



WSC Student Handbook 2026-2027

Revised August 2026

Student Affairs • Kanter Student Center, Room 201
Wayne State College • 1111 Main Street • Wayne, NE 68787 • 402-375-7213
Wayne State College
Member of the Nebraska State Colleges

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President's Message

Dear Student,

It is my pleasure to welcome you to Wayne State College (WSC) and this dynamic community of learners. Our faculty, staff, and administration are committed to providing you with a quality educational experience that is focused on providing each student with an engaging and meaningful learning environment. We are a student-centered campus that will encourage and support you as you work toward the goal of earning a WSC degree.

This handbook provides you with valuable information to help you have a successful year. It is our sincere hope that this will be a transformational educational experience that stretches you academically, socially, and personally. One of the key ingredients to having a successful year is to engage yourself in the classroom, connect with your faculty, be involved in clubs and organizations, participate in service-learning activities, and utilize the resources and services such as tutoring, academic advising, and the writing help desk.

Again, welcome to the 2026-2027 academic school year. I look forward to meeting many of you at formal and informal functions. If I can be of any assistance as you navigate Wayne State, please let me know. Feel free to stop by my office on the second floor of Hahn Administration, Room 217. Send me an email at marames1@wsc.edu or give me a call at 402-375-7200.

Cordially,

A handwritten signature in blue ink that reads "Marysz Rames". The signature is written in a cursive, flowing style.

Dr. Marysz Rames
President

Administration

Marysz Rames, President

Hahn Administration, Room 217A
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Janet Lebeda, Associate Vice President for Strategic Initiatives

Hahn Administration, Room 208
402-375-7065
jalebed1@wsc.edu

Mission Statement: Learning Excellence, Student Success, Regional Engagement

Wayne State **inspires** students through access to affordable, high quality academic programs, personalized support services, and a culture committed to diversity, sustainability, and creativity. The College **strengthens** communities by engaging students in experiential learning and leadership opportunities. Wayne State **serves** the region through cultural opportunities, strategic partnerships, and innovative economic development programs.

Equal Opportunity

Wayne State College is an equal opportunity institution and prohibits unlawful discrimination and harassment. Inquiries regarding non-discrimination policies and practices may be directed to:

Ms. Candace Timmerman

Compliance Coordinator and Director of Human Resources
Wayne State College
Hahn Administration, Room 220C
1111 Main Street
Wayne, NE 68787
402-375-7034
catimme1@wsc.edu

Alicia Dorcey

Title IX Coordinator and Associate VP for Student Affairs
Wayne State College
Kanter Student Center, Room 201
1111 Main Street
Wayne, NE 68787
Office Phone: 402-375-7213
Emergency/Cellphone: 402-375-7289
Email: aldorce1@wsc.edu

I. Introduction

The Wayne State College Student Handbook is distributed to WSC students online as a guide to current policies, practices, and activities of the campus. It is not meant to serve as the ultimate authority on these matters, as Nebraska State College System Board of Trustees policies are updated on a continual basis, and college practices and activities are periodically reviewed.

For the most current information, please refer to the [Nebraska State College System Policy Manual](#) and contact the Office of the Vice President for Student Affairs for clarification of any material found in this handbook. Wayne State College reserves the right to update this handbook at any time.

II. Services and Resources

The Vice President for Student Affairs (VPSA) serves as the chief student affairs officer at Wayne State College and oversees the following departments and services: Campus Security, Student Counseling Services, Educational Support and Disability Services, Cultural and International Affairs, Residence Life, Student Activities, Student Health Services, Title IX, and TRIO Student Support Services.

Other services provided by the VPSA include coordinating campus judicial proceedings and conduct appeals, serving as a liaison with campus dining services, the online bookstore and campus store, advising Student Senate, and providing general student advocacy and assistance. Each of these offices and programs is described in this section of the Student Handbook.

The VPSA also assists students with absences, withdrawals, and concerns regarding student behavior on or off campus. Students who encounter problems which cannot be resolved with the appropriate office are encouraged to contact the Office of the Vice President for Student Affairs in the Kanter Student Center, Room 201.

Academic Calendar

A complete [academic calendar](http://www.wsc.edu/academic-calendar) is available online at www.wsc.edu/academic-calendar.

Academic and Career Success Center

Conn Library, Room 232

Phone: 402-375-7496

Email: acsc@ws.edu

Website: <https://www.wsc.edu/success-center>

The Academic and Career Success Center brings together academic support, advising, and career development in one place. Whether you're exploring majors, preparing for internships, or planning for life after graduation, our team is here to support you along the way, offering services to make you the best you can be as a student and as a professional.

Advising Freshmen & Deciding Students

WSC students receive one-on-one advising throughout their Wayne State College experience. Academic advisors help students develop an education plan, arrange the best possible class schedule, register for upcoming terms, explore majors and careers, complete major or advisor changes, prepare for graduation, and discuss any concerns you have about college. Advisors serve students who are exploring majors, first-year students, and walk-in students with advising questions.

Academic Coaching

Academic coaching at the Academic and Career Success Center provides students with personalized, confidential support focused on achieving their academic goals. Coaches meet weekly with students to develop individual plans for success throughout the semester. Academic coaching motivates students to take ownership of their academic success, identify the steps to reach their goals, develop time management skills, and use available campus resources effectively.

Peer Tutoring

Academic and Career Success Center peer tutors provide free tutoring in most subject areas, including many general studies courses. Students can meet with a peer tutor to discuss class material, ask questions, or prepare for exams. Peer tutoring is available to all WSC students at no additional cost. Students can book a tutoring session online through the Academic Resource Scheduling app in myWSC, or by visiting the Academic and Career Success Center on the second floor of Conn Library.

Writing Help Desk

The Writing Help Desk Staff work one-on-one with students on writing assignments to improve usage, word choice, sentence structure, and overall clarity. Staff also help students brainstorm topics, develop a strong thesis, and organize supporting ideas. The Writing Help Desk is a free service provided by the Academic and Career Success Center and is available to all WSC students. Students can email papers to the Writing Help Desk staff at onlinewritinghelpdesk@wsc.edu or make an appointment to meet with a tutor in person.

Supplemental Instruction

Supplemental Instruction (SI) sessions provide extra help for students in biology, chemistry, physics, and math courses. Each 50-minute session is led by an SI Leader who guides discussion on the week's class material through activities, worksheets, and games that reinforce key concepts. SI sessions offer a supportive environment where students can strengthen understanding, ask questions, and build confidence in challenging courses.

Susan Thompson Buffett Scholar Support

The Academic and Career Success center provides support, information, and serves as a connection between Wayne State Buffett Scholars and the Susan Thompson Buffett Foundation.

Career Coaching

The Career Coaching program transforms academic potential into strategic industry impact through a rigorous, four-pillar framework. The center of this process defines a unique market value (Vision & Positioning) and establishes measurable, data-driven milestones (Strategic Goal Setting). This foundation elevates storytelling and resume architecture to command respect in competitive environments. This unified strategy equips students with the toolkit and confidence required to successfully launch a career.

Job Search Strategies

We walk students through the process of searching and applying for jobs, whether it be on or off-campus part-time employment during the school year, a summer job, or a first post-graduation full-time employment opportunity. Advisors help students navigate job search sites, prioritize target employers, seek internal advocates and companies, and navigate applicant tracking systems.

Resumes and Cover Letters

Whether a student has a short resume from high school or is starting from scratch, advisors can help navigate the development and review of resumes that are targeted, relevant, and formatted to advanced students through job application portals. In addition to one on one coaching appointments, the Academic and Career Success Center also maintains online resources including resume and cover letter templates.

Interview Preparation

The center offers a variety of tools to help students build confidence and refine their interview skills. Students can participate in mock interviews with experienced professionals, attend workshops on common interview questions and techniques, and access detailed guides on how to present themselves effectively as candidates.

Career Fair and Events

The center hosts several career fairs and other events throughout the academic year. These events offer invaluable opportunities for students to connect with potential employers, explore various career paths, and gain insights into the professional world. Examples of events held are career fairs, networking nights, career workshops, industry panels, and practice interviews. Three career fairs are held in the Fall and Spring Semesters; an education career fair, all majors career fair, and industrial technology career fair.

Experiential Learning

The Center advisors assist students in finding internships, co-ops, job shadowing experiences, and other forms of experiential learning. These opportunities provide valuable hands-on experience and support career development, and some majors require them as part of the curriculum. Once students secure an opportunity, advisors can help them register for academic credit or transcript notation.

Alcohol and other Drug Prevention Services

Counseling Center

Kanter Student Center, Room 103

Phone: 402-375-7557

Website: www.wsc.edu/counseling-services

All new students are encouraged to complete the online Year One College Behavior Profile. Instructions for taking this assessment are distributed to students before the start of their first semester at WSC.

Substance Abuse Counseling

The decision to use alcohol or other drugs is a personal choice. Students who experience difficulty related to alcohol or drug use are encouraged to contact the Counseling Center for confidential support and assistance.

Evaluation

Alcohol and drug evaluations are available to students to help determine the seriousness of their situation. Services provided by Student Health and Counseling are free and confidential.

Prevention

Educational programs, guest speakers, tabling events, and campus presentations that promote healthy lifestyles and responsible decision-making about alcohol and drug use are also offered throughout the year. Several student organizations support alcohol-free events and encourage responsible substance use.

Wildcat Wheels Safe Ride Program

The goal of Wildcat Wheels is to prevent driving while under the influence and provide safe transportation for WSC students on selected evenings during the academic year.

For more information, contact WSC Campus Security at 402-375-7216. Specific dates and hours of operation are available on the [Wildcat Wheels web page](http://www.wsc.edu/wildcat-wheels) at www.wsc.edu/wildcat-wheels.

Bookstore

Website: <https://wsc.ecampus.com/>

Textbook ordering is shifting fully online through the Wayne State College Online Bookstore. Physical books will no longer be stocked on shelves in the store.

Beginning July 2026 Wayne State College partnered with eCampus.com as its online bookstore and campus store provider. eCampus.com's comprehensive course materials solution will take textbook and course material ordering completely online through 24/7 access to a customized website. Wayne State College Campus Store will serve as a convenient pickup location for textbooks ordered online. This innovative shift to students ordering textbooks and course materials fully online is a pivot from Wayne State College's previous offering of these materials being housed at the brick-and-mortar store for purchase.

With the new Wayne State College Online Bookstore, students will have 24/7 access to a customized website that guarantees the right books at the right time and the right price. Course materials will be linked to each student's class schedule for easy identification of the correct materials and seamless ordering. With a price match guarantee, students can shop with confidence knowing that they will receive the very best price. Also, a 15-day return policy after the start of classes provides students the confidence to order course materials early without penalty. Additional benefits include free shipping to campus store for convenient in-store pickup.

Breast-Feeding or Lactation

Wayne State College is committed to supporting students, employees, and guests who are breast-feeding or expressing breast milk. Two private lactation rooms are available on campus for use while expressing milk or nursing a child.

To ensure availability, rooms must be reserved through the EMS Room Reservations system available in the [myWSC portal](#) on a computer or mobile device. The two designated locations are:

- Carhart Science Building, Room 207J
- Kanter Student Center, Room 012H

Visitors or guests who need assistance reserving a room may contact the Office of Student Affairs at 402-375-7213.

Campus Assessment, Response, and Evaluation (CARE) Team

Kanter Student Center, Room 201

Phone: 402-375-7213

Website: <https://www.wsc.edu/campus-safety/care-team>

Wayne State College is committed to providing a safe educational environment for all students and employees. The Campus Assessment, Response, and Evaluation Team (CARE) serves as an information and early-intervention resource that helps assess and manage potentially dangerous situations and assist students in distress.

The team also provides support to faculty, staff, and students who have concerns about another member of the campus community. Referrals to the CARE Team may be submitted by any member of the campus community through the [Student of Concern Form](#) or by contacting the Office of Student Affairs at 402-375-7213. Information shared with the CARE Team is handled confidentially and used to connect the student with appropriate support services.

CARE Team members meet regularly to create individualized response plans and address campus concerns in a timely and coordinated way. The team includes representatives from Academic and Career Services Center, Campus Security, Counseling Services, Residence Life, and Student Affairs.

Campus Service Center and Technology Support

Campus Service Center

Conn Library, First Floor

Phone: 402-375-7107

Website: www.wsc.edu/technology-support

Technology support services are provided by the Network and Technology Services Department (NATS) through the [Campus Service Center](#), the primary location for walk-up and first-level technology assistance. NATS supports and maintains the College's computing, networking, and telecommunications systems that students rely on for academic success. Services include student computing and wireless connectivity, academic and distance education technology, computer labs and classroom technology, copyright compliance, and acquisition and support of state-owned hardware and licensed software.

How to get technology help

- Click - to access the [online service portal](http://comsc.service-now.com/wsc) at comsc.service-now.com/wsc for technology support.
- Call - call the WSC Campus Service Center at 402-375-7107.
- Visit - walk-up assistance is available at the Campus Service Center, located on the first floor of the Conn Library.

Hours of operation: (Academic Year)

Monday-Thursday: 7:30 a.m. – 10:00 p.m.

Friday: 7:30 a.m. – 5:00 p.m.

Saturday: Closed

Sunday: 6:00 p.m. – 10:00 p.m.

Summer

Monday – Friday: 8:00 a.m. -5:00 p.m.

Saturday & Sunday: Closed

Use of Wayne State College's campus network, computers, and internet access is a privilege that carries responsibility and should be used wisely. Misuse of technology may result in disciplinary action. A complete version of [WSC's Technology Use Policy](#) is available at www.wsc.edu/technology-support/technology-use-policy.

The guidelines below provide a brief description for appropriate and ethical use:

1. **Protect your account.** Keep your login and passwords private. Sharing access or allowing others to use your account, including email, is prohibited and poses a security risk to your own files and the campus network. Hacking, intentional misuse, or abuse of computer facilities is also prohibited. If you forget your password or can't get into your account, contact the [Campus Service Center](#) for assistance.
2. **Log out when finished.** Always sign out before leaving your computer or workstation to safeguard your files and account from abuse by others.
3. **Maintain clean computer spaces.** Food, drinks, and tobacco products are not allowed near computers or in computer labs.
4. **Prioritize academic use.** When you've completed your coursework, allow others to use the computer. Academic work takes priority over recreational or personal use.
5. **Use the network responsibly.** Do not host or operate unauthorized services such as web servers, FTP servers, game servers, personal networks, or engage in illegal or unethical activities such as hacking, copyright violations, illegal file transfers, or information theft.
6. **Do not install unauthorized software.** Loading programs on the network can interfere with system operation.
7. **Communicate appropriately.** All electronic messages and content are subject to the same laws and ethical standards that apply to written or printed materials, including those related to privacy, copyright, sexual harassment, plagiarism, and forgery.

Responsible and ethical behavior is expected of all users. If you have questions about what constitutes responsible technology use, please contact your instructor, Dean, or the Campus Service Center.

Technology Procedures

Wayne State College students are required to comply with all federal law and College technology policies. Technology support resources, help topics, and additional information about campus technology, computer use, and network access are available through [Service Now](https://comsc.service-now.com/wsc) at <https://comsc.service-now.com/wsc>.

Campus Store

Kanter Student Center, Room 108

Phone: 402-375-7099

Website: <https://wsc.ecampus.com/>

The Wayne State College Campus Store, operated by eCampus.com, is your source for official Wayne State College apparel. eCampus.com has designed the store to best serve the Wayne State College community with refreshed apparel, accessories, and gifts. Focusing on trending fashions for fans of all ages, the new campus store will be a destination retail space for Wayne State College. Textbooks ordered online can be shipped to the store for free and picked up during posted hours of operation.

Hours of operation:

Monday-Thursday: 9 a.m. - 4 p.m.

Friday: 9 a.m. – 2 p.m.

Saturday-Sunday: Closed

Special hours:

The Campus Store is open for extended hours or weekends during special campus events and athletic games. Updated hours are posted on the [Wayne State College Bookstore website](#).

Disability Services

Kanter Student Center, Room 103

Phone: 402-375-7321

Website: www.wsc.edu/disability-services

Accommodations for Students with Disabilities

Reference: [NSCS Board Policy 3700](#)

The College is committed to ensuring equal access for students with disabilities to all academic programs, housing, and activities, consistent with applicable state and federal law. If you have a disability and require reasonable accommodation, please contact the disability services office as soon as possible to begin the accommodation process. See Board Policy 3700.

For more information on requesting accommodations visit: <https://www.wsc.edu/academic-services/disability-services/3>. Contact the Disability Services office at [402-375-7321](tel:402-375-7321), disabilityservices@wsc.edu, or stop into the office located in the Student Center, Room 103.

Confidentiality

The College maintains confidential records that identify students with disabilities. These records are considered education records protected by the Family Educational Rights and Privacy Act (FERPA) and its regulations. Information contained in these records may be released only with the student's informed, written consent, in accordance with FERPA or other applicable laws.

Accommodation Process

Students with disabilities are responsible for initiating the accommodation process by identifying their need for reasonable modifications, auxiliary aids, and/or services in a timely manner. Students seeking accommodations must contact the Disability Services Office, located in the Kanter Student Center, Room 103, or call 402-375-7321 to schedule a meeting.

After a request for accommodation has been made, an interactive process between the student and the College will begin to determine what reasonable accommodations, if any, should be provided. Students must provide information about the condition on which the request is based, including the nature of the disability and the reasons why accommodation is necessary.

The College may need to obtain additional information to determine if the student's condition qualifies as a disability or to determine an effective accommodation. In some cases, additional information may not be necessary if an effective accommodation is obvious.

Personal Care Attendants

Students who require the assistance of a Personal Care Attendant (PCA) are responsible for arranging their own PCA services. If a PCA is needed, students are responsible for hiring, training, scheduling, supervising, compensating, and, if necessary, replacing their attendants. The College is not responsible for coordination or assuming financial responsibilities for PCA services. In addition, College students and employees are not expected to provide PCA services. Students are strongly encouraged to find the services of an impartial PCA who is not a family member or close friend.

PCAs requiring access to College residence halls must complete a background check before arriving on campus. Access will not be granted until this process is complete. Any PCA who fails to comply with College policies or procedures may be subject to removal from the residence halls and campus, loss of all privileges, and any other appropriate actions as determined by the College.

Service Animals

Service animals are trained to perform specific work or tasks for a student with a disability, and the work performed must be directly related to the individual's disability. Service animals are permitted to accompany students in all areas where students are allowed, consistent with the Americans with Disabilities Act (ADA).

Students accompanied by service animals must comply with all College rules regarding conduct, noise, safety, disruption, and cleanliness, just as other members of the campus community are expected to do. Under the ADA, service animals must be harnessed, leashed, or tethered, unless such devices interfere with the animal's work or the student's disability prevents their use. In those cases, the student must maintain control of the animal through voice, signal, or other effective means.

The College is not responsible for the care of or supervision of service animals. Students accompanied by service animals are solely responsible for the cost, care, supervision, and well-being of their animals at all times, including any damage or injury caused by the animal. Students must take appropriate precautions to prevent property damage or injury to others.

Cleaning up after the animal is the sole responsibility of the student who owns or controls the service animal. If the student is physically unable to clean up after the animal, they must arrange for someone else to do so in a timely, hygienic, and respectful manner.

Therapy/Support Animals

The College may allow a student to be accompanied by an Assistance Animal in student housing when the animal is necessary due to the student's documented disability. Assistance animals differ from service animals in that they are not individually trained to perform specific tasks.

Requests for assistance animals in campus housing are determined on a case-by-case basis, following the same procedures used for other requests for reasonable accommodations. Students must have a documented disability and provide supporting documentation from a qualified health care professional with whom they have an established clinical relationship. The documentation must confirm that the animal is necessary for the student to have an equal opportunity to access and benefit from College housing.

Under the federal Fair Housing Act (FHA), accommodations for assistance animals must be reasonable. Animals may not pose a direct threat to the health and safety of others, cause substantial property damage, impose an undue financial or administrative burden, or fundamentally alter the nature of the College's operations.

The College is not responsible for the care or supervision of assistance animals. Students accompanied by assistance animals are solely responsible for the cost, care, supervision, and well-being of their animal at all times, including any damage or injury caused by the animal. Students must take appropriate precautions to prevent property damage or injury to others.

Students accompanied by assistance animals must comply with all College rules regarding conduct, noise, safety, disruption, and cleanliness, just as other members of the campus community are expected to do. Cleaning up after the

animal is the sole responsibility of the student in possession of the assistance animal. If the student is physically unable to clean up after the animal, they must arrange for someone else to do so in a timely, hygienic, and respectful manner.

Concerns

Questions or concerns regarding ADA compliance or accommodations for students with disabilities may be directed to:

Disabilities Services Coordinator

Wayne State College
Kanter Student Center, Room 103
1111 Main Street
Wayne, NE 68787
Phone: 402-375-7321

Emergency Services

For immediate or emergency assistance, contact Campus Security at 402-375-7216.

Accident or Injury

In the event of any accident on campus involving personal injury or property damage, contact Wayne State College Campus Security as soon as possible at 402-375-7216. In emergencies requiring immediate response, call 911. An Incident/Accident Report must be completed for any student accident involving personal injury or property damage. Campus Security will assist in seeking appropriate medical attention as needed.

Academic Emergency

In an emergency such as illness, accident, or family matter requires your absence from campus, you should contact your instructors as soon as possible. If you are unable to do so, contact the Student Affairs Office for assistance.

In cases of extended absence, it may be possible to make arrangements with your instructors to complete your coursework at a later time. This arrangement is referred to as an "Incomplete" in a course. For detailed information on procedures, see the [WSC General Catalog](#).

Contacting Campus Security

The Campus Security Office is located in the Campus Services Building (north of the hospital) at 704 Lindahl Drive. If you need assistance, contact Campus Security at 402-375-7216 or visit the office in person. For additional help reporting a crime, you may also call the Wayne Police Department at 402-375-2626. **In cases of emergency, call 911.**

Financial Emergency

If you are experiencing financial difficulties and are unable to pay your college expenses, contact Student Financial Services, located in Room 104 of the Hahn Administration Building. Our staff can answer questions about your student account and financial aid, discuss your situation, and help you explore available payment options, financial assistance, and campus resources.

Fire Emergency

If you are the first person to observe a fire in any campus building, do not attempt to extinguish it yourself. Activate the building fire alarm immediately using the nearest alarm box, then evacuate the building through the closest safe exit. Buildings should not be reentered until appropriate officials have confirmed it is safe to do so. Turning in a false alarm or tampering with fire alarm equipment is a serious offence and a violation of state law. Such actions endanger the lives of others and may result in suspension from the College and/or civil court action.

Health Emergency

In addition to the services available through Student Health and Counseling during regular operating hours, Providence Medical Center (PMC) provides 24-hour emergency care. Please note that costs associated with emergency care are not covered by student health fees. If you are unable to reach PMC on your own or cannot find transportation, contact Campus Security (if you are on campus) or call the local ambulance service for assistance.

Outpatient health care is also available through Wayne Family Medicine, located at 615 E. 14th St. in Wayne, by calling 402-375-2500. While appointments are preferred, emergency care is available when necessary. Office visits and emergency services are the financial responsibility of the student and are not covered by student health fees.

Tornado Information

The National Weather Service issues tornado watches and warnings when severe weather conditions pose a threat.

- A tornado watch indicates that conditions are favorable for the possible formation of tornadoes. Tornado watches typically cover a broad area for several hours. During a watch, remain alert to changing weather conditions and be prepared to move to a safe location if necessary. Not every watch results in a severe thunderstorm or tornado, but one may result.
- A tornado warning means a tornado has been sighted or detected by radar within a specific area. Seek shelter or move to a safe area immediately. Tornado warnings are typically issued for much smaller areas and for shorter periods of time than watches.

If you are indoors during a tornado warning...

- a) Move immediately from your classroom, work area, or residence room to an interior area of greater safety, closing doors as you leave.
- b) Go to lower levels in multi-story buildings or residence halls. Move to the basement or interior hallways on lower floors. Upper stories of buildings are unsafe. Close draperies and move away from exterior windows and glass.
- c) In classrooms or work areas, move to the basement, interior hallways, stairwells, or other areas that are directly supported and are free from exterior windows or glass. Avoid:
 - Top floors of buildings
 - Elevators (power may fail)
 - Food service areas
 - Auditoriums, gymnasiums, or other wide-span roof areas
- d) Protect yourself from debris. Stay low to the floor and cover your head with a jacket, blanket, pillow, etc. If possible, take shelter under heavy furniture.
- e) If time permits and you're able to move to shelter, take a flashlight and a battery-powered radio to stay informed with accurate information.

If you are outdoors during a tornado warning...

- a) Seek indoor shelter immediately if possible. Do not remain in a parked vehicle, as they offer little protection during a tornado.
- b) If you cannot get indoors, lie flat in a ditch or low-lying area and protect your head and neck with your arms.
- c) If you are on flat ground and are caught in the path of a tornado, move away at an angle to the storm's path.

Remain in your place of shelter until an official all-clear signal is given or you are certain the danger has passed.

Severe Weather Cancellations

If the College needs to alter normal business hours, delay classes, or cancel classes or campus events due to severe weather, we will notify students, faculty, and staff through multiple channels:

- College text message alert system
- myWSC push notification
- College website: www.wsc.edu
- College social media: [Facebook](https://www.facebook.com/waynestate/) (www.facebook.com/waynestate/) and [X](https://x.com/waynestcollege) (<https://x.com/waynestcollege>)
- Official WSC email
- Area media outlets

Please monitor these communication channels regularly during severe weather to stay informed about changes to campus operations.

Financial Aid

Hahn Administration, Room 104

Phone: 402-375-7229

Email: finaid@wsc.edu

Website: www.wsc.edu/financial-services

The Office of Financial Aid is committed to helping students achieve their educational goals by providing access to a wide range of financial aid programs. The office delivers personalized, accurate, and timely support while also contributing to Wayne State College's efforts in student success, recruitment, and retention.

Wayne State College participates in all eligible federal and State of Nebraska financial aid programs, including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Nebraska Opportunity Grant (NOG)
- Federal Work-Study (FWS)
- Federal Direct Stafford Loan
- Federal Direct Parent PLUS Loan

In addition, a variety of scholarships and grants are also available through state, institutional, and private sources.

To be considered for financial aid, students must [complete the Free Application for Federal Student Aid \(FAFSA\)](#) each year at studentaid.gov. For assistance, information, or financial aid counseling, visit Student Financial Services, Hahn Administration Building room 104.

Satisfactory Academic Progress Policy

In compliance with federal financial aid regulations, Wayne State College is required to establish and enforce standards for Satisfactory Academic Progress (SAP). To remain eligible for federal and/or state financial aid, students must meet the minimum academic requirements outlined in the College's SAP Policy.

Satisfactory Academic Progress is evaluated at the end of each semester (payment period), including the summer term, which is treated as a separate semester for evaluation purposes. For full details, refer to the complete SAP policy at <https://www.wsc.edu/financial-aid/satisfactory-academic-progress-financial-aid>

Campus Dining Services

Kanter Student Center, Room 017

Phone: 402-375-7091

Website: www.wsc.edu/dining

Fresh Ideas Food Service Management operates WSC's primary dining hall as well as concessions and retail dining locations including Cat's Corner in the Kanter Student Center and Einstein Bros. Bagels in the library.

Cat's Corner offers a variety of options, including:

- Market Convenience Store
- Starbucks
- Qdoba Mexican Eats
- CRAVE
- Whole Pie Pizza.

Under the College's food service program, students may select from a variety of food plans. Students indicate their choice of food plan on their application for On-Campus Housing. Students living in the residence halls must participate in the College's food service program. Students seeking an exemption or modification due to individual circumstances should contact the Student Affairs Office.

Food plans are also available for students living off campus and commuter students. Food plan contracts are made for a period of one academic year. Prior to the deadline listed in WildcatsOnline, students may request food plan changes through the Residence Life Office in the Kanter Student Center, Room 101.

For assistance or questions:

Residence Life Office: 402-375-7318

Wayne State Dining Services: 402-375-7091

Hours of Operation (Academic Year)

The main cafeteria (upper level of the Kanter Student Center)

Continuous dining during the following hours:

Monday-Thursday: 7:15 a.m. - 8 p.m.

Friday: 7:15 a.m. - 6:30 p.m.

Saturday and Sunday: 10:15 a.m. - 1 p.m. and 5 - 7 p.m.

Cat's Corner Food Court (lower level of the Kanter Student Center):

Monday-Thursday: 7:30 a.m. - 9 p.m.
Friday: 7:30 a.m. - 4 p.m.
Saturday/Sunday: Closed

Einstein's Bros. Bagels (library)

Monday-Thursday: 7:30 a.m. - 10 p.m.
Friday: 7:30 a.m. - 4 p.m.
Saturday: Closed
Sunday: 7 - 10 p.m.

International and Cultural Programs

Kanter Student Center, Room 010

Phone: 402-375-7749

Website: www.wsc.edu/cultural-enrichment

The Office of International and Cultural Programs aims to create a welcoming environment where students, faculty, and staff can explore and appreciate global cultures and perspectives. The office encourages the campus community to engage in meaningful conversations, share cultural traditions, participate in events, and collaborate with individuals across diverse backgrounds.

To support this mission, the office advises several student organizations that represent underrepresented groups. Membership in these organizations is open to all students. These groups organize culturally enriching programs that promote understanding, dialogue, and connection within the campus community.

Student organizations advised by the office include:

- African Students Association
- International Club
- Latinos Uniting
- Native/Indigenous Peoples Club
- SIRI (Students Inspiring Respectful Ideas).

The Office of International and Cultural Programs also assists students in adjusting to campus and community life. The office provides academic and personal advising, as well as information on immigration regulations. International students must submit immigration documents, including the I-94 form, a copy of their passport, health insurance documentation, and a copy of their visa.

Identification Cards (Cat Cards)

Campus Service Center, Conn Library, first floor

Phone: 402-375-7107

Website: www.wsc.edu/cat-card

Cat Cards are the official Wayne State College identification cards issued to all new students. Cards are issued once and remain valid for the duration of a student's enrollment. Students do not receive a new card each year.

A replacement fee of \$25 is charged for lost cards. Damaged cards may be exchanged for replacement at no cost when the original card is turned in. Lost or damaged cards can be reprinted at the Campus Service Center, located on the first floor of the library.

Students should always carry their Cat Card. The card is required for:

- Accessing residence halls
- Dining in the student cafeteria
- Checking out library materials
- Entering the Wellness Center
- Paying bills
- Admittance to various campus activities
- Operating campus copiers and printers

New students have their Cat Card photo taken during a New Student Registration in the summer (unless otherwise communicated). Cards are typically provided to new students that same day. Students who do not attend a registration date may have their photo taken and pick up their Cat Card during Week of Welcome, beginning the weekend prior to the start of fall classes.

Kanter Student Center

Kanter Student Center

Phone: 402-375-7322

Website: www.wsc.edu/student-center

The Kanter Student Center is the hub of campus life, offering dining services and several key student services offices. It provides a welcoming environment where students can gather and connect.

Scheduling Campus Facilities

The Student Activities Office manages the scheduling and reservations for campus facilities within the Student Center (including meeting rooms, dining rooms, and the atrium), as well as Hoffbauer Plaza, Bowen West Lawn, and the Willow Bowl for non-classroom activities. To schedule a space, contact the office at 402-375-7322 or email at kscreservations@wsc.edu.

Online room reservations

Room reservations can also be made online through myWSC using the EMS Room Reservation application. Available rooms include Bluestem, Cottonwood, Elkhorn, Goldenrod, Meadowlark, Niobrara, and the Atrium. Once your reservation is confirmed, the Coordinator of Conferencing may contact you to set up details or resolve any potential scheduling conflicts.

Frey Conference Suite, Hoffbauer Plaza, Bowen West Lawn, and the Willow Bowl are not available to reserve through the EMS Room Reservation application. To reserve these spaces, email the Coordinator of Conferencing at kscreservations@wsc.edu or call 402-375-7322.

Library

Conn Library

Phone: 402-375-7258

Website: www.wsc.edu/library

The Conn Library is a modern, collaborative learning space for the Wayne State College community. Amenities include 20 group and individual study rooms, technology labs, and a variety of study spaces and furniture to accommodate different learning styles. Einstein Bros. Bagels is located within the library, providing food and beverages on site.

The library offers a wide range of information and instructional resources to support both undergraduate and graduate programs, helping to improve the intellectual environment of the college. Collections include print, video, and electronic resource. Resources not available on site may be borrowed from other libraries through the Interlibrary Loan Department.

Technology and access

- Laptop computers are available to check out for use within the library.
- Off-campus students can access library databases using their WSC login and password.
- Students use their Cat Card to check out materials, print, or photocopy.
- Reference Librarians are available for walk-in assistance during scheduled times or by appointment and can be contacted at asklibrary@wsc.edu.

Instructional Resource Center (IRC)

Located on the library's second floor, the Instructional Resource Center features collections that include PK-12 children's books, textbooks, curriculum guides, and educational kits and games. The IRC offers a range of services, including lamination, large-format printing, binding, button making, vinyl cutting, die cuts, and 3D printing. Equipment such as digital cameras, camcorders, and voice recorders may also be checked out. Additional multimedia resources are available at the TLTC Multimedia Lab, adjacent to the IRC.

Special collections and exhibits

- The Library's Zahniser Film Collection features many classic and popular feature films on DVD, Blu-ray, and VHS available for checkout.
- The WSC Archives, located in the lower level, serve as the institutional memory of the College, providing access to a wealth of historical resources that chronicle the Wayne State's legacy.
- The Nordstrand Art Gallery, located within the library, hosts exhibits from guest artists throughout the year and serves as an exhibition space for student and faculty shows.

Hours of operation (Academic Year):

Monday-Thursday: 7:30 a.m. - midnight
Friday: 7:30 a.m. - 5 p.m.
Saturday: 1 p.m. - 6 p.m.
Sunday: 3 p.m. – midnight

Summer Hours

Monday-Friday: 8:00 a.m. -5:00 p.m.
Saturday & Sunday: Closed

Note: Hours may change. Refer to the [Conn Library website](http://www.wsc.edu/library) for updated information at www.wsc.edu/library.

Lost and Found

Campus Security, Campus Services Building, 704 Lindahl Drive (north of the hospital)
Phone: 402-375-7216

Lost and Found is managed by Campus Security and serves as the central location for items found on campus. Anyone (students, faculty, or staff) who discovers a lost item is encouraged to take it immediately to the Campus Security Office. Each item is tagged and dated upon receipt.

Individuals who have lost property on campus should contact Campus Security to report or claim the item. It is recommended to call ahead at 402-375-7216 to confirm office hours or item availability. Unclaimed property will be held for up to two years. After that period, items become the property of the individual who found them, or if unclaimed, are donated to charity.

Lost and Found items may be claimed Monday through Friday, 8 a.m. to 12 p.m.

Publications

The Wayne Stater

Humanities Building, Room 402
Phone: 402-375-7501
Website: <https://thewaynestater.com>

The Wayne Stater is the official student newspaper of Wayne State College. It is a student-run publication, and any WSC student is welcome to participate in its production. The Stater provides opportunities for students interested in journalism, photography, design, and media writing.

To read the latest edition, visit thewaynestater.com.

Records and Registration (Registrar)

Hahn Administration, Room 116
Phone: 402-375-7239
Website: www.wsc.edu/records-registration

The Office of Records and Registration serves as the College's central hub for all aspects of academic record keeping. This office assists students with a wide range of services, including (but not limited to):

- Credit evaluations for transfer students

- Registration and drop/add assistance
- Enrollment verification for loan deferments and Veterans' benefits
- Verification of "good student" status for car insurance discounts
- Degree audits and graduation applications
- Academic probation and suspension notifications
- Dean's List recognition
- Processing and issuance of official transcripts

Safety and Security (Campus Security)

Campus Services Building (north of the hospital)

Phone: 402-375-7216

Website: www.wsc.edu/campus-security

Wayne State College is committed to maintaining a safe and secure environment for all members of the campus community. Campus Security works to enhance the safety of individuals and property while promoting awareness, prevention, and shared responsibility. Every member of the campus community is encouraged to help prevent, recognize, and report safety and security concerns.

The goals of Campus Security are to:

1. Provide for the safety of individuals.
2. Protect personal and state property.
3. Enforce College regulations.
4. Apply crime-prevention practices.
5. Investigate and report incidents.

Campus Security Responsibilities

Campus Security staff are responsible for:

1. Responding promptly to calls for assistance.
2. Investigating accidents, providing aid, calling for assistance (if required), and reporting incidents.
3. Assisting in transporting individuals needing medical attention or mobility support.
4. Securing property by locking buildings and facility gates at scheduled times.
5. Patrolling campus grounds, parking lots, and facilities.

Contacting Campus Security

The Campus Security Office is located in the Campus Services Building (north of the hospital) and may be reached 24 hours a day, 7 days a week at 402-375-7216. If you need additional assistance in reporting a crime, you may call the Wayne Police Department at 402-375-2626. **In cases of emergency, call 911.**

Campus Security Authority

WSC Security Officers are employees of Wayne State College and do not have arrest powers. However, the Wayne Police Department provides additional adequate campus coverage and has full arrest authority. Campus Security shares dispatch services with the Wayne Police Department and works closely with the municipal, county, state, and federal law enforcement agencies.

Crime Prevention

Through community policing, Campus Security provides several crime prevention programs. Campus Security offers educational programs throughout the year for students and staff, including self-defense, alcohol awareness, and other personal-safety decisions. Security information and updates are also shared through campus media and communication channels.

In compliance with federal law, Wayne State College publishes an [Annual Campus Safety and Security Report](#), which discloses crime statistics on campus and the surrounding community. The latest report is available on the [Campus Safety web page](#) under the Crime and safety reporting (Clery Act) tab.

Safety Escorts

Campus Security provides transportation and safety escort services for students in specific situations, including:

- Students with a physical disability during inclement weather or emergencies

- Students on campus needing assistance to or from the Health Center when transportation is unavailable
- Students requesting escort services to campus locations during late evening hours

Transportation assistance is limited to the College campus, unless special arrangements have been approved by the Security Manager or Dean of Students.

Student Accounts (Student Financial Services)

Hahn Administration, Room 104

Phone: 402-375-7229

Email: studentaccounts@wsc.edu

The Student Accounts Office, part of Student Financial Services, manages student billing and payment processes and provides support related to financial transactions with the College.

Services include:

- Disbursing financial aid checks
- Maintaining student account records
- Collecting additional fees such as parking fines, library fees, or damages
- Assisting students experiencing financial difficulties
- Providing general account and payment information

Student Employment

Human Resources

Hahn Administration, Room 220

Phone: 402-375-7403

Website: www.wsc.edu/employment/student-employment

Wayne State College offers a variety of part-time, on-campus employment opportunities for students. Positions are available in many departments and offices across campus.

Students can begin their job search using [Handshake](#), the College's online job search platform, which can also be accessed from myWSC. To apply for a student position, applicants must complete a [WSC Employment Application](#), which is available for download on the [Student Employment web page](#).

Student Health and Counseling

Counseling Services

Kanter Student Center, Room 103

Phone: 402-375-7321

Website: www.wsc.edu/counseling-services

Confidential counseling services are available free of charge to all WSC students. Licensed counselors provide treatment and support for a wide range of concerns, including:

- Student adjustment and personal growth
- Grief and stress management
- Human sexuality
- Alcohol- and drug-related concerns
- Mental health conditions
- Interpersonal relationships

Counselors are also available after hours by contacting Campus Security at 402-375-7216.

The counseling staff offers educational programs and outreach to promote mental health and well-being for individuals, classes, and student groups. Annual programs include suicide prevention, mental health first aid, healthy relationships, and alcohol awareness initiatives. Counseling sessions are available in person or through telehealth, depending on student preference and need.

Student Health

Kanter Student Center, Room 103

Phone: 402-375-7321

Website: www.wsc.edu/student-health

WSC Student Health Services provides medical consultation and treatment for minor illnesses and injuries. When necessary, staff refer students for additional evaluation or treatment. The goal of Student Health Services is to help students achieve optimal wellness. All student health records are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) (Public Law 93-380, as amended).

Service locations and hours

On-Campus Student Health Office:

- **Location:** Kanter Student Center, Room 103
- **Services:** Nurse consultations, treatment for minor illness or injuries, health education, and health-related questions.
- **Hours:** 8 a.m. – 5 p.m., Monday-Friday (during the regular academic year)
- **Summer:** Limited hours available only for students

Off-Campus Physician's Clinic:

- **Location:** Providence Medical Center (east of campus off parking lot 4)
 - 1200 Providence RD, Wayne, NE 68787
- **Services:** Appointments with the Physician Assistant for advanced evaluation or treatment
- **Hours:** Physician Assistant available four hours per day, Monday-Friday, by appointment only
- **Appointments:** Call 402-375-7470 to schedule

General information

Illness does not automatically excuse a student from class or work. Students are responsible for contacting instructors to make up missed assignments or work. Students with serious or chronic medical conditions (such as diabetes or asthma) should wear medical alert identification and notify Student Health at the first sign of a medical imbalance.

Services provided at no additional cost

- Nurse-provided services, including assessments and testing for HIV, UTI, pregnancy, and STDs
- Weekly allergy shots and annual flu shots
- Services by the physician assistant during scheduled hours
- Over-the-counter medications available at the Student Health Office
- Crutches available for short-term use
- Health-related presentations for classes or campus groups upon request.

Services provided at student expense

- X-rays
- Laboratory testing
- Prescription medications
- Physician or Physician Assistant care received beyond Student Health
- Emergency care by hospital personnel

Immunization requirements

Except as provided in Procedures a-d below, all entering degree-seeking students must show a valid immunization record for measles, mumps, and rubella (MMR).

Prior to their first day of attendance in classes, international students are also required to present documentation of a tuberculosis (TB) screening – either a Mantoux (TB skin test) or an FDA-approved IGRA blood test (Quantiferon Gold or T-Spot TB) – completed within six (6) months before their initial enrollment, in addition to the required MMR immunization record. If either TB is positive, a chest X-ray is required, and the cost of the X-ray is the student's responsibility. Students from countries that do not offer TB testing must complete testing upon arrival at the College.

It is recommended, though not required, that first-year students living in College housing receive at meningococcal vaccination.

a. Medical exemption

A person qualifies for a medical exemption from the requirement by filing a statement signed licensed physician in the United States verifying that the person's medical condition unsafe. The physician's statement must specify the nature and probably duration of the condition. The exemption applies only for the duration of the condition that contraindicates immunization. Students qualifying for this exemption must sign a College waiver form acknowledging that, in the event of a measles or rubella outbreak on campus or in the surrounding community, they may be excluded from campus and College activities during the outbreak period.

b. Religious exemption

A person qualifies for a religious exemption by filing a notarized affidavit on an approved form stating that the immunization conflicts with their religious tenets or practices. Students qualifying for this exemption must sign a College waiver form acknowledging that, in the event of a measles or rubella outbreak on campus or in the surrounding community, they may be excluded from campus and College activities during the outbreak period.

c. Off-campus and distance learning exemption

Students enrolled exclusively in off-campus or distance-learning courses are exempt from the immunization requirement. This exemption is automatically revoked if the student later enrolls in on-campus courses. At that time, the student will be required to provide proof of immunization during the first semester of on-campus enrollment.

d. Age exemption

According to the Center for Disease Control and Prevention (CDC), individuals born before 1957 are not required to submit proof of immunization for measles, mumps, or rubella.

Student Mail Services

Kanter Student Center, Room 013

Phone: 402-375-7524

All student mail, including letters and packages, is delivered to the Student Mail Services Center, located on the lower level of the Kanter Student Center. Students are notified through their WSC email when mail or packages arrive, along with instructions for collection.

Student mailing address

Students living on campus should use the following address format to ensure proper delivery:

Student Name

Residence Hall Name, Room #

1111 Main St.

Wayne NE 68787

Hours of Operation (Academic Year)

Monday – Friday: 9 a.m. - 6 p.m.

(Hours can vary depending on events in the building and breaks)

Additional mailing services

- U.S. Post Office: 120 Pearl Street, downtown Wayne, 1-800-275-8777
- UPS Ship Center: Silver Silo Design, 110 Main Street, 402-375-3729

TRIO Student Support Services

Kanter Student Center, Room 154

Phone: 402-375-7500

Email: trio@wsc.edu

Website: www.wsc.edu/trio

TRIO Student Support Services is a student success program funded by a grant from the U.S. Department of Education. The program serves first-generation college students, students from income-eligible families, and students with

disabilities. TRIO provides a comprehensive range of free academic and personal support services to help increase student learning, retention, and graduation rates.

Services offered

- Academic tutoring and coaching
- Priority registration and course selection assistance
- Financial literacy education
- Financial aid information and assistance
- Development of learning strategies, time management, and study skills
- Academic and career coaching
- Peer mentoring
- First-year experience course
- TRIO Summer Bridge program
- Cultural and educational trips and programs

TRIO students consistently achieve higher grades and graduate at a higher rate than eligible students who do not participate in the program. Each participant is assigned a professional advisor who works collaboratively with the student to develop a personalized success plan. This plan includes life goals, use of TRIO and campus resources, and periodic meetings to monitor progress.

TRIO students are expected to demonstrate a strong commitment to their education through consistent class attendance, active participation in TRIO and campus resources, and regular communication with their TRIO advisor.

Eligibility requirements

To be eligible for TRIO, a student must:

1. Be a U.S. citizen or national, or meet financial aid eligibility requirements;
2. Have a demonstrated need for academic assistance; and
3. Meet at least one of the following criteria:
 - a) Be a first-generation college student; or
 - b) Meet income eligibility criteria (based on federal guidelines); or
 - c) Have a documented disability.

How to apply

Students interested in joining TRIO should contact the main TRIO Office in Kanter Student Center, Room 154, 402-375-7500, or visit www.wsc.edu/trio.

Veterans Affairs

Hahn Administration, Room 116

Phone: 402-375-7241

Email: vabenefits@wsc.edu

Veterans Affairs provides support and assistance to veterans, active service members, and their dependents. Services include answering questions about educational benefits, helping students navigate the application process, and processing all enrollment certifications for G.I. Bill benefits. Information about veterans' benefits, eligibility requirements, and certification procedures is available through the Records and Registration Office.

Wellness Center

Wellness Center, Room 206

Phone: 402-375-7580

Website: <http://www.wsc.edu/facilities/wellness-center>

The Wellness Center staff is committed to provide Wayne State College students, faculty, and staff with exceptional service and courtesy. The facilities are designed and are operated to enhance the quality of educational and developmental activities available to the campus community.

Wellness Center features include:

- A two-lane indoor track

- Basketball and volleyball courts
- Cardio, cable, and free-weight room
- Video fitness and functional training rooms
- Fitness classrooms

In addition to open recreation for students, the facility also accommodates Health, Human Performance, and Sport (HHPS) classes, club sport practices, fitness programs, intramural activities, and court time for student organizations.

The Wildcat Dome features a 300-meter track and an 80-yard indoor turf field, providing additional space for athletic and recreational activities.

Access

Students must present their Cat Card for entry to Wellness Center area and Wildcat Dome.

Wellness Center Arena Hours of Operation:

Reduced hours apply during breaks and holidays.

Monday-Thursday: 6 a.m. - 11 p.m.
 Friday: 6 a.m. - 8 p.m.
 Saturday: 10 a.m. - 6 p.m.
 Sunday: 1 - 9 p.m.

Summer Hours:

Monday-Friday: 7 a.m. - 7 p.m.
 Saturday/Sunday: 12 p.m. - 6 p.m.

Wildcat Dome Hours of Operation:

At times, the Wildcat Dome will be closed for safety reasons or to accommodate scheduled events. These closures will be posted on the weekly Athletic/Wellness Event Schedule, which is available throughout the Athletic and Wellness facilities.

Monday-Thursday: 7 a.m. – 11 p.m.
 Friday: 6 a.m. – 8 p.m.
 Saturday: 10 a.m. – 6 p.m.
 Sunday: 1 – 9 p.m.

Other Important Wellness Center Information

- [Sign up for fitness classes](#) through Fusion Portal.
- Ask for a key at the front desk to access the Fitness on Demand program.
- Register for available Lockers at the front desk.
- Most areas in Wellness Center operate on a first-come, first-serve basis.
- Limited court reservations are available after 6:00 p.m. and on weekends.

[Apply for Wellness Center student employment](#) via the Wellness Services website. Select “Inside Wellness” from the main menu, then choose “Wellness Center Employment Inquiry” listed under the “Employment Opportunities” section.

III. Athletics and Recreation

Athletics

Wellness Center, Room 206

Phone: 402-375-7520

Website: www.wscwildcats.com

Wayne State College offers a robust intercollegiate athletic program for both men and women. Men's sports include baseball, basketball, cross country, football, and indoor and outdoor track & field. Women's sports include basketball, beach volleyball, cross country, golf, indoor and outdoor track & field, soccer, softball, and volleyball. All intercollegiate sports are governed by the National Collegiate Athletic Association (NCAA) at the Division II level, except for beach volleyball, which is classified as an NCAA National Collegiate Championship Sport. Wayne State College is a proud member of the Northern Sun Intercollegiate Conference (NSIC). For current team rosters, coaching staff, schedules, and results, visit www.wscwildcats.com.

Director of Athletics

Wellness Center, Room 206D

Phone: 402-375-7520

Club Sports

Wellness Center, Room 206C

Phone: 402-375-7481

Website: <https://wscrecreation.com>

College Club Sports (elevated programs)

Per [Board Policy 3710: Athletic Programs](#), College Club Sports are played at the collegiate level and funded by the College. Eligibility requirements for participation are not governed by the NCAA or NAIA. Club Sports under this designation are not considered Registered Student Organizations (RSOs) established under [Policy 3300: Recognized Student Organizations](#) and do not receive student activity fee funding.

Sports offered at the College Club Sports level include:

- Esports
- Rugby (Men's)
- Rugby (Women's)

Auxiliary Programs (elevated programs)

Per [Board Policy 3710](#), Auxiliary Programs are played at the collegiate level and are funded by the College. Eligibility requirements for participation are not governed by the National Collegiate Athletic Association (NCAA), and oversight is provided by the Athletic Department.

Programs offered at the Auxiliary Program level include:

- Cheerleading
- Dance

Club Sports as Recognized Student Organizations (RSOs)

Per [Board Policy 3300](#), a Recognized Student Organization (RSO), is a group of students united by a common purpose, guided by a constitution or charter, and officially recognized by the College. RSOs are distinct and separate entities from the College.

Sports offered as RSOs include:

- Archery
- Baseball
- Disc Golf

- Shotgun Sports
- Soccer (Men's)
- Softball
- Tennis
- Ultimate Frisbee
- Volleyball (Women's)
- Wrestling (Men's)
- Wrestling (Women's)

Students interested in any Club Sport may complete the [Club Sports Interest Form](#), available on the Recreation Services website. If a desired sport is not listed, students may request to form a new club by completing the [New Club Sport Request Form](#).

Intramural Sports

Wellness Center, Room 206C

Phone 402-375-7481

Website: www.wsc.edu/intramurals

Intramural Sports offer a way for students to stay active, meet new people, and compete in a variety of sports and recreational activities. Participants can join as a team or individually to compete against others across campus. Whether playing just for fun or with a competitive edge, all students are welcome to participate. With nearly 40 events throughout the year, there's something for everyone. Each competition offers the chance to earn campus bragging rights and the legendary IM Champions T-shirt.

IV. Student Activities and Organizations

Cat PAC

Campus-wide co-curricular activities are organized by the [Cat PAC \(Wildcat Programming and Activities Council\)](#). Cat PAC is a student-led organization that plans and hosts events throughout the academic year, including:

- Live in the Lower performances
- Coffeehouse Series
- Comedians
- Spring Concert
- The popular Winter Wonderland celebration

Cat PAC encourages students to get involved, share ideas, and help shape the social and entertainment life of the campus community.

Student Activities

Kanter Student Center, Room 012

Phone: 402-375-7322

Student Organizations

Wayne State College supports structured student organizations, including an organized student government, which serves as the principal body for student participation in the decision-making process of the College. Students are encouraged to participate in student organizations. All organizations must have a faculty or staff advisor and constitution, which must be approved by the appropriate College entity.

All student organizations are required to comply with state and federal laws, Board policies, and College rules. Membership requirements and practices must not violate the College's non-discrimination policy.

Student organizations seeking to enter into agreements or contracts with external individuals, corporations, or organizations must obtain prior approval from College chief business officer or designee to reduce the risk of legal liability for the College and the Board of Trustees. Contracts that include the use of College facilities or resources must be approved and signed in advance by the College President or Vice President for Administration and Finance, in accordance with [Board Policy 3300: Recognized Student Organizations](#).

For a [full listing of clubs and organizations at Wayne State College](#), visit www.wsc.edu/clubs.

Student Government

Kanter Student Center, Room 018

Phone: 402-375-7591

Website: <https://www.wsc.edu/directory-record/17236/student-senate>

The Student Senate serves as the governing body for Wayne State College students. It serves as a forum for the expression of student rights, student culture, social welfare improvements, and recognition of the rights and responsibilities of students to the College and community.

V. Residence Hall Policies/Guidelines

Residence Halls

Kanter Student Center, Room 101

Phone: 402-375-7318

Website: www.wsc.edu/housing

Campus residence halls at Wayne State College provide a supportive living environment that fosters academic success, campus engagement, and personal growth, all while living close to College resources and facilities. The residence hall experience helps students gain self-knowledge, celebrate difference, and develop leadership.

Our residential halls are safe, comfortable, and well-maintained facilities that promote inclusive environments for student development. The Residence Life staff is committed to student success at WSC. Through educational and social programs within the halls, residents will have the opportunity to create lifelong relationships with students, staff, and faculty.

Residency requirement

All students, including transfer students in their first year of college, who are under the age of 21 are required to live in the residence halls for a minimum of two semesters and until they have successfully completed 27 credit hours.

“Successful completion” is defined as earning a passing grade in those credit hours. Exceptions to this policy are made for students who are 21 years of age or older, married, or living with parents or a legal guardian (immediate family).

Students who do not live on campus must submit an Application for Residence Hall Waiver and receive approval from the Director of Residence Life. First-year students who initially commute from home but later decide to move to Wayne must move into a residence hall for the remainder of the period during which they are classified as a freshman.

Housing accommodations and equal access

The College is committed to providing equitable housing for all students living on campus, free from unlawful discrimination or harassment. Students with specific housing concerns or accommodation needs are encouraged to contact the Director of Residence Life at 402-375-7318. The College will address individual needs on a case-by-case basis.

More [information about living on campus](#) is available online at www.wsc.edu/housing.

VI. Rights and Responsibilities

Administrative Withdrawal

Students may be administratively withdrawn from Wayne State College if they do not resolve their financial obligations by the end of the fourth week of the semester. This may occur if any of the following apply:

- Your student account balance has not been paid in full.
- You are not enrolled in and making payments through an approved payment plan.
- You have not completed all required financial aid steps needed for your aid to be processed and applied to your account balance.

Educational Community

All members of the academic community share the responsibility to create and support an environment that promotes the goals of higher education. Each member of the community should be treated with respect and dignity and has both the right to learn and the responsibility not to infringe upon the rights of others.

The academic environment encourages a variety of thoughts, behaviors, and values within the educational goals of the community. Recognizing and appreciating individual differences is essential. In all instances, whether in classrooms or information campus activities, all individuals should be treated fairly and without bias.

Each member of the academic community is expected to actively promote practices that ensure all persons are welcome and that everyone enjoys the full privileges of the academic life to which they are entitled.

Student Rights

Freedom of Expression: Students have the right of expression both in the classroom and within the broader campus community. Student behavior should contribute to the learning process for themselves and other students. As members of a learning community, students have an obligation to contribute to the learning of others in the process of their own learning. Communication that threatens individuals, disrupts the learning process, and/or creates a harassing environment is not a right held pursuant to this right of expression. Behavior which undermines the learning environment of others and/or substantially disrupts the operation of the College is not protected. See Board Policies 3020, 3021, 3100, and 3250

Faculty-Student Consultation: Faculty should be available on a regular basis for consultation with students. Students may ask for an evaluation of their performance during the progress of a course. If a student conveys information of a confidential nature to a member of the faculty, this confidence should be respected.

Student Evaluation of Instruction: Students can contribute significantly to the evaluation of instruction. The faculty has the obligation to solicit students' evaluation of their educational efforts and to make changes in accordance with their best judgment. To assist the faculty in the task of providing the best possible education, students should express their reactions and opinions about quality and relevancy of the instruction to the department or College involved. Each College should establish a standing procedure through which student evaluations can be expressed.

Rights and Responsibilities in Other Instructional Settings

The acquisition, understanding, and interpreting of knowledge can be facilitated by the study and evaluation of controversial issues and positions. Free expression in the academic community shall not be abridged by special restrictions or censorship on publications, speakers, or broadcasting. Any student group shall be allowed to invite and hear any person of its own choosing. Those procedures required by the institution before a guest speaker appears on campus should ensure orderly scheduling of facilities and adequate preparation for the event. The event should be

conducted in a manner appropriate to an academic community. The institutional control of College facilities should not be used as a device of censorship but should contribute to student learning.

It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or endorsement of the views or actions by either the sponsoring group or the College. Participation in the exchange of ideas through these media is a normal expectation of the academic community.

For more information, view [Board Policy 3250: Student Rights and Responsibilities](#).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and establishes the rights of students to control access to their personal information. FERPA allows Wayne State College to release certain types of information, known as “directory information,” without written consent from the student.

At Wayne State College, directory information includes:

- Student’s name
- Address (local, permanent, and electronic mail)
- Telephone numbers
- Participation in officially recognized activities and sports
- Weight, height, and photographs of athletic team members
- Degrees, honors, and awards received
- Major or program of study
- Dates of attendance (beginning and end dates of semesters only)
- Year in school
- Enrollment status (full-time or part-time)
- Most recent previous educational institution attended

Right to Review Records

With certain exceptions, students have the right to inspect and review their education records maintained by the College. Requests to review records must be sent to the office that maintains the file. The College will provide access within 45 days of receiving the request. Students may be charged for copies of records. Parents of dependent students have the right to review information about their children (such as grades, bills, and financial information) without student consent if dependency is documented to the College.

Right to Seek to Amend Records

Students who believe that their education records are inaccurate, misleading, or in violation of privacy rights may request that the College correct or delete the information. Requests must be submitted to the Vice President for Student Affairs. A student may also ask that additional explanatory material be inserted in the record. The request must clearly identify the part of the record that the student wants changed. It must specify why the record is inaccurate or misleading.

The College is not obligated to grant the request. If the College declines to amend the records as requested by the student, the student will be notified and may request a hearing. The right does not permit students to challenge academic judgments that have been properly recorded. For example, a hearing may not be requested to contest a grade.

Releasing Information Pursuant to Student Consent

Non-directory information is released only with the student’s written request. When non-directory information is released, the student’s written consent, the reason(s) for the release, and the name of the recipient must be attached to the copy of the data released, which is kept in the student’s file. Any information released must include a statement that it cannot be further disclosed without student’s additional written consent.

Releasing Information without Student Consent

The College may, upon written request and in accordance with FERPA, may release non-directory, personally identifiable education records without a student's consent under specific circumstances. A record of all such releases must be maintained by the College. Student consent is not required for the disclosure or access to education records or personally identifiable information under the following conditions:

1. School officials with legitimate educational interest
 - a) School officials include a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit, personnel and health center staff); a person serving on a board or committee; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks.
 - b) A school official has a legitimate educational interest if the official needs to review a record in order to fulfill the official's professional responsibilities for the College. This includes, but is not limited to, performing an administrative task outlined in that official's duties; performing a supervisory or instructional task directly related to a student or the College; or performing a service or benefit for the student or the College such as health care, job placement, security, residential services, the acquisition of learning materials or student financial aid.
2. In connection with financial aid when the information is necessary to determine eligibility, amount, conditions, or enforcement of financial aid for which the student has applied or received.
3. Organizations conducting studies for, or on behalf of the College to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
4. Accrediting organizations to carry out their accrediting functions.
5. Parents of dependent students, if the student is a dependent for IRS tax purposes.
6. To comply with a judicial order or lawfully issued subpoena.
7. To appropriate officials in connection with health or safety emergencies if knowledge of the information is necessary to protect the health or safety of students or other individuals.
8. To the victim and/or the general public the final result of a campus disciplinary proceeding involving a violent crime or non-forcible sex offense where the accused was found to have violated College rules or policies.
9. To an official of another school, school system, or institution of higher education in which a student seeks or intends to enroll. Colleges shall provide access to education records of students who apply for admission and/or transfer within the NSCS whenever such records are requested by another NSCS College without obtaining student consent for such a release.
10. Directory information, as described above.
11. Other disclosures not listed above as permitted by FERPA and other applicable laws.

Filing Complaints

Individuals who wish to file complaints regarding this policy or its implementation may do so with the U.S. Department of Education. For additional information or guidance on the complaint process, contact the Vice President for Student Affairs. See [Board Policy 3650: Student Records](#) for more details.

Missing Student Notification Policy

In compliance with the Higher Education Opportunity Act of 2008, this policy outlines the procedures and information for reporting a missing student. The policy applies specifically to students who reside in College-owned housing facilities.

Reporting a Missing Student

Any member of the Wayne State College community who has reason to believe that a student who resides in on-campus housing is missing should immediately contact WSC Campus Security at 402-375-7216.

Confidential Contact Person

In addition to registering a general emergency contact, students living in on-campus housing may confidentially designate an individual to be contacted by Wayne State College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wayne State College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Office of Residence Life, located in the Kanter Student Center 101, or by calling 402-375-7318. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement during an investigation.

Investigation

Upon receiving a notification, Campus Security will generate a missing person report and initiate an investigation. Investigative efforts will include, but are not limited to:

- Attempting to contact the student via phone, email, social media or other means;
- Conducting a welfare check of the missing student's residence hall room;
- Identifying and contacting individuals who may have information about the student's whereabouts; and
- If necessary, contact local law enforcement for assistance with locating the student.

Notification Procedures

If Campus Security determines that a student has been missing for 24 hours, Wayne State College will notify the Wayne Police Department and the student's emergency contact within 24 hours of that determination. If the missing student is under 18 years of age and not an emancipated individual, WSC will notify the student's parent or legal guardian immediately after confirming the student's missing status.

Parking

All motorized vehicles operated by students, faculty, staff, and Wellness Center members must be registered and have a valid, properly displayed parking permit to park on the Wayne State College campus. Parking on campus is a privilege which requires that established rules and regulations be followed. The purchase of a parking permit does not guarantee a parking space in a specific lot or close to specific buildings. Lack of a parking space in the desired location is not considered a valid reason for failure to comply with established parking regulations.

These regulations are in effect 24 hours a day, seven days a week. Students are encouraged to call Campus Security with any questions regarding parking regulations.

After completing an application for a parking permit, it can be obtained from the Student Affairs Office located in the Kanter Student Center, Room 201. Students should allow two business days after completing the application on MyWSC before picking up their permit. Cooperation and compliance with established rules and regulations help ensure safety and convenience for everyone. For [complete parking guidelines and permit information](https://www.wsc.edu/parking), visit <https://www.wsc.edu/parking>.

Smoking and Tobacco Use Policy

(Nebraska Clean Indoor Air Act)

Smoking and exposure to second-hand smoke are known health hazards. To provide a safe and healthy environment for all students, employees, and visitors, Wayne State College restricts smoking and vaping on campus, except in designated outdoor areas.

Smoking and vaping are prohibited in all indoor spaces. Campus buildings are posted with “No Smoking” signs to notify all visitors of the smoke-free environment. Smoking is permitted only within 20 feet of designated waste receptacles located in Parking Lots 1, 3, 8, 9, 10, and 11. For a map of designated smoking areas, please review the [Tobacco Use Map](#).

For the purposes of this policy, smoking includes the inhalation, burning, or carrying of any lighted tobacco or nicotine product that produces second-hand smoke or vapor, including cigarettes, cigars, pipes, vape pens, e-cigarettes, etc. Cigarette butts, packaging, chew containers, chew bottles, and other tobacco-related debris must be properly discarded in appropriate waste receptacles.

National Data on Smoking Bans (from no-smoke.org)

As of July 1, 2026, there are now at least 2,577 100% smoke-free campus sites. Of these, 2,175 are also 100% tobacco-free, 2,273 also prohibit e-cigarette use, 1,237 also prohibit hookah use, and 615 also prohibit smoking/vaping marijuana use and 651 explicitly include personal vehicles on campus in the policy protection.

There is a need to protect employees and students from exposure to secondhand smoke on college campuses and create an expectation that this living and working environment be smoke-free.

Definitions

- Wayne State College Campus: All college-owned or controlled property, including all buildings, parking areas, patios, sidewalks, and other outdoor areas. This includes all areas of College Housing, including individual units and all common areas.
- Smoking: the inhalation, burning, or carrying of any lighted tobacco or nicotine product that produces second-hand smoke.

Resources

- Nebraska Phone: 1-800-QUIT-NOW (1-800-784-8669) Nebraska Department of Health & Human Services
- Iowa Phone: 1-800-QUIT-NOW (1-800-784-8669) Iowa Tobacco Prevention Alliance
- Online at www.quit.com

Title IX

Title IX is the federal law applicable to students and employees prohibiting sex discrimination in educational institutions. It is from the Higher Education Act of 1965, amended in 1972 and 1987, and 34 CFR Part 106. Title IX forbids sex discrimination in all College educational programs or activities, occurring on the physical campus of Wayne State College; areas owned or controlled by the College; locations, events, or circumstances in which the Colleges exercise substantial control over the individual engaging in the conduct and the context in which the conduct occurs and any building owned or controlled by a student organization recognized by the College. Sex discrimination can include sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking. Inquiries about Title IX or 34 CFR Part 106 can be made to the Title IX Coordinator or the Assistant Secretary of the Department of Education.

Contact information:

Alicia Dorcey McIntosh, Title IX Coordinator
Kanter Student Center, Room 201
Phone: 402-375-7321
Emergency/Cellphone: 402-375-7289
Email: aldorce1@wsc.edu
Website: www.wsc.edu/title-ix

VII. Code of Conduct

Student Conduct ([Board Policy 3100](#))

As members of an academic community, students are expected to conduct themselves with integrity and in a responsible manner to support a safe and productive educational environment for themselves and others. The Nebraska State College System Board of Trustees grants authority to the College President to designate appropriate officers, establish representative college committees, render initial decisions, and provide appeal procedures in regard to allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or academic performance, achievement, probation and suspension. Acceptance of this policy by the student is implied as a condition of their enrollment.

Scope

This code of conduct applies to student conduct occurring on college property or property leased by the College, student government or a recognized student organization; This code of conduct applies to student conduct occurring off college property under the following circumstances:

- The conduct occurs at or during events and/or travel authorized, funded, or sponsored by the Colleges, student government, or a recognized student organization;
- The conduct poses a serious risk to the health or safety to students or employees on College property;
- The conduct caused or was intended to cause physical injury to another student or employee of the College and interfered with the student's or employee's ability to participate in the College's education program or activities; or
- The conduct could or was intended to cause harm on college property.

Issues related to academic integrity should be reported to the Vice President for Academic Affairs.

Procedures

Students are responsible for obeying the laws of the state and nation, the regulations and policies of the Board and of the Colleges; and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College. A student shall not ignore a summons from the President or other officer of administration of the College, or from a member of the faculty.

Student misconduct as identified under this policy or a violation of College regulations or policy, whether occurring on or off College property, may result in disciplinary action being taken against the student.

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process per [Board Policy 3200: Due Process](#) in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the Vice President responsible for Student Affairs or designee. Such order shall be given in writing by the Vice President responsible for Student Affairs or designee.

Students suspended or expelled from one of the State Colleges may be admitted to another Nebraska State College only under the same conditions that they would be readmitted to the College from which they were suspended.

Standards of Responsible Conduct

The following acts shall be considered to constitute misconduct for which an offending student or student organization may be subject to disciplinary sanctions.

1. Participation in a demonstration on College property which materially and substantially disrupts or obstructs the normal operations, activities, or functions of the College, including unauthorized occupation of College premises;
2. Failure to evacuate College facilities or willfully ignoring any emergency or alarm signal or request to evacuate by appropriate emergency personnel;

3. Falsification or willful suppression of any information for or on an application for admission, or falsification or misuse of College identification and other documents;
4. Misuse of computers or computing resources, including, but not limited to, violating the following federal regulations: the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002;
5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of College property including outdoor areas and parking lots;
6. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or College staff intervention;
7. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
8. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior; or inflicting willful and repeated harm through the use of computers, cell phones, and other electronic devices;
9. Any act occurring on College property or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
10. Sex harassment, as [Board Policy 3020: Sexual Harassment and Sex Discrimination](#) defines those terms but that is not otherwise redressable under Policy 3020;
11. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
12. Theft or attempted theft of any property or receipt of stolen property;
13. Damaging or attempting to damage property of the College or of another individual;
14. Using or possessing bombs, explosives, incendiary devices, or fireworks;
15. Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires;
16. Failing to report a fire or any other extremely dangerous condition when known or recognized on College property or on the premises of any student housing unit;
17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on College property or on the premises of any student housing unit;
18. Obstructing or failing to comply with the directions of a law enforcement officer, firefighter, or College official in the performance of his or her duty on College property, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization;
19. Hazing any person. Hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that
 - a. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

- b. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
 - i. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - ii. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - iii. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - iv. causing, coercing, or otherwise inducing another person to perform sexual acts;
 - v. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - vi. any activity against another person that includes a criminal violation of local State, Tribal, or Federal law; and
 - vii. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

- 20. Committing any unlawful act of indecent exposure or public indecency;
- 21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States;
- 22. Unauthorized use of any College property, facilities, equipment or materials;
- 23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock;
- 24. Serious traffic violations on the campus, including, but not limited to, operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
- 25. Violation of any student housing unit policy, rules, or regulations;
- 26. Failure to redeem or make arrangements to redeem, within one week after receipt of written notice, an insufficient funds or no account check submitted to the College for cash or for payment of College goods or services;
- 27. Abuse of College investigations or disciplinary proceedings which includes, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, disruption or interference with the orderly conduct of any hearing, attempting to discourage any person from using College disciplinary procedures or participating in such procedures, attempting to influence the impartiality of a member of a disciplinary committee prior to any proceeding, filing a malicious, false or frivolous complaint, verbal or physical harassment or intimidation of a member of a disciplinary committee prior to, during, or after a proceeding, failure to comply with any sanction imposed, influencing or attempting to influence another person to commit an abuse of disciplinary proceedings, and a violation of the privacy rights of any student or College employee in regard to a disciplinary proceeding;
- 28. Any act by a student which occurs on the campus, while studying abroad, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct;
- 29. Falsely setting off or otherwise tampering with any emergency safety equipment, fire alarm, or other device established for the safety of individuals and/or college facilities;
- 30. Harassing or discriminating against any student, faculty, or staff member, as defined in Board Policy 3021; and
- 31. Any other activity or conduct prohibited by the College in published policies.

Unreasonably Dangerous or Threatening Conduct Toward Self

Student behaviors and actions that are unreasonably dangerous to self or which threaten the student's own safety or health may constitute misconduct under this Policy and may be addressed by the College administration through the disciplinary process. When practicable and appropriate, efforts will be made to advise students regarding voluntary withdrawal options in lieu of initiating disciplinary due process as set forth in [Board Policy 3200: Due Process](#).

At the discretion of the Associate Vice President responsible for Student Affairs or designee, a student may be allowed to voluntarily withdraw when continued enrollment no longer appears to be in the best interests of the student and/or College in conjunction with mutually agreed upon conditions that will be required for the student to reapply for admission.

Temporary Suspension

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process per [Board Policy 3200: Due Process](#) in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the Vice President responsible for Student Affairs or designee.

Other Interim Measures

Pending disciplinary action under Board Policy 3200, students may be subject to the interim measures, including but not limited to no-contact orders, temporary restrictions from specific areas of the campus, changes in class schedules and/or delivery; changes in residence hall assignments and/or changes in campus employment.

Due Process ([Board Policy 3200](#))

The College provides procedural due process to students accused of misconduct under the terms of [Board Policy 3100: Student Conduct](#).

Informal Resolution

The College may resolve conduct issues informally if warranted by the individual circumstances including, but not limited to, the responsiveness of the student, the severity of the offense, a student's prior misconduct, and the health and safety of the student or other members of the campus community. Informal resolution of conduct issues in which two (2) or more students are involved in a physical altercation with one another will not be permitted unless all students involved agree to informal resolution.

Disciplinary Sanctions

Disciplinary sanctions may include warnings, demands for restitution or reimbursement, fines, a period of probation, remedial behavioral requirements, remedial educational requirements, suspension, or expulsion.

Withdrawal

At the discretion of the Vice President responsible for Student Affairs, a student may be allowed to voluntarily withdraw when continued enrollment no longer appears to be in the best interests of the student and/or College in conjunction with mutually agreed upon conditions that will be required for the student to reapply for admission. The Vice President responsible for Student Affairs will work with the Vice President for Academic Affairs to determine what, if any, academic penalties would apply. Any unresolved conduct issues will remain pending and must be resolved as a condition of readmission. Additional conditions may include, but not be limited to, the length of time a student must wait to reapply and/or the length of time a student has to reapply for admission.

Requests to Delay Due Process Procedures

In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of this policy is in progress, the accused student may request in writing to the Vice President responsible for Student Affairs, or equivalent administrator, that the College delay the continuance of the due process procedures. By requesting to delay until the external civil or criminal proceeding has concluded, the

student agrees that he or she shall not attend any College classes or College-sponsored events or activities or shall not enter or use College property, including but not limited to living in residence halls, without specific written authorization from the Vice President responsible for Student Affairs. The Vice President responsible for Student Affairs, or equivalent administrator, may place reasonable limits on the length of the delay permitted.

Procedure

1. The student shall be notified in writing by an appropriate College official that they are accused of misconduct. The student shall be made aware of grounds which would justify such action by way of the student handbook or other published College regulation.
2. The student shall be notified that they may elect one of three courses of action. The student shall be advised of a date (deadline) by which such an election must be communicated to the appropriate College official.
 - a) Option 1: The student may admit the alleged violation and request, in writing, that the appropriate College official take whatever action seems appropriate.
 - b) Option 2: The student may admit the alleged violation in writing and request a hearing before the appropriate hearing panel designated by the College. The hearing panel will determine the appropriate sanctions.
 - c) Option 3: The student may deny the alleged violation, in which case, the appropriate College official shall refer them to the appropriate hearing panel designated by the College. The hearing panel will determine responsibility and the appropriate sanctions.

The student's decision can be binding, if freely and knowingly made, even though suspension, expulsion or the imposition of a stigmatizing sanction might result.

Students should be advised in writing of all risks associated with any waiver of due process rights and provided a reasonable amount of time to consider their decision and to confer with a family member or advisor.

If the student fails to respond to the appropriate College official in a timely manner according to the date (deadline) and/or fails to elect one (1) of the three (3) courses of action, the appropriate College official may address the alleged misconduct without providing further due process.

3. Under Option 1 the student chooses to admit the alleged violation and have the College take appropriate action, the College may address the alleged misconduct without providing further due process
4. Option 2 or 3 procedure
 - a) If the student selects either to admit the alleged violation and have a hearing panel determine appropriate sanctions or deny the alleged violation and have a hearing panel determine responsibility and the appropriate sanctions, a hearing shall be conducted in accordance with this section within ten (10) class days, unless the student requests an extension in writing, which shall not be unreasonably denied.
 - b) Requests for an extension should be directed to the senior student affairs officer.
 - c) Students studying abroad shall be under the direction of the accompanying College official until the student's return to campus, at which time, if needed, the due process procedures will commence.
5. Hearing Panel
 - a) The hearing panel shall be the decision-making body acting independently of the President.
 - b) The hearing panel designated by the College shall be composed of College administrators, faculty, staff, and/or students.

- c) Such selection shall be at the approval of the President or designated Vice President or Dean.
 - d) Individuals serving on the panel need not be disqualified because they have superficial knowledge of the background of the case, or because they may know the participants. The basic test shall be whether or not the panelist can judge the case fairly, without bias or prejudice, and solely on the evidence presented.
6. Prior to the hearing, the student shall be entitled to the following:
- a) Written notification of the time and place of the hearing with reasonable time allowed to prepare a presentation and defense;
 - b) A written statement of the allegations (incident or behavior) with sufficient particularity so that the student may prepare their defense;
 - c) The grounds which would justify disciplinary action cited in the student handbook or Board Policy and the possible sanctions that may be imposed;
 - d) Written notification of the names of the witnesses who are directly responsible for having reported the allegations, or if there are no such witnesses, written notification of how the allegations came to the hearing panel's attention; and
 - e) A copy of all documentary evidence to go before the hearing panel.
7. Members of the hearing panel shall have the opportunity to examine the case file beforehand.
8. The student shall be entitled to appear in person before the hearing panel and may call witnesses on their behalf. If the student does not appear before the hearing panel, the hearing shall be held in their absence.
9. The student shall be entitled to be accompanied by a person of their own choosing from the College community to assist in the proceedings or by counsel at the student's expense. An attorney or advisor, if present at the request of the student, may be present to counsel the student, but may not directly participate in the hearing by making oral presentations or arguments, or examine or cross examine a witness, or object to testimony of a witness or to the introduction of other evidence.
10. Members of the hearing panel shall have the opportunity to question the accused and witnesses at the hearing.
11. The student shall be entitled to ask questions of the hearing panel or any witness.
12. The student shall be entitled to an expeditious hearing of the case.
13. Hearings are closed to the public.
14. An audio recording of the hearing will be made and kept by the College consistent with document retention schedules.
15. The student shall be entitled to an explanation in writing of the reasons for any decisions rendered against them and the discipline imposed, and shall be given access to the hearing panel's decision for their personal records.
16. Technical rules of evidence or procedure need not be employed in the hearing proceedings. Hearsay evidence is not required to be excluded, but a finding of misconduct on hearsay evidence alone is not appropriate in hearings, including a serious disciplinary case such as suspension or expulsion.
17. A student's misconduct shall be determined by a preponderance of the evidence standard.
18. Hearing decisions need not be unanimous. A simple majority vote shall be sufficient.

19. The student shall be notified of their right to appeal the decision of the hearing panel to the senior student affairs officer.
20. Appeals must be in writing and are due to the senior student affairs officer within five (5) class days after the student received the hearing panel's decision. If the senior student affairs officer was a member of the hearing panel, the student may submit the appeal directly to the President.

Appeals

1. Appeals must be based on one (1) of the following grounds;
 - a) Procedural due process was violated;
 - b) The sanction was excessive;
 - c) The evidence did not support the decision; or
 - d) Substantive new information is available that was not available at the hearing.
2. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the President.
3. Appeals of the President's decision may be submitted to the Chancellor but shall be limited to allegations that fair procedural due process has not been provided in accordance with this policy.
4. Appeals to the Chancellor must be in writing and are due within five (5) days after the student receives the President's decision.
5. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the Chancellor.

Student Complaints

Wayne State College provides an opportunity for enrolled students to submit academic and non-academic complaints. WSC students are encouraged to submit a feedback report. In order for the college to better serve students we need to know about any issues or concerns that need to be addressed.

A complaint at Wayne State College is defined as an expression of concern or dissatisfaction regarding an issue not covered by a specific policy; it is often a statement intended to voice a concern rather than dictate a specific outcome. To facilitate this process, Wayne State College provides a formalized mechanism for enrolled students to submit both academic and non-academic complaints through a Feedback Report. By encouraging students to report these issues, the college ensures that the resolution is addressed by the relevant department, allowing the institution to better serve its stakeholders and address the specific incidents or procedures that impact the campus community.

For more information and to submit a complaint visit the college website: <https://www.wsc.edu/consumer-information/complaint-process>

SARA compliant process

For information on complaint resolution policies and procedures for students enrolled in courses offered under SARA (State Authorization Reciprocity Agreement), please visit the [Nebraska Coordinating Commission for Postsecondary Education Student Complaint Process](#)

Grievance Procedures ([Board Policy 3210](#))

The College provides grievance procedures to address a student complaint against the College once a student has exhausted all available means to reach a resolution and for which the College has not already established appeal procedures.

The following are **not** within the scope of this policy :

- Academic integrity;
- Grade appeals;
- Failure to pay a financial obligation;
- Academic probation or suspension;
- Employment issue;
- Determinations of student misconduct pursuant to [Policy 3200: Due Process](#);
- Issues arising under Title IX pursuant to [Board Policy 3020: Sexual Harassment and Sex Discrimination](#) and
- Determinations regarding student requests for disability accommodations made pursuant to [Board Policy 3700: Accommodations for Students with Disabilities](#).

Procedure

1. A student shall first submit a written grievance to the senior student affairs officer. The written grievance shall be signed by the student and contain:
2. The student's name and contact information;
3. A detailed description of the conduct giving rise to the complaint including the actual harm suffered by the student;
4. The name of individual(s) alleged to have engaged in the conduct;
5. A detailed description of the attempts made to resolve the issue; and
6. A detailed description of the outcome sought.
7. The senior student affairs officer shall review the grievance to determine whether it is complete and falls within the scope of this policy.
8. If the grievance is incomplete or fails to provide sufficient information to determine the nature of the grievance, the senior student affairs officer shall return the grievance to the student, and the student shall have ten (10) calendar days to file an amended grievance in compliance with section 2.1. If the student does not file an amended grievance, the matter is considered closed.
9. If the grievance is not within the scope of this policy, the senior student affairs officer shall notify the student and direct them to the appropriate office or individual.
10. If the grievance is complete and falls within the scope of this policy, the senior student affairs officer shall provide the grievance to the supervisor of the individual(s) alleged to have engaged in the conduct giving rise to the grievance and provide a notice to the student which includes the name and contact information for the supervisor responsible for responding to the grievance.
11. If the individual alleged to have engaged in the conduct giving rise to the grievance reports directly to the President, the senior student affairs officer shall provide the grievance to the President for investigation and response and the response shall be final.

12. The supervisor receiving the grievance shall promptly investigate the grievance and provide a written response to the student within ten (10) calendar days of receiving the grievance from the senior student affairs officer.
13. If additional time to complete the investigation and response is necessary, the supervisor should notify the student and provide a date by which the response will be provided.

Review

1. If the response received does not resolve the grievance, the student may request further review in writing by letter or email to the supervisor within five (5) calendar days of receiving the response.
2. Upon receipt of a request for further review, the supervisor shall forward the original grievance, any documentation from the investigation and the response to the appropriate senior student affairs officer or vice president for review and provide a notice to the student which includes the name and contact information for the administrator responsible for reviewing the response.
3. The senior student affairs officer or vice president shall review the information provided and request additional information if necessary to render a decision regarding the grievance.
4. The senior student affairs officer or vice president shall provide a written decision to the student within ten (10) calendar days of the student's request for further review.
5. If additional time to provide a decision is necessary, the senior student affairs officer or vice president should notify the student and provide a date by which the decision will be provided.

Appeal

If the decision received does not resolve the grievance, the student may appeal the decision to the President in writing within five (5) calendar days of receiving the decision. Such an appeal may be made via email to the President or by submitting a letter to the Office of the President which details the reason the decision is in error. The President will provide a written decision to the student within five (5) calendar days of receiving the appeal. If additional time to provide a decision is necessary, the President should notify the student and provide a date by which the decision will be provided. The decision by the President shall be final.

See [Board Policy 3210: Grievance Procedures](#)

VIII. Academic Policies

The Vice President for Academic Affairs is the chief administrative officer in the areas of academic policy, curriculum, and the conduct of classroom instruction and professional personnel engaged therein. Students are encouraged to contact this office, or the appropriate Department Chair/Dean, for assistance with special academic problems. The office of the Vice President is located in Hahn Administration, Room 204. Students are also referred to the [Course Catalog](#) at www.wsc.edu/catalog for information about academic policies.

IX. General Policies

Billing, Payment, and Refund Policies

By registering for classes, students accept responsibility for paying all charges associated with their enrollment. These charges may include tuition, fees, housing, meal plans, and any other applicable costs.

Payment is due by the **12th day of the fall and spring semesters** or by the **2nd day of each summer term**. Any charges added to your account after these deadlines are due immediately.

Drone Use

The use of drones on campus can present significant risks to both people and property. The safety of students, faculty, staff, and the general public is our priority. Drones may not be operated on campus for any purpose without prior written approval. Any student wishing to operate a drone on campus must first contact the Vice President for Student Affairs. The operation of drones near residence halls or other areas of campus in which people may have a reasonable expectation of privacy is not permitted. The unauthorized use of drones on campus is a code of conduct violation that may result in disciplinary action. If you see a drone being used on campus, please contact Campus Security at 402-375-7216.

Residency Classification

Out-of-state students interested in Nebraska residency status for tuition purposes must first meet minimum requirements as established by the state of Nebraska. Residency applications filed after the end of the week one of classes will not be approved until the beginning of the following semester. Additional information can be found in [Board Policy 3050: Residency](#).

Scheduling Campus Facilities

To scheduling rooms in campus buildings, other than the Kanter Student Center, contact that building's main office and go online, log onto myWSC and use the EMS Room Reservation application to complete the Process.

Not all Kanter Student Center facilities rooms are available to reserve online through EMS. To reserve these spaces in the Kanter Student Center (conference rooms, meeting rooms, atrium, etc.), in addition to the Hoffbauer Plaza, the WEOPA Plaza, Bowen the West Lawn, or the Willow Bowl for non-classroom activities, contact the Student Activities/Student Center Office (Kanter Student Center Room 12, 402-375-7322, kscreservations@wsc.edu).

Scheduling should be done in advance of a planned activity due to space being at a premium."

Sexual Harassment

Nebraska State College System Policy [3020 Sexual Harassment Reporting, Policies and Procedures](#).

Wayne State College is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, harassment, or violence. Sexual harassment is prohibited by law and by Board policy, and the College will not tolerate sexual

harassment in any form, including, but not limited to, sexual assault; stalking; dating violence; domestic violence; or sexual exploitation. The College will take appropriate action to stop, prevent, and remedy any harassment that is found to violate Board policies.

Board Policy 3020 outlines the procedures for reporting sexual harassment and describes how the College will respond to such reports. Any person may report sexual harassment by contacting the Title IX Coordinator. Upon receipt of a report, the Title IX Coordinator will contact the student to discuss the report, explain available supportive measures, outline the grievance process, and discuss possible next steps. The College recognizes the sensitive nature of these matters and will take reasonable steps to protect the privacy of individuals involved, consistent with applicable law and policy. Additional Board policies, employee handbooks, and collective bargaining agreements may apply to employees alleged to have engaged in sexual harassment.

The College has a responsibility to respond promptly and appropriately to reports of sexual harassment and to provide supportive resources to students involved. All reports are taken seriously. The College is also responsible for ensuring that the grievance process is fair and impartial to all parties. Each party will have an equal opportunity to present information, respond to the other party's statements, and review evidence directly related to the allegations. Individuals are presumed not responsible for a policy violation unless and until a determination of responsibility is made at the conclusion of the grievance process.

Scope

To Whom Does this Policy Apply?

This policy applies to all students, including traditional students, online or distance education students, students participating in dual enrollment programs, and student employees, regardless of whether the other party involved is a student, an employee, or a third party. Policy 5011 applies to employees alleged to have committed sexual harassment.

Where Does this Policy Apply?

This policy applies to the following:

- The physical campuses of the Nebraska State Colleges including Peru State College, Chadron State College, and Wayne State College.
- Areas owned or controlled by the Colleges.
- Locations, events, or circumstances in which the College exercises substantial control over both the students and the context in which the sexual harassment occurs; and any building owned or controlled by a student organization officially recognized by the College.

Conduct Prohibited by Board Policy 3020 and Definitions

Sex harassment is prohibited and includes the following types of conduct set forth below:

Prohibited Conduct

Sex harassment is prohibited and includes the following types of conduct set forth below.

1. Quid Pro Quo Harassment

Quid Pro Quo Harassment occurs when an employee or student-employee of the College explicitly or implicitly conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct

2. Severe, Pervasive, and Objectively Offensive and Unwelcome Conduct

Severe, Pervasive, and Objectively Offensive and Unwelcome conduct occurs when an individual's unwelcome conduct is determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity.

Unwelcomeness and objective offense are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident(s) occurred and any similar previous patterns that may be evidenced.

3. Sexual Assault

Sexual Assault is any sexual act, directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; and includes unlawful sexual intercourse. which includes the following types of conduct set forth below:

- Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of that person including instances where the person is incapable of giving consent because of their age or their temporary or permanent mental or physical incapacity.
- Fondling: The touching of the private body parts of another person or causing another person to touch another's private body parts, intentionally for a sexual purpose without the consent of that person, including instances where the person is incapable of giving consent because of their age or their temporary or permanent mental or physical incapacity.
- Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Nebraska State law.
- Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent of 16.

4. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with that person. The existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the individuals involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under Domestic Violence.

5. Domestic Violence

A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of a person;
- A person with whom the person shares a child in common;
- A person who is cohabitating with, or has cohabitated with, another person as a spouse or intimate partner;
- A person similarly situated to a spouse of the other person under the domestic or family violence laws of Nebraska;
- Any other person against an adult or youth the Complainant who is protected from the person's acts under the domestic or family violence laws of Nebraska

6. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- Course of conduct means two (2) or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

7. Sexual Exploitation

Engaging in conduct where one party takes non-consensual or abusive sexual advantage of another person for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person;

- Non-consensual visual or audio recording of sexual activity;
- Non-consensual display or distribution of photos, images, or information of an individual's sexual activity or private body parts;
- Non-consensual voyeurism;
- Coercing someone against their will to engage in sexual activity, or
- Knowingly transmitting a sexually transmitted disease (STD) without disclosing STD status.

Retaliation Prohibited

Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured under Title IX or 34 CFR Part 106, or because the individual made a complaint or report, testified, assisted, participated, or refused to participate in an investigation, proceeding, or hearing under this policy is prohibited.

Consent:

Consent is positive cooperation in an act or an expression of the intent to engage in an act. The presence or absence of consent must be based on the totality of the circumstances, including the context in which the conduct occurred

- Consent to a sexual act must be given by an individual voluntarily, and with knowledge and understanding of the nature of the act and their participation in it.
- A person may express their consent or lack of consent verbally, physically, or through conduct in a manner understood by a reasonable person under the circumstances.
- Consent can be withdrawn by any party at any time through words or conduct.
- Consent cannot be inferred from silence or passivity alone.
- A person need not resist verbally or physically when it would be futile to do so as understood by a reasonable person under the circumstances.
- Consent to one type of sexual activity does not necessarily constitute consent to another type of sexual activity.

A person lacks the capacity to consent when they:

- Are incapacitated by drugs or alcohol;
- Are unconscious, passed out, asleep, coming in and out of consciousness;
- Have a mental or physical disorder, illness, or disability that renders them incapacitated; or
- Are forced, coerced, intimidated, or deceived into providing consent.

Reporting a Policy Violation to the College

Any person may report sex discrimination, including Sexual Harassment, to the College by contacting the Title IX Coordinator. Such contact may be made verbally either in person or by telephone or in writing by delivering a written document in person, by mail, or by email. The following employees are required to report incidents of sexual harassment to the Title IX Coordinator: President, Vice Presidents, Academic Deans, Title IX Coordinators and designees; AVPSA; Housing and Residence Life Staff, including; Directors, Managers, Assistant Directors, and Residence Hall Advisors; Athletic Directors and Associate Athletic Directors; All Coaches; and Campus Security Officers.

Alicia Dorsey McIntosh, Title IX Coordinator

Kanter Student Center, Room 201

Phone: 402-375-7321

Emergency/Cellphone: 402-375-7289

Email: aldorce1@wsc.edu

Website: www.wsc.edu/title-ix

The Title IX Coordinator is responsible for responding to reports of Sexual Harassment by ensuring:

- The coordination of supportive measures;
- The facilitation of informal resolutions of Formal Complaints, when appropriate;
- The investigation of Formal Complaints of Sexual Harassment; and
- The creation of an investigative report which summarizes and assesses the credibility of the available evidence and synthesizes the areas of dispute and agreement.

College employees (including medical and mental health professionals identified below) are required by law to report any allegations of sexual abuse or assault of a minor to either law enforcement or the Department of Health and Human Services.

Exception Regarding Employee Reporting: The law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional. Medical and mental health professionals employed by the College, including Licensed Student Counselors, Nurses, and Athletic Trainers, respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. Employees may have to breach confidence, however, when they perceive an immediate and serious threat to any person or property.

Response to Reports of Sexual Harassment

Upon receipt of a report of Sexual Harassment, the Title IX Coordinator will promptly offer to meet with the Complainant for the following purposes:

- To discuss the report, review the availability of Supportive Measures, and determine the Complainant's wishes regarding Supportive Measures;
- To listen to the Complainant's account and ask questions to gain a better understanding of the nature of the alleged incident. and to explain the policy, the definition of Sexual Harassment, and the Grievance Process; and
- To discern the Complainant's wishes for next steps with respect to the Grievance Process.

The Title IX Coordinator will determine whether the alleged conduct can be addressed under this policy or whether the alleged conduct may be more appropriately addressed pursuant to a different Board or College policy or process.

- If the determination cannot be made based upon the information available, the Title IX Coordinator may seek additional information for purposes of making the determination; however, the Title IX Coordinator cannot conduct an investigation unless a Formal Complaint has been submitted. If the alleged conduct is determined not to fall within this policy, the Title IX Coordinator will refer the Complainant and the report to the appropriate College official.

Supportive Measures

Supportive Measures must be reasonable and are offered to restore and preserve equal access to the College's education programs and activities without unreasonably burdening the other party, to protect the safety of all parties or the educational environment, and/or to deter Sexual Harassment.

- d) All parties are treated equitably when offered Supportive Measures.
- d) The College may also utilize Supportive Measures as supplemental tools in disciplinary action, sanctions, or Informal Resolutions.
- d) Requests for Supportive Measures must be made directly to the Title IX Coordinator, who will facilitate implementation.
- d) Supportive Measure may include, but are not limited to the following:
 - Referral to counseling services;
 - Reasonable academic accommodations;
 - Changes to on-campus housing;
 - Changes to employment situations;
 - Use of Campus Security escort services;
 - Bi-lateral no contact orders; and
 - Other similar measures.

Emergency Removal of Respondents

The College may remove a Respondent from the College's education program or activity on an emergency basis if, after conducting an individualized safety and risk assessment, it determines that the Respondent presents an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment. Decisions to remove a Respondent on an emergency basis will be made by the Vice President, Associate Vice President, or Dean responsible for Student Affairs as designated by the President based upon the outcome of the individualized safety and risk assessment. If removal is deemed appropriate, the party can challenge the decision by submitting a written appeal.

Reporting Conduct to Law Enforcement

A Complainant can choose to report the conduct only to the College, only to law enforcement, or to both the College and law enforcement. If a report to law enforcement is made, the College will cooperate with any law enforcement investigation. Regardless of whether law enforcement chooses to prosecute a reported offense, the College may pursue disciplinary action against a student or employee alleged to have committed Sexual Harassment.

A Complainant may obtain medical care for the purpose of collecting and preserving physical evidence of an alleged offense. Health care providers are required to report to law enforcement when an injury appears to have been received in connection with, or as a result of, the commission of an actual or attempted sexual assault.

Parties may also pursue judicial remedies such as orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts. Parties are responsible for notifying the College of any orders issued by criminal, civil, or tribal courts and should provide a copy of such order to the Title IX Coordinator as soon as reasonably possible. The Title IX Coordinator may discuss with the party options regarding enforcing the order within a College Educational Program or Activity.

Confidentiality

The College appreciates the privacy concerns inherent in allegations of sexual harassment. To protect students' privacy rights, the names of students or other identifying information, especially that which is contained in written documents and notes, will only be disclosed to third parties if; (a) prior written permission is given by the student concerned; (b) the disclosure is necessary to conduct an investigation or implement an interim measure; (c) the disclosure is necessary to pursue disciplinary action; or, (d) the disclosure is otherwise required by law.

The College has a legal duty to include information about reports of criminal sexual misconduct in annual security report statistics which does not identify the individuals involved.

Sign Posting

Signs are to be posted in designated areas in each campus building and not on walls which include the Kanter Student Center. Special signs, team support, election, etc. may receive special approval for wall display. Please bring items to the Student Activities Office, SC Room 12, for assistance. Displays in residence hall windows are prohibited and will be addressed in a content neutral manner.

Skateboards, Hover Boards, Bicycles, Scooters, and Rollerblades

The use of skateboards, hover boards, bicycles, scooters, and rollerblades are prohibited inside all campus buildings and within 25 feet of any building entrance. The use of skateboards, hover boards, bicycles, scooters, and rollerblades will be allowed outside on the WSC campus by those associated with WSC, and then only as a means of transportation. Anyone using skateboards, hover boards, bicycles, scooters, or rollerblades on WSC property shall give right of way to pedestrians and will travel at a reasonable and prudent speed. Recreational use is prohibited. Recreational use includes, but is not limited to, performing acrobatic stunts of any type as well as using any bench, table, stair, or similar object as a platform for these recreational vehicles.

Students using skateboards, hover boards, rollerblades, scooters, and bicycles are responsible for any damage or injury (including to themselves) they may cause on the WSC campus. The College will assume no responsibility for any injury or damage caused by skateboards, hover boards, rollerblades, scooters, and bicycles. WSC students violating this policy may be subject to campus disciplinary action, in addition to being charged with a criminal offense if the situation warrants.

Bicyclists and scooter operators are required to use the storage racks located throughout the WSC campus. Bicycles and scooters shall not be attached to or parked by trees, posts, signs, stairwells, railings, doors, or handicapped ramps. Bicycles or scooters found secured to any object other than a bike rack or laying on the ground are subject to confiscation by WSC Campus Security.

The term 'scooter' will refer to all push or pedal style scooters including those powered by electricity. Motorized scooters will be considered the same as a motorcycle and must follow all motor vehicle laws and WSC parking regulations.

Solicitation on Campus

No solicitation or canvassing of any kind may be conducted on campus, including door-to-door solicitation or canvassing in residence halls. Nor may articles, goods or services be offered for sale on the campus unless the solicitation is part of an approved College fundraiser. Additional information can be found in [Board Policy 8025: Private Use of Facilities](#) and [Board Policy 8027: Leasing or Renting Space](#).

Student Fundraising Activities

All student money-making activities must be approved in advance by the Director of Student Activities, Room 12, Kanter Student Center. This process requires completing a form describing the activity and obtaining the advisor's signature. College-recognized organizations sponsoring fund-raising activities must be non-profit in nature and may not involve the sale of food unless specifically approved on the Authorization Form. Groups wanting to sell or distribute items in campus residence halls must do so in cooperation with, and under the supervision of the Residence Hall Directors. Unauthorized fund-raising events may be cancelled by the Vice President for Student Affairs.

Unlawful Harassment

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, including unlawful harassment. The Board specifically prohibits unlawful discrimination (including harassment) based on any class protected by applicable federal, state, or local law. (The Board has a separate policy, [Board Policy 3020](#), concerning unlawful Sex Harassment.) The Colleges will take appropriate action to prevent, correct, and discipline discriminatory behavior that is found to violate Board policies and principles of equal opportunity and access.

Each College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Inquiries regarding nondiscrimination policies and practices may be directed to the Compliance Coordinators assigned at each College and identified on each College website.

Harassment based on a protected class may take many forms, including unwelcome verbal acts, name-calling, derogatory comments, slurs, coercion, intimidation and/or negative stereotyping; graphics and written statements, which may include use of cell phones or the Internet; or other physically threatening, harmful, or humiliating conduct. Harassment does not have to include an intent to harm, be directed at a specific target, or involve repeated incidents. (Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.)

Students who believe they or others have been subjected to unlawful discrimination should immediately report their concerns to any College President, Vice-President, Dean, Title IX Coordinator, any staff member of Housing/Residence Life (including Directors, Assistant Directors, Hall Coordinators, and Residence Hall Assistants), Coach, or any Campus Security Officer.

The Board of Trustees will follow the processes and procedures described in [Board Policy 3100: Student Conduct](#) and [Board Policy 3200: Due Process](#) to investigate and address discriminatory behavior.

Weapons and Explosives

WSC prohibits all persons who enter College property from carrying, possessing or using firearms, fireworks, explosives or any lethal weapon on campus or any type of item designed to cause injury or death regardless of whether the person is licensed to carry the weapon or not. Only certified law enforcement officials who have the appropriate approval will be allowed to carry a weapon. Concealed weapons are not permitted at the College, in buildings, on the grounds, other WSC property or at WSC activities.

Students who possess a weapon on WSC property are in violation of this policy and may be subject to disciplinary actions up to and including suspension. Any violator may also be reported to law enforcement officials to face the possibility of criminal prosecution.