



Wyoming Catholic College
Student Handbook

2024-2025

THIS HANDBOOK BELONGS TO: _____

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I
INTRODUCTION TO WYOMING CATHOLIC COLLEGE

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

RULE OF ST. BENEDICT

A. Summary of Our Mission and General Disclaimer

Wyoming Catholic College forms students through a rigorous immersion in the grandeur of the mountain wilderness, the primary sources of the classical liberal arts tradition, and the spiritual heritage of the Catholic Church. Grounded in real experience and thoughtful reflection, our graduates love truth, think clearly, communicate eloquently, and act with confidence and wisdom in the greater world.

The full mission of the College is articulated in the [Philosophical Vision Statement \(PVS\)](#), which is available in printed form or on the College's website. The [Academic Catalog](#) articulates how we specifically fulfill that mission within the curriculum while this [Student Handbook](#) articulates how we support that mission outside the formal curriculum.

It must be noted that the *Student Handbook* is not and shall not be interpreted as a contract of any kind between the student and the College; WCC reserves the right (at any time during the year) to govern, to restrict, to exclude, or to change (for any period of time) anything that faculty and administration deem to be injurious or unnecessary to the College's overall culture and mission; items deemed injurious that are found on campus may be confiscated without warning and the owners or users may need to meet with one or multiple administrators/committees of the College. The enrolled student (as well as his/her parents/guardians if they enable the student's enrollment) must sign the [Handbook Acknowledgement Form](#) stating that they recognize this right and agree to abide by the policies set forth by the College and in any subsequent addenda or clarifications; failure to sign the handbook acknowledgement will prevent a student from registering and receiving his or her books.

B. Faculty Members

The essence of a school is a faculty... Schools are groups of friends at leisure, apart from business, given over to the free exercise of their animal rationality, that is, a "faculty."

DR. JOHN SENIOR

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

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

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

Dr. Adam Cooper
Assistant Professor of Humanities and Trivium
Ph.D. (Literature), University of Dallas

Dr. Travis Dziad
Assistant Professor of Theology, Leadership and Outdoor Education
Ph.D. (Theology), Ave Maria

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

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

Mr. Stephen Hill
Instructor of Latin
Ph.D. Candidate (Classics), University of Virginia

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

Mr. Paul Jernberg
Music Director and Composer In-Residence
B.A. (Liberal Arts), DePaul University

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

Mrs. Marjorie Papadopoulos
Instructor in Horsemanship
B.A. (English), University of Dallas

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

Dr. Tiffany Schubert
Assistant Professor of Humanities and Trivium
Ph.D. (Literature), University of Dallas

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

Dr. Daniel Shields
Associate Professor of Philosophy
Ph.D. (Philosophy), Catholic University of America

Mr. Kyle Washut
Instructor of Theology
S.Th.D. Candidate (Theology), University of Saint Mary of the Lake

Dr. Henry Zepeda
Assistant Professor of Mathematics and Science
Ph.D. (History of Science, Technology, and Medicine), University of Oklahoma

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

C. Staff Offices (Except the Office of Student Life)

All names in each section are organized alphabetically by last name rather than by position.

(1) Board of Directors

Most. Rev. James D. Conley

Mr. Robert A. Ramaekers

Mr. Anthony Delserone, Jr.

Mr. Bill Sniffin
Chairman

Dcn. Dr. Timothy Flanigan

Mr. Kyle Washut
President

Dr. Attila Freska

Hon. J. Leon Holmes

Mrs. Marie deLorimier Wilmer
Secretary

Mr. Christopher Ice

Mr. Stephen R. Winship
Vice Chairman

Dr. Francis Milligan

Dr. Pavlos Papadopoulos
Faculty Representative

Mr. John Zimmer

(2) President's Office (*a.k.a. the Leadership Team*)

Mr. Gary Michaud
Vice President of Administration

Mr. Joseph Susanka
Vice President of Advancement

Mr. Rigg Mohler
Chief Financial Officer

Mr. Kyle Washut
President

Dr. Scott Olsson
Academic Dean

Dr. Thomas Zimmer
Executive Director of COR Expeditions

Dr. Lucas Preble
Dean of Student Services

(3) Academic Dean's Office

Dr. Travis Dziad
*Assistant Dean for
Students*

Dr. Scott Olsson
Academic Dean

Mrs. Jennifer Westman
Registrar

(4) Institutional Advancement Office (OIA)

Mr. Julian Kwasniewski
*Marketing and Communications
Coordinator*

Mr. Joseph Susanka
Vice President of Advancement

Mr. Mark Lien
Donor Relations Officer

Mr. Scott Tygett
Regional Director of Donor Relations

(5) Chaplaincy Office

Rev. David Anderson
Byzantine Chaplain

Rev. Godfrey Okwunka
Roman Chaplain

Mr. Paul Jernberg
Music Director

(6) Business and Finance Office

Mrs. Christina Bolin
Director of Financial Aid

Mrs. April Pendleton
Director of Business Office

(7) Admissions Office

Miss Catherine Mershon
Director of Admissions

Mr. John Walsh
Admissions Counselor

Dr. Lucas Preble
Dean of Student Services

Mr. Joseph White
Admissions Counselor

(8) Campus Facilities Office

Mr. Eli Rowney
Plant Manager

Mr. Michael Sheehan
Maintenance Supervisor

Mr. Jack Walsh
Fleet Manager

(9) Food Service Office/Pioneer College Caterers

Mr. Scott De Lair
Food Services Director

Miss Maria Quispe
Catering Manager

(10) Outdoor Leadership Program (OLP) and Catholic Outdoor Renewal Expeditions (COR) Offices

Mrs. Sarah Carlstrom
COR Director of Client Relations

Miss Elizabeth Meluch
COR Course Director

Mr. Zachary Carlstrom
COR Assistant Director

Mr. Josh Rutnicki
COR Missionary

Miss Marissa Daskiewicz
COR Administrative Coordinator

Mr. Jack Swindell
COR Course Director

Mr. Karl Eby
*Outdoor Leadership Program Assistant
Director*

Mrs. Kathy Swindell
COR Missionary

Mrs. Marley Green
COR Contract Coordinator

Miss Louisa Whitmore
COR Missionary

Mr. Andre Klaes
COR Missionary

Dr. Thomas Zimmer
Executive Director of COR Expeditions

D. The Office of Student Life

(1) Assistant Dean for Students (ADS)

Dr. Travis Dziad

Acting on behalf of the Academic Dean and the Academic Council (AC), the Assistant Dean for Students helps the Office of Student Life (OSL) integrate the academic goals of the College with the goals more directly addressed by OSL (e.g., spiritual and physical perfections). In addition, the ADS aids the OSL's efforts to maintain and develop the natural connection between student rules, policies, and events and the [*Philosophical Vision Statement*](#) of the College, especially by helping form the prefect team. The ADS reports to the Academic Dean.

(2) Director of Student Life (*DSL*)

Mr. Joseph Fredriksson

The Director of Student Life is responsible for ensuring the students' needs are met and their concerns heard, enforcing the College's rules, and organizing trips, activities, events, and intramural sports. The DSL also oversees the more practical logistics of student life, including but not limited to assigning dormitory rooms, setting the shuttle policy, and connecting students with professionals in physical and mental health. All of this work is for the sake of enabling the students to better participate in the course of studies laid out by the College. The DSL reports to the Academic Dean.

(3) Residential Life Coordinator (*RLC*)

Miss Elizabeth Rensch

The Residential Life Coordinator is a full-time employee with a three-fold ancillary role in helping the College community thrive. In helping to foster a rich and balanced community, the RLC assists in the integration of the curriculum with students' daily life, encourages spiritual and personal formation, and works to protect the well-being of the students. As a facilitator of curricular integration and internalization, the RLC helps promote regular excursions into the outdoors to further develop the body and revive the mind. The RLC supports the Chaplaincy in providing liturgical and spiritual opportunities to progress in the spiritual life. Finally, in caring for the well-being of the students, in order that they are best able to both benefit from and contribute to the education, culture and community of WCC, the RLC assists in both hearing and addressing students' concerns and needs, striving to be an advocate and resource. In collaboration with the DSL, the RLC also mentors and supervises the student prefects.

(4) Prefects

Miss Anne Cocker - <i>St. Joan of Arc</i>	Mr. Ben Collins - <i>St. Athanasius</i>
Miss Hayley Heidt - <i>St. Agnes</i>	Mr. Kolya Sidloski - <i>St. John of the Cross</i>
Miss Grace Sherman - <i>St. Teresa of Avila</i>	Mr. Eddie Collins - <i>St. Leo the Great</i>
Miss Aeja DeKuiper - <i>St. Scholastica</i>	Mr. Joseph Henderson - <i>St. Benedict</i>
Miss Ginny Martin - <i>St. Kateri Tekakwitha</i>	Mr. Florian Covington - <i>St. Isaac Jogues</i>
Miss Marietta Mortensen - <i>St. Gianna Molla</i>	Mr. Jerome Daly - <i>St. Gerard Majella</i>
Miss Gemma Davidson - <i>St. Helena</i>	

The DSL and the RLC are assisted by both male and female prefects who are selected for their exceptional prudence and maturity and then assigned to oversee each dormitory. Prefects act as curators of the WCC culture by their example and leadership in the community. While participating as fully as possible in the academic curriculum, outdoor program, spiritual life, and

social life of the College, they also maintain the rules and expectations which protect the harmony of the WCC community. While the prefects act in keeping with the College rules, the manner of implementation of those rules is ordinarily left to their discretion in consultation with the rest of the OSL. Prefects must act as role models to other students. Prefects are responsible for issuing hours for rule infringement, ensuring dorm residents' attendance at specified events, maintaining sign-out/sign-in records of the dormitory, contacting authorities in any emergency, and encouraging dormitory charters which promote the good of the dormitory. Additionally, prefects serve as intermediaries between the student body and the College administration, especially in their role as student advocates.

(5) Ombudsmen

Mr. Joseph White and Miss Marissa Daskiewicz

If a student feels unable or unwilling to take his or her complaint to the DSL, ADS, or Academic Dean, or if the complaint concerns one or more of the aforementioned individuals, or in certain other cases involving faculty or staff members, the suitable contact person is one of the ombudsmen.

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

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

E. Campus and the City of Lander



(1) What Is Meant By "Campus"

The WCC campus primarily refers to all buildings used for administrative and academic purposes as well as those in which students reside. In addition to these buildings, the surrounding parking lots and lawns of these buildings are considered WCC campus grounds.

As it pertains to the rules and expectations articulated below in II.A., campus also means other places (like the Holy Rosary Parish buildings) where the College's activities (e.g., retreats/workshops, outdoor trips, etc.) take place, although some rules may be adapted due to specific activities at the various locations.

(2) Specific Campus/City Locations

Dormitories

The College's dormitories include the twelve residential buildings at *McFarlane Drive* (i.e., All Saints Dormitories), *Valley View Drive* (i.e., The Kellogg/Benedictine Apartments), and *Leedy Drive* (i.e., Holy Rosary Dormitories). St. Benedict, St. John of the Cross, St. Athanasius, and St. Leo the Great, St. Isaac Jogues and St. Gerard Majella are the male dormitories. St. Scholastica, St. Joan of Arc, St. Agnes, St. Teresa of Avila, St. Kateri Tekakwitha, St. Helena of Constantinople, and St. Gianna Molla are the female dormitories.

Each of these dormitories possesses some appliances for the residents. Washers and dryers are available for use free of charge, but students provide their own laundry detergent, bleach, etc. Refrigerators and microwaves are also available in each of these dormitories, though they may vary in size.

The Baldwin Building

306 Main Street, Lander, WY 82520 (i.e., on the corner of North 3rd and Main)

*Main College Phone #:
(877) 332-2930*

The oldest commercial building in Lander, the Baldwin Building is the main academic building of the campus. Aside from the five classrooms and the many faculty/staff offices in the building, it also houses a large portion of the sixteen thousand volume St. Jerome Library, the Poetry Hallway, the mailrooms, a computer lab, a lounge, and the Pequod Pub. One announcement board is located in the hallway next to Classroom L and another is located next to the OSL.

While Sinks Coffee Shop is considered a part of the College's campus since it is a tenant within the Baldwin Building, it is at the same time a privately owned business open to the wider public, not a lounge purely for students.

The St. Joseph Building

300 Lincoln Street (i.e., on the corner of 3rd and Lincoln)

The St. Joseph Building, located on 3rd and Lincoln, is where both the OLP/COR Expeditions and the Campus Facilities Office are located. The front of the building has several offices for the outdoor professionals as well as a meeting space, while the back of the building, affectionately called "the Gearage," is where almost all of the College's outdoor equipment for trips is stored. Next to the Gearage is the maintenance garage where tools and fleet vehicles are kept when not in use.

Frassati Hall

275 North 3rd Street (i.e., on the corner of 3rd and Washakie)

Frassati Hall is where meals are taken in common as well as where certain academic/social functions take place. Aside from the kitchen and baking areas where Pioneer staff work or supervise meal preparation, Frassati Hall is divided into three sections: the main refectory (where board meals are served), the day-storage shelves room, and the "Quiet Side," the last room of which possesses a wood stove for comfortable gatherings. A couple of announcement boards are present in the hallway.

The Orchard Building

303 Main Street (i.e., on the corner of South 3rd and Main)

The Orchard Building, another of the older buildings in Lander, contains several faculty/staff offices, a couple study areas, the St. John Bosco student lounge, the WCC History Hallway Display, a smaller portion of the St. Jerome Library, and the Byzantine Chapel in addition to several businesses that operate out of the building, such as the bank. Two announcement boards are present; one is just outside of the student lounge in the basement and the other is upstairs inside the large study area.

The Augur Building

427 Main Street

The Augur Building, originally a portion of a military fort dating back to 1869, was acquired from the other local college (i.e., Central Wyoming College) and is utilized as a classroom building. It has another portion of the St. Jerome Library, the Chesterton Reading Room, a baby grand piano, and the Senior Class Award Wall. Inside the main entry is an announcement board.

Immaculate Conception Oratory (ICO)

180 South 3rd Street (i.e., on the corner of 3rd and Garfield)

The oldest non-denominational church in Lander, Immaculate Conception Oratory was the original site of what became Holy Rosary Parish (now by Leedy Drive). After the parish moved to its current spot decades ago, the building went through several different hands until the College reacquired the use of it from a Landerite who had been using it as a house. It now acts as the primary location of the Roman Chaplaincy's activities. Inside are shelves of devotional books which can be used in the oratory.

Christine Allen Memorial Horsebarn and Horsemanship Arena

2807 Sinks Canyon Road

Dedicated *in memoriam* of Christine Allen, a student in the Class of 2016 who tragically died over the summer after her freshman year, the Christine Allen Memorial Horsebarn and Horsemanship Arena is where most of the equestrian classes and activities of the College take place.

Holy Rosary Parish Church, The Education Building, and Boeseke Hall

163 Leedy Drive

Father Albert Santiago - Pastor
Mrs. Renee Stong - Secretary

Phone #: (307) 332-4952

The Holy Rosary Parish possesses, besides the church building itself, a number of classrooms and halls, most of which are available for events only if students make arrangements through both the DSL and Parish Secretary. The largest of these spaces is the Knights Hall, which is located in the basement. Knights Hall usually serves as the meeting place every 1st and 3rd Mondays at 7:30pm for the local Knights of Columbus council: Father Martin Kennedy Council #5447. Above Knights Hall are the Education Building's classrooms, which are used for CCD and Catholic Schoolhouse. Adjacent to the parish church is Boeseke Hall, the main room of which may be used as a study room without reservation so long as it is not being used by any other parish group.

Lander Community Center (LCC)

950 Buena Vista Drive

Because of the large amount of space and attached kitchen which it possesses, the Lander Community Center is often used for the most important College events, such as the Distinguished Lecture Series and the Graduation Weekend Ceremonies.

Lander Medical Clinic

*Hours: 8am-5pm Mon.-Fri.
9am-12:30pm Sat.*

745 Buena Vista Drive

Phone #: (307) 332-2941

For non-emergency medical care, it is recommended that students visit the Lander Medical Clinic with insurance information in hand.

Lander Hospital

*Hours: Open 24 Hours,
7 Days a Week*

1320 Bishop Randall Drive

Phone #: (307) 332-4420

For immediate care for the most serious injuries or illnesses, the emergency room run by SageWest Healthcare is located in the front of the hospital and is always open. Other medical professionals are available at the hospital by appointment.

Lander Police Station

240 Lincoln Street

Non-Emergency Phone #: (307) 332-3131

In any situation which requires police involvement but is not an emergency, the police may be reached at the above location or by using the above phone number during normal business hours.

High Mountain Fitness Gym

730 Lincoln Street

Phone #: (307) 206-6909

High Mountain Fitness Gym is a large, 24-hour fitness gym, available free of charge for students who register through the college. Students enter the building via their student ID.

Bruce Gresly Aquatic Center

450 South 9th Street

Phone #: (307) 332-7478

The Bruce Gresly Aquatic Center houses Lander's indoor Olympic-size swimming pool and hot tub. Students may enter free of charge with their student ID. Occasionally, the OLP will host kayak roll sessions here.

Fremont County Library - Lander

451 North 2nd Street

Phone #: (307) 332-5194

In addition to the St. Jerome Library in the academic buildings, students may take advantage of the Fremont County Library, a free public library that offers a wide variety of services such as interlibrary loan, audiobooks, art exhibits, and programs. Inside the library is the Carnegie Room, which has been rented by students, faculty, or staff from time to time to showcase student performances, such as plays or music recitals.

Lander's Parks

Parks and Rec Office: 405 Fremont Street

Parks and Rec Phone #: (307) 332-4647

Lander has a number of parks scattered around town including Dillon Park, Jaycee Park, Centennial Park, Veterans Memorial Park, City Park, and North Park. They provide nice places to participate in sporting/intramural activities (e.g., soccer, volleyball, rugby, etc.), have picnics, read, etc. During the summer, City Park in particular hosts numerous music concerts or events such as Lander Brewfest.

Sinks Canyon State Park

3079 Sinks Canyon Rd, Lander, WY 82520

Phone #: (307) 332-6333

Sinks Canyon State Park, just outside of the Lander city limits, is a great place for outdoor activities. Within Sinks Canyon are several fire pits and yurts, a waterfall hike, Boulder Choke Cave, a few climbing/rappelling routes, and numerous other attractions. The Sinks Canyon State Park Visitor Center, which has merchandise and helpful information, is open from Memorial Day to Labor Day.

II COMMUNAL DISCIPLINE

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

PSALM 133:1

A. Specific Rules and Expectations

WCC is committed to fostering a community of friends between students, faculty, and staff whose love for the True, the Good, and the Beautiful permeates every aspect of life on campus. Our campus rules and expectations strive to reflect that love in relation to the demands of our unique program.

Activities that take place off campus (as defined in Section I.E.), even if not officially related to the College, can have a positive or negative impact on the College. Students' conduct may bring credit or discredit to the program here simply because they are known by others to be attending a faithful Catholic college. Poor conduct might indicate that a student is not suited for the program. Thus, egregious behavior off campus, both during and outside the academic year, may be subject to disciplinary action.

The *Student Handbook* is not exhaustive. It does not detail all of the College's policies, rationales, etc. Because knowledge of the *Student Handbook* is an expectation for all students, policies involving certain improbable situations or lengthy rationales are deliberately omitted as a courtesy to the student body. Students should recognize that this handbook is not a binding contract limiting what the College can regulate or do for the academic year; any action on the part of a student which is not explicitly covered by the categorical rules and expectations below but which is deemed unreasonable, dangerous, etc. may be subject to disciplinary action. A student who has a question about the existence of additional policies or who wants to know more about why the College has certain policies is encouraged to contact the OSL.

To facilitate a fast from technology, all hyperlinked forms referenced in the rules and expectations below are also available in printed form in the OSL.

(1) Civility and Conflict/Incident Resolution

Students are always expected to be reasonable, courteous, honest, and charitable in their interactions with people. Bullying, hazing, or harassment, whether verbal or physical, are incompatible with a Catholic ethos and will not be tolerated. (For more information, please see the Harassment and Misconduct Policies in Appendix B.)

Complaints are only to be vocalized to those who need to know or to those who can assist in resolving a problem, beginning with those at the lower levels of authority according to the principle of subsidiarity. Incidents, especially serious ones, should be recorded using the [Incident/Close Call Report Form](#).

(2) Obedience and Civic Justice

In addition to College or parish regulations (e.g., the [Work-study Handbook](#), the OLP's [Leader Manual](#), dormitory charter, etc.), students must adhere to local, state, and federal laws, especially since illegal activity carried out by any of its members is particularly harmful to the College's reputation and mission. Attempting to deceive any authority is considered a major infraction. Felonies or misdemeanors which result in danger to persons, substantial fines, or

serious scandal (e.g., driving under the influence, using illegal, mind-altering substances, etc.) are considered major infractions.

(3) Respect for the Sacred

Whether they are Catholic or not, students are not to deliberately scandalize Catholic sensibilities while part of our institution dedicated to fostering them. Clerics and consecrated religious are to be given due respect for having answered an extraordinary calling to both minister and live out the baptismal promises more fully, sacramental objects are to be both utilized for their intended purpose and (if needed) disposed of properly according to Church directives, and holy places and rites call for an unobtrusive, contemplative demeanor to be kept by those within/attending them. Any behavior which constitutes sacrilege per Canon Law (e.g., theft of church property, sharing overheard information from another's confession, etc.) is considered a major infraction.

(4) Privacy

All students are to be housed on campus and in single-sex dormitories composed of members of each class; in the case of married students or other atypical cases, students must fill out an [Off-Campus Housing Request Form](#) to be reviewed by the AC. Members of the opposite sex, including family members, are not permitted at any time in the dormitory, next to dorm windows, or on the porch (except to knock on the door, assist in moving in/out when explicitly permitted in writing by OSL, or to perform Work-study tasks approved beforehand by their supervisors). This rule protecting students' privacy is considered among the most important the college has and any unapproved presence in dormitories of the opposite sex constitutes a major infraction.

(5) Confidentiality

From time to time, in the course of their Work-study, as prefect, as Student Custodian on the DC, or in another capacity, a student may come across privileged information. Violating confidentiality by divulging such privileged information may constitute a major infraction.

(6) Public Displays of Affection

Any displays of affection, whether romantic in nature or not, which make others uncomfortable or unwelcome are not permitted in public spaces.

Any actions which are inherently immoral given a student's state in life are not permitted anywhere and constitute major infractions.

(7) Attire and Hygiene

In the Lander-Riverton area or during any College-sponsored activity, students' attire should harmonize with Catholic and professional sensibilities. A student's dress should reflect the work he or she is engaged in, according to the College's dress classes (i.e., the Formal,

Classroom, and Casual Dress Classes recorded in Appendix E). For equestrian or OLP-related activities, students must wear all activity-appropriate clothing and protective gear mandated by the instructors. Non-College Sunday Masses/Divine Liturgies in the Lander-Riverton area still require students to be in Formal Dress. Deliberately sporting an outlandish appearance during the most solemn or public events at the College (e.g., Distinguished Lecture Series, Commencement, Sunday Mass/Divine Liturgy, etc.) is normally considered a major infraction.

Students must also maintain good hygiene habits (e.g., showering to eliminate odors, grooming hair to not appear disheveled, etc.).

(8) Campus Cleanliness

All campus grounds and buildings, including classrooms, lounges, dormitory rooms, and the mailroom, are to be kept clean from refuse, odors, and general untidiness and must be presentable during and after students' use of them. Staff walkthroughs may happen at any time during residency for disclosed or undisclosed reasons to ensure compliance. At the beginning and end of each academic year, students will fill out dorm check-in/checkout forms with prefects to record the state of the room for the Campus Facilities Office; the [Check-In Form](#) must be turned in to the prefect by Matriculation and the [Checkout Form](#) must be turned in to the prefect by the end of the Tuesday following Commencement. Furniture in academic buildings is not permitted to be moved without permission of the DSL or the Maintenance Supervisor in part to maintain consistent aesthetics within campus buildings.

(9) Food and Drink

No food and drink other than beverages in closed containers or that which is provided by faculty or staff is permitted in the academic buildings on campus (with the exception of the designated lounge spaces in those buildings). The refectory's plates, bowls, cups, mugs, and utensils may not leave Frassati Hall without the written permission of the Food Services Director or the DSL. Frassati Hall's kitchen and bakery may not be used for non-board meal preparation by students without approval from the Food Services Director. Use of the Dietary Needs Kitchen at All Saints is reserved for students who are necessarily partially off the meal plan; students seeking to reduce their meal plan must fill out the [Dietary Needs and Restrictions Form](#) and meet with representatives from OSL and the Food Service Office.

(10) Work and Study

Students may only seek consistent employment for a total of 10 or fewer hours per week in order to maximize time for personal and communal leisure activities. Those who fall significantly behind in Work-study hours (which are tracked by the students themselves on the [Work-study Timesheets](#)) due to illnesses, injuries, etc., should speak with both their supervisor and the OSL to develop a reasonable plan to catch up. Issued community service hours are to be split up such that no more than four can be completed in a given week.

(11) Attendance and Accountability

All classes, Work-study shifts, distinguished lectures, and All-College Seminars are considered mandatory events. Planned absences or absences due to illness from class should be communicated as early as possible to supervisors, professors, and the Academic Dean via either the dormitory phones or email; faculty and staff extensions are listed in Appendix G.

Students are encouraged to attend the College's non-mandatory events listed in Appendix C. Students are also encouraged to participate in the extracurriculars listed in Appendix D.

Students not on the meal plan are encouraged to bring their own food to Frassati in order to enjoy the fellowship and camaraderie fostered by taking meals in common.

Students and visitors approved to stay on campus (after filling out the necessary [Visitor Waiver](#) and making arrangements with either Admissions or the Finance Office to pay the required \$15 a night fee to cover room and board) must be in (or signed out from) the dormitories assigned to them in the [Dormitory Layout Spreadsheet](#) by curfew each night. Curfew for Sunday through Thursday nights is 10:30pm and for Friday and Saturday nights is midnight. If a student is signed out of a dormitory, he or she may not return to the dormitory that night so that the prefect, once he or she has checked curfew, has an accurate count of residents in the event of an emergency. A student's failure to be present at one's dorm at curfew may require community reparation determined by the prefect. A prefect who fails to check curfew will perform community reparation determined by the OSL. Frequent absences or any absences that lead to a search by staff are considered to be major infractions.

(12) Resource Management and Storage

Access items (i.e., keys, key cards, or punch codes) or College hospitality offerings (i.e., cots, bedding, meals, email addresses, etc.) are only to be used by those to whom they have been offered by the appropriate College staff. This must be the case for both campus security/safety and effective communication between relevant parties. In the case of dormitory room keys, students must put down a \$20 deposit which will be returned to the student once he or she returns the room key. Visitors (such as prospective, college-age students) or current students who have lost or irreparably damaged their access items are to immediately reach out to OSL, Admissions, and/or IT using the [Key\(card\) Request Form](#). Once issued and until they are returned at the end of the academic year, dormitory room/Work-study keys are always to be on a student's person or in their belongings and not hidden near access points. Illicitly distributing, hiding, or making copies of keys normally constitutes a major infraction.

Dormitory amenities (e.g., laundry machines and refrigerators) are for that dormitory's residents only.

College vehicles are only allowed to be used by those with the proper College insurance and who have made the proper arrangements with the Fleet Manager through the [Vehicle Request Form](#). (For more information on the cost of using or reserving a spot on a College vehicle, see the College's Transportation Info and Shuttle Policy in Appendix F.)

For personal vehicles registered through the Registrar's Office, students may park vehicles in the parking lots adjacent to the dormitories, ICO, the Orchard Building, the non-fleet side of Frassati Hall, and the alcove area immediately behind the Augur Building. Students may

not park behind the Baldwin Building or in the lots next to the St. Joseph Building which are reserved for full-time employees. They also should not park on Main Street to avoid interfering with local commerce.

Any issues with landline phones, printers, public computers, or other IT resources should be reported immediately to the Dean of Student Services, Vice President of Administration, or to the email account it.help@wyomingcatholic.edu.

Students seeking to be reimbursed for purchases made on behalf of the college (e.g., shuttle vehicle fuel) are to use the [Check Request Form](#) and attach all relevant receipts to it.

Any damages to college property or misuse of resources may require a payment be made to the Maintenance Supervisor in addition to any disciplinary measures the administration takes.

Entryways, hallways, stairwells, porches, and mailboxes are not to be used for long-term storage of personal or dormitory items. Items left for long periods in public spaces, no matter how valuable, may be placed in lost and found bins in OSL by the Campus Facilities Office workers before they are donated to one of the local thrift stores at the beginning of each week by the same workers.

(13) Hazard Mitigation

Other than the refrigerators, microwaves, washers, and dryers that are already present in the dormitories and the printers, lamps, fans, coffee makers, and water heaters that students are permitted to bring, no other appliances, flammable substances, or open flames are allowed without an approved [Appliance/Flammable Object Request Form](#) from the Maintenance Supervisor or the DSL in order to protect our buildings and adhere to our insurance requirements. This includes candles, incense, griddles, toasters, space heaters, halogen lamps, etc. Smoke detectors, fire alarms, and sprinklers may not be tampered with. Dormitory heaters may not be covered up.

Only one bunk bed may be stacked on top of another in dormitories and the stacked pair may not be elevated off the floor.

Motorized vehicles, bicycles, skate/longboards, scooters, rollerblades, etc. are not to be utilized indoors.

Maintenance work requests should be relayed as soon as possible to the Campus Facilities full-time staff via a written notice (to be placed in their mailbox) or an email to facilities@wyomingcatholic.edu describing what needs to be addressed, what might have caused it, and any other helpful information.

(14) Weapons

Besides knives of six inches or less or self-defense sprays (i.e., pepper spray), all weapons must be formally checked into the care of the College through the OSL or Campus Facilities staff until such time as they are to be used in designated areas for leisurely activities. When intending to check out a personal firearm, a [Firearm Request Form](#) must be filled out. After use, firearms must be promptly returned to the care of the College through OSL or Campus Facilities staff at a time and place determined on the request form. Leaving firearms unsecured and unattended for any amount of time normally constitutes a major infraction.

(15) Animals

Pets are not permitted on campus, except for small fish (in small tanks) or small amphibians. Students who own horses and wish to bring them to Lander should speak with the Horsemanship Instructors and staff. Students may not adopt (i.e., provide food, shelter, etc.) stray animals that sometimes attempt to make their homes near, in, or under college dormitory buildings. Students with pre-existing disabilities which require a service animal according to a formal diagnosis by a medical professional must meet with the DSL and fill out the [ESA Agreement Form](#).

(16) Licit Drugs

Alcohol may only be enjoyed in the Lander-Riverton area at licensed establishments, inside the Pequod with an OSL representative present, at faculty and staff houses, or at College-sponsored event locations when it is announced as an offering. As we are a dry campus, personal alcohol which is left over after the aforementioned events must be either turned into the OSL or disposed of. The virtue of sobriety must always be maintained; drunkenness normally constitutes a major infraction.

Tobacco may only be used on campus behind the Pequod prior to curfew and outside the dormitories at the spots and times designated by the proper prefect(s). Vape devices are regulated in the same fashion as tobacco pipes, cigars, etc.

Drugs prescribed by medical professionals may only be used by the intended recipient in the intended manner and for the intended duration.

(17) Technological Fasting

In accordance with Appendix II to the *PVS*, no cell phones, game consoles (to include their controllers), televisions, projectors, or other instruments which can connect to the internet (besides a laptop) are permitted by students in the Lander-Riverton area; any such items brought to campus must be marked with names and immediately checked into the OSL via a prefect or OSL staff member until the day before students will be leaving the aforementioned area. For accountability purposes, a [Cell Phone Request Form](#) must be filled out and turned into the OSL three days in advance even for travel outside of the Lander-Riverton area. Because the cell phone policy has always been a central pillar of our culture and formation, clandestine/illicit possession of a cell phone normally constitutes a major infraction. Section II.C provides more information on how students can resolve difficulties they may encounter without their cell phone, and Appendix G provides directions on how to use the landlines around campus and in students' dormitory rooms.

During class hours on class days (i.e., 8:00am-5:00pm, Monday-Friday), the classroom buildings (i.e., Baldwin and Augur) are to remain screen-free and headphone-free spaces; the one exception specifically to the screen-free provision is the set of desktop computers located in the Baldwin Building. Additionally, screens and headphones are not permitted to be used in Frassati during mealtimes or outside during walks or while skateboarding/biking so students may both develop better awareness of their surroundings and take up opportunities for social interaction.

Students may not construct Local Area Networks or access any Wifi from their dormitories.

Whether they are streamed or hard-copy, films or shows may not be watched on campus during class hours. While they may be watched anytime outside of those hours, the College does not allow them to be watched in the dormitories without the written permission of the DSL and strongly discourages frequent use of such media because it can easily diminish initiative taking with regard to other goods more in line with our vision; excessive movie watching on the part of a student, regardless of their academic performance, may lead to a restriction or revocation of the privilege at the discretion of either a prefect or the DSL. Youtube and other similar services, except for instructional videos on the computer lab desktop computers, are also not permitted during class hours in the Baldwin and Augur Buildings.

In the interest of promoting pursuits related more to the real world than virtual ones, video gaming, whether or not it is online, is not permitted anywhere on campus. This prohibition includes digital versions of physical games (e.g., chess).

B. Responses to Rule Infringement

(1) Overview

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

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

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

(2) Minor Infractions and the Office of Student Life

Minor infractions are directly dealt with by the prefects or the DSL when prefects are in need of more assistance. Certain infractions may be punished at the prefect's discretion by assigning a service hour to the offender. These service hours are applicable only for minor infractions/offenses and vary according to offense. Once the service hour is issued by the prefect, it must be completed by the student within the timeframe specified by the prefect. The DSL, in consultation with the ADS, may consider alternative sanctions for sufficiently grave offenses (these include offenses to rules explicitly or not explicitly stated in Section II.A).

Recurrent or more serious disciplinary issues which do not merit a Disciplinary Committee (DC) meeting are typically handled by the DSL. The DSL has the authority to take any disciplinary action for the common good and the particular good of a student, excluding expulsion or probation, which are reserved for major infractions and require the input of other members of the College administration. For example, the DSL may issue a letter of official censure to go in a student's record, issue a monetary fine, or issue a larger amount of service hours.

(3) Major Infractions and the Disciplinary Committee

The DC addresses all major infractions that may merit probation or expulsion. If an investigation is necessary, the DSL conducts the investigation, typically with the help of other OSL staff. The DSL will then inform the ADS of all the relevant facts. In consultation with the Academic Dean, the ADS will determine whether to convene the DC.

Students who are implicated in a serious offense against the good of the community are called before the DC which will consider the allegation's merit and, if necessary, impose an appropriate punishment.

Members of the Disciplinary Committee

This DC is made up of four faculty members, two Student Custodians, and the ADS. The ADS, as delegated by the Academic Dean, is the normative chair of the DC. The DSL is a non-voting member of the committee. Faculty members are appointed by the Academic Dean.

Each Fall Semester, four Senior men and four Senior women are nominated by the Junior Class to serve as Student Custodians for the DC. The ADS will meet with the nominees to explain the role and gain their consent to serve. The Academic Dean, with the consent of the AC, will then select two men and two women from the nominations to serve as potential DC members. The AC may allow the remaining four seniors to serve as alternate Student Custodians. Prior to a DC hearing, the Dean will select two Student Custodians to be members of that particular DC meeting. The administration will ensure that there are no conflicts of interest with the selections. If the student in front of the DC voices a concern with one of the student members, the Dean will take their concern into consideration.

Confidentiality

All proceedings of this committee are confidential. Members are expected to maintain a professional level of confidentiality and so are prohibited from disclosing information about the hearings. The purpose of this confidentiality is to safeguard each student's reputation and to facilitate healthy and candid deliberations within the DC. Student Custodians are allowed to contradict false rumors about the proceedings should the need arise. If committee members do not exhibit discretion about the hearings, they may be removed from the DC by the Academic Dean.

Investigation of An Infraction

The DSL is chiefly responsible for investigating infractions and will occasionally need to interview students, faculty, or staff in preparation for a DC meeting, or to determine whether a DC meeting is necessary. Whenever such interviews are required, effort will be made to conduct them privately and without creating rumors. The student who has allegedly violated the *Student Handbook* may be interviewed before being called before the DC but not in every case. After the initial investigation, the DSL will make a report to the ADS, who will decide whether or not to convene the DC.

Student Preparation for the Disciplinary Committee Meeting

If possible, a student will be notified by letter and/or email of the need to appear before the DC at least a day before the committee meets, at which time the student will also be informed of the alleged violation(s) under consideration. The student is responsible for contacting his or her parents ahead of the committee meeting.

The Disciplinary Committee Meeting Itself

The committee will begin its meeting with a review of what is known about the disciplinary situation and a consideration of the questions that need to be asked. DC members will be provided a copy of a standard DC meeting template and the *Student Handbook*. The student will be invited into the room and asked to give an account of the alleged violation(s). DC members may ask any further relevant questions. The student will be given an opportunity to ask questions of the committee. A student should be prepared to suggest what he or she believes is a reasonable disciplinary response from the committee, as well as express how they hope to restore the relationships and the goods harmed by their actions. The student will leave the session, and the committee will deliberate. It is possible the committee will interview the student again or interview other witnesses.

The DC's deliberations occur in two phases. First, the DC determines whether the accused is guilty of each violation. Second, the DC may impose a suitable punishment, which will have the purposes of discouraging the student from making the same violation again, encouraging growth in virtue and restoration of relationships and other goods harmed, and educating the rest of the community about the College's vision for student conduct and life in community. The three outcomes of the DC meeting are probation), expulsion, or, if it is determined that the student's conduct does not merit either disciplinary outcome, the committee may take no action at all. In the case of the last outcome, the committee may ask that the OSL handle the infraction with a different disciplinary measure.

The student brought before the committee will normally be informed of the decision by the committee immediately after the decision has been made. An official disciplinary letter written by the ADS will be delivered to the student, kept on file, and delivered to the parents (electronically). The student will also be informed about the College's process for appealing adverse DC decisions. The student is responsible for contacting his or her parents directly after the committee meeting, though the ADS may contact parents as well, especially in the event of an expulsion.

Punitive Outcome 1: Probation

Probation is a fixed period in which a set of (sometimes time-sensitive) conditions is required to be met by a student in order to avoid either expulsion or having to repeat the semester. The DC will define the conditions of the probation and may at that time specify which of the consequences will follow violation of the conditions of probation; in most cases, violation will lead to expulsion. Along with the student, the DSL is responsible for ensuring that the conditions of the probation are met.

Punitive Outcome 2: Expulsion

Expulsion is the permanent separation of a student from the college community. If the DC decides to expel a student, it will also set the timeframe within which the student must leave campus (typically by the end of the next weekend). After the appointed time, the expelled student is no longer allowed in any of the College buildings or at College events. The expulsion is transcribed by the registrar.

In some cases, the DC may allow the student to withdraw from the College before the expulsion occurs. The withdrawal is then transcribed instead of the expulsion. In the event of a withdrawal, the DC at its discretion may or may not offer conditions for the student's possible return. Any request for readmission in the event of a necessary withdrawal will require the approval of the Academic Dean in consultation with the DC. A student returning to complete a semester after a necessary withdrawal is not guaranteed the same level of College-sponsored financial aid received previously.

Summary, Review, and Follow-up of Disciplinary Committee Meeting

The DC will write a brief summary of the facts surrounding any disciplinary action as well as the final decision. This will be kept on file for relevant administrators and committee members to reference as needed. Also, the DC may make recommendations to the Academic Dean or the President for any modifications of policy, activities, etc. at WCC.

Students may make an appeal of their conviction or of their sentence to the Academic Dean. The appeals process (as laid out in II.B.5) will be communicated to students who are brought before the DC.

Rarely, the Academic Dean may choose to communicate to the student body the nature of the violation. In most cases, the dignity and privacy of the student demand that the nature of the proceedings remain closed. Students will be encouraged to ask clarifying questions of the student members of the DC, the DSL, or the ADS.

(4) Concerning Behavior and the Behavioral Intervention Team (BIT)

Occasionally, for reasons that are not strictly disciplinary, a student struggles to complete the curriculum in its directly academic or its co-curricular community element. Individual faculty or staff working with a student in such a situation may find they do not have adequate resources on their own to provide the help envisioned by justice and Christian charity. To give the student

the best chance of success, and to aid the faculty or staff already providing support to the student, a designated larger group of faculty and staff may be gathered to assess collaboratively the student's situation, create a plan for gathering and applying resources facilitating the student's success, and oversee the plan's implementation.

The team will generally meet if student success is threatened for one of three non-disciplinary reasons: mental health; physical health; and behavioral problems constituting a pattern—though not grave enough on their own to warrant a DC meeting.

In all cases, the standing members of the team will be the DSL, the Director of COR, the ADS, and one RLC. In the case of physical health, the team will strive to add a nurse or other medical professional. In the case of mental health or behavioral problems, the team will strive to include a professional counselor. All teams will also include the faculty or staff already most closely supporting the student.

The team is called together whenever someone from the faculty, staff, or student body indicates a student is in serious risk of not completing the curriculum academically or is significantly disrupting either their own good or the common good of the community as it relates to the co-curricular student outcomes.

(5) Student Appeal Process

There will be times when a prefect will make a mistake in judgment. If one desires to appeal a prefect action, the student should first talk to the prefect after the situation is less heated. If still dissatisfied, the student may appeal to the DSL, who is the final level of appeal for prefect action involving standard disciplinary procedures. The DSL will most likely support the prefect's action if the prefect made an understandable mistake but will also correct the prefect in private. This is done to preserve the authority of the prefect and at the same time allow for growth in the exercise of the office.

The only means of appealing a disciplinary action of the DSL is to submit to the ADS a written request to convene the DC to review the decision. The ADS may either deny the request or convene the DC. Students should remember, however, that the DSL normally has the authority to take any disciplinary action that is not probation or expulsion as stated in Section II.B.2.

Students punished by the DC may appeal said decisions to the Academic Dean. Other parties, such as friends, witnesses, or alleged victims, may not make an appeal. Judgements of the DC are presumed correct and the Academic Dean will not normally hear an appeal, unless the student can demonstrate good cause. Good cause might include new exculpatory evidence or evidence that the DC's procedures were significantly violated. Mere disagreement with a judgment is never sufficient cause for an appeal.

C. Preventing and Resolving Problems/Emergencies **(Without a Cell Phone)**

(1) Physical and Mental Health

The OSL staff (more specifically the RLCs) are on-call for all medical emergencies, and their phone numbers and addresses, aside from being listed in Appendix G, are listed next to each public phone in College buildings. Each student is also given a small card with their contact information as well as important information about both the local hospital and police that will help them when they use their dormitory phone. In the most serious emergencies, students should first call 911 from the nearest public or staff phone or use a personal vehicle to go directly to the emergency room at the hospital, which can be accessed off of Buena Vista Drive. When visiting the hospital or clinic, students should remember to carry their insurance information with them as well as their driver's license or other forms of personal identification. In the event a student has visited the emergency room or a doctor, they should inform either their prefect once they return that same evening or the OSL by means of the hospital's front desk phone in order that the proper follow up and care can be facilitated.

If a student is physically ill and cannot make it to class or a scheduled Work-study shift, the student should use their dormitory room phone to call their professors or Work-study supervisor to let them know they are bedridden. Faculty and staff office extensions are listed in Appendix G.

While the College does not cover the cost of their services except in extraordinary circumstances, Veritatis Splendor, a Catholic counseling group based in Cody, Wyoming, has helped numerous students meet their mental health needs. Students may schedule virtual or in-person confidential meetings directly with Veritatis Splendor through their website: www.vscounseling.org/contact-us. When scheduling a meeting, students should inform Veritatis Splendor that they are students at WCC to have the cost of their first session covered. If a student does not intend to travel to Cody, the use of College conference rooms may be required to maintain privacy; the conference rooms have internet access for Zoom meetings as well as landline phones.

(2) Personal Safety

While Lander is a relatively safe town, it is best for students to always be attentive to their surroundings and prepared to take the correct actions if their personal safety is threatened. As a preventative measure, students are recommended to walk to and from buildings in groups, especially with gentlemen present, as suspicious individuals are less likely to do anything to a person who is not alone. Students may also consider carrying personal defense sprays to deter individuals who attempt to act with ill intent. Any suspicious/dangerous individuals or trespassers on campus should not be provoked or engaged except when absolutely necessary. If a student suspects that they are being followed or if they are threatened, the student should make

their way as calmly as possible to the nearest well-lit, public place, whether that is a business or a dormitory, and use any public/dormitory phone to inform the police (prudently using either their non-emergency or 911 number) or the OSL of the suspicious activity; memorized numbers or small, personal address books on one's person are quite helpful in these situations.

If a student is approached by any individual asking for food, money, shelter, etc., the student should make their way to the nearest public phone and call the non-emergency police number; if the individual's needs are genuine, the local authorities are better equipped to connect that person with the institutions in Lander specifically dedicated to helping others in such situations. At no time may a student invite the person into college buildings or take food from Frassati to give to the individual. After calling the authorities, the student should contact an OSL staff member to let them know about the individual.

If students takes *ad hoc* jobs in the Lander-Riverton area (e.g., house-sitting, cleaning, etc.), they do so at their own risk; personal cell phones may not be checked out. Students may either request a 911 issued phone from the OSL (to be turned in immediately after the job) or inquire of their employers where the nearest public phone is before beginning their work.

(3) Emergencies with Relatives and Friends

The College recognizes that emergencies back home with family or friends can weigh heavily on the minds of students. In the interest of both keeping students connected with those they love back home and safeguarding the atmosphere of communal technological fasting, families should feel free to call the College's normal phone number (i.e., (877) 332-2930) so staff can locate and communicate with the relevant students as quickly as possible. If an emergency occurs before or after the work day, on-call OSL staff may be called at the numbers listed in Appendix G and will carry out the same process. If a student is not on campus proper at the time of the emergency but still in the Lander-Riverton area (e.g., house-sitting), the Dorm Sign-out Forms near the entrance of the building and friends of the student may be consulted to locate the student.

(4) Banking

With institutions increasingly asking their patrons to utilize two-factor authentication in accessing online banking resources, it may be in the students' best interests to either disable the two-factor authentication feature or to consider opening a checking and/or savings account with one of the local banks or credit unions in order to resolve issues (such as depositing checks) quickly in person without a cell phone; linking checking/savings accounts belonging to different financial institutions within different states is also possible and enables a student to transfer funds back and forth with ease. While there are a number of different institutions to choose from, Central Bank and Trust and the BMO Bank are two of the closest to WCC's academic buildings. That said, WCC does not endorse or recommend any particular financial institution for students' use.

(5) Working with (Potential) Employers, Acquaintances, etc.

It is important to realize that employers are people, too, with lives outside of the normal work-day hours. With that in mind, students should recognize that employers, in an effort to also be respectful of students, will typically try to contact a student during what are normally considered classroom hours rather than in the evening. Instead of giving them a cell phone number for important events such as interviews or the arrangement of one's work schedule, students should remember to either give their dormitory phone number to the employer or arrange for the student to call the employer at a specific time using a conference room phone or the aforementioned dormitory room phone. Regarding the dormitory room phone, once the voice mailbox has been set up by the student at the beginning of the academic year, any missed calls with voicemails will be forwarded to the academic email of the student. If a student does not know their phone number, they may request it from the OSL and either commit it to memory, which is the best option, or record it in a small personal address book (such as the one in Appendix G).

(6) Outdoor Trips

For College-sponsored trips, student groups or individual students should carry on their person all navigational and personnel accountability/safety equipment which the College can provide. This ideally includes maps, a compass, bear spray, a SPOT device, and a SAT phone. While traveling, whether on foot or in a vehicle, students should be attentive to their surroundings and remember the nearest locations for a rescue helicopter to land, trailhead for search and rescue personnel, campsite in the event of an emergency unable to be quickly resolved, and hospital/urgent-care clinic.

(7) Uncontrolled Fires

In case of fire, immediately leave the building by the closest safe exit, activating the nearest fire alarm on your way out if possible. Location-specific exit and accountability strategies are posted in each building. Do not return until instructed to do so by a prefect or College official. Ensure a responsible party calls 911 for the fire department using the phone of your designated safe location. For the All Saints Dormitories, the safe location is adjacent to the double stack building on the premises. For the Holy Rosary Dormitories, the safe location is Boseke Hall for men and Knights Hall for women. For the Kellogg/Benedictine Apartments, the safe location is at the end of the parking lot adjacent to the dormitories.

(8) Active Shooters

Due to the unpredictable and dynamic nature of incidents of this nature, the WCC Active Shooter Policy does not mandate a rigid course of action for its employees and students, but recommends guidelines from the A.L.I.C.E. Training Institute (the top rated active shooter civilian response training for institutions including schools). The guidelines ensure the greatest

chance of survival according to national research and can be summarized in the following actions: **Alert, Lockdown, Inform, Counter, and Evacuate.**

Before the Incident

- Learn to recognize threat indicators and unusual behavior in the people around you. Report suspicious behavior and activities to the police as soon as possible. Do not ignore threat indicators, such as suspicious behavior, etc.
- Take responsibility for your own safety and learn the locations of hospitals, police departments, and your location in reference to them. Know where the closest exit is to you if you are indoors.

During the Incident

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

After the Incident

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

III

APPENDICES

App. A - Important Abbreviations/Acronyms

- AC - Academic Council
- ADS - Assistant Dean for Students
- BIT - Behavioral Intervention Team
- CFL - Cowboys for Life
- COR - Catholic Outdoor Renewal
- DC - Disciplinary Committee
- DSL - Director of Student Life
- HR - Holy Rosary Church or Parish
- ICO - Immaculate Conception Oratory
- LCC - Lander Community Center
- NN - Nicholastrì Nostrì
- OIA - Office of Institutional Advancement
- OLP - Outdoor Leadership Program
- OSL - Office of Student Life
- PEAK - Powerful Experience of Adventure and Knowledge
- PVS - the Philosophical Vision Statement
- RLC - Residential Life Coordinator
- SJSF - St. Joseph Street Fair
- WCC - Wyoming Catholic College
- WFA - Wilderness First Aid
- WFR - Wilderness First Responder
- WS - Work-study

App. B - Harassment and Misconduct Policies

(1) Introduction

According to the rule of charity and the exhortation of the Apostles, every member of the College community, whether student or employee, must treat other members of the community with respect. Any disrespect, manifested by improper, obscene, or immoral verbal or physical conduct shown to another member of the community is prohibited and in serious cases will meet with disciplinary action. If any member of the College community witnesses or is subjected to any serious misconduct, especially involving harassment, the matter should immediately be reported to one of the ombudsmen or the appropriate superior or supervisor. Harassment and other forms of misconduct harm the cohesion and trust within any community, especially one which professes a Catholic worldview.

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

“Sexual misconduct,” defined below, will not be tolerated; violations can result in disciplinary sanctions (e.g., expulsion), and may lead to criminal prosecution or other legal action outside of the College.

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

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

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

(2) Definitions of Harassment

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

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

(3) Retaliation

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

(4) Definitions of Sexual Misconduct

Sexual misconduct offenses that are prohibited by civil law are:

1. Non-consensual sexual intercourse, which is any sexual intercourse by any person upon another without consent. It includes oral, anal, and vaginal penetration, to any degree, with any object. It is referred to as “sexual assault” in this policy.
2. Non-consensual sexual contact, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
3. Other forms of sexual misconduct include but are not limited to:
 - a. Indecent Exposure
 - b. Sexual exhibitionism
 - c. Sex-based cyber-harassment
 - d. Prostitution or the solicitation of a prostitute
 - e. Peeping or other voyeurism
 - f. Going beyond the boundaries of consent (e.g., by forcing others to view consensual sex or the non-consensual video or audio taping of sexual activity)
 - g. Any other sexual interaction with a similar nature to the ones listed above.

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

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

Intoxication is not an excuse for failure to obtain consent.

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

(5) Reporting Sexual Misconduct and Sexual Assault

All incidents of sexual misconduct or assault should be reported to the College's Compliance Officer at (307-330-4462) and the DSL (262-960-6160), except reports of incidents involving alleged misconduct or assault by a member of the Leadership Team, which should be reported immediately to the Chairman of the Board of Directors. Additionally the College strongly recommends that all incidents of sexual misconduct/assault be reported to the appropriate law enforcement agency. Incidents on campus would be reported to the Lander Police Department (307-332-3131). If a complainant is in a situation that is unsafe or has the potential to become unsafe, they should immediately contact the Lander Police Department and the DSL.

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

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

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

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

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

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

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

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

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

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

(6) Confidentiality

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

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

(7) College Investigation and Disciplinary Action

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

(8) Special Cases

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

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

(9) Preventative Education

At orientation each year, we will explain the College's Harassment and Misconduct Policies and make sure everyone understands the reporting procedure. Furthermore, we will remind returning students of the policies and encourage them to review it.

(10) Resources

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

The College chaplains are trained to provide pastoral counseling and support to the students involved as well as any of their friends who are impacted or want to know how best to be a support.

If a victim needs counseling they should contact Veritatis Splendor at (307-213-4341). For emergency help in a crisis, students should call one of these 24-hour hotlines: Fremont Counseling Services (307-332-4233), Family Violence and Sexual Assault (307-332-7215), or National Sexual Assault Hotline (800-656-4673).

App. C - Catholic and Civic Celebrations at WCC

(1) Catholic Celebrations

Dormitory Saint Feast Days

All thirteen dormitory saints have at least one feast day in the various liturgical calendars of the Church which students are encouraged to honor with celebrations/festivities. For some of the saints, there are also other known significant days in their lives which may be celebrated by their residents. Calendars containing these dates can be provided to any interested students.

Exaltation of the Cross

Recalling the finding of the True Cross by St. Helena and the erection of the church on Mt. Calvary by the Emperor Constantine I, September 14th specifically honors the wooden sign of our salvation and liturgies are offered this day which call to mind elements of Holy Week.

Ludi Mariales

In conjunction with Our Lady's Nativity on September 8th or with the Marian months of October or May, the College hosts games inspired by the ancient Olympics which test competitors' physical perfections: strength, agility, balance, etc. The Ludi Mariales is one of

several different competitions in which the four College teams (i.e., the Cowboys, Poets, Philosophers, and Titans) compete.

All Saints Procession

The Feast of All Saints on November 1st affords everyone an opportunity to publicly honor all the canonized saints who have reached the Church Triumphant. This is always a Holy Day of Obligation and a day off from classes. Before or following the liturgies of the day, the College works with the local authorities to have a public procession of the saints' relics in its care through the streets of Lander.

All Souls Cemetery Visit

On November 2nd, the Church remembers the faithful departed who are part of the Church Suffering (i.e., those who are in Purgatory). To promote prayers for these individuals, the College often organizes a liturgical procession to the local cemetery.

Veteran's Day and Martinmas Dinner

On November 11th, both the civic and religious calendars align to honor great soldiers. For citizens of the US, this is Veteran's Day, originally known as Armistice Day in reference to the end of the Great War. For Catholics, this is St. Martin's Day, which honors one of the first canonized, non-martyr saints and a special dinner is served.

Nicholastrì Nostrì

On December 6th, the Church honors the great defender of orthodoxy and gift-giver, St. Nicholas. The merriment the College community feels as this feast day approaches gave rise in the early years of WCC's history to a week-long celebration of pranks and presents. Participants in the festivities are assigned an anonymous person referred to as a NN, who gives them humorous tasks each day until they finally reveal themselves at the end of the week and give their prankee a small gift.

Immaculate Conception

The Patroness of the United States as well as of the College's Roman oratory is honored on December 8th with a Holy Day of Obligation. As in the case of All Saints Day, the College suspends classes to honor Our Lady with noble liturgies.

St. Lucy's Visits

As the darkest night of the year approaches, the ladies of the College community honor a saint most associated with light on her feast day of December 13th by baking cookies and traveling to the homes of faculty and staff with small children. Singing songs in St. Lucy's honor and dressing in white with wreaths of candles worn as crowns, the ladies give the children cookies before they fall asleep for the night.

Advent Lessons, Carols, and Services

The College choir, borrowing from the Anglican tradition, has occasionally put on Lessons and Carols before students depart for Christmas Break. Other services (such as Penance Services and candlelit Rorate Masses) are offered by the parish and College to ensure the fall semester comes to a beautiful and successful close.

Epiphany Blessings

At the start of the second semester, the College celebrates Epiphanytide by having its chaplains bless both the domiciles of its members and the majestic river of the Popo Agie in Sinks Canyon.

Patronal Triduum

The college has long celebrated the Feast of Our Lady Seat of Wisdom, Our Patroness, on February 4th, though the feast normally takes place for the universal church in June. This goes back to certain traditions in the Western World that have inadvertently led in modern day to the College having a sort of Triduum that starts with the Feast of the Purification of Our Lady and the Presentation of Our Lord in the Temple (aka Candlemas), moves into the Feast of St. Blaise (during which Mass attendees will have their throats blessed with crossed candles), and ends with our most formal feast of the academic year. At that feast, songs are sung, poems are recited, and a ball is held with live chamber music when possible, all in honor of Our Patroness.

Quis Quid

In conjunction with our Patroness' Feast Day, the College hosts the Quis Quid competition which tests competitors' intellectual prowess/wit as they try to creatively answer questions and challenges given and judged by the Titans. Quis Quid is another of several different competitions in which the College student teams (i.e., the Cowboys, Poets, and Philosophers) compete.

St. Valentine's Day Speed-Dating

On or near February 14th, the College hosts a speed-dating event for single students to get to know all sorts of random and fun facts about other students. Not really a serious attempt at pairing people up, this event ensures everybody has something fun to do on this day regardless of their dating status.

Ash Wednesday

To mark the start of Lent, students are strongly encouraged to attend Mass, at which they will receive ashes produced from the blessed palms of the previous Palm Sunday. As with Fridays throughout the year according to tradition, meat is not served at meals on this day.

St. Patrick's Day Pub Party

Celtic culture, being both Catholic and English-speaking, has long been a powerful influence on the College community. To mark the feast day of the great missionary bishop, St. Patrick, students come together in the Pequod or some other suitable location on March 17th to play Irish music, drink Guinness beer, juggle, and socialize.

Annunciation

Because of its association with Our Lady and the Nativity of Our Lord, the Annunciation is a major feast in the college Community, which is marked by the suspension of classes and liturgical celebrations.

Holy Week

Since Easter is the holiest day of the year in the Universal Church, the services commemorating the Passion, Death, and Resurrection of Our Lord are so important that classes are suspended during the Triduum and part of Easter Week. Tenebrae is chanted by the schola on some of the nights, and the parish and Roman chaplaincy join together to produce solemn and moving liturgies from Palm Sunday to Easter Vigil and Morning Mass. Once the Easter Octave is upon us, the college traditionally comes together for an Easter Dance and Feast, comprised of foods made according to family recipes by the students.

St. Joseph's Street Fair (SJSF)

St. Joseph's second feast day on May 1st is often marked with a street fair open to the public. Music, games, food, and drink are all offered to attendees on a closed down section of 3rd Street in a manner that resembles parish festivals in historically Catholic cities.

(2) Civic Celebrations

Constitution Day

Constitution Day is officially celebrated throughout the country on September 17th and the college has often hosted a lecture specifically aimed at cultivating the virtue of patriotism.

Thanksgiving with Faculty and Staff Families

On the fourth Thursday in November, when Americans traditionally come together to remember the Pilgrims and the Native Americans who dined together to celebrate a good harvest provided by Providence, the College faculty and staff traditionally open their homes if they are able to the students who remain in Lander for the holiday.

App. D - Some Extracurriculars at WCC

(1) Cowboys for Life

As *milites Christi* who answer the Holy Father's call to defend and promote a Culture of Life, the Cowboys for Life (CFL) club members provide a public witness to the sanctity of life from conception to natural death. They will often organize rallies or adoration nights and will partner with other organizations that help spread this most important message.

(2) The Choir, Scholas, and Folk Music

The WCC St. Cecilia's Choir sings a wide repertoire of choral music by great composers at Mass/Divine Liturgy on Sundays, Holy Days, and other special occasions. Public performances of sacred and secular music, including trips out of town, are also sometimes scheduled. The Choir has recorded a number of full-length albums, especially of Advent and Christmas music.

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

The men's and women's scholas study and provide liturgical chant for daily Masses. The chant includes both the Ordinary and Propers, as well as devotional texts (particularly from St. Thomas Aquinas).

WCC also promotes folk music, long a part of the College's history, by providing instruments around campus for students to play and by encouraging live music at dances to which students can dance reels, swing, etc. Some faculty and staff families regularly host music evenings at their homes as well.

(3) Altar Serving and Altar Society

Gentlemen of the College are invited and encouraged to assist our Chaplains at Holy Mass/Divine Liturgy. The sacristans of the college will provide training to those who are interested in the older and/or more recent uses of the Roman Rite and/or the Byzantine Liturgy.

The ladies of the College may still make visible contributions to the Chaplaincy by assisting the sacristans through the Altar Society in maintaining certain liturgical linens and instruments by polishing or laundering them or by making floral arrangements for certain feast days.

(4) Dancing

Every Sunday evening, informal dancing sessions are held for interested students. Experienced faculty, staff, and students are available when requested to teach different techniques for the different forms of dancing that the college promotes (i.e., swing, foxtrot, waltz, tango, contradancing, etc.). Multiple times throughout the year, more formal and/or themed dances are held in larger spaces.

(5) Riding

The Western quality is an essential aspect of the College's character and, as such, horseback riding and/or ranch work is promoted with the greatest enthusiasm. Aside from the classes which each student will take in their sophomore year, free riding opportunities are also organized throughout the academic year to further develop the bond between horses and students.

(6) Stargazing

Observing the stars is a primary experience of wonder, as the ancients well knew, and students are encouraged outside of Field Science classes to view the celestial sphere in both its changing and unchanging glory. Professors will at times point out certain remarkable phenomena ahead of time, and opportunities to learn the stories of the constellations' namesakes are ever present on campus.

(7) Intramurals

Students, faculty, and staff regularly participate in the intramural sports (including soccer, volleyball, and basketball), which our Intramural Coordinator puts on during the year. Intramural sports take place at one of the Lander parks, local sports fields, or a local gym. Information and signups are posted in Frassati Hall.

(8) Hunting and Fishing

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

(9) Bonfires

A bonfire is a wondrous thing that the Church has even, at certain times in the Liturgical Year, elevated to the level of a sacramental. Students have several different dedicated fire pits available to them around campus which they may utilize for different events/celebrations that they would like to put on. Often these include music, stories, and food.

(10) Brother-Sister Dorm Activities

Each of the College's single-sex dormitories is paired with a dormitory for members of the opposite sex, and prefects will work with their residents to provide entertainment or nice

surprises for the other dormitory. These are often simple, such as singing or baking for one another, but at other times are quite elaborate, such as sunrise horseback riding and picnics. The spontaneity and creativity of the residents ever give rise to new, kind gestures.

(11) The Pequod Pub Nights

With some regularity, properly trained OSL staff man the Pequod Pub and serve both alcoholic and non-alcoholic beverages to patrons. Faculty, staff, and alumni are also invited for conversation, games, and music to be enjoyed with some of the best drinks money can buy.

(12) Card and Board Games

The American West is well acquainted with card and dice games, and thinking games, such as chess and poker, can refresh the soul quite well for higher intellectual pursuits. The OSL is in possession of a number of board games as well as decks of cards, poker chips, and dice sets for students to check out and leisurely play together.

App. E - Detailed Dress Code

(1) General Notes on the Dress Code

The ultimate goals of WCC's dress code are to emphasize respect for the beauty and dignity of each person as a member of our community and respect for the kind of work/activity one is engaged in. The dress standards for our community reflect the academic and western aspects of our college.

In order to accomplish our goal, our two focal points are the professionalism appropriate to academic pursuit in a Western context and the virtue of modesty. We recognize that our standards for professionalism do not completely match expectations for corporate attire, and that modesty is a virtue which will be exemplified differently on everyone. However, our dress code strives to promote the basic norms of each for the sake of our academic community.

(2) Classes of Dress

Formal Dress is the highest class of dress, and, as such, it is used for some of the most important events of a spiritual or academic nature. It is utilized for Sunday and Holy Day Masses or Divine Liturgies, formal dinners, lectures, dances, Convocation and Graduation and other specified, solemn events during the year.

Classroom Dress is the normative dress for the regular activity of the College proper. It is utilized Monday-Friday during class hours both in the classroom and in academic buildings, as well as for daily Mass and lunch during the school week. Classroom Dress also applies to non-Formal Dress academic events which are not on class days such as Orations or Don Rags.

Casual Dress is the minimum standard of dress. It is utilized for all times when Formal Dress and Classroom Dress are not in effect and applies to the Lander-Riverton area as well as outdoor trips sponsored by the College.

(3) Important Clarifications and Recommendations for All

- Dress code always applies on campus and at any place where College-sponsored activities take place (e.g., outdoor trips, the gym, the pool, etc.).
- Informal coats, sweatshirts, or jackets are not to be worn in the classroom.
- If a top is stylistically see-through (e.g., a knit sweater), it must be worn with an appropriate top beneath. Clothing should not reveal underwear.
- Shirts or pants with unpatched tears are not allowed for any reason. Patched clothing is not allowed for Formal Dress or Classroom Dress.
- Shirts or pants should not be skin tight or look stretched when standing.
- Shorts must be longer than the length of one's fingertips with the arms at their sides.
- Denim clothing items such as jeans must be non-faded and khaki, dark blue, or black in color for Classroom Dress. The requirement for non-faded jeans is waived for Horsemanship Class so long as the jeans still look presentable.
- It is unacceptable to be barefoot inside academic buildings or Frassati Hall's refectory at any time.
- Dress shoes do not include sneakers/running shoes, casual flip-flops, sporty sandals, crocs, and birkenstocks. Snow or hiking boots may not be worn to class except when required by inclement weather.
- Sleeping attire is never permitted in public spaces.
- Cultural articles of clothing which are different from (but equivalent to) the items specified in the different Dress Class requirements require the approval of a prefect or OSL staff
- Certain activities, even if your attire is within dress code, may make longer/larger items necessary or fitting (e.g., Harnesses for climbing/rappelling can make your shorts ride up, hiking or riding in the fall/winter with larger pants than normal allows for warming layers, etc.).
- Higher dress classes are always permitted to be worn.
- It is prudent to wear longer jeans than one may be accustomed to when also wearing western riding boots.
- It is the prefect's discretion to determine whether clothing does not meet dress code requirements and these rules may be waived at the discretion of the OSL for costumes at appropriate times and places.
- If there is a question about any of the points above or the ones that follow, please ask the OSL or a prefect. Should a person receive a dress code service hour for any reason, they are encouraged to discuss the matter with any prefect or a member of the OSL.

(4) Men's Dress Code

Links are provided showing examples for items of the higher dress classes

Formal Dress Requirements

- Suit or [Sport Coat](#)
- [Collared, long-sleeved button down Dress Shirt](#)
- [Bolo Tie](#), [Neck Tie](#), or [Bow Tie](#)
- [Dress Slacks](#)
- Dress Belt
- Dress Socks
- [Dress Shoes](#) or non-scuffed [Western Riding Boots](#)

Classroom Dress Requirements

- [Collared](#) Shirt
- [Dress Jeans](#) or Slacks
- Dress Belt
- Dress Socks
- [Dress Shoes](#) or non-scuffed [Western Riding Boots](#)

Casual Dress Requirements

Below are the bare minimum standards for Casual Dress.

- T-shirts or (*only for athletic activities*) Tank Tops
- Pants, Shorts, or Sweat pants

Important Clarifications for Men

- Hats, beanies, and hoods are not permitted to be worn inside buildings.
- Earrings or visible piercings are not permitted.
- Shirts must be tucked in for non-Casual Dress.
- Speedos are not appropriate swimwear.

(5) Women's Dress Code

Formal Dress Requirements

- A Dress or Formal Top with Skirt/Dress Pants
- Dress Shoes, Dress Sandals, or non-scuffed Western Riding Boots

Classroom Dress Requirements

- A Business-Casual Outfit: Top with Skirt, Dress Pants, or Dress Jeans / Dress / Jumpsuit
- Dress Shoes, Dress Sandals, or non-scuffed Western Riding Boots

Casual Dress Requirements

Below are the bare minimum standards for Casual Dress.

- A Casual Outfit: Top with Skirt, Pants, Shorts, or Sweat Pants / Dress / Jumpsuit

Important Clarifications for Women

- Tops cannot be strapless, spaghetti straps, crop tops, nor be cut lower than four fingers-width beneath the collar bone in front nor beneath the bottom of the shoulder blades in back.
- Skirts must be long enough to touch the kneecap when standing. This includes high-low and uneven styles where the highest part must touch the kneecap. Slits may not be higher than the knee.
- Bikinis are not appropriate swimwear.

App. F - Transportation Info and Shuttle Policy

(1) Transportation and Vehicle Information

For those who plan to drive to Lander, directions are available on the College website. Wyoming weather can be quite unpredictable and during the winter travel may be difficult. The College recommends calling ahead of time for road condition reports at [888-WYO-ROAD](tel:888-WYO-ROAD) or by accessing the [WyDOT Website](#). The cell phone app is “wyoming511.”

Regarding the Riverton Airport, students may opt to use personal vehicles instead of the shuttle service articulated in the next section; plenty of long term parking is available at the airport at no cost to the student.

If a student would like to rent an available College vehicle for a trip, they may make arrangements with the Fleet Manager. Non-school sponsored trips will incur a mileage reimbursement fee set by the Fleet Manager.

(2) Shuttle Policy

There are two options available for reserving a seat on any shuttle (besides the initial freshmen shuttle). To reserve a spot in person, please pay the Finance Office the proper amount and show the receipt to the RLC: Miss Elizabeth Rensch. To reserve a spot online, please use the [Fee Payment Page](#) and forward the receipt you receive via email to the RLC. Other email

requests to or in-person conversations with OSL staff will unfortunately not be accepted as reservation requests; the sharing of a receipt ensures that the shuttle is paid for ahead of time and prevents OSL staff from having to track down students after the fact.

For the initial freshman shuttle, please email Miss Elizabeth Rensch to reserve a spot. Please note that for any parent who is accompanying their child on the freshmen shuttle to Lander, there is no return shuttle to the airport for parents. For questions regarding the freshmen shuttle on July 28th, please email Shuttle@wyoingcatholic.edu.

The shuttle roster for all shuttles during the academic year can be viewed at any time in the [Shuttle Rosters 2024-25 Spreadsheet](#). Any errors on it should be reported to the RLC as soon as possible.

Regarding deadlines, Salt Lake City Airport shuttle requests must be made two months in advance of the scheduled shuttle date (which is listed in the next section) by showing the receipt. For Riverton Airport shuttle requests, we need to receive the receipt for the shuttle spot at least a week in advance, and we can take a student to or from the airport on any day during the academic year (except for Nov. 1st, Nov. 28th, Dec. 8th, Dec. 23rd through Jan. 8th, and April 18th through 20th).

A seat on a Salt Lake City Airport shuttle costs \$70. For Riverton Airport shuttles, a spot costs \$20.

Because we have a contract with a bus company to run our Salt Lake City shuttles at a specific time, all students' Salt Lake City departure flights must take off after noon, and arrival flights must land by 4:00pm. This gives the students enough time after getting to the airport by 10:00am to make it through security as per the recommendation of the Transportation Security Administration (TSA) or gives them enough time to obtain their checked bags and get on the bus, which will depart for Lander at 5:00pm. If a student purchases a ticket for a flight that departs or arrives a little earlier or later than the timeframe just given, that is a choice taken at their own risk, and the college will neither make special accommodations nor be responsible for missed flights or shuttles. If the airline reschedules a flight and it no longer fits the aforementioned timeframe, please contact the OSL staff immediately. Riverton Airport shuttles have no time restrictions on flight arrival and departure times.

WCC does not offer shuttles to non-students; the only exception is the initial freshman shuttle to campus.

In the days prior to the Salt Lake City pick-up shuttles, students will receive more detailed communications regarding meeting and pick-up locations. If dangerous weather, road conditions, or other serious difficulties prevent pick-up from the SLC Airport on the scheduled day, the College will reserve group hotel rooms for all students listed on the shuttle roster and will communicate the hotel address and the names under which the rooms are booked. Students will be responsible for paying for their lodging either at the hotel or through the Finance Office once back on campus.

While the college does not run shuttles to or from Denver, Casper, Jackson Hole, or any other airports, students often carpool in personal vehicles to one of these airports; if a student wants to drive to and fly out of one of these airports but does not have their own car, they should ask other students to see if such a plan is feasible. If a private plan falls through, it is not the college's responsibility to give students a seat on one of the other scheduled shuttles.

(3) SLC Scheduled Shuttle Dates

The college will offer SLC shuttles to those who have reserved seats according to the policy above on July 28th (Incoming Freshmen only), August 12th (WFR participants only), August 23rd, December 21st, January 9th (Winter Trip participants only), January 17th, May 21st, and May 28th (Leader Week Trip participants only).

App. G - Voicemail Directions, College Directory, and Personal Address Book

The directory and address book below are provided as a courtesy to the student body to keep track of important contact information for the administration, peers, loved ones, employers, etc. For contact information pertaining to city departments or businesses within the area, please see section I.E of the handbook.

(1) Accessing Voicemail

To access your personal voicemail:

1. Pick up your receiver from your phone.
2. Look in the top left display corner for your extension number.
3. Dial your extension number.
4. Wait for the operator to request the password. If you have not changed your password yet, dial 6484# for the temporary password. If you have changed your password, dial your new password.
5. Follow the directions to get your voicemails.

To change your password:

1. Go to the “Menu” on your phone.
2. Go to the “Basic” option.
3. Press 5 to change pin and follow the instructions.

(2) College On-Call Staff (Normal) Calling Order and Contact Info

1. Prefect - (*Extensions and room numbers are highlighted in orange in the next subsection*)
2. Miss Elizabeth Rensch - (516) 784-8992 - 340 Sweetwater Street
3. Mr. Joseph Fredriksson - (262) 960-6160 - 786 South 4th Street
4. Dr. Travis Dziad - (561) 699-9639

(3) Student, Faculty, and Staff Extensions Directory

If you are calling a member of the WCC community from a College phone, remember to only put in the extension numbers and press the call button.

Faculty and Staff

Faculty	Extension
Dr. Glenn Arbery	1011
Dr. Virginia Arbery	1102
Dr. Michael Bolin	1104
Dr. Adam Cooper	1204
Dr. Travis Dziad	1004
Dr. Stanley Grove	1109
Mr. Eugene Hamilton	1149
Mr. Stephen Hill	1213
Dr. Jeremy Holmes	1110
Mr. Paul Jernberg	1113
Dr. Scott Olsson	1121
Dr. Pavlos Papadopoulos	1205
Dr. Tiffany Schubert	1111
Dr. Daniel Shields	1330
President Kyle Washut	1129
Dr. Henry Zepeda	1108
Dr. Tom Zimmer	1209

Staff	Extension
Fr. David Anderson	1252
Mrs. Christina Bolin	1164
Mrs. Sarah Carlstrom	1162
Mr. Zach Carlstrom	1144
Miss Marissa Daskiewicz	1987
Mr. Brendan Davidson	1207
Mr. Scott De Lair	1215
Mr. Karl Eby	1211
Mr. Joseph Fredriksson	1210
Mr. Jacob Gruber	1218
Mr. Julian Kwasniewski	1208
Mr. Mark Lien	1254
Miss Catherine Mershon	1251
Mr. Gary Michaud	1203
Mr. Rigg Mohler	1253
Fr. Godfrey Okwunka	1003
Mrs. April Pendleton	1122
Dr. Lucas Preble	1988
Miss Maria Quispe	1215
Miss Elizabeth Rensch	1150
Mr. Eli Rowney	1219
Mr. Joseph Susanka	1126
Mr. Scott Tygett	1255
Mr. John Walsh	1148
Mrs. Jennifer Westman	1130
Mr. Joseph White	2095

Name: _____
Job Title: _____
Cell Number: _____
Work Number: _____
Email: _____
Mailing Address: _____

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