Embracing Diversity in Leadership. For more information, please call 702-651-4051.

CSN Serves

CSN Serves is the volunteer and service learning component of Student Life and Leadership Development. We help provide and promote volunteer opportunities at the College of Southern Nevada for students, faculty, and staff. CSN Serves has partnered with various agencies in Nevada to provide invaluable volunteer experiences. For more information, please call 702-651-4698, or visit us on the web at www.csn.edu/csnserves.

CSN Sports Center

The CSN Sports Center at the Cheyenne campus is a full workout facility that includes a full size basketball court, two racquetball courts, two weight rooms, and cardio rooms with the latest exercise equipment. Our men's and women's locker rooms are equipped with dry saunas and center-provided locks to ensure the security of your valuables. Our mission is to engage the CSN campus community in recreation and wellness programs designed to stimulate personal development and enhance academic productivity to enrich the quality of life for a diverse community through excellence in programs, services, and facilities. Our Recreational Sports programs include indoor soccer, basketball, and other popular sports. The Fitness and Wellness programs include Zumba, the Coyote Fitness challenge, and new classes being developed to meet the needs of students, staff, and faculty. For more information on any of our programs, please contact the CSN Sports Center at 702-651-4447 or check us out on the web at www.csn.edu/sportscenter/.

Get Active It's Your Life....It's What We Do!

TRiO STUDENT SUPPORT SERVICES

The TRiO Student Support Services is a federally funded program designed to provide academic support, guidance, and advocacy to first-generation, financial aid eligible, and/or disabled students seeking to complete a two-year degree at CSN and/or transfer to a four-year college or university. Services are offered within a very intensive, integrated, and individualized contact system that encourages participants to develop persistence, self-discipline, responsibility, and confidence. Final acceptance into the program will be determined by a two-tier interview process to ascertain academic need and an ability to benefit.

All TRiO services are free of cost to participants. The TRiO Program is located on the Cheyenne campus, Room E109. For more information call 702-651-4441 or visit www.csn.edu/trio.

TUTORIAL SERVICES

The Office of Tutorial Services provides tutoring assistance to all currently enrolled CSN students on each of the three main campuses. Students who excel in academics may be hired to provide learning assistance to CSN students. Services include:

1. **Free Unlimited** one-on-one tutoring in many subjects with an easy online registration and scheduling system.
2. One-on-One tutoring is offered on all three main CSN campuses; an appointment is required which may be made through an easy online process.
3. CSN provides drop-in **Resource Centers and Learning Labs** that are located on all three main campuses – hours, contact information, and locations can be found at www.csn.edu/tutoring:
 - Accounting Lab
 - Computer and Information Technology (CIT) and Information Systems (IS) Lab
 - Communication Lab
 - Math Resource Center
 - International Language Lab
 - Photography, Graphic Communications, Videography Lab
 - Science Resource Center
 - Writing Center
4. Please visit www.csn.edu/tutoring for more information on CSN Tutorial Services and how to become a tutor, or call **The Office of Tutorial Services** directly at:

Charleston.....	702-651-5732
Cheyenne	702-651-4232
Henderson.....	702-651-3125

VETERANS EDUCATIONAL CENTER

The main purpose of this office is to certify enrollment of those veterans and their dependents using veteran's educational benefits. The CSN Veteran's Educational Center works as a liaison between the Department of Veteran's Affairs (VA) and students enrolled at CSN. If you are a veteran or the dependent of a veteran and believe you may be eligible for Veteran's Education Benefits, visit the CSN VA website at www.csn.edu/va or visit www.gibill.va.gov to complete the initial application for education benefits.

Students accessing their benefits at CSN must complete the following steps:

1. Visit the CSN Veteran’s Educational Center to obtain the necessary information to initiate the VA benefits process.
2. Take placement test(s) for English and Math (if applicable).
3. Request official transcripts of ALL previous training, credits, work experience, on-the-job, vocational or trade school, military experience, to include DD-214 Form to be sent to the CSN Office of the Registrar.
4. Request an evaluation of your transcript by submitting the Transfer Credit Evaluation Form to the Office of the Registrar.
5. Maintain Standard of Progress with a 2.00 cumulative grade point average (CGPA); a lower CGPA may result in probation/suspension. VA will not pay for grades of **W**, **I**, or **AU**, or if a student is placed on Academic Suspension.

For additional information, please contact us at 702-651-5060 or for general information on VA education benefits, students can visit the www.gibill.va.gov website.

Veteran’s Standard of Progress

The Standard of Progress will apply to students who are considered for Veteran’s Educational Benefits. Failure to follow Veteran’s Standard of Progress will result in the discontinuation of educational benefits.

Veteran’s Academic Probation

Students whose cumulative grade point average (CGPA) falls below 2.0, and who have attempted a minimum of 15 credits, will be placed on academic probation at the end of the fall or spring semester. Students placed on academic probation must meet with an academic counselor/advisor prior to registering for another semester or session. Academic probation status appears on official transcripts. A letter is mailed to all students on academic probation informing them of their status and must meet with an academic counselor prior to registering for the following semester. While on VA probation, the student may continue to receive VA Educational Benefits, but must continue to earn a semester grade point average (SGPA) of at least 2.0.

Removal of Academic Probation: Academic probation is removed when a student’s SGPA is raised to 2.0 or higher for the subsequent semester/session. If an Incomplete **I** grade is removed after the student has enrolled for the next semester or session, the effect on the student’s SGPA will be based on its inclusion with grades for the current semester.

Termination of VA Educational Benefits

Students enrolled in CSN classes while on academic probation are subject to Academic Suspension when both their semesters (excluding summer) and cumulative GPA fall below 2.0. On the first academic suspension, veteran students are only allowed to take up to two classes per semester until their CGPA is at least 2.0. While on

Academic Suspension, students must meet with an academic counselor/advisor every semester and must submit a Student Appeal Form with the academic counselor/advisor’s notes and the classes they have been approved to take for the upcoming semester. While on suspension, the veteran student will not be certified to receive Veteran Educational Benefits until the student completes a full-term (fall/spring) semester with an overall SGPA of 2.0 following the Standard of Progress policy. After the student has completed one full term, the student may receive educational benefits on a semester-by-semester basis, given that the veteran student maintains a SGPA of 2.0 until the CGPA is at least 2.0. The College Grading Policy addresses **I** grades. If an **I** grade is converted to an **F** (Failing) grade after one year, the **F** may cause the student’s CGPA to fall below 2.0 for the semester in which the class was originally attended. If this occurs, the above probation/suspension criteria will be applied to the semester. As a result, retroactive suspension could possibly follow. This may result in an overpayment of Educational Benefits which the student may be required to repay.

WRITING CENTERS

The College strongly recommends that all students taking classes with writing assignments use the Writing Center. It is a place where students from all disciplines and at all levels can come and discuss their writing with a trained Writing Assistant. Students can get help with any stage in the writing process, from idea generation, through organization, to final revision. Writing Assistants help students produce quality written essays, research papers, and required assignments by offering feedback, guidance, and support throughout the writing process. Students who visit the Writing Center will learn strategies and techniques to improve the effectiveness of their writing.

No appointment is necessary. Bring a copy of the instructor’s or professor’s writing assignment and guidelines. The Writing Center is free and is located on each main campus. For hours of operation and locations, please contact the nearest campus center:

- Charleston.....702-651-7402
- Cheyenne702-651-4101
- Henderson.....702-651-3187

We look forward to seeing you!