

***Institutional Syllabus Addendum for***

***College of Western Idaho***

***This Syllabus is a contract for this class***

Students are responsible not only for the syllabus content for each course in which they are enrolled, but also for the general expectations and behaviors expected of all CWI students. Please refer to the current copy of the CWI Student Handbook found at [cwidaho.cc/file/student-handbook](http://cwidaho.cc/file/student-handbook) to review these guidelines.

***CWI Email and Blackboard Accounts***

All registered CWI students receive a college email and Blackboard account. Since every course at CWI has a Blackboard component, students are expected to access course Blackboard sites frequently. Students who wish to communicate with faculty via email should do so using their CWI accounts only. Blackboard can be accessed through CWI’s home page: [cwidaho.cc](http://www.cwidaho.cc/). Student email can be accessed through the login page at [mail.live.com.](http://mail.live.com/) Your default password for both Blackboard and email is the first letter of your first name in CAPS + first letter of your last name in CAPS + “logon” in lower-case letters + last 4 digits of your SSN; if you don’t have a SSN, then use the last 4 digits of your student ID number (Ex: Jonathan Smith’s password would be JSlogon1234).

***One Stop Student Services Centers***

CWI has created One Stop Student Services Centers to provide many of the services students need in one single location. At our One Stops, students will find Disability Services, Assessment and Testing Centers, Veteran Services, Financial Aid, forms and publications, advising, and much more. One Stop Student Services may be contacted by calling (208) 562-3000. Offices are located in the Micron Center for Professional and Technical Education, Ada County, and Canyon County centers. *(Please note: The Canyon County Center One Stop is a limited service site. Not all services mentioned above may be available.)*

***Drop Policy***

Students are responsible for adding and dropping courses. Beginning at the end of the first week of class through census date (the tenth day of instruction in the fall and spring semesters and the fifth day on instruction in the summer session) faculty may drop students for non-attendance. Important deadlines, including census date, are published in the official academic calendar each semester. After census date, students are responsible for dropping courses they do not intend to finish. Students who stop attending a course without filing a drop request may earn a grade of F.

***Special Accommodations***

Students who believe that they qualify for disability accommodations should contact a **Student Disability Services Advisor at 208-562-2447 or 208-562-2495, or One Stop Student Services Center at 208-562-3000,** as soon as possible to clarify the parameters of the requested accommodation(s) and ensure that such accommodations are made in a timely manner.

***Library and Research Support***

CWI Library is ready and eager to help you with research assignments. Not sure if a website is a good source? Ask them! Need a book or journal article, but don’t know where to start? They’ve got it! From books to eBooks and online journal articles, CWI’s spectacular library staff can save you time and energy, and help you succeed in your classes. Contact them by phone, email, online chat, or in person at the Nampa and Ada County Campuses. Learn more at [cwidaho.cc/library](https://mail.cwidaho.cc/owa/redir.aspx?C=mKg7Imix7UGjUM7SXaCVnpaK_JF7mc9I-YTOGQYZwS-dB4ZK2uSD-oIowkLrMLQCkwsfNxcJoMc.&amp;URL=http%3a%2f%2fcwidaho.cc%2flibrary).

***CWI’s Assessment & Testing Centers***

Assessment & Testing Center provides a quiet atmosphere for many exams including: exams for online classes, COMPASS placement exams, the Computer Skills Assessment, TEAS, CLEP, GED, Pearson VUE certifications, Certiport (MOS), ProV, and Prometric. Exams can easily be scheduled by visiting our website at [cwidaho.cc/exams](http://cwidaho.cc/exams). Exams must be scheduled at a minimum of 24 hours prior to your preferred appointment time. Students requiring approved accommodations will need to call two days prior to their preferred appointment time. Exams cannot be scheduled until the instructors provide us with Test Proctor Request Form (TPRF). A CWI student or government identification will be required for CWI exams. . CWI Assessment & Testing Centers are located at Micron Center for Professional Technical Education 5725 East Franklin Road Nampa campus (562-2440) and at Black Eagle Center - Lynx Building 9314 W. Overland Road Ada campus (562-2542).

***Tutoring Services***

CWI offers free tutoring services to all currently enrolled students. Services include drop-in visits for math, sciences, writing, foreign language, professional technical programs, and more. In those visits, tutors can work with students to help them understand coursework and prepare for exams. Tutoring Services also offers tutor - led study groups and academic skill building workshops throughout the semester. Find out more at [cwidaho.cc/tutoring](http://cwidaho.cc/tutoring).

***Writing Center***

CWI’s Writing Center helps students with academic and creative writing. Writing Center consultants are careful readers and listeners. As such, they do not edit papers, but instead offer strategies for revision and help writers identify errors. Consultants help with any type of writing at any stage of the writing process, including brainstorming, drafting, revising, and polishing. All Writing Center services are free to CWI students including one-on-one consultations, online services, and workshops. Find out more at [cwidaho.cc/writing center](http://cwidaho.cc/writing%20center).

***Counseling Resources***

Students with life concerns are encouraged to contact student counselor, Jodi Hickenlooper LPC, 562-2547 [jodihickenlooper@cwidaho.cc](mailto:%20jodihickenlooper@cwidaho.cc) Students who may be experiencing emotional distress, for whatever reason, are encouraged to explore these websites: selfrescuemanual.com and jedfoundation.org/students.

***End of Course Electronic Evaluations***

To help CWI continually improve courses and instruction, students are asked to complete anonymous online evaluations for each course. Students will be able to access evaluations during the 13th, 14th, and 15th week of the semester by clicking the “Course Evaluation” button in Blackboard. For courses not delivered in a 16-week semester, please confer with your instructor regarding their evaluation timeline.

***Family Education Rights and Privacy Act (FERPA)***

All records related to this course are confidential and will not be shared with anyone, including parents, spouses, etc. without a signed privacy release form. If you wish to have information from your records shared with others, you must provide written request/authorization. To do so, call or visit a One Stop Student Services Center.

***CWI Campus Security***

The College of Western Idaho is committed to providing safe campuses for all students. Currently in place is the CWI ALERTS system that provides information relating to an emergency on any CWI campus. This information is delivered electronically through student email. Students can opt into voicemail and text messaging through their accounts via [cwidaho.cc/info/cwi-alerts-text-voice-and-email.](http://cwidaho.cc/info/cwi-alerts-text-voice-and-email) Registration in CWI ALERTS is automatic when students register.

Blue light emergency telephones are located at various campus locations. You should become familiar with where these emergency phones are located. These telephones have two buttons:

1. Information button that will call campus security.

2. Emergency button that will call 911.

In the event of an emergency notification, students on campus, as well as those just arriving on campus, should proceed with caution to avoid the emergency area. Students should pay close attention to the emergency information, and adhere to instructions that may be given during the alert.

Students are encouraged to report any emergency (medical, criminal, behavioral, etc.) that is cause for action. Do this by calling 911 regardless of which campus you are on. If possible, also notify Campus Security at   
208-562-3333 (CWI campuses have security personnel available 24/7).

***Guns on Campus***

In an effort to provide a safe and positive environment for teaching, learning, working, and College related activities, the College of Western Idaho issues the following advisory: Possession or use of weapons, including firearms, while upon properties owned or controlled by the College or where College activities occur is prohibited except for authorized law enforcement officers and persons exempt under Idaho State law.

The College of Western Idaho, in alignment with Idaho State law and the Idaho State Board of Education Policy and Procedures, requires that firearms remain concealed at all times. Displaying a firearm on campus either intentionally or due to negligence is a violation and may result in suspension or termination from the College and prosecution under appropriate laws.

***Students must be enrolled to attend class***

Those who are not enrolled in a particular class may not attend class sessions.

***Title IX Information***

The College of Western Idaho (CWI) is committed to maintaining a Respectful Community by providing equal education and employment opportunities, services, and benefits to any individual without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by federal, state, or local law. 

A Respectful Community is a priority for CWI because discrimination and harassment undermine human dignity and the positive connection among all people at our Institution. CWI will take appropriate action to eliminate, prevent, and address the effects of discrimination, harassment, sexual misconduct, stalking and retaliation. Anyone can experience these behaviors and it impacts the lives of the victims, as well as those around them.

Any individual who believes they may have been the target of unlawful discrimination or harassment is encouraged to report concerns, file a complaint or request support, by contacting the College’s Title IX Coordinator, Ryan Herring, at [respectfulcommunity@cwidaho.cc](mailto:respectfulcommunity@cwidaho.cc) or 208.562.3227.