

Student Rights and Responsibilities Procedure	Procedure Number	3.17P
	Effective Date	May 10, 2011

16) Assist the College in fulfilling its administrative procedures (i.e. registering for classes, obtaining a college ID card, paying bills, etc.).

2.0 REVISION HISTORY

Adopted on: 6/1/04
 Revised on: 5/10/11

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

- A. Any person enrolled in credit, non-credit continuing education or community service courses offered by the Laramie County Community College, either full time or part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students" for the purposes of this code.
- B. – Laramie County Community College.
- C. – All land, buildings, facilities and property in the possession of or owned, used or controlled by the college or the LCCC Foundation.

5.0 PROCEDURES

- A. All students will have access to statements of Student Rights and Responsibilities as follows:
 - 1) New student orientation sessions
 - 2) Website
 - 3) Catalog
 - 4) Schedule of classes
 - 5) Student handbook
 - 6) Freshman seminar courses
- B. Students that are accused of violating one or more elements of the Student Rights and Responsibilities will be afforded due process through Procedure 3.16P Student Discipline Adjudication.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Diane Drebin, Vice President Student Services	3/22/11
Approval by President's Cabinet		5/10/11

Approval by President