



Wyoming Catholic College
Student Handbook

2018–2019

TABLE OF CONTENTS

I Introduction.....13

II Academic Regulations.....15

A. Degree Requirements.....16

Course Load and Degree Requirements

B. Registration and Advising.....16

(1) Enrollment

(2) Registration

(3) Academic Advising & Tutoring

(4) Don Rags

(5) Practica

C. Grades & Honors.....18

(1) Grading System

(2) Academic Honors

(3) Graduating with Honors

D. Study and Class Participation.....19

(1) Class Preparation

(2) Class Attendance

(3) Authority of Professors

E. Probation, Dismissal, and Incompletes.....19

(1) Academic Probation

(2) Academic Failure

(3) Appealing Grades

(4) Incompletes

(5) Withdrawal

(6) Reapplying to the College

(7) Repeating a Semester

F. Intellectual Honesty.....21

G. Academic Freedom.....22

H. Records.....23

(1) Records Policy

(2) Student Access to Records

(3) Transcripts

(4) Certifications of Enrollment

I. Community Enrichment.....24

(1) Lecture Series

(2) Cor ad Cor

(3) All-School Seminar

J. Book Purchases.....24

III Rules of Residence.....27

A. Residential Organization.....28

(1) Director of Student Life

(2) Student Life Staff

(3) <u>Prefects</u>	
B. <u>Campus</u>	29
(1) <u>Campus Locations</u>	
(2) <u>Off-Campus Housing Policy</u>	
C. <u>General Rules for Campus Life</u>	30
(1) <u>Dress code</u>	
(2) <u>Conduct Towards Members of the Opposite Sex</u>	
(3) <u>Technology</u>	
(4) <u>Off-Campus Employment</u>	
(5) <u>Obedience to the Law</u>	
(6) <u>Tobacco Use</u>	
(7) <u>Alcohol & Drugs</u>	
(8) <u>Weapons</u>	
(9) <u>Other Offences</u>	
D. <u>Specific Campus Locations</u>	34
(1) <u>Residence Halls</u>	
(2) <u>Holy Rosary Church Grounds, Classroom Building, and Boeseke Hall</u>	
(3) <u>Frassati Hall</u>	
(4) <u>Baldwin Building</u>	
(5) <u>Crux Coffee</u>	
(6) <u>Horsemanship Arena</u>	
(7) <u>Holy Rosary Church</u>	
E. <u>Disciplinary Policy</u>	45
(1) <u>Overview</u>	
(2) <u>Disciplinary Authority</u>	
(3) <u>Minor Infractions</u>	
(4) <u>Major Infractions</u>	
(5) <u>Student Appeal Process</u>	
<u>IV Experiential Leadership Program</u>	49
A. <u>Weekend or Day</u>	
<u>Trips</u>	50
B. <u>Group Rules</u>	
(1) <u>Minimum Number in Group</u>	
(2) <u>Co-Ed Camping Trips</u>	
(3) <u>Alcohol Usage</u>	
C. <u>Equipment Check-out Procedure</u>	52
D. <u>Outdoor Meals</u>	52
E. <u>Outdoor Weeks</u>	52
(1) <u>ELP Weeklong Trip Requirements</u>	
(2) <u>Definition of the Types of Trips</u>	
F. <u>Wilderness First Responder Course</u>	55

<u>V Spiritual Life</u>	57
A. <u>Celebration of the Holy Eucharist</u>	58
(1) <u>The Importance of Daily Mass Together</u>	
(2) <u>The Two Forms of the Roman Rite</u>	
(3) <u>Dress Code for Mass</u>	
B. <u>Specially Observed Solemnities</u>	59
C. <u>Spiritual Devotions</u>	59
(1) <u>Public and Private Devotions</u>	
(2) <u>Theology Practica</u>	
(3) <u>Retreats and Days of Recollection</u>	
(4) <u>Spiritual Direction</u>	
D. <u>Priests on Campus</u>	60
<u>College Chaplain</u>	
<u>Parish Priest</u>	
<u>VI Pursuing the Common Good</u>	61
A. <u>Christian Conduct</u>	62
B. <u>Voicing Complaints</u>	62
C. <u>Ombudsmen</u>	63
D. <u>Respect for Proper Channels</u>	63
E. <u>Discrimination and Sexual Harassment</u>	64
(1) <u>Policy and Purpose</u>	
(2) <u>Definitions</u>	
(3) <u>Reporting an Incident</u>	
(4) <u>Complaint Procedure</u>	
(5) <u>Confidentiality</u>	
(6) <u>Other Legal Remedies</u>	
F. <u>Complaint Investigation and Resolution</u>	67
<u>VII Parental Notification and Disclosure Policy</u>	69
<u>VIII Supplementary Information</u>	71
A. <u>Extracurricular Activities</u>	72
(1) <u>Music</u>	
(2) <u>Athletics and Recreation</u>	
(3) <u>Public Library</u>	
(4) <u>Special Activities</u>	
B. <u>Health & Emergencies</u>	73
(1) <u>Health</u>	
(2) <u>Emergency Contact Information</u>	
(3) <u>Fire Procedure</u>	
(4) <u>Active Shooter Response</u>	
C. <u>Travel & Vacation</u>	75
(1) <u>Travel</u>	
(2) <u>Holidays and Summer Vacation</u>	

<u>Appendices</u>	77
<u>Appendix A</u>	78
<u>Details of Student Life Policy</u>	
<u>Non-Students</u>	
<u>Curfew extensions</u>	
<u>Sign Out</u>	
<u>Appendix B</u>	84
<u>Fine Sheet</u>	
<u>Appendix C</u>	85
<u>Sexual Misconduct</u>	

FACULTY

Dr. Glenn Arbery

Associate Professor of Humanities
Ph.D. (Literature), University of Dallas

Dr. Virginia Arbery

Associate Professor of Humanities
Ph.D. (Political Philosophy), University of Dallas

Dr. Jason Baxter

Associate Professor of Fine Arts and Humanities
Ph.D. (Literature), University of Notre Dame

Dr. Michael Bolin

Associate Professor of Philosophy
Ph.D. (Philosophy), University of Dallas

Dr. Stanley Grove

Assistant Professor of Philosophy
Ph.D. (Philosophy), Catholic University of America

Mr. Eugene Hamilton

Instructor of Latin
M.A. (Language), University of New Mexico

Mr. Christopher Hodkinson

Instructor of Music and Fine Arts
M.A. (Music) and M.Phil. (Musicology), University of Cambridge, UK

Dr. Jeremy Holmes

Associate Professor of Theology
Ph.D. (Biblical Studies), Marquette University

Dr. Kent Lasnoski

Assistant Professor of Theology
Ph.D. (Religious Studies), Marquette University

Dr. Scott Olsson

Associate Professor of Mathematics and Science
Ph.D. (Applied Mathematics), University of Maryland

Dr. Pavlos Papadopoulos

Assistant Professor of Humanities
Ph.D. (Politics), University of Dallas

Mrs. Susan Thornton Rasmussen
Assistant Instructor of Latin
M.A. (Classics), University of Wales Trinity Saint David

Dr. Tiffany Schubert
Teaching Fellow, Humanities and Trivium
Ph.D. (English), University of Dallas

Mrs. Lorine Sheehan
Instructor in Horsemanship
B.A. (Liberal Arts), Wyoming Catholic College

Mr. Kyle Washut
Instructor of Theology
S.T.L. (Theology), International Theological Institute

Dr. Henry Zepeda
Teaching Fellow, Math and Science
Ph.D. (History of Science, Technology, and Medicine), University of Oklahoma

Dr. Thomas Zimmer
Assistant Professor of Leadership & Outdoor Education
Ph.D. (Parks, Rec. and Tourism), University of Utah

ADMINISTRATION & STAFF

Assistant Director of Outdoor Leadership Program
Miss Kristin Anderson

President
Dr. Glenn Arbery

Academic Dean
Dr. Jason Baxter

Data Entry Clerk
Mr. Robert Bolin

Admissions Counselor
Mr. Nicholas Curley

Admissions Counselor
Miss Susan Gleason

Director of Student Life
Mrs. Hillary Halsmer

Food services Manager
Mr. Bruce Liu

Advancement Office Coordinator
Mr. Colin McCarty

Chief Financial Officer
Mr. Paul McCown

Janitorial Supervisor
Mr. Joseph McMahon

Business Manager & Financial Aid Officer
Mrs. April Pendleton

Assistant Director of Student Life
Mr Jonathan Rensch

Maintenance Supervisor
Mr. Michael Sheehan

Major Gifts Officer
Mr. Joseph Stong

Vice President of Advancement
Mr. Joseph Susanka

Residential Life Coordinators
Miss Mary Terlisner

Director of Distance Learning
Dr. James Tonkowich

Executive Vice President
Mr. Jonathan Tonkowich

Major Gifts Officer
Mr. Scott Tygett

Chaplain
Rev. Paul Ward

Registrar
Mrs. Jennifer Westman

Accounting Assistant
Mrs. Tanya Yardas

Director of Experiential Leadership Program
Dr. Thomas Zimmer

Ombudsmen
Mr. Colin McCarty
Miss Kristin Anderson

NOTICE OF PURPOSE

This handbook is not and shall not be interpreted as a contract of any kind between the student and the College. The College reserves the right to change any provision or requirement during the student's term of residence. The enrolling student and his parents recognize this right and agree to abide by the policies set forth in this handbook and in any subsequent addenda or clarifications.

I
INTRODUCTION

*Listen, my son, with your heart,
and hear the principles of your Master.*

RULE OF ST. BENEDICT

Wyoming Catholic College is a four-year college offering a liberal arts education that steepens its students in the beauty of the natural world and imbues them with the best that has been thought and said in Western civilization, especially the moral and intellectual heritage of the Catholic Church. The college strives to promote a love of learning, an understanding of natural order, and the quest for virtuous living, so that its graduates will assume their responsibilities as citizens of their country and members of the Body of Christ. The College is devoted to the formation of the whole person, i.e., the spiritual, physical and intellectual dimensions. Students and faculty share in a campus life that reflects the ideals taught in the classroom.

Various rules at Wyoming Catholic College help the students become truly free men and women. First and foremost are the academic regulations. But since it is in and through the community that this education takes place, it is also necessary to have rules of residence that provide for community life in so far as this affects the goal of learning. The community is embodied in its members; their conduct, bearing, dress, and so forth signify not only each individual's character, but also their esteem for the community, and further contribute to the College's identity and life. We ask you to please read the handbook and carefully reflect on the rules and regulations so that you may more fully and knowingly participate in the community.

II

ACADEMIC REGULATIONS

*Pursue wisdom, which is better than gold,
and acquire prudence, which is more precious than silver.*

PROVERBS 16:16

The curriculum we offer at Wyoming Catholic College aims to create good habits of free and responsible men and women that will remain with them throughout their lives. Students should be motivated by a love of truth, and the academic regulations are intended to foster that underlying principle of academic conduct.

It is the student's responsibility to be familiar with and to comply with all academic regulations.

The Academic Dean is the normative head of academic life at the College, and all questions regarding academic matters should be referred to him or her, or his or her appointed delegate..

A. Degree Requirements

The WCC curriculum integrates the materials that constitute the major subjects of the liberal education in a way that illumines their meaning and shows their relevance to one another. As a consequence, all students in the program take the same courses in a predetermined order, and all are required to attend full-time.

Course Load and Degree Requirements

Successful completion of the entire set curriculum, consisting of 137 credits of coursework is required to graduate with a Bachelor of Arts degree in Liberal Arts. Three of the 137 credits consist of the Senior Thesis and Oration (TRV 401–402). A minimum cumulative grade point average (GPA) of 2.0 is also required.

B. Registration and Advising

(1) Enrollment

Admitted freshmen are enrolled on the date when Wyoming Catholic College receives the student's Commitment of Attendance form and required deposit. Re-enrollment for returning students occurs when the College timely receives the annual Re-Commitment of Attendance form. Re-Commitment forms are due to the Registrar on or before June 15th. Re-Commitment forms not received by that date are subject to a late fee. Students that are not sure about their return to the College may request an extension of the deadline from the Registrar.

(2) Registration

Enrolled students are officially registered for the academic year when all required forms are completed and signed by the student and received by the Registrar. These forms include, but are not limited to, proof of health insurance, health information update, Registration form, Acknowledgement of Access to Educational Records, Acknowledgement and Assumption of Risk and photo release. In addition, students and parents must complete and sign the Payment Plan and Promissory Note and all WCC loan documents, if applicable. In addition, there must be no unresolved disciplinary or academic problems.

(3) Academic Advising & Tutoring

Wyoming Catholic College has a set curriculum and course load for every student for all four years and thus needs no assigned advisors. The Academic Dean and the faculty are readily available to students for consultation and counsel about any difficulties they may be having. Additional tutoring in any subject can be arranged for students who request it; at times students may be required to seek tutoring. In general, it is the student's responsibility to seek out help from professors, rather than waiting for it to be offered.

(4) Don Rags

About mid-way through each semester, each freshman student meets with teachers to receive positive and constructive comments about academic performance. Each sophomore student will meet with his teachers as a group to receive constructive feedback mid-way through the fall semester. The Academic Dean may choose to meet with freshmen and/or sophomores to discuss various aspects of the intellectual life and of their academic progress. In place of Don Rags, juniors and seniors are expected to ask about their standing with their professors.

(5) Practica

Wyoming Catholic College occasionally offers Practica in theology and sometimes other disciplines. More information on these practica may be found in Part V below.

C. Grades & Honors

Although the College sees it as intrinsically more important that students acquire good habits than that they achieve high grades, grades are given to help record the student's academic progress and to provide graduate and professional schools with the information they need to assess applications for admission.

(1) Grading System

Wyoming Catholic College uses a 4.0 grading scale. Letter grades, including pluses and minuses, are awarded for courses; the grade of "A+" is not given. The chart below indicates numerical equivalents for letter grades, as well as a description of how the grades are to be understood.

GPA	Letter	Description
4.0	A	<i>Excels in fulfilling requirements or exceeds them</i>
3.7	A-	
3.3	B+	
3.0	B	<i>Fulfills requirements well</i>
2.7	B-	
2.3	C+	
2.0	C	<i>Adequately meets requirements</i>
1.7	C-	
1.3	D+	
1.0	D	<i>Barely meets requirements</i>
0.7	D-	
0	F	<i>Fails to meet requirements</i>
	P	<i>Passes the requirements</i>
	I	<i>Incomplete</i>
	W	<i>Withdrew</i>
	WP	<i>Withdrew with a passing grade</i>
	WF	<i>Withdrew with a failing grade</i>

A student's GPA for each semester, as well as the cumulative GPA, is recorded on a report card and on the student's transcript. At the end of each semester, grades are sent to each student and to his or her parents, according to the agreement signed by the student. If a student or the student's parents have any outstanding debts to the College, the student will not be allowed to re-register or to obtain a transcript.

(2) Academic Honors

A student earning a semester GPA of 4.0 is placed on the President's List; 3.7 or higher is placed on the Dean's List; 3.5 or higher is placed on the Honors List. Students with an

incomplete will not receive academic honors for that semester until all work is submitted and the professor issues a grade for that course.

(3) Graduating with Honors

Students graduate with honors if they achieve the following cumulative GPAs: *cum laude* for a GPA of 3.5 or above; *magna cum laude* for a GPA of 3.7 or above; *summa cum laude* for a GPA of 3.85 or above.

D. Study and Class Participation

(1) Class Preparation

Both the preparation of a text by careful reading, and its treatment in the classroom, are ordered to a deeper understanding of the truth. Students should allot as much time as necessary to prepare the assignments.

(2) Class Attendance

Class attendance at Wyoming Catholic College is mandatory. At the professor's discretion, work missed due to absence may be accepted.

Further, the College sees class attendance as an important component of community life at the College. Therefore, if a student misses more than two weeks of a given class for any reason, the student will have to appear before the Disciplinary Committee which will then determine whether any disciplinary action needs to be taken, including probation or dismissal from the College.

(3) Authority of Professors

A professor may exclude or suspend from class a student acting in a disruptive or unbecoming manner. If there are repeated violations or the incident is sufficiently serious the matter will be referred to the Disciplinary Committee for action, which could include expulsion.

E. Probation, Dismissal, and Incompletes

(1) Academic Probation

The minimum cumulative GPA of 2.0 required to graduate is based on a judgment that a student who does not, to a certain determinate extent, grasp and retain the materials learned in class is not in fact successfully completing the College's integrated curriculum. Hence, a

freshman, sophomore, or junior whose semester GPA falls below 2.0 will be put on academic probation for the following semester. If such a student fails to attain a semester GPA of 2.0 or higher for any semester in which he is on academic probation, he will be dismissed from the College. In order to be taken off academic probation, that student must raise his cumulative GPA to at least 2.0. If the student does not raise his cumulative GPA to at least 2.0 within two consecutive semesters, he will be dismissed from the College. For seniors, a minimum semester GPA of 2.0 for each semester of senior year is required in order to graduate from the program.

(2) Academic Failure

Normally, a student who receives an F in any course will not be permitted to continue at the College. In certain cases, the Academic Dean in consultation with the faculty may allow a student to make up the F by retaking tests or completing missing work in order to obtain a passing grade. The instructor of the course, in consultation with the Dean, will determine the exact nature of the assignments or tests needed to fulfill the requirements for a passing grade. Students in this situation must complete all assigned work either during the Christmas holidays or during the first month of the summer vacation. A student who fails multiple courses will not be given an opportunity to make up the grades.

(3) Appealing Grades

Students who receive a letter grade of C– or below for a course have the option of formally appealing their grade, if they have discussed the grade with the course instructor and not come to a satisfactory resolution. The student must contact the Academic Dean within three weeks of the reception of the grade. The student appealing the grade has the responsibility of providing evidence to support the claim that the grade should be higher. The appeal, with evidence, will be considered first by the Academic Dean, and, if judged necessary, by the Academic Council.

(4) Incompletes

If a student is unable to complete the requirements for a required academic course by the end of the semester, the student may ask the faculty member for an incomplete, and the faculty member, in consultation with the Academic Dean, may at his or her discretion grant the student one month from the last day of the semester to complete the work. Incompletes are granted only in dire circumstances, such as a serious illness. If after one month the coursework is still incomplete, a student will receive the grade earned for that course.

(5) Withdrawal

A student may voluntarily withdraw from the College before completing seven weeks' worth of classes. The transcript will show "W" for each of that semester's courses. A student who thus withdraws is entitled to receive a refund of payments already made toward the remainder of tuition, room, and board. If a student withdraws after the seventh week of classes

but before completing the twelfth week, the student will receive “WP” or “WF” on the transcript for each of that semester’s courses, indicating whether he or she had a passing or a failing grade at the point of withdrawal. A student who has withdrawn after the seventh week will not be entitled to a refund for tuition, room, board or fees for that semester. A student is not permitted to withdraw after the twelfth week of class. Should the student leave the college at that point, the transcript will show an F for each of that semester’s courses.

(6) Reapplying to the College

A student who fails to meet the terms of academic probation, suffers dismissal due to one or more failing grades, or withdraws may inquire about reapplying to WCC. Such cases will be reviewed by the Director of Admissions, the Academic Dean, and the Director of Student Life. A student who left because of a failure to meet academic probation would reapply to begin anew the semester in which probation was first earned; thus, two full semesters would need to be repeated.

(7) Repeating a Semester

When a student repeats a semester for any reason, all the new grades, even if lower than before, will replace the previous grades on transcripts and for the purposes of GPA calculation. Students who are permitted to repeat a year are required to take all classes, including the ELP trips. A mentor will be provided to help the student with schoolwork in the repeating year.

F. Intellectual Honesty

At the center of WCC’s mission is the formation of the mind. Teachers use written and other assignments to discover whether a student understands a certain truth or possesses certain intellectual habits, and then they teach based on what they have discovered. Any attempt to defeat these assignments by deceiving the teacher about what work the student has done on his or her own constitutes intellectual dishonesty. Because it is an offense against truth itself, and because it attempts to prevent teachers from teaching, such dishonesty is a direct attack on the common good of the College: the student who cheats or plagiarizes opposes the reason for WCC’s existence. Moreover, any commendations or benefits the cheater or plagiarist gains through grades are effectively stolen, and in some cases stolen from others who should rightfully have received them.

Teachers expect that students will help each other in the initial brainstorming stage of an assignment, and so they are not deceived when students help each other in this way. Students also commonly ask one another to read an essay draft to check for clarity and persuasiveness. However, it is wrong to do any of the following:

- To submit an essay written in whole or in part by another student as if it were your own, or to copy another student's homework and submit the work as if it were the product of your own labo
- To use or download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source
- To restate verbatim or paraphrase another author's work or to reproduce the substance of an author's argument without acknowledging the source
- To take work originally done for one instructor's assignment and resubmit it to another teacher
- To cheat on tests or quizzes through the use of hidden notes, viewing another student's paper, revealing or receiving test or quiz answers through verbal or textual communication, sign language, or other means of storing and communicating information.

Any action of this sort will result in failure of the assignment. Repeated acts of intellectual dishonesty will normally entail expulsion from Wyoming Catholic College.

G. Academic Freedom

St. John Paul II's Apostolic Constitution *Ex corde Ecclesiae* (1990), which established binding norms for Catholic institutions of higher education, speaks of academic freedom in the following way:

Catholic teaching and discipline are to influence all university activities, while the freedom of conscience of each person is to be fully respected. Any official action or commitment of the University is to be in accord with its Catholic identity. (Part II, Art. 2)

Freedom in research and teaching is recognized and respected according to the principles and methods of each individual discipline, so long as the rights of the individual and of the community are preserved within the confines of the truth and the common good. (General Norms, Art. II, §5)

At Wyoming Catholic College, students enjoy to the full the same rights of intellectual inquiry, and bear the same responsibilities of conscience, as do their teachers. In every way the College's curriculum and campus life are ordered to the flourishing of its members in the love of truth and the living out of authentic freedom.

H. Records

(1) Records Policy

The academic transcript and its contents as required by law, as well as alumni contact information, will be maintained upon a student's departure in good standing. Dismissal records are also maintained. All other files will be destroyed five years after the date of graduation or departure.

(2) Student Access to Records

Students will have supervised access to all their records. Records are kept with the Registrar. Access to the student files is permitted to those who have a legal right and who demonstrate legitimate cause to the Registrar.

(3) Transcripts

Students may download unofficial transcripts through the Populi system. If a student needs an official transcript, it may be requested through Populi or by filling in a Transcript Request Form. Access to grade information through Populi may be blocked for any student that has an outstanding obligation to the College. Outstanding obligations include, but are not limited to: tuition; overdue library books and fines; return, repair, or replacement of ELP equipment; airport shuttle fees; work study shortfalls and other fees. Transcript requests for students with a grade hold may be honored in certain circumstances that do not involve the transcript being sent directly to the student or parents. Due to privacy considerations, transcripts will not be faxed. Recording errors should be brought to the attention of the Registrar.

Transcripts from other institutions submitted to Wyoming Catholic College become the property of the College and will not be reproduced or mailed to other institutions, agencies or individuals as an official transcript. Students must request such transcripts from the institution from which those transcripts were originally issued.

(4) Certifications of Enrollment

Certification or Verification of Enrollment for insurance, employment, scholarships or other purposes, may be obtained from the Registrar. The Registrar can also fill in and sign forms for good student discounts, loan deferments, etc.

I. Community Enrichment

(1) Lecture Series

Four times each year, usually twice in the fall and twice in the spring, the Lecture Series invites men and women outstanding in academic expertise or liberal learning, who are thereby in a position to contribute to the enrichment of students' education. These lectures are usually given on evenings that are not followed by a full day of classes. After the public lecture there is either panel discussion led by faculty, or a question and answer period.

A more formal dinner is held on these occasions, as well. Students are invited to attend a wine and cheese reception with the guest lecturer.

The Lecture Series is a mandatory part of the College curriculum.

(2) Cor ad Cor

At least once per year, there will be an address to the student body from a College administrator or faculty member. While the subject matter or mode of address may vary, the purpose is to allow the speaker a chance to share with all the students a substantive reflection about the common life of the community. Due to the importance of this common vision, these events are mandatory.

(3) All-School Seminar

All-School Seminars are held once each semester. All students are given a short reading pertinent to the mission of the College. The student body will be divided into seminar sections that mix all the classes, and selected seniors co-lead a conversation about the reading. These seminars are mandatory for all students. Occasionally professors will hold a *quodlibet* or *disputatio*, a formal, public debate on a topic related to the curriculum.

J. Book Purchases

The books and materials fee charged by the College covers the books, reading packets, and supplies used each academic year. Students are advised not to buy their own books other than from the College as the College has selected the editions it wishes to use in the classroom and is able to provide them at a significant discount. Books are distributed to students prior to each semester at a specified time and place. At that time, students are to make certain that their book bag contains all of the books listed on the checklist. The checklist is to be signed by the student and returned to the Registrar. This is to acknowledge that they have received all of their course books. If a student misplaces a book and they need a replacement, they should notify the Registrar. Students will be charged for replacement books.

Students that are repeating a semester may receive credit for books and supplies they were previously issued – provided they are still being used for the course. Reading packets and new books that were added to the course reading list will be charged for.

III

RULES OF RESIDENCE

*Behold how good it is
when brothers dwell in unity!*

PSALM 133:1

Since learning takes place not only in the classroom but in other communal situations as well, it is important for students to live in community and to see one another regularly. For this reason, students are normally required to live on campus, although one can request to live off-campus if the criteria of the College's off-campus housing policy are met.

A. Residential Organization

*For my brethren and companions' sake I will say, "Peace be with you!"
For the sake of the house of the Lord our God, I will seek your good.*
PSALM 122:8-9

(1) Director of Student Life

There is a full-time Director of Student Life whose responsibilities include ensuring the students' legitimate needs are met and their concerns heard, enforcing the College's rules, and organizing trips, activities, events, and sports. All of this work is for the sake of enabling the students to better participate in the course of studies laid out by the College.

(2) Student Life Staff

The Assistant Director of Student Life and Residential Life Coordinator are full-time College employees who help the Director of Student Life in hearing and addressing students' legitimate concerns, organize trips, activities, and events. Their main objective is to support and help the community to thrive.

(3) Prefects

The Director of Student Life is assisted by male and female prefects who are assigned to each residence hall. Prefects help maintain the rules that sustain a close-knit Catholic community and protect its harmony and tranquility. They do this by acting with the authority of the College administration. Yet they are also fellow students and serve as peer leaders rather than police officers. While the prefects act in keeping with the College rules, the manner of implementation of those rules is ordinarily left to their discretion in consultation with the Director of Student Life. Prefects must act as role models to other students. Prefects are responsible for sign-out procedures, contacting authorities in any emergency, and storing student alcohol and cell phones/Internet-capable handheld devices.

B. Campus

Wherever two or more are gathered in my name, I am there among you.

MATTHEW 18:20

(1) Campus Locations

The WCC campus includes St. Josemaria Escriva and St. Gianna Molla Residence Halls (at the Inn at Lander), St. Benedict and St. Scholastica Residence Halls, the grounds and buildings of Holy Rosary Parish, the Baldwin Building, the Augur Building, Crux Coffee Shop, the St. Joseph Shop, and Frassati Hall.

The parish is located on a twenty-six acre plot of land that includes the church itself, Boeseke Hall, a classroom building, and the dormitories. Because the College shares a part of its campus with the parish, students must always strive to be considerate. Students shall avoid the rectory and office areas unless they need to speak to the pastor or the secretary.

Rules of residence apply not only on campus but also to other places where College activities (including outdoor trips) are taking place, although some of these rules may be adapted due to specific activities at the various locations.

Activities that take place off campus, even if not officially related to the College, can have an impact on the communal life of the College by interfering with the climate of learning or by indicating that a student is not suited for the program. Also, since the identity of a community is embodied in its members, the College's reputation is affected by the behavior of its students. In view of this, the College recognizes that student behavior off campus is subject to disciplinary action, up to and including expulsion. The term "off campus" includes the entirety of Lander, Riverton, and their surrounding areas.

The College reserves the right to exclude from campus locations anyone who threatens the community's well-being.

Measures have been taken to ensure the security of all campus buildings and locations through the use of key locks and electronic locks with codes. The students share in the responsibility of making effective use of these measures by, e.g., making sure the front doors to the residence halls are always closed, locking their own doors, not giving out the codes, and so forth. The College also instructs male and female students in common sense safety practices, such as walking in groups when going to or from the residence halls after dark.

(2) Off-Campus Housing Policy

Students are allowed to request off-campus housing if the following three criteria can be met: 1) they will be entering their junior or senior year; 2) they are twenty-five years of age or older; and 3) they have demonstrated maturity in their contribution to the College community. All requests must be submitted to the Office of Student Life four months before the start of the academic year and will be decided by the Director of Student Life, Executive Vice President and Academic Dean.. Students who are granted permission to live off campus are subject to living

restrictions determined by the Office of Student Life and Academic Council on a case-by-case basis.

Students who are living off campus are still expected to take part in the community life of the college. For that reason, they are required to pay the costs of board in order to attend meals.

Students granted permission to live off campus have full responsibility to arrange the logistics of their place of residence.

C. General Rules for Campus Life

An attempt to form a civilized but non-Christian mentality is bound to fail.

T.S. ELIOT

The College assumes that students will respect the standards of Catholic conduct. More particular rules and regulations are ordered to the particular good of the College.

(1) Dress Code

Because the College considers academics a serious endeavor, it has a high standard of dress. Thus, students are required to adhere to the following dress code which is formulated along lines that are appropriate for the culture and climate of the American West:

Classroom Dress is to be observed in class, in daily Mass, at most meals, on the Church grounds and in the Baldwin Building Monday through Friday until 5:00 pm; classroom dress is also required when attending Senior Orations. It is the normative dress. Men shall wear a collared shirt, neat slacks or dark dress jeans (non-baggy, non-patched) with appropriate belt and with shirt tucked in, and non-sports shoes (cowboy boots and leather shoes are acceptable). Women shall wear a dress, a skirt and blouse, or formal slacks/modest dark jeans, and dress shoes (for more detailed information, consult the Dress Code documents). Students are permitted to wear hiking boots if there is snow on the ground.

Formal Dress is for the Lecture Series, and other pre-announced formal events. Men shall wear a dress shirt and jacket, tie, and dress slacks. Women shall wear dresses, skirts, or formal slacks and blouses.

Sunday Mass Dress is for College Sunday and Holy Day Masses. Men shall follow the Formal Dress code, however suit-jackets are not required. Women shall wear a dress or skirt and blouse, except in severe weather conditions, when formal slacks may be worn.

Casual Dress is the minimum standard that may be observed outside of the residence halls at all other times. Modest clothing is always required. Men are not allowed to

remove their shirts. Students should dress neatly and in accord with Christian dignity. Hairstyles should not be obviously extreme or consistently unkempt. In keeping with the College's intention to establish a dignified community, distracting bodily accoutrements and jeans with holes are not permitted on campus. For men, hats are not permitted to be worn inside buildings.

For swimming, women are to wear modest one-piece bathing suits or tankinis which fully cover the midriff, and men are to wear swimming trunks.

Dress Jeans

In keeping with the American Western culture, the allowance of jeans in classroom dress at WCC is strictly understood to mean "dress jeans." Jeans meeting the following standards of Western dress are acceptable as comparable to today's "business casual":

- very dark blue (or black) in color;
- no holes, patches, fringe or fading;
- tailored, relaxed fit (excludes anything baggy or tight fitting)

Women must wear a blouse when wearing jeans as classroom dress.

(2) Conduct Towards Members of the Opposite Sex

It is important that students at Wyoming Catholic College treat members of the opposite sex with the appropriate dignity and respect, as the College seeks to have a campus that respects and upholds the Catholic understanding of the complementary roles of men and women.

All students are expected to be respectful, polite and helpful to one another at all times.

Students who date while at Wyoming Catholic College need to maintain standards of decorum at all times. A dating couple is allowed to hold hands on campus and give each other an occasional hug, but should not display other forms of physical affection in public, such as kissing, cuddling, or sitting on each other's laps.

(3) Technology

The College has from the beginning formulated a Technology Policy both to promote success in its challenging academic program and to foster a spirit of true community. While reasonable and moderate use of modern technical devices is not contrary to Christian maturity, such devices all too often constitute an initial obstacle if a student truly desires to grow spiritually, intellectually, and physically. Broad experience in many educational settings has shown that too much reliance on technology reduces the capacity for critical thinking, stunts the imagination, and weakens the memory. The culture of electronic distraction and mental absence on most contemporary campuses provides a rich lesson in what to avoid. The College's goal is to provide the best possible environment for making lifelong friendships, praying with devotion, and experiencing the joys of creativity and intellectual discovery.

- 1) WCC reserves the right to govern, to restrict, or to exclude the use by students of any technical device that faculty and administration deem to be injurious to the College's overall mission.
- 2) Students are expected to bring their own computers for the purpose of writing papers and performing other course work. Printers are available for common use in the library. Apart from personal computers or tablets (a device bigger than your pocket) and personal audio-only equipment, no electronic devices for communication or for entertainment (such as dedicated DVD players or gaming stations, including systems which can be construed as such) are allowed on campus.
- 3) There are no private televisions on campus or in the residence halls. Occasionally a public television set will be made available for viewing events of general interest, such as elections and major sports events.
- 4) No electronic devices may be used without express permission of the instructor in the classrooms during class. Notes should ordinarily be taken with pen and paper.
- 5) In light of the demands of the WCC program, students are expected to be prudent and self-controlled in the use of computer-based entertainments such as DVDs, movies, games, messaging, and videoconferencing ("skyping").
- 6) The College provides public internet and e-mail access at appointed stations on campus. Private internet access elsewhere on campus is subject to firewall or other hardware and software protections at the College's discretion. Other than a personal computer or tablet, any device that enables internet or data access is not permitted. Internet use must comport with the demands of Christian morality and decorum, and it should always be kept to a level that does not interfere with academic and communal life.
- 7) Public computer use in the Baldwin Building is not for computer or internet-based entertainment, including video streaming services. Out of respect for others and the academic nature of the building, students should seek out other areas in which to pursue computer-based entertainments.
- 8) The College's policy banning cell phones from campus during the academic year also includes any electronic device small enough to fit into a pocket [such as an iPod] which can access the internet. Therefore, no student living on campus may be in possession of either a cell phone, hotspot, or such an internet capable device anywhere on campus or in the Lander area. If a student chooses to bring a cell phone or another internet-capable device to the College, it must be stored with a prefect at the student's own risk. Students should take this policy into consideration when deciding whether or not to bring such devices, because devices will not be kept charged while in storage (often a month or more). Cell phones and such handheld devices may be checked out again whenever students are going outside the Lander area or when reasons of personal and group safety make it prudent to have them. (For the cell phone checkout procedure, please see the Sign-Out Policy in Section D subsection 1.) There is one Voice Over Internet Phone in each dorm room and in each apartment suite. All students have their own direct line and voicemail box through the phone that all of the roommates share. All of these phones have free long distance.

- 9) Audio devices may be used in the residence halls as long as they do not disturb roommates or neighbors. If anyone requests that the volume be reduced, students are expected to comply for courtesy's sake.
- 10) Because of the College's desire to foster a genuine communal life, the use of headphones or earbuds is not permitted at certain campus locations, including the college cafeteria when meals are in session and on Holy Rosary property (excluding the dormitories).

(4) Off-Campus Employment

In order that students be fully immersed in the WCC community and be able to devote their utmost attention to the rigorous academic course load, the usual policy is that students are not allowed to take any regular job aside from work-study. However, at the discretion of the Work-Study Committee, some students who meet established criteria are permitted to work off-campus employment in lieu of work-study.

Students who believe that they have a compelling reason to hold regular employment beyond the work-study program should speak with the Director of Student Life.

(5) Obedience to the Law

All students must obey federal, state, and local laws. This includes not climbing on buildings or roofs or being in the sewer system. Disciplinary action by the College extends to offenses against these laws.

(6) Tobacco Use

Use of tobacco (including electronic smoking devices) inside school buildings or in college vehicles is never permitted. Smoking outside, away from the building, is permitted by the College only on the condition that students smoke at the designated smoking areas next to the cigarette receptacles. All smoking debris is to be discarded in those receptacles. All chewing tobacco debris is to be kept outside and discarded in outdoor trash bins. Violation of the tobacco policy will result in monetary fines.

(7) Alcohol & Drugs

The temperate use of alcoholic beverages is in no way opposed to Christian maturity, and can be a good in the service of leisure. With this in mind, the College does serve alcoholic beverages to students who are of age at special events throughout the year.

At the same time alcohol is a powerful substance that requires sufficient maturity if it is to be used well. For this reason the state of Wyoming prohibits those under the age of twenty-one from consuming alcoholic beverages. In obedience to this law, the College forbids any use of alcoholic beverages by those under legal age. As a result, underage drinking, even when off campus, or the providing of alcoholic beverages to underage persons, is punishable even to the point of expulsion.

In addition, the possession or use of alcoholic beverages by any student, regardless of age, is strictly forbidden on campus, in sight of college buildings, or on expeditions utilizing college resources (equipment, vouchers, vehicles, etc.), and will normally entail expulsion from the program.

The possession or use of illegal drugs is strictly forbidden and will normally entail expulsion from the program.

Any incident of drunkenness on campus must be reported to the Director of Student Life. The College reserves the right to dismiss a student from the program for any serious incident or any repeated incident of an intoxicated state of behavior.

For those of legal age, alcoholic beverages intended for off-campus use must be stored with one of the designated prefects. Students of legal age may then check out such beverages for appropriate use.

Infractions of this alcohol and drug policy may be brought to the attention of a student's parent(s) or guardian.

(8) Weapons

Weapons such as firearms, ammunition, and bow and arrows etc. must be checked in with the designated College staff members when they are not being used off campus. (For the purposes of College policy, "firearm" is defined as any functional gun that is not manufactured with an orange tip.) These weapons are not permitted to be carried on campus or stored in students' rooms or cars. All weapons are to be stored with a College-appointed official. Students bringing a gun must have proof that they have had gun safety training. Detailed rules and waivers will then be conveyed to the student.

The college permits students to have knives that have a reasonable place and use on outdoor adventures, which are a component of the College's program. Knives and other weapons with blades greater than 6" are not allowed to be carried on campus or brought on official outdoor trips.

No sort of weaponized fuels such as napalm, flamethrowers etc. are permitted to be carried or stored on campus or taken on outdoor trips.

Despite the Wyoming State law, students are not permitted to carry concealed weapons on campus or in the Lander, Riverton, and surrounding areas.

(9) Other Offenses

Any conduct anywhere contrary to the best interests of the College will be subject to disciplinary action up to and including expulsion. This covers behavior during the time when the student is enrolled at Wyoming Catholic College, including when school is not in session.

D. Specific Campus Locations

During these early years of the College, most of its buildings are either on loan to or leased by the College. All members of Wyoming Catholic College, therefore, ought to make a special effort to help and give back to those communities and individuals who have so graciously helped the College in these formative years. Further, in those locations whose use is shared with others, students must understand that the College is using shared space, and so they should be flexible and accommodating.

In general, proper respect and cleanliness should characterize all use of the buildings on campus. Students should at no time be on the roof of any building without permission.

(1) Residence Halls

All students will be housed in either apartment buildings a short distance from the main campus, a wing of the Inn at Lander leased by the College, or in dormitories at Holy Rosary Catholic Church in Lander. Men will live in St. Benedict Residence Hall [an apartment dormitory], St. Josemaria Escriva Residence Hall [the Inn at Lander] or at one of the three male dormitories on Holy Rosary property: St. John of the Cross Residence Hall, St. Athanasius Residence Hall, or St. Leo the Great Residence Hall. Women will live in St. Scholastica Residence Hall [an apartment dormitory], St. Gianna Molla Residence Hall [located at the Inn at Lander], or one of the three female dormitories on Holy Rosary property: St. Joan of Arc Residence Hall, St. Agnes Residence Hall, or St. Teresa of Avila Residence Hall.

In keeping with the need for privacy, men's and women's residence halls are *always* off limits to visits from members of the opposite sex. Violation of this rule *normally entails expulsion*. In addition to not entering dormitories of the opposite sex, one should not be on the dorm landings or communicate through windows.

The Inn at Lander

As the College expands, a wing of the local hotel, The Inn at Lander, has been leased as a residence hall. The wing includes 26 student rooms able to accommodate three students each and has a common kitchen and laundry room. The wing is sectioned off from the main hotel by key pads at either entrances, and card key locks are present on every room door. Due to the more public nature of this housing arrangement, quiet hours are strictly enforced and proper upkeep and cleanliness habits of both the college's leased property and the hotel's grounds are expected and required.

Apartments

Two of the residence halls are apartments (St. Benedict and St. Scholastica). Each of these buildings is subdivided into units of four students each.

These buildings are rented by the college from a local landlord. In order to stay on good terms with the landlord, it is important that the apartments be kept clean and in good repair. Since the apartments have a kitchen, they are equipped with a supply of dishes and appliances which are not to be removed from the apartment. The entryway, stairway, and hallways are to be

kept clear at all times to aid in emergency evacuation procedures. No storage whatsoever is allowed.

Dormitories

Six of the other residence halls are dormitories. Each building is subdivided into eight rooms of two students each.

Each room is equipped with an automatic sprinkler system. Students may not tamper with the automatic sprinkler systems in dormitory rooms. It is dangerous, and therefore forbidden, to use sprinkler heads and piping for drying or hanging clothing. Sprinklers should never be painted. Students who cause the unnecessary discharge of a sprinkler will be fined \$100 per person and charged for replacement of sprinkler heads and cleanup costs. If such discharge causes damage to other rooms, students will be held responsible for costs of property and room damage. They may also be subject to further disciplinary action.

For reasons of fire safety, the following articles are prohibited in dormitory rooms unless given permission by the Director of Student Life or Maintenance Supervisor:

- a. Cooking appliances (microwaves, hot plates, toasters, toaster ovens, broilers, griddles, coffee pots, Crock-Pots, or electric woks)
- b. Halogen lamps
- c. Space heaters (except when issued in emergencies)
- d. Any electrical appliance with defective wiring or an improper current rating
- e. Lit candles, kerosene lamps, camping cooking equipment, or other open-flame devices
- f. Fabric or fishnet hung from the ceiling or walls
- g. Cork boards more than twelve square feet in size
- h. Flammable fluids and gases such as kerosene, gasoline, and propane.
- i. Small refrigerators

Coffee makers and hot water heaters are permitted in the laundry room.

Curfew

To provide for campus security, all school buildings are closed and students must be in their residence halls at 10:30 PM Sunday through Thursday and at 12 midnight on Friday, Saturday, and other nights when there are no classes the following morning.

In special cases students can be admitted later by prior arrangements with the prefect of that residence hall in which the student resides. These arrangements must be made at least 24 hours before the scheduled event, and the student should make the arrangements before committing to the event. Extensions of this nature are rarely, if ever, granted on school nights and they must be approved by the Director of Student Life. On the nights of dances prefects may grant a curfew extension for all students who are at the dance. Students who are not at the dance must be in their dorms by the regular curfew time.

After curfew the students may gather to recite a brief form of Night Prayer. This also affords the entire residence hall a good opportunity for announcements.

Sign-Out & Overnight Trips

Whenever students leave overnight they must sign out on the sheet next to the prefect's room. This rule is in place in case of emergencies. Were there to be a problem at one of the dorms, the College needs a way to know who is in the residence halls and who is off campus so that it is not searching for someone who is out of town. Additionally, were there to be a family emergency, the College needs to be able to tell the parents of students where they are if they are not on campus.

When signing out, students leaving the Lander-Riverton area may check-out their cell phones. Students wishing to do so must contact a prefect in order to obtain their cell phone. In addition to their destination, students must note the duration of their trip. When they return, they must immediately return the cell phone to the appropriate person.

Students must be in the residence hall every school night from Sunday through Thursday. On weekends students are permitted to go out for overnight trips. While in Lander, students are definitely encouraged to spend some weekends hiking, camping, fishing, and taking full advantage of the magnificent surrounding area. Aside from such trips, there is much studying to do, and participation in collegiate Masses and other devotions is expected. It is, therefore, important for students to be responsible in using their time well and avoiding trips that will distract them from the goals of the College.

Care of Student Rooms

Students should make every effort to preserve the furniture, appliances, and keep all rooms in good condition. Throughout the semester, the Maintenance Supervisor and Director of Student Life will conduct room checks to ensure that the buildings are being properly cared for. Students whose rooms are in poor condition may be subject to fines and mandatory cleaning schedules, and will be required to provide a \$250 deposit before returning for the next semester. Further, major cosmetic changes (such as painting) cannot be undertaken unless assigned by the Maintenance Supervisor. If the rooms are not in good condition before the semester's end, the student resident incurs the expense of having it cleaned and repaired until it is restored to its previous state. Cleaning supplies for each residence hall are stored in the laundry room.

Students may empty their trash in the dumpsters outside the buildings.

When decorating the walls of the residence halls, students should bear in mind that they are accountable for any re-painting or patching of walls that is necessitated by the effects of their wall hangings. Students are asked to decorate in a way that upholds the dignity of the intellectual and spiritual life of the College. Prefects have the authority to request that inappropriate decorations be removed. In order to attach wall-hangings the College allows each student the use of ten nails and any tape which will not damage the paint or wall structure. If there are excessive holes or damage of the walls at the end of the year, the responsible student(s) will be assessed a fine.

Outdoor Storage

Students are not to store personal belongings outside of the residence halls. The area between St. Benedict's and St. Scholastica's should be kept clean and empty of personal belongs. There should be nothing stored on the dormitory porches, under the porches, or behind the

dorms. If students have any items that should be stored outside, they may contact the Maintenance Supervisor. The College will dispose of any objects left outside of the dormitories.

Maintenance Requests

For the upkeep of the residential halls it is essential that students report any damage or malfunction to the building, its furnishings, or its utilities. Major concerns should be immediately reported to a prefect or the Maintenance Supervisor. For minor problems, each residence hall is given a maintenance request form, which students may fill out if there is some aspect of their room that requires attention. These sheets are monitored by the prefect. If the maintenance request is not acknowledged and dealt with, within one week of being posted, immediately contact the Director of Student Life, so that he may make a judgment about what is to be done.

Room Keys

At the beginning of each school year, every student can request a room key. These keys (along with any other College keys entrusted to students) should never be lent out or duplicated. The student should report lost keys immediately to the Maintenance Supervisor. A fine may be applied in order to cover the cost of replacing the key.

The main doors to all of the College's residence halls are electronically locked; students will be given codes for opening the door of their own residence hall. Students are responsible for preserving security by never sharing the codes with *anyone* else, even friends or admissions visitors. The Maintenance Supervisor, the Director of Student Life, and the prefects have a master set of keys that open all the doors in each residence hall. If a student is locked out of his or her room, one of the aforementioned people should be contacted for assistance.

The front door to each residence hall *must* be closed after entry or exit; it may not be propped open for any reason except during the short time of moving in and moving out. Students responsible for leaving either the doors of residence halls or other campus buildings unlocked or propped open will face disciplinary action.

Entry into Rooms

Protecting the privacy of a student is important to the College. At times, however, those authorized to act on behalf of the College may need to enter and search rooms when the residents are not there or when a knock at the door remains unanswered. Such entry into or search of living quarters will only be conducted if there is an apparent emergency or danger to a resident's or guest's life, safety, health, or property; to perform facility inspections and needed maintenance or repair service; or when there is reasonable cause to believe a violation of the College's policy is being committed. The College reserves the right to enter a room for the above reasons even in the absence of the residents. Notice of such entry will be given to the residents as soon as possible afterwards.

Quiet Hours

A student's four years at Wyoming Catholic College are a contemplative time, in which students may immerse themselves in the treasures of the spiritual life and an intellectual heritage spanning the millennia. Quiet is essential for such an atmosphere. The walls of the rooms are not soundproof. Students should show consideration at all times of the day by not talking loudly or

running in the hallways or stairways, letting the doors slam, or making noise audible past their door. Loud music that can be heard outside of one's room is never acceptable, and habitual offenders are subject to disciplinary action. It must be quiet outside of the rooms between 9 PM and 6 AM on Sunday through Friday morning. In this way, roommates can arrange amongst themselves their own preferences regarding quiet time for study, prayer, or sleep without being disturbed by outside noise. During finals week, quiet hours are in effect over the whole campus except for the student lounge in Frassati Hall.

Laundry Machine & Services

Washers and dryers are in a common area of each residence hall, and are available for use free of charge. Students provide their own laundry detergent, bleach, etc. Students should remember to clean the lint trap in the dryer before each use, and make sure to have taken all of their clothing and other personal items afterwards. If there is a problem with the machines, it should be reported to the prefect and the Maintenance Supervisor.

Pets

Students are not permitted to keep pets on campus or to feed stray animals.

Telephone Contact

There is one Voice Over Internet Phone in each apartment suite, each dorm room and each Inn at Lander room. Each student has a direct line and voicemail box through the phone in the room.

Mail

All mail to students should be sent to the following address:

{Student Name}
c/o Wyoming Catholic College
306 Main Street
Lander, WY 82520

Mail will be collected every weekday and brought to a mail distribution area in the Baldwin Building for pick-up. There is a receptacle for outgoing mail at the same location. As the town post office is close to the dorms, students can easily buy postage there and mail heavier packages.

The student mailboxes are intended for mail only. Students should not store their shoes, food, and other items in their mailboxes. Students are expected to empty their mailboxes completely at the end of the fall semester and at the end of the academic year. Items left in the mailboxes will be disposed of.

Students staying in Lander during the summer months may collect their mail at the Baldwin Building. The mail for students not staying in Lander will be collected and distributed at the beginning of the fall semester. If a student desires to have their mail forwarded during the summer, they should notify the Registrar and provide a forwarding address.

Parking & Motor Vehicles

Please refer to the “Wyoming Catholic College Parking Policy” for explanation of vehicle registration, permits, use, and parking.

Bicycles

Students bring their bicycles to the campus at their own risk. Bicycles must not be left in the residence halls or the entrance to the buildings. Outside bike racks are available, and students should provide their own bike locks. It is suggested that students have their bicycles registered with the Lander Police Department for their own protection and identification in the case of theft which can be done through the College.

Guests

Overnight accommodations for the use of guests invited by the College as prospective students will be arranged through the Student Life and Admissions Office and is entrusted to the hospitality of current students. (Bedding will be provided). If a friend of a student plans to visit and the student would like to arrange for the visitor to stay in a dorm room of the same sex , arrangements should be made with the Director of Student Life at least one week in advance. The guest shall pay \$15 per night for lodging and meals. Guests will also be required to fill out an emergency/medical form and must sign in with the dorm prefect.

Any guest staying on campus without approval from the Admissions Office or the Director of Student Life will be asked to leave immediately and the student who housed him or her will be subject to disciplinary action.

(2) Holy Rosary Church Grounds, Classroom Building, and Boeseke Hall

Students are encouraged to use the classrooms for studying during times when class is not officially scheduled. Moreover, in order to promote the dignity of the educational endeavor, the classroom building always has a more formal environment. Students are asked not to bring food or drink into the building except for water and coffee. Students may have computers in the classroom building to work on papers, but are not allowed to play music out loud or watch movies in the building (except for Friday nights, as described below).

Walking to and from Holy Rosary

Students walking or biking between Main Street and Holy Rosary must use the pathway through the field rather than using Leedy Drive.

Students are asked not to wear headphones while walking on Holy Rosary property, but are encouraged to walk with other students and engage in conversation.

Wednesday Schedule

Holy Rosary Parish is sharing the classroom building with the College. On Wednesday afternoons and evenings during the school year, the parish has religious education classes. After

noon on Wednesdays, students will not be allowed in the Holy Rosary Classroom Building, except for cleaning or maintenance reasons. Nothing should be left in the classrooms at any time.

Knights of Columbus Hall

The Knights of Columbus Hall (downstairs of Holy Rosary Classroom Building) is off limits. Additionally, the Knights have meetings on the first and third Monday evenings of the month. During these meetings students should not park in the Holy Rosary parking lot and should be quiet in the upstairs of the classroom building.

Boeseke Hall

Students may use Boeseke Hall as a study hall room. It must be left clean upon leaving, or this privilege will be revoked. Items left on the hangers or on the shelves overnight will be moved to the lost and found.

Students may never be in the Boeseke Hall kitchen. If students are found to be using the kitchen they will be fined and Boeseke Hall will be closed and locked to all students.

(3) Frassati Hall

Food Service

WCC's food service provides all necessary meals throughout the school year, prepared and served in the Frassati Hall. The College expects students to take meals in the Hall because some of the best opportunities to develop community life (including interaction with faculty, staff, and chaplains) come during mealtimes. The meal taken in common, in this way, becomes an occasion for true leisure. Students are asked to bear this in mind and do their part to maintain the cleanliness and respectful ambience of the dining hall.

The meal schedule is posted in Frassati Hall.

Dining Hall Dress Code

Certain meals at the College are more intimately linked to the academic life than others; therefore, it is fitting that students should manifest the dignity of those encounters by the way they dress. Classroom dress is required for lunch Monday through Friday. The formal meals held to celebrate the designated feast days or holidays require formal dress.

At the same time, the College recognizes that students after class and on weekends will often be engaged in activities for which more casual dress is better suited. Therefore, the College permits casual dress for dinner and weekend meals.

Kitchen

The kitchen is closed to everyone except those performing their duties. Students are not permitted to use the kitchen facilities and equipment for non-official use. Students are asked not to remove dishes and flatware from the dining hall. In cases of illness students can ask a fellow student to bring a meal to the residence hall in a Styrofoam container, but no silverware or plates should be removed from the kitchen.

Food Allergies

The College currently offers dairy-free, gluten-free, and vegetarian options to students at all meals.

The College also makes available low-gluten hosts at liturgical celebrations for people with wheat allergies or intolerances. It is the student's responsibility to enter the sacristy before Mass and either place one of these hosts in the pyx or request that such be done by a server or by the priest.

The Food Services Director makes reasonable efforts to accommodate student food allergies. In order to better understand the nature and scope of student dietary requirements, a doctor's note, with a detailed list of the food allergies and intolerances, is required. This note should be submitted to the Director of Student Life, who will then coordinate such issues with the Food Services Director. The Food Services Director will endeavor to offer alternative choices for menu items for students with special dietary needs. Unfortunately, the College will not always be able to meet the special dietary needs of a student; in such cases a partial meal plan can be arranged.

Student Lounge

Food and drink are permitted in the student lounge of Frassati Hall. All food and drink containers must be removed from the lounge after use.

Lost and Found

There is a lost and found container for items left in the student lounge. The lost and found will be donated to the thrift store every 2nd and 4th Friday of the month. The day before the contents of the lost and found container are donated, they will be free for the taking by whomever wants them.

Group Rules

The lounge is open to group use such as class parties or birthdays. However, it must be left as it was found: floors clean, trash and clutter removed, and the furniture returned to its place.

The lounge is available for movie nights. Those that host the movie must clean the lounge after the movie: TV and couches must be returned to their proper places, trash thrown away. All movie nights must be approved by the Director of Student Life.

Computer Usage in the Lounge

Students may use their personal laptops for Internet access in the student lounge. Students may also use headphones.

(4) Baldwin Building

The Baldwin Building is located on the corner of Main Street and 3rd Street in downtown Lander. It is currently the home for the College's library, its classrooms, student study space, the student mailboxes, the Father De Smet Chapel, and both faculty and staff offices. The doors to the Baldwin Building are controlled by an electronic lock. Please bear in mind that the Baldwin

Building is a private building being privately leased by the College, and so, to ensure the proper use by students and faculty and a contemplative atmosphere, it is closed to those who are not officially connected to the College community. Students are asked to help ensure that visitors off the street are not admitted into all parts of the downstairs of the building; instead they should be directed to the front desk or to the Director of Student Life office, upstairs, in order to arrange a visit to the College.

Water or coffee in a closed container is the only food or drink permitted in the Baldwin Building.

Father De Smet Chapel

At the center of the Baldwin Building is the Father De Smet Chapel. Under the patronage of this tireless Western missionary, the chapel houses the Blessed Sacrament at the heart of the college community. Eucharistic Adoration on weekday afternoons, the Sacrament of Reconciliation, and scheduled Masses are offered within the chapel, and students are always welcome and invited to encounter the presence of Our Eucharistic Lord in private prayer.

St. Jerome Library

The College possesses a library of over sixteen thousand volumes useful for the College's liberal arts curriculum and recreational reading, and the collection of books is steadily growing through donations and acquisitions.

The library is electronically catalogued to allow for easy searching and finding of materials. Computers are available so that students may search the catalogue and access certain internet sites.

Mailroom/Computer Room

The public computers in the Baldwin library are for everyone's use, so students should exercise common sense and polite consideration as to the length of time spent on them and the potentially distracting effects of particular video or audio content. Students may not use video streaming services on either private or public computers in the Baldwin library.

It is strongly recommended that students not use their mailboxes in the Baldwin Building as mini-lockers for storing shoes, socks, food, academic papers, or other long-term items. The intention of the mailboxes is to make mail available.

Computer Access

Individuals not expressly authorized by the College are not allowed to use an authorized user's computer account or resources.

The College-owned computers, servers, proprietary software, wireless access, and all student and faculty email accounts are the property of WCC and are subject to its access, regulation, and investigation.

It is essential that each user exercise responsible and ethical behavior when using the College's computer resources.

Students must respect the laws of the state and the privacy of other individuals and institutions. Further, students should bear in mind the standards of Christian morals when

considering the type of material they transmit and view. Instances of abuse in this regard can lead to serious penalties and even expulsion.

Users should be aware of the inherent limitations of the College's computer resources, since no computer security system can completely prevent unauthorized individuals from accessing a user's computer files or emails. The College maintains the right to monitor and access a user's computer files, email, and use of computer resources when it is necessary to protect the integrity, security, and proper functioning of the College's computer resources or when it is required by law. Abuse of the computer resources may result in immediate suspension of the student's computer privileges and additional disciplinary action.

Students should report any malfunctions to the student worker supervising the computers.

Classrooms

The same general rules governing classroom decorum in part III, section D-2, apply to the classrooms in the Baldwin Building as well.

Student Study/Lounge Rooms

The student lounge rooms in the back of the Baldwin Building are a place for students to study and have conversations. They should be treated as the rest of the College buildings.

Smoking

Students may not smoke in the Baldwin Building. Any students smoking outside of the Baldwin Building must smoke fifteen feet away from any building entrance. If any litter is found, students will lose the privilege of smoking in the area of the Baldwin Building altogether.

Parking

Students may park in the dorm parking lots, directly in front of the apartments and in the far parking lot of the Inn at Lander.

Students should not park on Main Street, as this interferes with local commerce by filling up the spaces that shops anticipate will be used by their customers. The parking area directly behind the Baldwin Building is also off limits to student parking. Violations are subject to disciplinary actions.

(5) Crux Coffee

Crux Coffee is run by the College and is therefore considered part of the campus. Because it is open to the general public students are asked to treat it as a public space. There is no sleeping or leaving of personal items permitted.

(6) Horsemanship Arena

Dress Code for Riding

Students are required to have a pair of cowboy boots with short heels and smooth soles. Due to the cold weather, students will often find it necessary to wear a heavy coat or sweatshirt. During horsemanship classes, casual riding dress is required, such as jeans and a long sleeve shirt. Students should dress appropriately for the weather and for riding and working with a horse.

Helmets

All students are required to wear riding helmets when riding horses at the College. Helmets will always be available for students. Students are required to wear helmets anytime they are using college horses or equipment such as saddles. Riding outside of class during free-time on College horses and equipment always requires the use of helmets.

(7) Holy Rosary Church

Dress Code for Church

Classroom dress is required for daily Mass. Mass dress applies at Sunday liturgy and on specially designated feasts. At all other times students are asked to remember the dignity of the House of God. A complete schedule, including times for Mass, Confession, and other devotions, will be distributed to all students and posted on campus.

E. Disciplinary Policy

(1) Overview

The entire student disciplinary process at Wyoming Catholic College is intended to (1) protect the good of the community, both as now constituted and in its future membership, and (2) to educate and form the students of the College.

For those very reasons a consistent application and enforcement of the College's rules is necessary, and this requires sanctions of varying degrees. A disregard of the well-reasoned rules of the College will result in harm done to the present community, and through its setting of a precedent, harm the future community.

The formation of the students also requires that they understand the importance of these rules and see that moral actions by their nature have consequences. The College has the authority to determine how its general rules are applied to specific cases and to impose sanctions for violations of those rules. In so doing it must be just in punishment, but also merciful in accord with the circumstances of the action. At times justice may even require expulsion. Even in the midst of the sternest punishments, the disciplinary policy of the College is rooted principally in a love for the student(s) in question and the community at large.

(2) Disciplinary Authority

Disciplinary Committee

A Disciplinary Committee addresses all violations that may merit probation or expulsion. This Committee is made up of the Academic Dean, the Director of Student Life, the Executive Vice President and up to three faculty members appointed by the President. The Academic Dean is the Chair of the Disciplinary Committee. Expulsion requires a 4/5 vote. All other disciplinary decisions require a majority vote.

Director of Student Life

In matters of non-academic student life, the normative overseer is the Director of Student Life. The Director of Student Life has the authority to take whatever action or discipline is deemed necessary, excluding suspension and expulsion, to insure student safety.

(3) Minor Infractions

Disciplinary fines

Minor infractions are directly dealt with by the prefects. Certain infractions may be punished at the prefect's discretion by assigning a fine sheet to the offender (found in the appendix of this handbook). These fines are applicable only for minor infractions of offenses, and vary, according to offense, from \$5.00 to \$15.00. Once the fine is issued by the prefect, the fine must be paid directly to the Director of Student Life by the student within a week from the day it was issued, and the monies collected for disciplinary matters are assigned to a fund for a common-good project on campus, such as renovations to student areas. If a student commits an offense subject to disciplinary action and is unable to pay the fine, the student can approach the Director of Student Life to discuss an alternate disciplinary course.

Official Censure

If the situation is deemed to be of sufficient severity the Director of Student Life may, in consultation with the Academic Dean or the Executive Vice President, give the student an official censure. In so doing the student is informed in writing that any further misconduct will most likely result in a review by the Disciplinary Committee, and is offered an opportunity to offer significant reparation to the community according to the decision of the Director of Student Life. Parents or guardians are sent a copy of the Official Censure.

(4) Major Infractions

If the Director of Student Life becomes aware of major disciplinary issues, he will inform the Academic Dean of all the relevant facts and the Academic Dean will decide whether to convene the Disciplinary Committee.

Actions of the Committee

After deliberations the Committee will decide on the punishment. The three normative actions of the Disciplinary Committee are (a) placing a student under probation, (b) requiring the student to withdraw with the possibility of re-admission, or (c) expelling that student.

(a) Probation

The Disciplinary Committee will define the terms of probation and may at that time set the consequences for violation of those terms. In most cases when the terms given with the disciplinary probation are violated the sanction will be mandatory withdrawal or expulsion.

(b) Mandatory Withdrawal

If the committee recommends mandatory withdrawal, it will also set the time-frame within which the student must leave campus. The Disciplinary Committee at its discretion may offer conditions for the student's return. If a student refuses to withdraw, then the student will be expelled without the opportunity to re-apply. Once the student has withdrawn, the parents will be contacted by the Academic Dean or Executive Vice President regarding the Committee's decision. A student returning to complete a semester after a mandatory withdrawal is not guaranteed the same level of college sponsored financial aid received previously.

(c) Expulsion

If the Committee votes for expulsion, the student must leave the campus within a time-frame set by the Disciplinary Committee. After the appointed time, the expelled student is no longer allowed in any of the college buildings. The student is not welcome to return, nor be considered for re-admission to the College. The student and parents are informed of the expulsion by the Academic Dean or Executive Vice President.

(5) Student Appeal Process

If appealing a prefect action, the student should first talk to the prefect after the situation is less heated. If still dissatisfied, the student may appeal to the Director of Student Life who is the final level of appeal for prefect action involving standard disciplinary procedures. In all other instances whatsoever, there is no appeal from any decisions of the Disciplinary Committee or a notice of official censure from the Director of Student Life.

IV
EXPERIENTIAL LEADERSHIP
PROGRAM

*From the greatness and beauty
of created things
comes a corresponding perception
of their Creator.*

BOOK OF WISDOM 13:5

The founders of Wyoming Catholic College chose Lander for the site of the College in part because of its beautiful natural environment. The surrounding areas offer abundant opportunities for backpacking, day hiking, canoeing, rock climbing, fishing, skiing, snowshoeing, and observing a wide variety of wildlife. Because all freshmen will have completed a three-week COR Expedition in August, they will have learned the skills required for living and traveling outdoors in a safe and conscientious way. The Winter Course offered by the Wyoming Catholic College Experiential Leadership Program (ELP) in January completes the preparation for camping in all conditions. These skills provide the student with access to many inspiring natural areas and the enjoyment of fellowship and adventure with peers. The environs of the Western United States thus immerse students in the reality and beauty of nature, inspiring and nourishing the soul so that students may return refreshed and filled with the grandeur of God.

The Outdoor Program at Wyoming Catholic College is designed to provide students, faculty, and staff with high quality outdoor adventures, wilderness skills clinics, and leadership training with the highest regard to safety. Our mission is to provide the foundations of leadership that are applicable in all aspects of life. Wyoming Catholic College educates the whole person, mind, body and spirit, and graduates young adults ready to be leaders in their homes, their communities, their companies, their country, and their Church. The Outdoor Program helps fulfill the mind, body, and spirit vision for education at Wyoming Catholic College by providing students with direct experiences in God's first book, the natural world He created.

A. Weekend or Day Trips

WCC's Outdoor Program consists of two different components, COR and the ELP. The ELP, Experiential Leadership Program, consists of the academic component of the Outdoor Program. The ELP includes any of the required outdoor trips of in classroom courses that are part of the academic curriculum. These courses and trips are graded A-F. Each student has a specific role during the ELP trips. COR is not part of the curriculum and included trips that students can do during their free-time. Trips include afternoon excursions of short weekend trips in the local Lander area. These trips are purely for fun and recreation and are not graded, and there are no specific roles for participants other than the leader of the trip and the WFR (wilderness first responder), who is in charge of safety and first-aid if needed.

Students can plan COR outdoor trips during any weekend or weekday, other than the College-designated ELP Outdoor Weeks. For no fee students can use college equipment and food and sometimes a college vehicle as long as they follow the OLP trip guidelines. Students need to submit the trip paperwork including route plan itinerary. Students have access to the college map library in the Outdoor Equipment Center in St. Josephs. St. Josephs has guidebooks to local trails, topographic maps, and a map-making computer program that allows students to create and print custom maps. Students must fill out a route plan form and all other paperwork and submit

the forms to the ELP faculty for approval before checking out equipment. Basic trips to well-known areas such as a biking trip to Johnny-Behind-the-Rocks or a hike to the Popo Agie waterfall requires little paperwork; whereas an overnight trip will involve a more in-depth route plan. As for any time a student leaves Lander, those going on hiking or camping trips must sign out with the prefect of their dorm. Upon returning, students must check in with the designated on-call employee so that the trip can be labeled as completed. College-sponsored trips need to be approved by the ELP faculty before being advertised, and all adventures must be open to the entire College community.

B. Group Rules

(1) Minimum Number in Group

For safety reasons, the College strongly recommends that all outdoor activities be undertaken in a group of three or more. For camping trips this is not merely a recommendation but a requirement, given that more time outdoors brings with it greater risks. Accordingly, failure to heed this requirement is subject to disciplinary action, which may include revocation of camping privileges.

The number of participants is limited by the equipment available, by the pertinent regulations of a particular wilderness area, by special requirements of co-ed trips, and by the judgment of the ELP faculty.

Each group must have 1 WFR per 6 students (8 students need 2 WFR's). Depending on the trip location, duration and activities involved this ratio may be increased or decreased and is determined by the ELP faculty.

(2) Co-Ed Camping Trips

If the camping group is composed of students of both sexes, the minimum number of participants is five, with no fewer than two of the same sex in the group. Mixed sleeping arrangements are not permitted; tents should be designated male or female. The same prohibition of co-ed visitation that applies in the residence halls also applies on camping trips. Therefore, a male student's entry into a female student's tent (or vice versa) is an expellable offense.

If during this trip a group of students want to separate from the rest of the group for a period of time (e.g., make a peak ascent, go stargazing, etc.), they must either be all of the same sex or stay at least in a group of 5, with no fewer than two of the same sex. At no time during a camping trip should a male student and a female student leave the rest of the group by themselves. If smaller coed groups are going off for periods of time, this defeats the purpose of the rule we have in place.

(3) Alcohol Usage

If students utilize college resources (equipment, food, vehicles, etc.), then they are not permitted to bring or use alcoholic beverages on their expeditions, regardless of the ages of the

participants. It goes without saying that it remains illegal, in any case, for underage students to consume alcoholic beverages. Violation of the alcohol usage policy can be punished even up to expulsion.

C. Equipment Check-out Procedure

To encourage student participation in outdoor adventure activities, the College makes available proper outdoor equipment and resources for free. High quality, lightweight backpacking and camping equipment will provide all students with the necessary gear to take weekend trips in the mountains. This equipment is available for all students to check out free of charge, provided that they comply with the group size and composition requirements. The route plans and trip paperwork needs to be approved by COR staff prior to checking out equipment.

Students will be charged for repair costs of damaged equipment or full replacement cost for equipment not returned. Equipment can be checked out from COR Equipment Center. The center is open during posted hours for equipment checkout and return.

Students with a history of losing or damaging gear may be asked to place a deposit in order to check out equipment.

D. Outdoor Meals

If students choose to take outdoor trips on a weekend or even a short day trip during breakfast, lunch, or dinner, they can request food free of charge. COR has a stock of outdoor food available for such trips. In order to get any of this food students must contact the COR staff at least two days prior to the trip. While COR has the food, it may take time to bag the food and have it ready for the trip. COR student employees are not responsible for bagging or preparing food. They will give students access to the food but the group members may need to bag the food for the trip. Sack lunches and dinner can be arranged if given a day or two's notice.

E. Outdoor Weeks

In order to allow students to repeatedly interact with God's first book and to continue to develop their wilderness travel and leadership skills, Wyoming Catholic College offers five opportunities a year to participate in a weeklong backcountry trips in order to complete the ELP required two trips per year. The first opportunity takes place one week prior to the start of the Fall semester, the second trip is during Fall Break, the third trip is during the last week of Christmas Break, the fourth trip is during Spring Break, and the fifth trip is after the Spring semester following finals week and commencement. With the exception of the post-commencement trip, these trips leave no earlier than Saturday morning at 7:00 AM and return no later than 7:00 PM the following Saturday.

All students except freshmen are required to go on at least two out of five week-long wilderness trips led by student leaders and sometimes staffed by professional instructors . Freshmen are certainly encouraged to participate in the week-long trips if they wish, as they have the opportunity to join upper-class students on the Fall Break, Spring Break, and post-Commencement trips. These trips are designed to be challenging, go to new amazing locations, teach new skills, practice leadership skills and integrate the liberal arts education with experiences found in the outdoor environment.

Outdoor weeks are scheduled well before the start of each semester, allowing students to decide which trips they want to attend. Students are off from classes and are not assigned large papers or projects, so that they can spend time outdoors learning leadership and outdoor skills while exploring creation. These weekends are spaced seasonally, allowing students to experience outdoor activities in different environments and places. These week-long trips are a part of the overall curriculum and are designed to develop strong Catholic leaders. Week-long trips enable students to travel deeper into the backcountry, participate in more challenging trips, and ultimately be surrounded with more experiences and challenges that develop leadership skills. It can be easy to drift through a three-day trip without having to make “important” decisions or having to communicate with peers effectively; more of these struggles that students can learn from and reflect upon take place the longer they spend in the wilderness. The week-long trips will require more involved planning, route finding, food preparation and decisions, and more. The responsibility placed on the students during these trips is unmatched and will train them for important leadership roles in every aspect of their life.

Each year students will receive a grade based on their involvement on the trips. Students who are unable to fulfill the requirement due to injury or illness will be given an incomplete.

All outdoor week trips are required to follow the ELP guidelines listed above (Sections A-E). Additionally, all outdoor week trips are required to have at least one certified Wilderness First Responder (WFR) as a member of the group for trips with 7 or fewer participants. Depending on the location and trip activities, the WFR requirement may increase or decrease, as determined by the ELP faculty.

College vehicles will be allotted based on each trip and its vehicle needs. Students are highly encouraged to use personal vehicles and gas will be covered for any personal vehicles being used up to a certain distance (determined by the ELP faculty). College vehicles may be driven only by a driver who is on the College’s insurance, and personal vehicles can be driven only by individuals with a current driver’s license. All owners of vehicles to be used for outdoor trips must complete the required paperwork, and any drivers must be approved college drivers. Drivers of all vehicles, college or personal, must follow the driving protocols listed in each vehicle during any outdoor or school event.

(1) ELP Weeklong Trip Requirement:

Every year each student (Sophomore, Junior and Senior) is required to plan, prepare, participate, and debrief in a minimum of 2 Outdoor Week Trips. The 2 Outdoor Week trips fulfill the requirement of 1 weeklong trip per semester. However, to accommodate students’ varying schedules students can choose any 2 of the 5 offered trip times which include: the August trips

prior to the Fall semester (including the WFR course), the September/October trips during Fall Break, the January trips at the end of Christmas Break, the March or April trips during Spring Break, and the May trips immediately following commencement. Each trip will fulfill the weeklong trip required for each semester and the grade received for the work put into the trip and on the trip contributes to the overall grade for the semester long ELP course (ELP 201, 202, 301, 302, 401 and 402). Students who do not attend a trip during the fall semester will have an IP (in progress) for their grade until they complete their first of 2 trips during the spring semester. Students who do 2 trips in the Fall will have their first trip count toward their Fall semester ELP course and their second trip count toward their Spring semester ELP course. Students who do more than 2 trips per year will have an additional trip added to their transcript as an additional pass/fail course. Students who want to do a 3rd or 4th trip need permission from the ELP professor.

Every student (Sophomore, Junior, and Senior) is required to do 2 trips per year which comes down to a total of 1 trip for each of the semester's 1 credit course. However, there are 2 types of outdoor week trips, "expeditions" and "voyages". Each student needs to do at least 1 Expedition per year.

(2) Definition of the Types of Trips:

Expedition

These are standard OUTDOOR trips that last the entire week, leave Saturday return Friday or Saturday and include: backpacking, rafting, kayaking, climbing, canyoneering, caving, ice climbing, etc.

Voyage

These trips are shorter (for example they may leave on Sunday and return on Friday) and involve local activities such as climbing near Lander, short horse packing trips, the Hunter's Safety Program done in the Spring, backpacking in the Winds, etc. These trips also include trips that are not wilderness based such as service projects (projects on the reservation, building homes for Habitat for Humanity), spiritual retreats, visiting a convent or seminary or other city based trips such as the Rome trip or trip to Oxford. This can also include other opportunities the College may offer such as a weeklong theater experience where the students prepare for and perform a play for the Lander community. Students are only allowed to do 1 non-outdoor based Voyage during their college career and have it count as a weeklong trip. In addition, being a COR instructor, Winter Freshmen trip leader or taking the WFR counts as a "VOYAGE".

Each student needs to do 2 trips a year and at least one needs to be an EXPEDITION. Students CAN do 2 Expeditions for their 2 trips but they can't do 2 Voyages.

The ELP also allows students to do INDEPENDENT STUDIES to count toward a weeklong trip. An independent study is anything that is equivalent to a weeklong trip with another program/organization. Independent Study experiences must be approved by the ELP professor PRIOR to the experience and must meet most of the goals and objectives of the ELP weeklong trips. Following the experience students will need to submit a 2 page reflection on

their experience. Some examples that could count for an Independent Study: Leading a group to World Youth Day, doing a NOLS/SROM/Outward Bound Course or similar over the summer. Doing a Mission trip over the summer with another program such as FOCUS. Leading a backpacking trip over the summer for a camp. Students are limited to 1 Independent Study during your entire time at WCC.

Finally, over the course of the 4 years, each student is required to do 1 water based trip (raft, kayak, canoe) and 1 rope based trip (climbing, canyoneering, mountaineering).

F. Wilderness First Responder Course

In order for the Outdoor Program to exist, multiple students need to be certified as a Wilderness First Responder (WFR). Therefore, every August Wyoming Catholic College hosts a WFR course at the college and pays the tuition for a number of students who excel in the ELP program. As early as Sophomore year students can apply to take the course and make this important step to becoming an Outdoor Leader. This course is a ten-day commitment that takes place right before the Fall semester. Due to the hefty expense of this course, the College asks that students who take the course participate in and even lead or co-lead three trips throughout the year. Obviously impediments may arise, but the expectation is for the WFR's to be fully involved in the ELP. As a WFR students take on a huge responsibility for the safety of the trip. While there may be other students "leading" the trip, the student's role is always a leader when it comes to safety. Therefore, WFR's are expected to be involved in the entire leadership of the trip from the planning process to the end of the trip.

V

SPIRITUAL LIFE

*You have received the spirit of sonship.
When we cry, "Abba! Father!"
it is the Spirit himself bearing witness
with our spirit that we are sons of God.
-Rom. 8:15b-16*

As Archbishop Ullathorne says, “It belongs to [those] in quest of their supreme good to draw as near to divine things as their condition in life allows.” Since WCC is in its very essence an institution of Catholic higher education, an environment of Catholic liturgical and devotional practice will always be present. Students who are not Catholic are also invited to partake of the spiritual and moral formation present on campus.

All spiritual programs are designed to deepen students’ understanding and practice of the Faith, especially as this Faith is manifested in behavior that befits men and women striving to be saints.

A. Celebration of the Holy Eucharist

(1) The Importance of Daily Mass Together

The sacred liturgy is celebrated at Wyoming Catholic College in full fidelity to the directives of Holy Mother Church and with loving attention to her rich and beautiful heritage. An integral part of the student’s formation here comes through attendance at Mass and other devotions. The liturgy is the “source and summit” of our faith, so all students should aim to include Mass in their daily schedule, as the pinnacle of their day. The schedule is designed to enable this prioritization.

WCC should also be attending Mass as a community together. WCC’s distinct identity as a College is forged in no small part by a common celebration of the Eucharistic sacrifice under the auspices of the College Chaplaincy. Hence, other things being equal, it is preferred that students attend the collegiate Masses, particularly on Sundays and Holy Days.

A liturgical and devotional schedule may be found posted around campus.

(2) The Two Forms of the Roman Rite

As established by Pope Benedict XVI in the motu proprio *Summorum Pontificum*, there are “two usages of the one Roman Rite” of Mass: the Ordinary Form (also known as the *Novus Ordo Missae*), and the Extraordinary Form (also known less formally as the Tridentine Rite).

Ordinary Form

Nearly every day of the week one of the College chaplains celebrates the Ordinary Form of the Mass. It is customary at Wyoming Catholic College to celebrate the Ordinary Form in ways that underline the continuity of the great Catholic tradition, lifting souls to God in company with generations that have come before us. Hence collegiate liturgies are characterized by a contemplative spirit and a sense of solemnity which flows from, among other things, the frequent use of Gregorian chant.

Extraordinary Form

Wyoming Catholic College, in regard to its educational philosophy and curriculum, goes back to the roots—the *radices*—of Western thought and culture. It is no different with the liturgy and the deep roots that nourish our faith and identity as Catholics. The traditional liturgy is part of this nourishment. Several times per week at the College, the Extraordinary Form of the Roman Rite is celebrated.

(3) Dress Code for Mass

Classroom Dress is required for daily Mass (this includes Saturdays). On Sundays and special feast days students are required to observe Mass Dress.

B. Specially Observed Solemnities

The College community celebrates with special solemnity four feast days that symbolically mark the seasons of the year with filial entrustment to the Virgin Mary and the Saints. These solemnities are: All Saints (November 1); Immaculate Conception (December 8); Our Lady, Seat of Wisdom, Patroness of the College (February 4); and the Annunciation (March 25). Whenever possible, these days are observed as holidays with all classes cancelled and with a solemn collegiate Mass. On February 4 each year, all who are present at the Mass renew the College's consecration to Our Lady, Seat of Wisdom.

C. Spiritual Devotions

(1) Public and Private Devotions

Marian Devotion

Devotion to the Blessed Virgin Mary and an understanding of Marian Spirituality are encouraged throughout the school year. There is a nightly opportunity for the communal recitation of the Rosary; there are also special celebrations of Marian feast days, such as the Procession in honor of Our Lady of the Most Holy Rosary in October and the College-wide renewal of consecration to Our Lady Seat of Wisdom on February 4.

Other Devotions

Adoration of the Blessed Sacrament is offered every weekday throughout the afternoon, drawing many students, College employees, and parishioners. On certain days, Adoration concludes with Benediction.

Compline is sung nightly in the Church, and student groups have formed for the recitation of other parts of the Liturgy of the Hours.

The Sacrament of Penance is available according to the posted schedule.

The parish also has customs of its own, such as the Stations of the Cross prayed in the church every Friday in Lent, and students are welcome to attend on these occasions.

(2) Theology Practica

Theology practica are offered to the students as voluntary opportunities to develop their spiritual lives. These practica focus on building up the interior life of the student, in complementarity to the more intellectual instruction of the academic program. In this way the profound implications of theology for one's personal life have an opportunity to be drawn out and applied concretely to our ongoing discipleship to Christ. Information on the practica, including the themes to be covered, may be found posted on campus.

(3) Retreats and Days of Recollection

The College offers an Easter Retreat during the Holy Triduum. Retreats also may be offered during fall or spring breaks in the academic year. At the discretion of the Chaplaincy, the College may offer days of recollection from time to time.

(4) Spiritual Direction

Spiritual direction is a regular and encouraged element in the lives of many students and employees of the College. The chaplains are always available to meet for spiritual direction; please speak directly with a priest to set up an appointment.

D. Priests on Campus

College Chaplains

Rev. Paul Ward, a priest of the Archdiocese of Detroit.

Parish Priest

Rev. James Schumacher, a priest of the Diocese of Cheyenne.

VI

PURSUING THE COMMON GOOD

Let love be genuine; hate what is evil, hold fast to what is good; love one another with brotherly affection; outdo one another in showing honor. Never flag in zeal, be aglow with the Spirit, serve the Lord. Rejoice in your hope, be patient in tribulation, be constant in prayer. ... Rejoice with those who rejoice, weep with those who weep. Live in harmony with one another; do not be haughty, but associate with the lowly; never be conceited. Repay no one evil for evil, but take thought for what is noble in the sight of all. If possible, so far as it depends upon you, live peaceably with all.

St. Paul, Letter to the Romans 12:9–12, 15–18

One beautiful aspect of Wyoming Catholic College is its small size, which allows for the flourishing of friendship among students and for regular personal contact between students, faculty, administrators, and staff. The College is not a mere instructional institution but a genuine Catholic community, made up of people drawn together by the love of wisdom and a shared commitment to Wyoming Catholic College’s vision.

A. Christian Conduct

As regards conduct at all times, St. Paul commands us to “walk in love, as Christ also hath loved us” (Eph 5:2). In that same passage, Paul also warns that certain conduct is unbecoming of Christ’s followers: “fornication, and all uncleanness, or covetousness, let it not so much as be named among you, as becometh saints: or obscenity, or foolish talking, or scurrility, which is to no purpose; but rather giving of thanks” (Eph 5:3–5). St. Peter likewise says: “Make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness” (2 Pet 1:5–6).

According to this rule of charity and the exhortation of the Apostles, every member of the College community, whether student or employee, must treat other members of the community with respect. Any disrespect, manifested by improper, obscene, or immoral verbal or physical conduct shown to another member of the community (faculty, administration, staff, or student) is prohibited and in serious cases will meet with disciplinary action, including expulsion. If any member of the College community witnesses or is subjected to any misconduct of this nature, or any serious misconduct involving theft, lying, abuse of alcohol, use of illegal drugs, or other unbecoming conduct, the matter should immediately be reported to one of the ombudsmen or the appropriate superior or supervisor, as detailed below in Complaint Resolution.

If students find themselves in conflict with another student or member of the faculty or staff, they should refrain from speaking negatively about them to others unless absolutely necessary, but instead they should speak to the person directly. When people talk about others behind their back it creates a community of distrust, and negativity.

B. Voicing Complaints

A small community, just like a small town, brings with it a number of distinctive challenges—for instance, the tendency to find fault or to complain because things are not exactly to one’s liking or according to one’s expectations. A sign of Christian maturity is being able to face these unavoidable challenges of life with patience and humility, rather than causing unrest, discontent, or dissension by spreading one’s personal opinions or feelings without regard to the peace and stability of the entire community.

A culture of continual complaint can harm the common good. Nevertheless, students may at times have what are believed to be serious complaints about a professor or other employee of the College or about some aspect of its program. It is important that students be able to express these through appropriate channels, and that they be diligent in doing so.

If one is having a difficulty in class, the most suitable person to go to is the *professor*. If, however, one feels that one cannot speak comfortably or prudently with the professor in question, the *Academic Dean* should be approached.

If one has a student-related difficulty or student life problem and has not been able to resolve it or believes that it cannot be resolved with the person(s) immediately involved, the most suitable person to go to is the *Director of Student Life*. If you are experiencing difficulties with the work-study program, and you have either not been able to resolve the issue with your supervisor or do not feel you are able to bring it to his attention, the most suitable person to approach is the *Director of Student Life*.

C. Ombudsmen

If a student feels unable or unwilling to take his or her complaint to the Academic Dean or Student Life Director, if the complaint concerns the Academic Dean or Student Life Director, or in certain other cases involving any faculty or staff member, the suitable contact person is one of the *ombudsmen*. The names of the ombudsmen are posted on the main bulletin board in Frassati Hall.

The College appoints two ombudsmen who are distinguished by their prudence and circumspection in handling confidential information and making sure that it comes promptly to the attention of the relevant parties within the College. Should the ombudsman receive a complaint, he or she will notify the student that an academic complaint will be brought to the attention of the Academic Dean, a student-life complaint will be brought to the attention of the Director of Student Life, a complaint about the administration or staff will be brought to the attention of the Executive Vice President, in addition, the ombudsman will reduce the complaint to writing and make sure that the written form reflects the student's position. If the complaint is about the Academic Dean or the Director of Student Life, however, it will be taken by the ombudsman to the President.

If the complaint concerns an incident involving one of the ombudsmen, it may be reported to the other ombudsman. If it involves both or if for some reason the student feels uncomfortable reporting to either ombudsman, the incident may be reported to either the Academic Dean or the Director of Student Life.

D. Respect for Proper Channels

Please be aware that if a student brings a complaint or voices a criticism to an employee of the College who is neither one of the officers mentioned above nor the person or persons it directly concerns, the student risks doing something that is helpful neither for the student's sake

nor for the community as a whole, inasmuch as it weakens the bonds and structures that holds the College together. In cases of any doubt as to whom the student should speak with, the Academic Dean, Director of Student Life or an ombudsman are always available for further advice.

E. DISCRIMINATION AND SEXUAL HARASSMENT

(1) POLICY AND PURPOSE

Wyoming Catholic College is committed to an educational environment that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Wyoming Catholic College expects that all relationships among persons in the college will be free of bias, prejudice, and harassment. Wyoming Catholic College has developed this policy to ensure that all of its students can learn in an environment free from unlawful harassment, discrimination, and retaliation. Any student who has questions or concerns about these policies should talk with the Academic Dean, Executive Vice President or an ombudsman.

It is the policy of Wyoming Catholic College to ensure an educational environment without discrimination or harassment on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by laws applicable to Wyoming Catholic College (“protected characteristics”). Wyoming Catholic College prohibits any such discrimination or harassment. Discrimination is strictly prohibited by both federal and state law.

(2) DEFINITIONS

Sexual Harassment

Sexual harassment constitutes discrimination, and is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive working, educational or learning environment. Federal law recognizes two types of sexual harassment: a) quid pro quo and b) hostile environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other

physical, verbal or visual conduct of a sexual nature. Sexual harassment is strictly prohibited by both federal and state law.

Harassment

Harassment on the basis of any other category protected by anti-discriminatory laws is also strictly prohibited. Harassment includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment. Harassment is strictly prohibited by both federal and state law.

Retaliation

Retaliation is one of the most frequently asserted bases for alleged discrimination, and consists of taking adverse action against an individual for exercising rights under a discrimination and harassment policy, filing a complaint or charge related to discrimination or harassment, or participating in an investigation, lawsuit, or other proceeding related to alleged discrimination or harassment. Forms of retaliation include but are not limited to applying rules more stringently against protected individuals, disciplinary action without justification, and wrongful termination and demotion. Retaliation is strictly prohibited by both federal and state law.

Sexual Misconduct

For Wyoming Catholic College's complete policy regarding sexual misconduct please see Appendix C.

(3) REPORTING AN INCIDENT

Wyoming Catholic College encourages reporting of all perceived incidents of discrimination, harassment, sexual misconduct, or retaliation, regardless of the alleged offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Academic Dean, the Director of Student Life, the Executive Vice President, or an ombudsman. See the complaint procedure described below.

In addition, Wyoming Catholic College encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Sometimes this action alone will resolve the problem. Wyoming Catholic College recognizes, however, that an individual may prefer to pursue the matter through complaint procedures, without confronting the offender. Nothing about this policy should be construed to require an individual to confront the offender.

(4) COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Academic Dean, the Director of Student Life, the Executive Vice President, or an ombudsman. Any Wyoming Catholic College personnel who are informed of a complaint of this nature are advised to immediately report the information to their immediate supervisor, the Academic Dean, the Executive Vice President, or an ombudsman. If a complaint is about the Executive Vice President or the Academic Dean, the report should be to the ombudsmen or to the President.

Wyoming Catholic College encourages the prompt reporting of complaints or concerns so timely action can be taken. While no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination and harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly as explained in Section F below. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Relevant documents and records may also be reviewed.

At the conclusion of the investigation, the investigator will submit a report to the President. If the complaint is about the President, the investigator will submit a report to the Chairman of the Board of Directors. The President or the Chairman shall then determine whether to dismiss the complaint or take appropriate responsive action. Appropriate responsive action may include, for example, training, referral to counseling, or disciplinary action up to and including termination, as Wyoming Catholic College believes appropriate under the circumstances, and in its sole discretion.

Wyoming Catholic College affirms the rights of individuals to assert in good faith charges of illegal discrimination or harassment without fear of reprisal or retaliation. False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

(5) CONFIDENTIALITY

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action, and to the extent possible consistent with Wyoming Catholic College's legal obligations to protect the rights and security of its employees and students.

(6) OTHER LEGAL REMEDIES

Nothing in this policy shall prevent the complainant, the alleged offender/respondent, or any other affected individual from pursuing formal legal remedies or resolution through state or federal agencies or courts.

F. Complaint Investigation and Resolution

Whenever a reported complaint cannot, in the judgment of the Academic Dean (or the Executive Vice President) be readily or fairly resolved but requires an investigation, the Academic Dean (or the Executive Vice President) shall appoint an investigator on an *ad hoc* basis. Complaints of any nature against the President shall be taken to the Academic Dean, Executive Vice President or Chairman of the Board of Directors. If the complaint against the President is of discrimination or harassment, the Executive Vice President, in conjunction with the Board of Directors, will appoint an investigator and the findings of the report would be submitted to the Board of Directors.

After conducting a confidential investigation of the complaint (except in investigations where the complaint is against the President), the investigator will submit their findings to the President. The President will take whatever appropriate action deemed necessary. The findings of the investigation and the action to be taken shall be written in a report that is kept in the student or personnel file as deemed appropriate. This report will be communicated to the concerned parties.

VII
PARENTAL NOTIFICATION
AND DISCLOSURE POLICY

Students and parents will have supervised access to their records, except in cases where a student or parent has waived the right of access. Access to the student files is also permitted to those who have a legal right and who demonstrate legitimate cause to the Registrar.

Moreover, Wyoming Catholic College will disclose certain educational records or identifiable information in circumstances where the disclosure (1) is reasonably necessary to protect the health or safety of others, (2) is connected with the application for, or receipt of, financial aid and is necessary to determine the eligibility, amount, or conditions of such aid, or is necessary for enforcing the terms and conditions of the Payment Plan and Promissory Note, (3) is required by school officials with legitimate interests, including officials of other schools the student is seeking or intending to enroll in, (4) is limited to “directory information,” unless the student requests in writing the exclusion of this information. The College considers the following to be directory information: name; date and place of birth; permanent and campus address; phone listings; campus e-mail address; country of origin; student photo; prior school(s) of attendance; enrollment status; class year; dates of attendance; degree received and date when received, participation in officially recognized activities; jobs held on campus and dates thereof.

VIII
SUPPLEMENTARY
INFORMATION

A. Extracurricular Activities

*Care for your soul as if you will die tomorrow;
care for your body as if you will live forever.*

ST. AUGUSTINE

(1) Music

College Choir and Schola

The Wyoming Catholic College Choir performs a wide repertoire of choral music by great composers, singing at Mass on Sundays, Holy Days, and other special occasions. Public performances of sacred and secular music, including trips out of town, are scheduled from time to time. The Choir has recorded a number of full-length CDs, especially of Advent and Christmas music.

In recognition of the importance of the Choir to the life of the College community membership in the Choir is recorded on the student's transcript.

The Schola Cantorum is an ensemble dedicated to singing the Gregorian chant appointed by the Church for Sundays and other feast days. As with the Choir, membership in the Schola is recorded on the student's report card and transcript.

(2) Athletics and Recreation

Intramural Sports

WCC offers a variety of intramural sports, including soccer, volleyball, and basketball during the year. Intramural sports take place at Dillon Park, local sports fields, or at a local school gym. Information and signups are posted in Frassati.

Elemental Training Center

Students can use Elemental Training Center which is located at 134 Lincoln. Elemental provides free weights, machines, treadmills, and a climbing wall. There will also be opportunities for instructional classes on how to best use the gym. Students must follow all of Elemental's rules. If students fail to follow Elemental's rules they will lose the privilege to use the facility. Students may not take visitors or alumni to use the gym without the explicit permission of the Director of Student Life.

Swimming Pool

Students are free to use Lander's indoor Olympic-size swimming pool and hot tub. This activity is provided by the College; students must present their WCC Student ID cards in order to be admitted free of charge.

Contact information: The Lander Community Pool, 450 South 9th Street; telephone: 307-332-2272. Please call for schedule and special events.

Dillon Park

Dillon Park, situated between Holy Rosary Parish and the residence halls, is a public park that offers a great location for Frisbee or other sporting activities.

It is understood that all athletic and recreational activities done by students on their own initiative are undertaken at their own risk.

(3) Public Library

In addition to St. Jerome Library in the Baldwin Building, students may take advantage of the Fremont County Library, a free public library that offers a wide variety of services such as interlibrary loans, books on tape, and art exhibits and programs.

Contact Information: The Fremont County Library, 451 N. Second Street; telephone: 307-332-5194.

(4) Special Activities

Hunting & Fishing

The College encourages its students to go hunting and fishing. In order to do this legally, Wyoming citizens and out-of-state students must obtain the proper licenses and stamps. Property rights must be respected; students must ensure that the area they wish to use for their activities is public land or that they have obtained the permission of the property owner. Students should also note that an Indian Reservation, several state parks, and national forests are in the Lander area and have their own regulations specific to them. It is the student's responsibility to be aware of and to obey those regulations.

Other Activities

Announcements for other opportunities for cultural, spiritual, physical, and outdoor enrichment will be posted throughout the year. Students with suggestions are invited to speak to the Director of Student Life.

B. Health & Emergencies

(1) Health

Medical

Students needing non-emergency medical attention may go to:

Lander Medical Clinic
745 Buena Vista Drive
Telephone: 332-2941

The school nurse is available for appointments at no cost. Please speak with the Director of Student Life to set up an appointment.

In emergencies students should go to the emergency room at the hospital, which can be accessed off of Buena Vista Drive. It is at:

Lander Regional Hospital
1320 Bishop Randall Drive

Counseling

In an emergency situation students should call Fremont Counseling Services at 307-332-4233. Otherwise, if a student would like to meet with a counselor they are encouraged to speak with the Director of Student Life who can get them a list of counselors. If the student would prefer, they can speak with another member of the faculty or staff who can anonymously get the list of counselors from the Director of Student Life. The college will pay for up to three visits with one of the recommended counselors. If both the counselors and the student feel it is in the student's best interests to continue receiving counseling, the college will work with the student in providing opportunities to do so.

(2) Emergency Contact Information

In the event of student or family emergencies, please call the College offices at 1-877-332-2930, and then dial extension 8. This number is posted at all campus phone locations.

(3) Fire Procedure

1. In case of fire, immediately leave the building by the nearest available exit. Location-specific exit strategies are posted in each building.
2. Do not return until instructed to do so by a prefect or College official.
3. Call 911 for the fire department using the phone of your designated safe location

(4) Active Shooter Response Guidelines

Due to the unpredictable and dynamic nature of critical incidents, WCC policy does not mandate a rigid course of action for its employees, but recommends the following guidelines. These guidelines have been shown through history and research to ensure the greatest chance of success. In preparation for the possibility of a critical incident, Wyoming Catholic College employees have the opportunity to train with the A.L.I.C.E. Training Institute (the top rated active shooter civilian response training for institutes including schools).

Before the Incident

- Learn to recognize threat indicators and unusual behavior in the people around you. Report suspicious behavior and activities to Police as soon as possible. Do not ignore threat indicators, such as suspicious behavior etc.

- Take responsibility for your own safety and learn the locations of hospitals, police departments, and your location in reference to them. Know where the closest exit is to you, if you are indoors.

During the Incident

- Run from the threat if possible.
- Hide and barricade yourself if running is not an option. Lock yourself in rooms and block the doors with tables if possible.
- If you are confronted by the threat, fight back quickly and violently. If you don't want to fight, know that the threat will move past you and could take other lives that you may have been able to save.
- Call 911 as soon as possible and give accurate information to the Dispatcher regarding the threat's description, location, movement, and armament. The more accurate detail, the better.

After the incident

- Once Police arrive, comply with their commands immediately and enthusiastically. Non-compliant subjects can be mistaken for threats.

C. Travel & Vacation

(1) Travel

For those who plan to drive to Lander, directions are available on the College website . Wyoming weather is quite unpredictable and during the winter travel may be difficult. The College recommends calling for road condition reports at [888-WYO-ROAD](tel:888-WYO-ROAD) or accessing <http://wyoroad.info/>.

For those planning to fly to Lander, Riverton Airport (*RIW*) is the most convenient airport near the town of Lander. The College can pick up students from Riverton Airport for a small fee. If you choose to have the College pick you up, please make arrangements with the Director of Student Life a full week in advance of your trip. The College also provides shuttles to Denver International Airport at the beginning and end of the summer break and for Christmas vacation if the weather is cooperative. This shuttle service is also provided for a fee and must be coordinated through the Student Life Office.

(2) Holidays and Summer Vacation

It is good for students to take advantage of school holidays and summer vacation to have a change of scene. The College does understand, however, that sometimes students are unable to travel due to time or cost. Students who wish to remain on campus during Fall Break, Thanksgiving, Christmas, or Spring Break may request permission from the Director of Student Life. During these breaks the cafeteria will be closed and there will be no food service for students. For those staying on campus, rules and regulations remain in full effect.

Students who wish to live on campus during the summer must speak with the Director of Student Life to work out the arrangements. There is a rental fee for living on campus during the summer. Students are responsible for their own meals, as there is no food service. Certain school rules and regulations will remain in effect for those living on campus.

Check-out

The student's room must be emptied of personal belongings, thoroughly cleaned, and back in its original condition prior to departure at the end of the school year. Furthermore, the student is responsible for arranging a check-out time with a prefect or another designated representative of the Director of Student Life. Failing to meet this requirement or leaving one's room in an unsatisfactory condition, including abusing campus space for summer storage and neglecting to clean out one's mailbox, will render one liable to disciplinary action.

Summer Storage

The College is unable to provide any summer storage for its students at this time. Other options in town are available and coordinated through the students' own initiative. Students can ask the Business Office for recommendations.

APPENDICES

Appendix A

Details of Student Life Policy

Fine System

There is an understanding that if students are in violation of the code of conduct they have harmed the community as a whole by their actions. Therefore, depending on whether it is a minor or major offense, students are fined a certain amount which is due to the Director of Student Life.

1. Minor offenses

- Minor offenses are dealt with, for the most part, only by prefects.
- Minor offenses consist of:
 - a) dress code violations; b) curfew violations of less than fifteen minutes; c) disruptive behavior or misuse of dormitory or common space.
- When a student has violated the code of conduct by a minor offense:
 - 1) The prefect first approaches the individual to make sure the individual is in fact aware of the violation of the code of conduct.
 - 2) Whether or not the individual is aware that the policy is in violation, this conversation serves as the student's first warning. The prefect has the responsibility of verbally stating that this conversation was a warning.
 - 3) If a student receives two more additional warnings for the same offense, on the third occasion the student will face disciplinary action, in which the prefect fills out & hands a fine sheet to the individual. It is then the student's responsibility to pay the fine to the Director of Student Life, and the matter is closed between the prefect and the student. The prefect is then responsible for informing the Director of Student Life of the action.
 - 5) If the student has not paid the fine or made contact regarding it to the Director of Student Life within a week, the student accrues an additional fine and has twenty-four hours to report to the Director of Student Life before more serious disciplinary action is taken.

2. Major issues

- Major issues are dealt with by the Director of Student Life once they are reported by prefects.
- There are two kinds of major violations.
 - The first are offenses for which the prefects administer immediate fines and reports the fine to the Director of Student Life within 24 hours of the offense. When the student is fined for such behavior, the student is informed by the prefect that there is 24 hours to report to the Director of Student Life (the student still has a week to pay the fine, but must report within 24 hours). These include: missing curfew by fifteen minutes to half an hour; seriously disruptive behavior in a dormitory or common space; returning to a residence hall noticeably intoxicated; and any issue of inordinate public display of affection (PDA).
 - The *second* category of serious violations include:
 - Missing curfew by over a half hour;
 - Any violation of the drug policy;
 - Any violation of the alcohol policy beyond returning noticeably intoxicated to a dormitory (e.g., drinking underage, storing or consuming alcohol on campus, etc.);
 - Any kind of violent behavior;
 - Entrance of the opposite sex into a residence hall of the opposite sex;
 - Any serious issue of PDA.
 - If a prefect witnesses a violation of the second category, the violation must be reported to the Director of Student Life immediately if, at the prefect's discretion, the presence of a staff member is required to contain the situation. Otherwise, the offense must be reported as soon as possible and within 24 hours of its occurrence. No fine is administered: all disciplinary action will come from the Director of Student Life and the Dean.

Fines are as follows

AT THE THIRD OFFENSE:		IMMEDIATELY:	
	\$5.00*		\$15.00
Late for curfew, 15 min or less		Late for curfew, 15-30 minutes	
Minor dress code violation		Major disruptive behavior	
Minor disruptive behavior in dorm/common space		Minor PDA offense	
Misuse of common space		Neglect to report to the DSL	
*exception:	At the prefect's discretion, students may perform service to the dorm community ONLY in lieu of the \$5.00 late for curfew fine	Neglect payment of fines	

- All fines must be paid within a week of being issued, directly to the Director of Student Life.
- Students will never pay funds for disciplinary fines to a prefect.
- All funds paid for disciplinary fines will be used for some purpose of the common good, designated by the Director of Student Life.
- If a student cannot pay the fine because it is an undue financial burden, the student must report to the Director of Student Life for an alternative reparation at least three days before the fine is due.

Non-Students

Visitors

Visitors are not accommodated on campus without permission. Arrangements are to be made well beforehand with the Admissions or Student Life Offices if a prospective student wants to stay on campus. If students, family members, or friends want to stay on campus, they must receive permission from the Director of Student Life. All visitors who are spending the night must sign in on the "Sign Out" sheet. Visitors who are not staying overnight must be out and away from the residence halls by curfew. Permission to be on the campus assumes good

behavior. Prefects should not hesitate to tell troublesome individuals to leave or report their activity to the Director of Student Life who will see to the situation.

Strangers on campus

Trespassing is prohibited on College or Church property. Trespassers must be told to leave the property, and this is to be done by the male prefects, women prefects must be sure to report, to male prefects, the presence of strangers. Prefects should not persist with trespassers who are belligerent or resistant in any way. Rather, they should contact the Director of Student Life who will see to the situation.

Parishioners

If a parishioner is disrupting the College community on the parish grounds, the prefect should immediately contact the Director of Student Life.

Curfew extensions

Curfew extensions are granted for special occasions only and not as a matter of course. Attention should be paid to the frequency with which a student requests an extension because this manifests the conception of what a special occasion is.

Generally students may only receive a curfew extension from the prefect of their residence hall. If a group of students from multiple residence halls request an extension, the request must be approved by the prefects of the dorms involved.

Here are the levels of curfew extensions, who they can be approved by, and what the circumstances regarding them are:

- Studying past curfew or spending the night in another dorm: This must be approved by the student's prefect as well as the prefect in the dorm where they will be. If a student lives in the dorms and will be in the apartments, or vice versa, the student must have a vehicle if they are planning on not spending the night and returning later. Students should remember that they are a member of their dorm and should not be gone too often (i.e., more than once or twice a week).
- Curfew extensions for half an hour or less on Sunday through Thursday: prefects may authorize such requests if they consider the need is legitimate or the common good is served. Discretion must be used and such extensions cannot be made for students who intend to socialize with members of the opposite sex. Such requests cannot be granted more than once a week.
- Curfew extension for any reason greater than half an hour Sunday through Thursday evenings must be authorized by a prefect and the Director of Student Life.

- Curfew extension until 1AM Friday or Saturday evenings: such a request can be granted by the prefect(s) of the dorm(s) . Such requests should not be granted to the same group of students more often than once a month according to the prefect's discretion.
- Any request for a curfew extension past 1:00AM is generally not granted but must be approved by the Director of Student Life at least 24 hours in advance.
- Any student who is granted a curfew extension must report to the prefect at the assigned curfew. Prefects must be awake until the student has returned. If a student violates the extension, the student is automatically fined \$15.00 and must report within 24 hours to the Director of Student Life. This zero tolerance policy of being late for extended curfew is designed out of respect for the prefects and to encourage planning and responsibility within the student body.

There is an adequate supply of standard sign-out sheets kept readily available on the corkboard or dorm announcement location.

These sign-out sheets are very important to the function of the College. Prefects should have ready access to these sheets, bringing them outside of the dorm in case of an evacuation, and referencing them when in doubt of a student's whereabouts.

Sign Out

Under normal circumstances, students cannot sign themselves out of the dorms for an entire night Sunday through Thursday evening without having a conversation with a prefect. If a student can demonstrate a unique need or alternate place of residence (such as house sitting), a prefect can approve the request for a student to sleep off-campus during the school week. Once a student has signed out, they cannot return to their dormitory that night unless exceptional circumstances arise and they must alert the prefect that they have returned. This is to discourage students from signing out instead of asking for a curfew extension, especially during the week.

Students are welcome to sign themselves out Friday and Saturday as they choose. If a prefect feels a student is not participating in the community life of the dorm because they are gone frequently, the prefect should have a discussion with the Director of Student Life about these concerns before approaching the student.

If there is a concern by a prefect that a co-ed pair or group of students has signed out and there is reason for scandal, the prefect should take action with discretion by approaching the members of the group to ask about their plans and consult with the Director of Student Life about other courses of action.

Any concern over a student missing for more than half an hour at curfew who has not signed out should be communicated immediately to one of the Residential Life Coordinators. The Residential Life Coordinator will consult with the other prefects as to the student's possible whereabouts. Any questioning of other students as to where the student might be should be done with discretion and with no motive of causing alarm or scandal.

If the student cannot be found an hour after curfew or there is any reason to suspect there may be issues of safety or scandal at stake, the Director of Student Life should be notified immediately.

Appendix B

Fine Sheet

Name: _____

Date of offense: _____

Reason for fine:

	\$5.00			\$15.00	
Late for curfew (15min or less)			Late for curfew (15-30min)		
Dress code violations			Minor PDA offense		
Minor disruptive behavior on campus			Major disruptive behavior		
Misuse of common space/College property			Neglect to report to the DSL		
			Neglect payment of fines		

Date by which fine must be paid or it doubles (1 week from today's date):

Fine may be paid by cash or check. It can be deposited in an envelope attached to this form in the Administration mailbox, addressed to the Director of Student Life, or it can be delivered with this sheet to the DSL during office hours. It must be received during office hours of the day it is due.

Prefect's Signature:

Additional notes:

Appendix C

Sexual Misconduct Policy

Introduction

The College affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are contrary to the teachings and moral values of the Catholic Church. Wyoming Catholic College promotes respect for persons' bodily integrity, chastity, and the sacredness of human sexuality.

While sexual activity outside of marriage violates the Church's teaching, "sexual misconduct," defined below will not be tolerated; violations can result in disciplinary sanctions including expulsion, and may lead to criminal prosecution or other legal action outside of the College.

Students who report sexual misconduct shall be informed of and encouraged to use all appropriate College, law enforcement, and community resources. Those accused of sexual misconduct are entitled to follow the processes established through College policies and procedures.

Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual misconduct or the participation in proceedings related to sexual misconduct by an accused student or third party is prohibited and will result in disciplinary action.

The College believes that no person should bear the effects of sexual misconduct alone. When such incidents occur, the University's paramount concern is for the safety, health, and well-being of those affected.

Definitions of Sexual Misconduct

Sexual misconduct offenses that are prohibited are:

- a) Non-consensual sexual intercourse, which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.
- b) Non-consensual sexual contact, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.

- c) Other forms of sexual misconduct include, but are not limited to:
 - a. Indecent Exposure
 - b. Sexual exhibitionism
 - c. Sex-based cyber-harassment
 - d. Prostitution or the solicitation of a prostitute
 - e. Peeping or other voyeurism
 - f. Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audio taping of sexual activity.
- d) Any other sexual interaction with a similar nature to the ones listed above.

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Consent cannot be given by a minor or someone who is unable to understand or cannot communicate consent. Examples of this is someone who is unconscious, asleep, or incapacitated do to a substance such as alcohol or drugs so that they cannot make a deliberate choice.

Intoxication is not an excuse for failure to obtain consent.

The definitions above describe the minimum legal standards for conduct, and they set forth terms that help determine criminal liability and legal responsibility. The College and the Church have higher expectations. They affirm that sexual activity is intended by God as an expression of love and commitment between a husband and wife, and therefore belongs exclusively within marriage. Sexual activity by unmarried persons lacks that essential level of commitment and responsibility, and harms moral growth and development. It undermines the Christian view of sexual activity embraced and promoted by the Church and the College, a view which insists upon mutual respect, moral integrity, and the sacredness of human sexuality.

Reporting Sexual Misconduct and Sexual Assault

All incidents of sexual misconduct or assault should be reported to the college's Compliance Officer at (307-330-4462) and the Director of Student Life (209-617-9114), except

reports of incidents involving alleged misconduct or assault by a member of the Leadership Team, which should be reported immediately to the Chair of the Board. Additionally the College strongly recommends that all incidents of sexual misconduct or assault be reported to the appropriate law enforcement agency. Incidents on campus would be reported to the Lander Police Department (307-332-3131). If a complainant is in a situation that is unsafe or has the potential to become unsafe, they should immediately contact the Lander Police Department and the Director of Student Life.

If a report of sexual misconduct or assault is made to a faculty or staff member they will contact the Compliance Officer and Director of Student Life, or the Chair of the Board if the report involves conduct by a member of the Leadership Team.

When the Compliance Officer or the Director of Student Life receive such a report, they will immediately inform the President who will in turn inform the Chairman of the Board of Directors and the College's General Counsel.

If the complainant is a current Wyoming Catholic College student, PEAK Summer Program Student or visiting prospective student in the care of the College, the following procedure will be followed. Once a report has been made the Director of Student Life will assign a Resource Coordinator (RC) to help guide the complainant through the reporting, legal, and disciplinary process as well as provide the student with any necessary resources including counseling or medical services. The RC will also work with Director of Student Life to make any necessary changes to class schedule, housing arrangements, and meals. Similarly an RC will be assigned to the respondent to provide support, information, and assistance.

If the respondent is an employee of the College they will immediately be placed on administrative leave with pay until the investigation is concluded. If the complainant is an employee of the College, they have the option, in consultation with the President, to also be placed on administrative leave with pay until the investigation is concluded.

If the complainant or the respondent is neither a student nor an employee of the College they will be directed, in writing, to stay off campus and have no contact with any students or employees apart from a designated person. A copy of this written notice will be provided to the Lander Police Department.

Upon the receipt of alleged misconduct the Compliance Officer will issue no contact orders to both the complainant and the respondent.

A complainant has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a resolution with the College's disciplinary procedure, or both simultaneously.

Regardless of which option the complainant decided to pursue, the College will conduct an administrative investigation to insure a safe environment for all people on campus and gather information necessary for any further administrative proceeding relating to the respondent. The scope and timing of the College's investigation may vary depending on the unique circumstances of the situation, the desires of the complainant and the position of law enforcement, provided that

the College retains the discretion to pursue any investigative activity believed by College administration to be necessary for the health and safety of the College community. .

At times, students are hesitant to report the occurrence of a sexual misconduct to College officials because they are concerned that they themselves or witnesses may be charged with other lesser policy violations (e.g. visitation or alcohol violations). The importance of dealing with alleged sexual misconduct is a paramount consideration. Accordingly, in these cases, the College may postpone its decisions regarding other disciplinary action against a student who makes a report of sexual misconduct, or against a witness to the incident.

Confidentiality

The College will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information relating to the investigation of an allegation of sexual misconduct. At the same time, the health and safety of the College community is a very important priority of the College. In light of this priority, certain cases may warrant investigation regardless of the preferences of the individual reporting the incident. Information developed through an investigation of an allegation of sexual misconduct will be used and maintained in the same manner as other disciplinary procedures under College policy.

If an allegation accuses a current student of sexual misconduct, the College may, at its option, instruct the student to maintain strict confidentiality about the accusation and the investigation, subject to exceptions to permit the student to consult with clergy, parents, legal counsel or health care providers. If a student violates the College's direction regarding confidentiality, the College may take additional disciplinary action against the student, over and above any disciplinary action resulting from the initial accusation of sexual misconduct.

College Investigation and Disciplinary Action

Allegations of sexual misconduct may be adjudicated under the disciplinary procedures outlined in the student and employee handbooks, regardless of whether they are also reported as a crime to local police or the subject of any criminal or civil action. Disciplinary action at the College may proceed while criminal or civil proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, that no criminal charges have been brought, that the respondent has been found not guilty of charged offenses, or that any civil action has been dismissed. Penalties shall be administered independent of any pending civil or criminal action or settlement reached. The full range of disciplinary sanctions, including expulsion from the College or termination of employment, may be considered, depending on the nature and severity of the offense.

Special Cases

If it is reported that the victim or complainant is a minor, the college will immediately report the incident to the appropriate law enforcement agency and to the Diocese of Cheyenne.

If it is reported that the accused is a clergyman, the college will immediately report the incident to the Diocese of Cheyenne and his bishop or superior.

Preventative Education

At parent and freshmen orientation each year, we will explain the College's Sexual Misconduct Policy and make sure everyone understands the reporting procedure. Furthermore we will remind returning students of the policy and encourage them to review it.

Resources

It is especially important for victim who reports having been subjected to sexual misconduct to seek immediate and appropriate medical treatment. Following such incidents, the victim should not shower, eat, change clothes or brush teeth prior to seeking medical attention at the Lander Regional Hospital. The Hospital is located at 1320 Bishop Randall Dr., Lander WY (307-332-4420)

The College Chaplains are trained to provide pastoral counseling and support to the students involved as well as any of their friends who are impacted or want to know how best to be a support. You can reach Father Bob Frederick at 404-219-7136.

If a victim needs counseling they should contact Fremont Counseling Services at 307-332-2231. For emergency help in a crisis, students should call one of these 24 hour hotlines: Fremont Counseling Services 307-332-4233, Family Violence and Sexual Assault 307-332-7215, or National Sexual Assault Hotline 800-656-4673.