

Students,

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at West Virginia Northern Community College (WVNCC). Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained.

## **Notice of Availability of Institutional and Financial Aid Information**

Available at <https://www.wvncc.edu/offices-and-services/financial-aid-processes-and-policies/643>. Paper copies of this information are available from the Office of Financial aid, which can be contacted at 304-214-8844 or [financialaidoffice@wvncc.edu](mailto:financialaidoffice@wvncc.edu)

## **Contact Information for Assistance in Obtaining Institutional or Financial Aid Information**

West Virginia Northern Community College  
Attn: Financial Aid  
1704 Market St  
Wheeling, WV 26003

Janet M. Fike, Student Services or Alicia Frey, Financial Aid at 214-8844 or email: [financialaidoffice@wvncc.edu](mailto:financialaidoffice@wvncc.edu)

## **General Institutional Information**

### **Admission/Readmission**

Information about admission and readmission can be found in the College Catalog: <http://catalog.wvncc.edu/content.php?catoid=5&navoid=191>

### **Withdrawals**

Information about how to withdraw from a course or from the college can be found at <http://catalog.wvncc.edu/content.php?catoid=5&navoid=195>

### **Credit Hours**

Generally a student earns one credit for each 15 hours of class contact. Classes normally meet 45 hours in a semester for 3 units of credit. Students should plan on two hours of preparation/study for each in-class hour. Laboratory classes require two or three hours of lab per week for each semester hour of credit.

## **Academic Programs**

Information about our academic programs, including online programs, can be found on our website at <https://www.wvnc.edu/programs> and in the college catalog <http://catalog.wvnc.edu/content.php?catoid=5&navoid=198>

## **Distance (Online) Education**

Information about our online courses can be found at <https://www.wvnc.edu/programs/online-courses--distance-education/153>

## **Student Records – Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) allows present and future students to have access to their individual educational records, provides basic protections of privacy of their records, and allows them to request that certain “directory information” be kept confidential. Additional information regarding the rights afforded to students by FERPA is available at [https://www.wvnc.edu/docs/0z\\_StudentnotificationofFERPA061114.pdf](https://www.wvnc.edu/docs/0z_StudentnotificationofFERPA061114.pdf).

## **Facilities and Services for Students with Disabilities**

Descriptions of facilities and services available for students with disabilities are available on the Academic Support Center web site <https://www.wvnc.edu/offices-and-services/accessibility-services/575>.

## **Student Body Diversity**

WV Northern annually calculates information relating to the diversity of its students. This information is available at <https://nces.ed.gov/collegenavigator/?q=west+virginia+northern+community+college&s=all&id=238014#enrolmt>

## **College Data**

Additional data about WVNCC is available from the National Center for Education Statistics at the College Navigator Website at <https://nces.ed.gov/collegenavigator/?q=West+Virginia+Northern+Community+College&s=all&id=238014>.

Completion and graduation rates and information are available at <https://nces.ed.gov/collegenavigator/?q=West+Virginia+Northern+Community+College&s=all&id=238014#retgrad>.

## **Price of Attendance**

Available at <https://www.wvncc.edu/future-students/tuition-and-fees-information/539> and additional detail about paying for college is available at <https://www.wvncc.edu/future-students/schedule-of-tuition/539>

## **Net Price Calculator**

The College provides a calculator web page to assist students with determining costs of attendance and financial aid eligibility. A link to the calculator is available on the Consumer Information web page <https://wvncc.studentaidcalculator.com/survey.aspx>

## **Requirements for Return of Federal Financial Aid and Withdrawal**

Return of Federal Financial Aid (Title IV Aid – R2T4) and Withdrawal information is available through [https://www.wvncc.edu/offices-and-services/federal-return-of-title-iv-aid-\(r2t4\)/2476](https://www.wvncc.edu/offices-and-services/federal-return-of-title-iv-aid-(r2t4)/2476)

## **Refund Policy**

Refund policy information is available at <https://www.wvncc.edu/future-students/tuition-refunds/540>

## **BankMobile Contract**

WVNCC partners with BankMobile to deliver financial aid refunds. A copy of their contract and other pertinent information is available here: <https://www.wvncc.edu/future-students/tuition-refunds/540>

## **Satisfactory Academic Progress (SAP)– Financial Aid**

Satisfactory Academic Progress requirements for financial aid can be found at [https://www.wvncc.edu/offices-and-services/financial-aid-satisfactory-academic-progress-\(sap\)/656](https://www.wvncc.edu/offices-and-services/financial-aid-satisfactory-academic-progress-(sap)/656). A separate annual notification for Financial Aid SAP criteria and the policy/procedure will be sent to your e-mail along with the annual Consumer Information notification.

## **Textbook Information**

Textbook information is available through the WVNCC Bookstore <https://www.wvncc.edu/current-students/bookstore/466>

## **Transfer of Credit Policies and Articulation Agreements**

Information for transfer students is available on our website at <https://www.wvncc.edu/future-students/transfer-students/83> and in the college catalog.

## **Educational Program, Instructional Facilities, and Faculty**

Information on the College's various educational programs, instructional facilities and faculty may be found in the most recent undergraduate catalog available at <http://catalog.wvnc.edu/index.php>

## **Accreditation, Approval, and Licensure of Institution and Programs**

Accreditation information is available at <https://www.wvnc.edu/about/accreditation/29>.

## **Copyright Infringement – Policies and Sanctions**

WVNC complies with U.S. copyright law, which prohibits unauthorized duplication and use of copyrighted materials, including written, audio-visual, and computer software materials. Available <https://www.wvnc.edu/offices-and-services/federal-copy-right-laws/6192>

## **Computer Use and File Sharing**

Specific information related to computer use and file sharing is available on the Consumer Information page under Computer Use and file sharing and available at <https://www.wvnc.edu/offices-and-services/computer-usage/6191>.

## **Information Security**

WV Northern maintains an information security policy and program available on our website <https://www.wvnc.edu/offices-and-services/security-and-safety/1487>

## **Student Activities**

WV Northern maintains a website describing the clubs and organizations available to students. The site is available at <https://www.wvnc.edu/student-life/student-clubs-and-organizations/1315>

## **Constitution Day**

WV Northern participates in educational activities in honor of Constitution Day on September 17 of each year.

Constitution Day - Celebration of Constitution Day (Sept 17th) is promoted on the Student Activities calendar yearly. Pocket constitutions are distributed on the day of observance. Special events are held annually in conjunction with Student Activities, the Library/Learning Resource Center, and/or current professors of history courses going on during the Fall semester. [Click here](#) to watch a video take of the WV Independence Hall in honor of Constitution Day!

## **Voter Registration**

WV Northern as a participant in Federal Title IV Student Aid programs, is required to advise you that voter registration forms for West Virginia are available at the web site of the Secretary of State at <https://ovr.sos.wv.gov/Register/Landing> . In addition to voter registration forms, other information related to voting in West Virginia is available at [https://www.wvncc.edu/docs/qu\\_VoteReg091412.pdf](https://www.wvncc.edu/docs/qu_VoteReg091412.pdf)

## **Student Financial Assistance**

### **Federal Student Financial Aid Penalties for Drug Law Violations**

A conviction for any offense, during a period of enrollment for which a student was receiving Title IV, HEA Program (federal) funds, under any federal law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

### **Student Loan Information**

Student Loan Information Published by Department of Education available at <https://www.wvncc.edu/offices-and-services/federal-direct-student-loans/658>

### **National Student Loan Data System (NSLDS)**

Federal student loan records of students and parents will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Students and parents may view their loan record history by visiting [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/)

### **Entrance Counseling for Student Loan Borrowers**

Available at <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=entrance>

### **Exit Counseling for Student Loan Borrowers**

Available at <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit>

### **Preferred Lender Lists and Arrangements**

WV Northern does not recommend, promote or endorse lenders for private education loans.

## **Financial Aid Verification**

Information about the verification process, including the student's responsibilities can be found on our website at <https://www.wvncc.edu/offices-and-services/verification/6183>

## **Health and Safety**

### **Campus Security Policies and Crime Statistics**

Campus Crime Report are available at <https://www.wvncc.edu/offices-and-services/security-and-safety/1487>

Additional information may also be obtained from the U.S. Department of Education Campus Safety and Security web site at <http://ope.ed.gov/security/>.

Information about closings and emergency alerts are available, when applicable, at <http://www.wvncc.edu>.

### **Fire Safety Policies, Fire Statistics and Fire Log (On-Campus Housing Facilities)**

WV Northern does not have any on campus housing.

## **Drug and Alcohol Abuse Information**

It is the policy of WV Northern to comply with the Drug-Free Schools and Communities (Campuses) Act of 1989 and Federal Anti-Drug Abuse Act of 1988. Information is available at <https://www.wvncc.edu/offices-and-services/drug-and-alcohol-information/6203>

Students who wish to receive a paper copy of the information listed or who need to discuss this information may contact:

Alicia Frey, Director of Financial Aid, (304) 214-8852 email: [afrey@wvncc.edu](mailto:afrey@wvncc.edu)

Janet M. Fike, Vice President of Student Services, (304) 214-8845 email: [jfike@wvncc.edu](mailto:jfike@wvncc.edu)