

# DIFFERENT by DESIGN



# WAYNE EARLY MIDDLE COLLEGE HIGH SCHOOL

STUDENT HANDBOOK

MS. FREDA J. ALLEN, PRINCIPAL

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## VISION

The Vision of Wayne Early Middle College High School is to provide students with 21st century skills through personalized, rigorous instruction in an engaging, safe and nurturing environment.

## MISSION

The mission of Wayne Early Middle College High School's staff is to develop character-rich, socially responsible students equipped with 21st Century skills.

## BELIEFS: We believe

- all people should be treated with respect and dignity;
- students rise to meet high expectations;
- all students should be accountable for their own learning;
- positive relationships are a necessary part of any learning environment;
- all staff members are part of the team that accomplishes successful teaching and learning;
- all students should receive the opportunity to explore career and educational possibilities that match their interests and dreams;
- in respecting and accepting the diversities of all members of our educational family;
- failure is not an option.

Wayne Early Middle College High School (WEMCHS) is a public high school located on the campus of Wayne Community College. Our school is categorized as a Cooperative Innovative High School by the North Carolina Department of Public Instruction. WEMCHS students must adhere to all Wayne County Public School policies AND all Wayne Community College policies and procedures.

- Wayne County Board of Education policies are available online at <http://www.waynecountyschools.org/> by clicking on the "Administration" tab and then the "Policies" link.
- Wayne Community College Policies are available online at <http://www.waynecc.edu/> by clicking on Catalogue/Handbook.

## CONTACT INFORMATION, COMMUNICATION AND DIGITAL RESOURCES

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The Wayne Early Middle College High School office is open daily, Monday through Friday, from 8:30 am to 5:00 pm. Parent(s) should call the main school number if there is a need to communicate with their student. Please do not call students on their cell phones during the school day.

Phone: 919.739.7070

Website: [http://www.waynecountyschools.org/wayneearlymiddlecollegehighschool\\_home.aspx](http://www.waynecountyschools.org/wayneearlymiddlecollegehighschool_home.aspx)

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Wayne Early Middle College announcements are posted weekly on the school's webpage. You may also have the announcements sent to you via email. To join the email group, contact our school counselor, Mrs. Loury. Students and parents should sign up to receive messages through Remind. You are also encouraged to follow us on Twitter: @WayneEMCHS

Wayne County Public Schools uses the InstantConnect notification system to send out district announcements such as school closures, delays and special events. For more information on InstantConnect, visit the district webpage.

Every student has a WCPS email account. If students are enrolled in a college class, a WCC email account has also been issued. The WCC email account will be the primary method to communicate with college staff and instructors. **All students MUST log into their high school and college email accounts daily.**

Several different digital resources will be utilized by the college and high school faculty. Self-Service is used by the college to register for classes, check grades, access course schedules, and to review financial information. WCC email accounts must be used to set up any access code accounts for college course materials. It is imperative that students have ready access to these resources each day. Every student is responsible for maintaining ALL usernames and passwords for daily access to these sites. We encourage all parents to look over each of these sites weekly to monitor student progress. Parents should maintain student usernames and passwords for open access.

## CALENDAR AND SCHEDULE

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The Early College has its own unique calendar designed to parallel that of Wayne Community College. Please refer to the school's calendar regularly or call the school for information. Key *tentative* dates to remember are listed below:

**August 10, 2020 – Meet the Teachers**

**August 12, 2020 – First Day of School**

**August 17, 2020 – WCC Classes Begin**

**December 18, 2020 – 1st Semester Ends**

**January 5, 2021 – 2nd Semester Begins**

**January 6, 2021 – WCC Classes Begin**

**May 24, 2021 – Last Day of School**

**May 27, 2021 - Graduation**

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In addition, students and parents can use the website to access the school calendar and other information. **Students are expected to attend college classes whether traditional high schools are in session or not.**

Our daily schedule is as follows:

## MONDAY - THURSDAY

1st Period	10:50 - 12:05
Lunch/House	12:05 - 1:05
2nd Period	1:05 - 2:20
3rd Period	2:25 - 3:40
4th Period	3:45 - 4:45

## FRIDAY

1st Period	10:50 - 12:05
Big Lunch	12:05 - 12:45
2 <sup>nd</sup> Period	12:45 – 2:00
3rd Period	2:05 - 3:20
Activity	3:25 - 4:45

## 2 HOUR DELAY

Lunch	12:15 - 1:00
1st	1:00 - 1:50
2nd	1:55 - 2:45
3rd	2:50 - 3:40
4th	3:45 - 4:45

## CURRICULUM

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College courses may be taken with the approval of the guidance counselor, the college liaison, and the principal. All appropriate prerequisites must be met. College classes and materials are provided without charge for students who successfully complete all requirements (this does not include summer courses; students are financially responsible for classes taken in the summer). Students completing college classes may receive credit both at the high school and college level upon satisfactory course completion. All Early College students are expected to complete college course work as a part of their high school career.

## HIGH SCHOOL

High school courses are primarily limited to the core high school course requirements (English, Mathematics, Social Studies and Science). Elective credit towards student's high school diploma primarily comes from college courses.

- Honors Level High School Core Courses
- Limited Electives both face-to-face and online through NC Virtual Public School



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## WAYNE COMMUNITY COLLEGE

Early College students have the option to pursue one of the following programs (unless otherwise approved by WEMCHS & Wayne Community College Administration):

- Associate of Arts
- Associate of Science
- Associate of Applied Science
- College Transfer Credit

## HIGH SCHOOL PROMOTION REQUIREMENTS

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Promotion to grade 10 – 6 units

Promotion to grade 11 – 13 units

Promotion to grade 12 – 20 units

Promotion to grade 13 – 28 units

## 5<sup>TH</sup> YEAR OPTION

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Students requesting to return for a fifth year must complete an Application for 5<sup>th</sup> Year Admission. The application will be reviewed by the principal, counselor, and college liaison. The student's high school and college performance will be taken into account. Only students who are successfully progressing towards a college degree will be considered as a fifth-year candidate. College success is recognized as receiving a "C" or better in college courses.

Students who are approved to return for a fifth year will not be declared "high school graduates" until the end of the 5<sup>th</sup> year. These students will receive a Certificate of Completion at the graduation ceremony at the end of their senior year.

Our fifth year students are classified as Super Seniors. The goal for Super Seniors is to complete their college degree requirement. Super Seniors must attend Senior Seminar. The class meets once a week and is taught by the college liaison. Super Seniors may not miss more than 3 classes per semester. Failure to participate in Senior Seminar will result in termination of the student's fifth-year option. Additionally, the student will receive a failing grade for the course and will be ineligible to take or complete college courses.

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## GRADUATION REQUIREMENTS

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All Wayne Early Middle College High School students will meet the North Carolina graduation requirements and have the opportunity to graduate from high school with an Associate Degree over a 4 or 5-year period. Currently, 28 high school credits are required for graduation.

## EARLY GRADUATION

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In special circumstances, a senior may wish to graduate early. These situations are considered on an individual basis by the principal and counselor.

## COURSE SCHEDULES

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Student scheduling is completed by the counselor and college liaison. Because each student's schedule may be unique to that student, all parents/guardians are required to be active participants during the course selection process.

Each student will be evaluated at the end of each semester. Student evaluation will include, but not be limited to the following:

Attendance

Discipline

Commitment

Responsibility

Motivation

Academic progress towards hs graduation

Academic progress towards college graduation

Such evaluation will determine whether the student qualifies to continue taking college classes and whether they may require formal intervention strategies. **The administration will adjust schedules as needed for students who do not successfully complete their college courses.** Students not making adequate progress resulting in discontinuation of college classes may have difficulty accumulating enough credits to graduate from HIGH SCHOOL due to the limited high school elective offerings. Parents are encouraged to stay in close contact with teachers, the guidance counselor, the college liaison and the principal.

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## NORTH CAROLINA VIRTUAL PUBLIC SCHOOL (NCVPS)

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WEMCHS students may choose to take certain high school courses online through the North Carolina Virtual Public School. These courses are traditional high school courses and students must take them in the Distance Learning lab. **Students must report to the lab each day for 75 minutes to complete their work.** The students will work with the Distance Learning Facilitator to schedule their lab time.

## PROGRESS REPORTS

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Progress reports are issued for high school courses every three weeks. The dates for progress report and report card distribution will be posted on the school website. Parents are always encouraged to call the school at any time with questions about a student's progress in a high school course or to set up a conference with a teacher.

## HOUSE

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The goal of House is to build effective relationships with peers and staff. House for freshmen and sophomores will meet twice each week. House sessions will focus on soft skills, academic success, and goal setting.

House for juniors and seniors will meet at least once each month in Big House on Fridays at 12:15 pm or 2:15 pm. Big House attendance is mandatory for juniors and seniors. Little House for juniors and seniors will be held twice a semester.

## COLLEGE CHECK-IN (CCI)

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The goal of CCI is to serve as a support for our juniors and seniors taking college courses. CCI emphasizes the importance of organization, time management and scheduled study time to enhance a student's college success. Students are given this time to encourage collaboration between students, tutoring and assistance and/or supervision from their CCI instructor. Juniors should attend CCI twice a week. Seniors should attend CCI once a week. **Attending CCI is mandatory and attendance will be monitored by CCI facilitators and the principal.**

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## ASSOCIATE DEGREES

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The Associate Degree Programs in arts and science prepare students to transfer to a four-year university for a baccalaureate degree (B.A. or B.S.). Graduates of these two-year programs complete the academic requirements to develop the skills in analysis, interpretation, and communication necessary for transfer to a four-year institution. **Only letter grades of “C” or higher in all curriculum courses will count towards completion of the College Transfer Degree.**

### Associate in Arts Degree

The Associate in Arts Degree is designed for students desiring to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background.

### Associate in Science Degree

The Associate in Science Degree is for students desiring to pursue a four-year degree in areas of study such as computer science, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds.

### Associate in Applied Science

The Associate of Applied Science is for students intending to pursue a two-year degree in a specific technical area of study such as engineering, automotive technologies, and computer technologies. A complete list of possible areas of study can be found on the WCC website.

## SUMMER SCHOOL

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Beginning with rising juniors, students may take summer session college classes. The student will need to purchase textbooks or access codes if not available through WEMCHS. WEMCHS laptops are not available for use during summer classes.

## WCC COURSES ON HIGH SCHOOL TRANSCRIPTS

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All classes taken while enrolled with WEMCHS will be reported on high school transcripts. This includes all regular high school, NCVPS and WCC courses taken during the Fall, Spring, and Summer semesters. College courses that count for 3 or more semester hours will receive a high school credit. Grades for WCC courses are reported alphabetically. The following NCDPI conversion chart for courses taught by WCC will be utilized.

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Letter Grade	Numeric Grade Conversion
A, A+, A-	95
B, B+, B-	85
C, C+, C-	75
D, D+, D-	65
F	55

## COLLEGE COURSE WITHDRAWAL

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College course tuition and textbook fees are paid by WEMCHS. In return, students are expected to successfully complete all scheduled courses. Withdrawals will not be permitted unless an extreme circumstance can be documented. **Students requesting a withdrawal must submit a request in writing, including all documentation, to the principal for approval.** Students withdrawing from college classes receive a “WF” on their transcript, which has a negative effect on the college transcript. ***Students withdrawing from college classes without receiving prior approval, may have their future college courses restricted.***

## SCHOOL WITHDRAWAL

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Students who withdraw from WEMCHS during a semester, will lose any college credits they would have received. Students who withdraw from WEMCHS during their freshmen, sophomore or junior year will not be allowed to re-enroll into the program. Students who withdraw from WEMCHS during their senior year may be re-enrolled at the change of the semester only, under extreme circumstances. Re-enrollment will be decided on a case-by-case basis.

Students who withdraw from WEMCHS must return all textbooks, laptops, and any other resources they have been issued. Students must also clear any fees owed to the school.

## SMART LUNCH

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The goal of Smart Lunch is to provide academic support for students who need additional help with their high school classes. Smart Lunch will be held on Tuesdays and Thursdays of each week. Students may be assigned to Smart Lunch for low class averages and/or if they have missing or incomplete work. Students may choose to attend Smart Lunch if they feel they need additional help. Students will receive a letter informing them of their Smart Lunch period and time if they have been assigned Smart Lunch.

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## ATTENDANCE

Attendance is taken for each class period. A student must be in attendance for 40 minutes of a class period in order to be counted present. **Any student having more than 6 absences in a WEMCHS semester course may not receive credit for the course.** In the event of excessive absences, a student must complete an attendance waiver.

The principal and/or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The committee may make any one of the following recommendations to the principal:

1. The student will not receive a passing grade for the semester;
2. The student's grade will be reduced;
3. The student will receive the grade otherwise earned; or
4. The student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students having excused absences due to documented chronic health problems will be exempt from this policy.

Attendance requirements for college courses are determined by the college instructors. **A student WILL BE dropped from a college course due to poor attendance.**

## TARDY POLICY

Students are expected to arrive to school and class on time. Students arriving to school late, are to come to the office for an admit slip. If a student arrives late to class, they will be marked tardy by the teacher. Consequences for excessive tardies are as follows:

Infraction	Teacher Action	Administrative Action
1st Tardy	Warning Notification	N/A
2nd Tardy	Warning Notification	N/A
3rd Tardy	Fill out Student Tardy form	Phone Call to Parent
4th Tardy	Fill out Student Tardy Form	Conversation w/Mrs. Loury
5th Tardy	Fill out Student Tardy Form	Lunch Detention w/Ms. Allen during Big Lunch on Friday
6th or more	Fill out Student Tardy Form	ISS with Ms. Allen

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## SIGN IN/SIGN OUT

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Although we understand that emergencies arise, please do not make a habit of checking students in late or out early as it interferes with their classes and attendance.

- All students must report to the office to sign in if they arrive after 11 am.
- All students leaving early must report to the office to sign out if they leave before 4:45 pm.
- An Authorization to Release form must be on file in the front office in order for a student to be signed out by anyone other than a parent or guardian.

## MAKE-UP WORK

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Students must make arrangements to complete work missed while absent. The teacher sets the time limit. Teachers will encourage students to submit class assignments within 3-5 days. All work is to be completed promptly, typically by scheduling make-up time with teachers outside of regular class hours.

## CLUBS

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Club activities are an integral part of the WEMCHS experience. There are a variety of special interest clubs offered to students each semester. Time is set aside during the school day for clubs to meet. All 9<sup>th</sup> and 10<sup>th</sup> graders must participate in at least one club each semester.

## BUS TRANSPORTATION

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Bus transportation will be provided to those students who do not drive. Students must meet at designated stops that have been assigned by the WCPS Transportation Department. As always, riding the bus is a privilege that can be revoked if a student displays inappropriate behavior. Students are able to see their transportation assignments through their NC EdCloud Accounts.

## STUDENT DRIVERS

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Students may drive to school with parental permission. WCC parking passes are required for cars to park on campus. Students may not go to their cars during the day or hang out in the parking lot.

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## DRIVER ELIGIBILITY

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The state of North Carolina requires that all students must pass 70% of their **enrolled classes** (high school and college) each semester in order to receive or keep their driver's permit or license. Students who do not meet this requirement will be notified at the end of the semester that they are in jeopardy of having their license or permit revoked by the Division of Motor Vehicles. A college grade reported as a "WF" will be considered as a failed course. A driver eligibility hearing will be held for all students in this category. The hearing committee will determine if the students license/permit will be revoked.

## PERMISSION TO LEAVE CAMPUS (GRADES 11 and 12 ONLY)

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The Early College personalizes each student's schedule and coursework to his or her needs through a combination of high school and college classes. This sometimes results in a unique schedule that may have a break between high school and college classes. During these breaks, students may leave campus.

If parents wish for their students to remain on campus under WEMCHS supervision during their breaks, parents should complete the REMAIN ON CAMPUS Form. If this form is on file, the student will need to report to the office each day during their break.

## STUDENT FEES

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All WEMCHS students will pay a Student Activity Fee to Wayne Community College. The amount of the fee is based on the number of college classes a student takes.

<b>1 course</b>	<b>\$23</b>
<b>2 or more courses</b>	<b>\$46</b>

Students may incur other expenses throughout the school year including school pictures, laptop rental, prom fees, yearbook, etc. All fees must be paid in order for a student to receive a report card or participate in school functions such as prom and graduation.

## COLLEGE TEXTBOOKS

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College textbooks are issued to WEMCHS students at no cost. Students are responsible for taking care of the textbooks and must return them at the end of the college course. **If textbooks are lost or damaged, the student must pay for the cost of the textbooks.** Students will not be issued additional college books until all books are turned in or paid for.



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## UNSUPERVISED AREAS

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There are certain areas of the Wayne Community College campus that are unsupervised and are therefore **off-limits for our freshmen and sophomore students**. These areas include:

**Music Room**  
**Auditorium**  
**Walnut Building**  
**Parking Lots**  
**4th Floor of the Library**  
**Vending machines**  
**Student Lounges**

## PARENT-TEACHER CONFERENCES

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Parent involvement is important to the success of all of our students. The school will schedule student-led conferences each semester to ensure effective communication about the student's academic progress. Participation is mandatory in order to receive report cards. Other conferences can easily be scheduled between 9:30 – 10:30 am, Monday – Friday. Please call the school if you would like to schedule a conference.

## WCC IDs AND PARKING DECALS

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Students on the WCC campus should have a valid parking decal and a WCC ID at all times. Each student receives only one free ID and parking decal. After registering and paying for your classes, bring your receipt to the Student Activities office located near the Student Lounge in the Wayne Learning Center to get your student ID card and parking decal. The college liaison will coordinate a time to escort 9<sup>th</sup> graders to the Student Activities office to receive their IDs.

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## WCC ACADEMIC INTEGRITY

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Wayne Community College expects all students to maintain the highest standards of academic integrity. A violation of academic integrity includes but is not limited to the following:

- Acquiring or attempting to acquire possession of any academic material not intended for students (test information, research papers, notes, etc.)
- Receiving or giving help or attempting to receive or give help during a test
- Submitting papers or reports (that are supposed to be original work) which are not entirely the student's own, not giving credit for others' work (plagiarism), etc.
- Permitting one's academic work to be represented as the work of another
- Substituting for another student in order to meet course requirements
- Use of cell phones or other electronic communication devices in the classroom setting unless under the instructor's direction.
- Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity. Plagiarism may occur with respect to unpublished as well as published material. Intentional plagiarism is the act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

At the discretion of the instructor, any student who violates the academic integrity of the College will be subject to one or more of the following sanctions:

- Student receives a grade of "0" on the assignment or test
- Student receives "F" in course
- Student is removed from program if they are enrolled in a limited enrollment program.

## WCC STUDENT CODE OF CONDUCT

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The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students and student organizations are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. This expectation applies to all students and student organizations at College-sponsored events whether on-campus, off-campus, or at a distance. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulations set forth rules of conduct which

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prohibit certain types of student behavior. Violation of one or more of the following regulations may result in the application of one or more sanctions.

- A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism)
- B. Theft of, misuse of, or damage to College property; or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- D. Lewd or indecent conduct including public, physical or verbal action (profanity) or distribution of or wearing clothes bearing obscene or libelous written material.
- E. Mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.
- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities.
- H. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
- J. Possession or use of a weapon, anything reasonably resembling a weapon, or anything designed to inflict serious bodily injury on the WCC campus is strictly prohibited except as allowed by law. An implement used for the purpose of inflicting serious bodily injury, regardless of the

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implement's intended use, will be considered a weapon. The WCC campus is defined as all buildings, College vehicles, walkways, out-of door areas, campus grounds, parking lots and the instructional areas of off-campus College programs and courses.

- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling.
- M. Smoking or use of tobacco products or any items containing or reasonably resembling tobacco or tobacco products on the WCC campus. This includes all buildings, facilities, College vehicles, walkways, out-of-door areas, campus grounds, parking lots and the instructional areas of off-campus College programs and courses.
- N. Violation of College regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive. Falsification of admissions documents resulting in incorrect information which could be used in the consideration of admission to the College, financial aid, or limited admissions programs.
- P. Failure to comply with instructions of College officials acting in performance of their duties.
- Q. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
- R. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
- S. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
- T. Use of cell phones or other electronic communication devices in the classroom unless under the instructor's direction.
- U. Eating or drinking in classrooms, laboratories, shops, and the Library is prohibited. Any exceptions must be requested in writing and pre-approved by the appropriate administrator.
- V. Computer misconduct including any activity that violates College computer and internet usage policies (e.g., TAUP) including any prohibited internet activities.