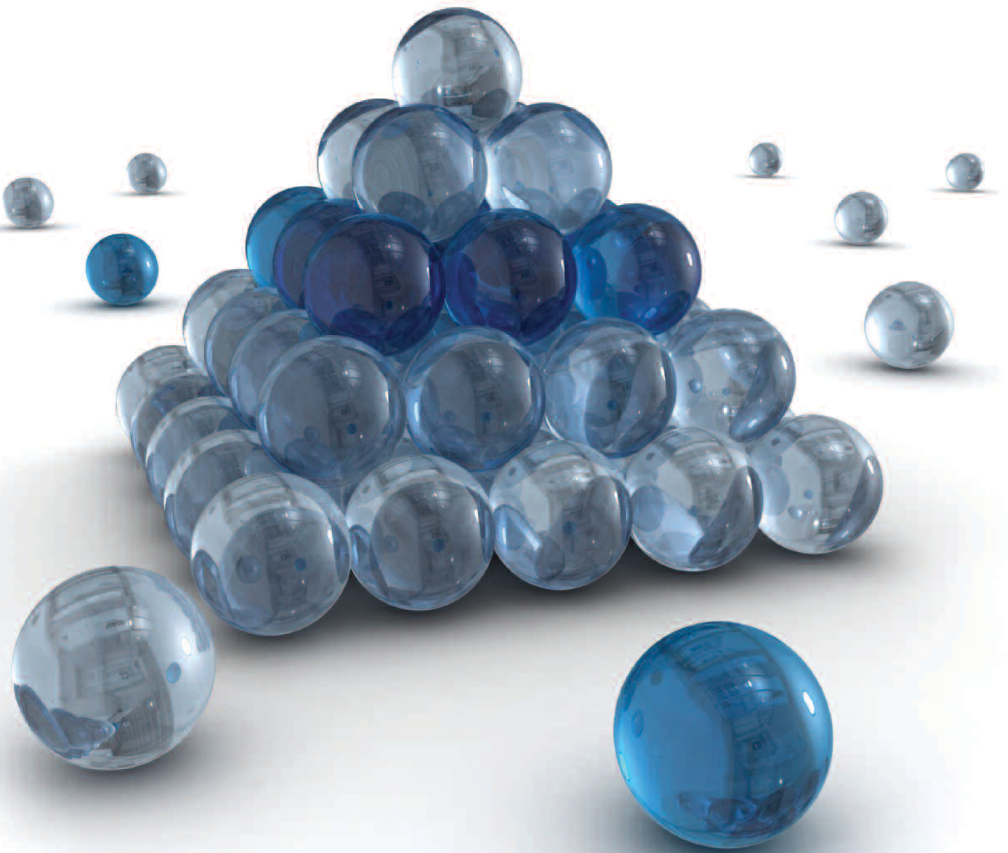




Luna
Community
College



2012-2015
CATALOG

LUNA COMMUNITY COLLEGE

MAIN CAMPUS

366 Luna Drive
Las Vegas, New Mexico 87701
505.454.2500
800.588.7232
www.luna.edu

SANTA ROSA SATELLITE

213 4th Street
Santa Rosa, New Mexico 88435
575.472.1400

SPRINGER SATELLITE

P.O. Box 755
Springer, New Mexico 87747
575.483.5009

BOARD OF TRUSTEES

Jerry Maestas, Chairman
Tony Valdez, Vice-Chairman
Abelino Montoya, Jr., Secretary
Levi Alcon, Jr., Member
Ambrose Castellano, Member
David Gutierrez, Member
Frankie Tenorio, Member

PRESIDENT

Pete Campos, Ed.D

CATALOG NUMBER 29

DIRECTORY OF CONTACTS

For assistance, call the offices listed below directly or via our toll free line at 800.588.7232:

	<u>Direct Line</u>	<u>800 Extension</u>
ACCESS Center	505.454.5355	1216
Admissions & Recruitment	505.454.5312	1201
Adult Basic Education/GED	505.454.2531	1239
Assessment & Testing	505.454.2546	1215
Blackboard/Distance Education	505.454.5361	1206
Bookstore	505.454.2569	1750
Business & Professional Studies	505.454.5327	1257
Business/Fiscal Office	505.454.5339	1002
Cafeteria	505.454.2581	1715
Campus Security	505.454.2577	1108
Computer Center/Information Technology	505.454.5368	1073
Counseling Services (Educational)	505.454.5357	1217
Dual Credit/Concurrent Enrollment	505.454.5374	1213
Education - Early Childhood and Teacher	505.454.2504	1551
Financial Assistance	505.454.2534	1034
Health Sciences	505.454.2527	1803
Human Resources	505.454.2502	1069
Humanities	505.454.2565	1122
Institutional Research	505.454.5343	1211
Learning Resource Center	505.454.5320	1150
Operator/Switch Board	505.454.2500	1000
Physical Plant	505.454.5305	1106
Registrar	505.454.2548	2006
Science, Math and Engineering Technology	505.454.5306	1033
Student Government	505.454.5351	1220
Tutoring Services	505.454.5355	1216
Vocational Education	505.454.2522	1401
Wellness Center	505.425.8767	1652
Office of the President	505.454.2501	1015
Vice President of Finance	505.454.5328	1017
Vice President of Instruction	505.454.5378	1013
Santa Rosa Satellite	575.472.1400	1951
Springer Satellite	575.483.5009	1901
Mora Office	575.387.6760	1926

LETTER FROM THE PRESIDENT

The Luna Community College family constantly builds upon our mission to promote and enhance student achievement. We prepare students for satisfying careers, good paying jobs and community leadership. We believe holistic development of the individual is the most effective pathway to productive lifelong learning, life changing employment opportunities, priceless community contributions and a life of personal and shared value. We work each day to reach these outcomes for ultimate student success.

As a well established community college, we offer a wide array of academic and vocational programs designed to hone student independent thinking and intellectual skills essential to enter local or global employment, compete for high wage jobs and be well prepared for career advancement. To succeed at this mission, the Luna College family is committed to keep pace with the paradigm shifts in education and effectively adapt to quality programs that best prepare students for appropriate learning that leads to future employment.

Luna Community College provides dual credit and concurrent enrollment for high school students, a General Educational Development (GED) program, on-line distance learning courses, core courses that can be applied towards a Baccalaureate Degree at the university level and a myriad of Associate Degrees and Certificates which meet student requirements in: Advanced Technologies, Allied Health, Business and Professional Studies, Career and Technical Education (CTE), Humanities and Nursing. There are many more course offerings in other disciplines from which to choose.

We also take great pride in our mascot, the “Rough Rider.” Like our mascot, the Rough Riders softball and baseball teams are highly competitive and represent our college well. Our student government and the Phi Theta Kappa honor society are top-notch organizations whose members are at the forefront of campus activity and truly make our students feel right at home. Luna Community College, “The People’s College” is a great place to earn an education and enjoy college life.

I wish to conclude with my deepest “gratitude” to the community members of our service area and all Luna Community College family members for your genuine support of our community college. Our success comes directly from you and “the students we prepare to face tomorrow’s challenges.”

Siempre,

Pete Campos, Ed.D

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2012 - 2013 ACADEMIC CALENDAR

Fall 2012

Early Registration	Monday April 16 - Friday August 17
Employee Orientation	Tuesday August 14
Classes Begin.....	Monday August 20
Late Registration	Monday August 20 - Monday August 27
Last Day to Add	Monday August 27
Last Day to Drop without a Grade	Friday August 31*
Holiday-Labor Day.....	Monday September 3
Deadline - Change from Audit to Credit.....	Friday September 14
Midterm Week	Monday October 8 - Saturday October 13
Deadline - Change from Credit to Audit.....	Friday October 19
Last Day to Withdraw	Wednesday November 21**
Holiday-Thanksgiving	Thursday November 22 - Friday November 23
Final Examination Week.....	Monday December 3 - Friday December 7
Semester Ends	Friday December 7
Holiday-Christmas Break.....	Thursday December 20 - Wednesday January 2

1st 8-week Session

Classes Begin.....	Monday August 20
Last Day to Add	Friday August 24
Last Day to Drop without a Grade	Friday August 24
Deadline - Change from Audit to Credit.....	Friday August 31
Deadline - Change from Credit to Audit.....	Friday September 7
Last Day to Withdraw	Friday September 28
Session Ends.....	Friday October 12

2nd 8-week Session

Classes Begin.....	Monday October 15
Last Day to Add	Friday October 19
Last Day to Drop without a Grade	Friday October 19
Deadline - Change from Audit to Credit.....	Friday October 26
Deadline - Change from Credit to Audit.....	Friday November 2
Last Day to Withdraw	Wednesday November 21
Session Ends.....	Friday December 7

*Full term classes only. Contact Registrar's Office for short non-standard courses.

**The last day to withdraw from short courses will be the end of the week before the final examination is held.

Spring 2013

Early Registration	Thursday November 15 - Friday January 11
Holiday-Christmas Break.....	Thursday December 20 - Wednesday January 2
Classes Begin.....	Monday January 14
Late Registration	Monday January 14 - Tuesday January 22
Holiday-Martin Luther King Day.....	Monday January 21
Last Day to Add.....	Tuesday January 22
Last Day to Drop without a Grade	Friday January 25*
Deadline - Change from Audit to Credit.....	Friday February 8
Midterm Week	Monday March 4 - Saturday March 9
Spring Break.....	Monday March 11 - Saturday March 16
Deadline - Change from Credit to Audit.....	Friday March 22
Holiday-Easter.....	Friday March 29 - Monday April 1
Last Day to Withdraw	Friday April 26**
Final Examination Week.....	Monday May 6 - Friday May 10
Semester Ends.....	Friday May 10
Commencement	Saturday May 11
Holiday-Memorial Day	Monday May 27

1st 8-week Session

Classes Begin.....	Monday January 14
Last Day to Add.....	Friday January 18
Last Day to Drop without a Grade	Friday January 18
Deadline - Change from Audit to Credit.....	Friday January 25
Deadline - Change from Credit to Audit.....	Friday February 1
Last Day to Withdraw	Friday February 22
Session Ends.....	Friday March 8

2nd 8-week Session

Classes Begin.....	Monday March 18
Last Day to Add.....	Friday March 22
Last Day to Drop without a Grade	Friday March 22
Deadline - Change from Audit to Credit.....	Thursday March 28
Deadline - Change from Credit to Audit.....	Friday April 5
Last Day to Withdraw	Friday April 26
Session Ends.....	Friday May 10

Summer 2013

Early Registration	Tuesday April 2 - Friday May 31
Early Registration for Fall 2013.....	Monday April 15 - Friday August 16
Classes Begin.....	Monday June 3
Late Registration	Monday June 3 - Friday June 7
Last Day to Add.....	Friday June 7
Last Day to Drop without a Grade	Friday June 7*
Deadline - Change from Audit to Credit.....	Friday June 14
Deadline - Change from Credit to Audit.....	Friday June 21
Holiday-Independence Day	Thursday July 4
Last Day to Withdraw	Friday July 12**
Final Examinations	Wednesday July 24 - Thursday July 25
Semester Ends.....	Friday July 26

2013 - 2014 ACADEMIC CALENDAR

Fall 2013

Early Registration	Monday April 15 - Friday August 16
Employee Orientation	Tuesday August 13
Classes Begin.....	Monday August 19
Late Registration	Monday August 19 - Monday August 26
Last Day to Add	Monday August 26
Last Day to Drop without a Grade	Friday August 30*
Holiday-Labor Day.....	Monday September 2
Deadline - Change from Audit to Credit.....	Friday September 13
Midterm Week	Monday October 7 - Saturday October 12
Deadline - Change from Credit to Audit.....	Friday October 18
Last Day to Withdraw	Friday November 22**
Holiday-Thanksgiving	Thursday November 28 - Friday November 29
Final Examination Week.....	Monday December 2 - Friday December 6
Semester Ends	Friday December 6
Holiday-Christmas Break.....	Monday December 23 - Friday January 3

1st 8-week Session

Classes Begin.....	Monday August 19
Last Day to Add	Friday August 23
Last Day to Drop without a Grade	Friday August 23
Deadline - Change from Audit to Credit.....	Friday August 30
Deadline - Change from Credit to Audit.....	Friday September 6
Last Day to Withdraw	Friday September 27
Session Ends.....	Friday October 11

2nd 8-week Session

Classes Begin.....	Monday October 14
Last Day to Add	Friday October 18
Last Day to Drop without a Grade	Friday October 18
Deadline - Change from Audit to Credit.....	Friday October 25
Deadline - Change from Credit to Audit.....	Friday November 1
Last Day to Withdraw	Friday November 22
Session Ends.....	Friday December 6

*Full term classes only. Contact Registrar's Office for short non-standard courses.

**The last day to withdraw from short courses will be the end of the week before the final examination is held.

Spring 2014

Early Registration	Friday November 15 - Friday January 10
Holiday-Christmas Break.....	Monday December 23 - Friday January 3
Classes Begin.....	Monday January 13
Late Registration	Monday January 13 - Tuesday January 21
Holiday-Martin Luther King Day.....	Monday January 20
Last Day to Add.....	Tuesday January 21
Last Day to Drop without a Grade	Friday January 24*
Deadline - Change from Audit to Credit.....	Friday February 7
Midterm Week	Monday March 3 - Saturday March 8
Spring Break.....	Monday March 10 - Saturday March 15
Deadline - Change from Credit to Audit.....	Friday March 21
Holiday-Easter	Friday April 18 - Monday April 21
Last Day to Withdraw	Friday April 25**
Final Examination Week.....	Monday May 5 - Friday May 9
Semester Ends.....	Friday May 9
Commencement	Saturday May 10
Holiday-Memorial Day	Monday May 26

1st 8-week Session

Classes Begin.....	Monday January 13
Last Day to Add.....	Friday January 17
Last Day to Drop without a Grade	Friday January 17
Deadline - Change from Audit to Credit.....	Friday January 24
Deadline - Change from Credit to Audit.....	Friday January 31
Last Day to Withdraw	Friday February 21
Session Ends.....	Friday March 7

2nd 8-week Session

Classes Begin.....	Monday March 17
Last Day to Add.....	Friday March 21
Last Day to Drop without a Grade	Friday March 21
Deadline - Change from Audit to Credit.....	Friday March 28
Deadline - Change from Credit to Audit.....	Friday April 4
Last Day to Withdraw	Friday April 25
Session Ends.....	Friday May 9

Summer 2014

Early Registration	Tuesday April 1 - Friday May 30
Early Registration for Fall 2014.....	Tuesday April 15 - Friday August 15
Classes Begin.....	Monday June 2
Late Registration	Monday June 2 - Friday June 6
Last Day to Add.....	Friday June 6
Last Day to Drop without a Grade	Friday June 6*
Deadline - Change from Audit to Credit.....	Friday June 13
Deadline - Change from Credit to Audit.....	Friday June 20
Holiday-Independence Day	Friday July 4
Last Day to Withdraw	Friday July 11**
Final Examinations	Wednesday July 23 - Thursday July 24
Semester Ends.....	Friday July 25

2014 - 2015 ACADEMIC CALENDAR

Fall 2014

Early Registration	Tuesday April 15 - Friday August 15
Employee Orientation	Tuesday August 12
Classes Begin.....	Monday August 18
Late Registration	Monday August 18 - Monday August 25
Last Day to Add	Monday August 25
Last Day to Drop without a Grade	Friday August 29*
Holiday-Labor Day.....	Monday September 1
Deadline - Change from Audit to Credit.....	Friday September 12
Midterm Week	Monday October 6 - Saturday October 11
Deadline - Change from Credit to Audit.....	Friday October 17
Last Day to Withdraw	Friday November 21**
Holiday-Thanksgiving	Thursday November 27 - Friday November 28
Final Examination Week.....	Monday December 1 - Friday December 5
Semester Ends	Friday December 5
Holiday-Christmas Break.....	Monday December 22 - Friday January 2

1st 8-week Session

Classes Begin.....	Monday August 18
Last Day to Add	Friday August 22
Last Day to Drop without a Grade	Friday August 22
Deadline - Change from Audit to Credit.....	Friday August 29
Deadline - Change from Credit to Audit.....	Friday September 5
Last Day to Withdraw	Friday September 26
Session Ends.....	Friday October 10

2nd 8-week Session

Classes Begin.....	Monday October 13
Last Day to Add	Friday October 17
Last Day to Drop without a Grade	Friday October 17
Deadline - Change from Audit to Credit.....	Friday October 24
Deadline - Change from Credit to Audit.....	Friday October 31
Last Day to Withdraw	Friday November 21
Session Ends.....	Friday December 5

*Full term classes only. Contact Registrar's Office for short non-standard courses.

**The last day to withdraw from short courses will be the end of the week before the final examination is held.

Spring 2015

Early Registration	Monday November 17 - Friday January 9
Holiday-Christmas Break.....	Monday December 22 - Friday January 2
Classes Begin.....	Monday January 12
Late Registration	Monday January 12 - Tuesday January 20
Holiday-Martin Luther King Day.....	Monday January 19
Last Day to Add.....	Tuesday January 20
Last Day to Drop without a Grade	Friday January 23*
Deadline - Change from Audit to Credit.....	Friday February 6
Midterm Week	Monday March 2 - Saturday March 7
Spring Break.....	Monday March 9 - Saturday March 14
Deadline - Change from Credit to Audit.....	Friday March 20
Holiday-Easter.....	Friday April 3 - Monday April 6
Last Day to Withdraw	Friday April 24**
Final Examination Week.....	Monday May 4 - Friday May 8
Semester Ends.....	Friday May 8
Commencement	Saturday May 9
Holiday-Memorial Day	Monday May 25

1st 8-week Session

Classes Begin.....	Monday January 12
Last Day to Add.....	Friday January 16
Last Day to Drop without a Grade	Friday January 16
Deadline - Change from Audit to Credit.....	Friday January 23
Deadline - Change from Credit to Audit.....	Friday January 30
Last Day to Withdraw	Friday February 20
Session Ends.....	Friday March 6

2nd 8-week Session

Classes Begin.....	Monday March 16
Last Day to Add.....	Friday March 20
Last Day to Drop without a Grade	Friday March 20
Deadline - Change from Audit to Credit.....	Friday March 27
Deadline - Change from Credit to Audit.....	Thursday April 2
Last Day to Withdraw	Friday April 24
Session Ends.....	Friday May 8

Summer 2015

Early Registration	Wednesday April 1 - Friday May 29
Early Registration for Fall 2015.....	Wednesday April 15 - Friday August 14
Classes Begin.....	Monday June 1
Late Registration	Monday June 1 - Friday June 5
Last Day to Add.....	Friday June 5
Last Day to Drop without a Grade	Friday June 5*
Deadline - Change from Audit to Credit.....	Friday June 12
Deadline - Change from Credit to Audit.....	Friday June 19
Holiday-Independence Day	Friday July 3
Last Day to Withdraw	Friday July 10**
Final Examinations	Wednesday July 22 - Thursday July 23
Semester Ends.....	Friday July 24

PURPOSE OF THE CATALOG

The purpose of the Luna Community College (LCC) 2012-2015 Catalog is to communicate to the public the college's most current policies, programs, tuition, fees, and other relevant information. However, through its governing Board of Trustees, LCC reserves the right to make changes and exceptions to this catalog. Programs, tuition, fees, procedures, due dates, statements, financial aid regulations, and/or courses/prerequisites contained within this catalog are subject to continuous review and evaluation. All corrections, errors, omissions, and officially approved changes are filed in the Office of the Registrar. Currently enrolled and prospective students should contact the Office of the Registrar regarding any corrections or changes to the catalog. This catalog is not to be construed as contractual in nature.

ACADEMIC PROGRAMS AND COURSES

Through constant assessment and evaluation, LCC attempts to assure that the educational programs remain current, viable, and effective. Student achievement, employment, and professional licensing are also dependent on factors outside the programs such as individual initiative, governmental or institutional regulations, and market conditions. Therefore, LCC provides no guarantee that following a particular course or curriculum will result in specific achievement, employment, admission to other programs, or professional licensing.

HISTORY OF LUNA COMMUNITY COLLEGE

Luna Community College (LCC) is the only community college in northeastern New Mexico. LCC is located in the lower slopes of the majestic Sangre de Cristo Mountain Range overlooking the City of Las Vegas, New Mexico. LCC enjoys an outstanding reputation for its caliber of facilities, teaching methods, curricula, and dedication to excellence.

The college derives its name from Maximiliano Luna, who was Speaker of the House of Representatives for the Territory of New Mexico in 1899. Luna was also a Captain of the Rough Riders, U.S. Voluntary Cavalry, and a First Lieutenant of the 34th U.S. Volunteer Infantry. Many of the Rough Riders, a mounted cavalry unit that fought in Cuba during the Spanish American War, were recruited in Las Vegas. In 1929, the popular training site for the New Mexico National Guard on the outskirts of Las Vegas was renamed Camp Luna after the leader who died in the Philippines in 1899.

In 1967, a legislative act of the State of New Mexico authorized the establishment of a vocational training facility at Las Vegas, New Mexico. When LCC was founded in 1969, the new board of trustees honored Captain Maximiliano Luna by naming the school, Luna Area Vocational Technical School.

In 1970, the first 5-mill levy election to fund LCC, which at the time was called Luna Vocational Technical Institute (LVTI), was held and overwhelmingly approved by the citizenry to voluntarily tax themselves in support of vocational-technical education. This provided an occupational training opportunity for the people of the following school districts: West Las Vegas Municipal Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, and Mora Independent Schools. These school districts lie within San Miguel, Guadalupe, and Mora counties. Later, the Springer Municipal Schools, Maxwell Municipal Schools, and most recently the Wagon Mound Public Schools joined the mill levy. Since its inception, the college has continued to grow and expand to meet the occupational needs throughout northeastern New Mexico.

LCC has satellite centers in Springer and Santa Rosa, New Mexico. These satellites, in addition to the main campus, serve participants of the Springer Municipal Schools, Maxwell Municipal Schools, and Santa Rosa Consolidated Schools, which are within Colfax and Guadalupe counties.

All campuses are administered and supervised by LCC and governed by an elected Board of Trustees. Courses may be offered where need is demonstrated.

In June 1987, a final tribute was paid to Captain Maximiliano Luna on the LCC campus. A memorial stone monument to Luna was rededicated and now stands in front of the Technologies Center. It faces the school campus and former training grounds of the New Mexico National Guard and World War II recruits. The monument remains a lone sentinel and witness to the progress and many developments that continue to unfold at LCC.

On December 18, 2000, the Board of Directors adopted the current name, Luna Community College, to signify that the college was a comprehensive community college. The New Mexico Legislature officially approved the name change. As of today, LCC continues to offer a broad range of vocational, technical, academic, and professional educational programs.

GENERAL INFORMATION

INSTITUTIONAL ACCREDITATION

Luna Community College is accredited to grant certificates and associate degrees by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; telephone 800.621.7440; www.hlcommission.org. Luna Community College operates within the guidelines of the New Mexico Department of Higher Education.

PROGRAM ACCREDITATION

The following educational programs are accredited by:

- Dental Assistant – Commission on Dental Accreditation, www.ada.org/5500.aspx
- Nursing – National League for Nursing Accrediting Commission, Inc., www.nlnac.org

MISSION OF THE COLLEGE

Luna Community College is an open-admission, certificate and associate degree granting institution which provides access to higher education. Our programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a solid foundation for college transfer, employment, and life-long learning. We seek to create a caring environment which is intellectually and culturally dynamic and encourages students to achieve to their maximum potential.

Luna Community College is an institution of higher education committed to serving its student population and the surrounding communities. Our mission is to increase the number of graduates who transfer to four year colleges; provide quality programs that prepare graduates for gainful employment; improve remedial education; forge stronger ties for placement between colleges, universities, and employers; and provide task oriented learning that is accelerated, affordable, and accessible. The guiding principles of LCC are to:

- Provide accessible, affordable and quality education designed to optimize opportunities for student participation
- Prepare students through dual credit and concurrent enrollment and facilitate their aspirations by early admissions with the ultimate goal of earning meaningful employment
- Provide students with greater insight into their strengths, needs, aspirations, and foster a greater appreciation and understanding of their cultural background and experiences

- Promote general education CORE curriculum to ensure that our graduates possess adequate literacy and general knowledge to function in employment, to pursue additional education, and to participate in the cultural and political life of the community and society
- Promote collegiality, respect and dignity among staff and students
- Prepare students for employment through a broad range of vocational, technical, and professional education programs
- Enhance job effectiveness through promotion of critical thinking skills, continued training, advancement in technology, distance learning, and maintain relevant skills needed in the job market
- Promote transfer of credits between institutions of higher education

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Luna Community College is committed to providing equal educational and employment opportunities regardless of gender, gender identity, marital status, spousal affiliation, sexual orientation, color, race, ethnicity, ancestry, religion, age, national origin, veteran status, or disability. The Equal Educational Opportunity Act applies to admission, recruitment, extracurricular programs and activities, access to course offerings, counseling, testing, financial assistance, educational services, and employment.

Inquiries regarding compliance of these laws may be directed to the Vice President of Instruction at 505.454.5378.

RIGHT TO INSPECT PUBLIC RECORDS

Under New Mexico law, any member of the public has the right to inspect and obtain copies of the public records of Luna Community College. To make a request or for more information, contact LCC's Human Resource Director at 505.454.2502.

ACADEMIC YEAR

LCC operates on a two-semester system (16 weeks each) and one 8-week summer session. The academic calendar applies to instructional programs at all campuses.

COMMUNITY AND CONTINUING EDUCATION

The Community Education Program emphasizes LCC's commitment to the community by providing educational opportunities for all ages. Noncredit courses, workshops, seminars, and special interest courses are offered throughout the school year. Generally, there are no entrance requirements or examinations, although some courses may have age restrictions or prerequisites.

Community education classes are scheduled throughout the school year. Courses are also offered at many off-site locations. Efforts are made to include classes for all interest groups. Planning is ongoing and new courses are added regularly.

For schedules and registration information, contact the office of Recruitment and Admissions at 505.454.5311.

COMMUNITY EDUCATION (Noncredit)

Noncredit courses are designed primarily for personal enrichment. Fees vary for community education courses. Please inquire prior to registering for a course. Students enrolled in these courses do not pay registration, course, laboratory, or activity fees. Senior citizen reduced tuition does not apply to community education since the courses are noncredit.

CONTINUING EDUCATION (Credit)

Continuing education courses for academic credit are offered by the different departments at the college. Many times, courses are offered upon request by an individual or an organization seeking a specialized class. Courses range in credit from one to four credit hours.

CONTINUING EDUCATION (Noncredit)

LCC offers continuing education courses at its main campus, satellites, and other locations in its service area. Courses in various disciplines are offered to upgrade job performance in a variety of occupational areas. Continuing Education Units (CEU's) are awarded upon completion of most courses. Nonacademic continuing education courses that award CEU's vary in cost. Required fees are assessed for each continuing education course. Continuing education courses are also offered to meet the needs of employers or other special interest groups.

COMMUNITY SERVICES

Luna Community College allows nonacademic use of the college's facilities for community functions such as meetings and conferences. Arrangements for the use of facilities may be made by contacting the Director of Facilities at 505.454.5305.

OVERVIEW OF STUDENT CODES AND POLICIES

DISCLOSURE

State and federal statutes, accrediting agencies, and other authorities require that the following information be made available to students, employees and the public.

- Equal Opportunity Policy and Grievances
- Privacy of Student Records
- Campus Crime and Sexual Harassment
- Attendance, Costs, and Refund Policies
- Graduation Requirements
- Americans with Disabilities Plan
- Substance Abuse Policy

General information on these policies is located in this catalog. Specific policies, procedures, and notifications can be found at the Human Resource Office and/or the LCC Student Handbook.

STUDENT CONDUCT

Luna Community College students are expected to maintain high moral and ethical standards of conduct at all times. Students should behave in a manner that reflects positively upon themselves and Luna Community College and are responsible for complying with all policies and regulations of LCC and the laws of the State of New Mexico. Disruption of classes or other school functions, disregard for the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution's policies may justify disciplinary action, including administrative withdrawal or suspension.

ACADEMIC INTEGRITY

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating achievement in an honest manner. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement. The following acts, or any other acts of academic dishonesty, compromise the integrity of the academic process and academic community and are subject to disciplinary action:

Plagiarism which includes, but is not limited to:

- Offering the ideas, words, sentences, or parts of another person's writings without giving appropriate credit and representing the work as one's own, including quotations or identical expressions of material from books, reference works, and encyclopedias
- Undocumented World Wide Web source usage
- Submitting a paper purchased from a research or term paper service, including the Internet

Cheating which includes, but is not limited to:

- Use of materials, notes, information, or study aids not permitted by the instructor during tests, quizzes, or other graded in-class activities
- Use of electronic equipment including cell phones, PDA's, and calculators not authorized by the instructor
- Unauthorized possession of examinations, quizzes, or instructor records
- Obtaining information during an examination or obtaining an assignment from another individual and/or assisting others in cheating
- Alteration of grades on an examination, assignment, or records of an instructor or the college

ATTENDANCE AND STUDENT PERFORMANCE

Students are expected to regularly attend all classes for which they are registered. Valid reasons for missing classes do not relieve the student of making up the work missed or the responsibility of seeing the instructor about making up any missed work. Participating in chat sessions, lectures and/or postings to a discussion link may be considered attendance for online courses. **Specific class attendance requirements are determined by the instructor of the course.**

Students making satisfactory progress in their classes will be excused from classes when they are representing LCC during college-sponsored events (e.g., sponsored student-organization functions, educational field trips, baseball/softball games and conferences). Authorized absences do not relieve the student of his or her class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring faculty, staff coach or director.

When the number of absences hinders a student's progress in a course, the instructor may contact the Academic Director. The Academic Director and Faculty can make recommendation of retention or expulsion from the class. Additionally, a student may be removed from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been removed from a class shall have the right to appeal that decision through the ACCESS Center and the Vice President of Instruction.

Only enrolled students for credit or for audit are permitted to attend classes. A student who has officially withdrawn from a course cannot continue to attend the course.

ASSESSMENT OF STUDENT LEARNING

In order to ensure that the educational opportunities are of high quality and promote student success, Luna Community College conducts semester assessment activities. The purpose of assessing student learning is to document progress, achievement, and to have baseline data for making improvements to the teaching process. All LCC programs have established student learning outcomes and all assessment activities include oral presentations by faculty and written reporting. Visit our web site at www.luna.edu to review LCC's Improving Student Learning (ISL) reports. LCC also abides by the New Mexico state competencies for general education.

ACADEMIC APPEALS

When warranted by special circumstances, students may petition for relief of any academic hardship brought about as a result of an institutional academic regulation or requirement. A student filing an academic petition must clearly specify their request, provide supporting documentation and justification, and fully explain how the requirement or regulation would create a hardship. Assistance with academic appeals is available through the office of the Vice President of Instruction.

SATISFACTORY ACADEMIC PROGRESS

A grade of "C" or better is required in all requirements in the student's concentration of study. An "S" grade is also acceptable. However, in some cases a "D" grade is allowed for credit in some general education courses.

Students receiving financial assistance must also comply with the LCC Financial Aid Satisfactory Academic Progress Policy as described in the Student Financial Assistance section.

SEXUAL HARASSMENT

Luna Community College does not tolerate any form of sexual harassment. For additional information, refer to the LCC Student Handbook.

SUBSTANCE ABUSE

Luna Community College is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of employees, students and the general public. For additional information, refer to the LCC Student Handbook.

RULES OF STUDENT CONDUCT AND PROHIBITED ACTIVITIES

Rules of student conduct and prohibited activities are defined in the LCC Student Handbook.

GRIEVANCES

Students wishing to pursue a grievance or a conflict are encouraged to resolve the issue, if possible, at the point of origin, i.e., with the affected staff or faculty member, and, if it becomes necessary, the department director. If the issue remains unresolved, the student handbook provides other steps and procedures applicable to grievance complaints. Students may pick up a grievance form from the ACCESS Center to document and track this process. If the incident involves a sexual harassment complaint involving a student and an LCC employee, the incident must be reported to the Human Resources (HR) Director. If the sexual harassment involves a student to student complaint, it must be reported to the ACCESS Center and may require intervention by the HR Director. The offender may be required to attend training regarding the issue which is coordinated by the HR Department.

EXTRA-CURRICULAR LEARNING ACTIVITIES

A basic premise held by the college is that permitting students to participate in extra-curricular learning activities shall serve to enhance and broaden educational experiences. Procedures are defined in the LCC Student Handbook.

OFFICIAL ADMINISTRATIVE DIRECTIVES

Student absences that are a result of official administrative directives will be treated as excused absences and shall not affect grades, provided that the missing work is satisfactorily made up under the instructor's supervision.

STUDENT CLUBS AND ORGANIZATIONS

LCC provides students with many opportunities to obtain valuable experience and develop skills that enhance their personal and professional lives. Students who are part of an LCC club or organization can gain valuable skills and experience in the area of: leadership, teamwork, communications, work ethic, responsibility, time management, problem solving and critical thinking.

ASSOCIATED STUDENT GOVERNMENT

The purpose of the Associated Student Government is first and foremost to represent the student body of LCC. Additionally, its purpose is to:

- Encourage cooperation and communication between students, faculty, and staff
- Collaborate with all other campus organizations
- Provide a forum for student expression and the exchange of student-faculty views
- Enhance the quality of student life

For more information contact the Student Government Office at 505.454.5351.

CULINARY ARTS CLUB

The mission of the Culinary Arts Club is to supplement the culinary arts curriculum through participation in food-related events, to build a fellowship of students interested in food and to introduce those students to the culinary community of New Mexico. Some club activities include food and beverage tasting, trips to a local organic seed business during harvest, screenings of food-related movies, and eating meals at ethnic restaurants in Santa Fe and Albuquerque. The club raises money through its catering activities during the academic year and is open to all interested students.

For more information, contact the Culinary Arts Club at 505.454.5346.

INTERCOLLEGIATE ATHLETICS

Luna Community College is a member of the National Junior College Athletic Association (NJCAA). LCC is part of Region V and participates in Division II of the NJCAA. LCC competes in men's baseball and women's softball. Both men and women play against college teams from Arizona, Colorado, Kansas, New Mexico, Oklahoma, and Texas.

For more information, contact the Athletic Department at 505.425.8767.

PHI THETA KAPPA

LCC established its Beta Mu Nu chapter of Phi Theta Kappa (PTK) in the Fall of 2003. PTK recognizes academic excellence at the two-year college level and has become the largest and most prestigious honor society serving two-year colleges around the world. Membership is based primarily upon academic achievement.

The purpose of PTK is to recognize and encourage scholarship among students. To achieve this purpose, PTK provides the opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing excellence.

General Beta Mu Nu chapter eligibility requirements include:

- Completion of at least 12 credit hours
- Classification as a degree or certificate seeking student
- Have a cumulative grade point average of at least a 3.500

For more information, contact the PTK advisor at 505.454.2558.

STUDENT NURSE ASSOCIATION

The Student Nurse Association (SNA) is an organization of students at the local, state, and national level that supports the development of professional nurses' activities by an approved constitution. The SNA sponsors the annual student nurse pinning ceremony for graduating PN and RN students each May prior to graduation. The organization also sets goals each year for fund raising events to support community health activities as well as sending officers and members to the national SNA convention.

For more information, contact the Nursing department at 505.454.2521.

SkillsUSA

SkillsUSA prepares America's high performance workers in technical, skilled, service, and health occupations. The club promotes quality educational experiences for students in leadership, teamwork, citizenship and character development, self-confidence, work attitudes and communication skills. SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills.

For more information, contact SkillsUSA at 505.454.2522.

ACADEMIC AND STUDENT SUPPORT SERVICES

Advisement, Counseling, Career Placement and Educational Support Services Center (ACCESS)

Telephone: 505.454.5355

E-mail: access@luna.edu

Advisement

Advisement at LCC is a collaborative venture among the student, the ACCESS Center, and the academic disciplines. Since the college admits students with varying degrees of educational preparation, accurate and coordinated academic advisement is crucial to student progress and institutional planning.

Accordingly, new students (first-time enrollees), transfer students, alumni, pre-nursing students, and students who have not declared a program of study are advised through the ACCESS Center. Returning students who have declared a program of study or who intend on pursuing a particular certificate or degree program are advised through the appropriate academic discipline.

Counseling

Counseling and guidance services are available to all students. Local community agencies that contain crisis intervention services as well as referral services partner or complement our services. These services will provide assistance for common issues that pose problems for college students such as alcohol and drugs, anxiety, depression, family issues, stress, homesickness, addiction, etc. All services are confidential. Additional information may be obtained at the ACCESS Center from an educational advisor.

Career Planning

This service is designed to assist the student who is having a difficult time selecting a career or program of study. Educational advisors are available to assist students in exploring their interests and needs, developing an educational plan, and identifying possible career, vocational, and academic choices. Career Solutions System, a computerized career-decision making program through the NM Department of Workforce Solutions, is a resource available at the ACCESS Center.

Career Placement

This service is designed to assist current and graduating students with job search strategies, résumé writing, interviewing techniques, job retention, employment ethics, and information relevant to the labor market. A résumé template/sample is available for students who are interested in creating résumés. Students interested in internship possibilities are urged to contact the ACCESS Center for career placement opportunities and other resources by calling 505.454.5355 or visiting Career Services at the ACCESS Center.

Adaptive Education Services - Americans with Disabilities Act Policy

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and other applicable laws, LCC takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities. Services for students with special needs include counseling, advisement, classroom accommodations, adaptive equipment, and liaison services between LCC and community agencies. Requests for such services may be made by contacting the Adaptive Education Specialist at 505.454.5355.

Educational Support Services

1. Tutoring services are available in most academic areas. Any registered student is eligible for free tutorial program services. Various tutoring software programs are available including PLATO. A tutor schedule is prepared and printed every semester and posted throughout the campus and e-mailed to all students. Tutoring for specific areas not listed on the tutor schedule can be requested by contacting the ACCESS Center. The Tutoring Center is located in the Student Services Building, Room 111. Tutors may also be available at the Learning Resource Center (LRC), Allied Health Department, and satellites upon request and availability.
2. Through assessment and academic placement, LCC is committed to seeing that students who enroll in certificate or degree programs successfully achieve their career goals. Incoming students are required to take the Computer-Adaptive Placement Assessment Support System (COMPASS), which covers proficiency requirements in reading, mathematics, and writing. Students who have taken the American College Test (ACT) may not be required to take the COMPASS. However, they will be required to satisfy prescribed proficiencies. LCC does not administer the ACT.

A student who has taken the ACT must provide scores to the ACCESS Center who will review the scores for placement purposes. Students are encouraged to complete proficiency requirements within their first two semesters.

COMPASS/ACT are solely used to determine the student's course placement level. If deficiencies are indicated by COMPASS/ACT, students will be required to satisfy proficiency requirements in order to graduate from any LCC program of study. Based on the COMPASS/ACT results, students are placed in the following prescribed **Institutional Proficiency Requirements**:

ENG075 Introduction to Grammar
ENG095 Grammar Usage and Writing

MATH055 Basic Mathematics
MATH075 General Mathematics
MATH095 Algebra with Applications

READ075 Basic Reading
READ095 Developmental Reading

Students who do not complete the required institutional proficiency requirements and withdraw from LCC for at least three years must retake the COMPASS to continue with their coursework.

Note: Placement scores, whether COMPASS, ACT, SAT, etc., are not used in lieu of students completing the Area II - Mathematics course required for degrees offered at LCC. An appropriate mathematics course would need to be completed. For example, if a student earns a score of 27 on the ACT and the student's program of study requires MATH116, the student would then have the option of completing MATH116, MATH180 or MATH190 to fulfill the Area II requirement for completion of their degree.

3. Student success strategies and seminars are offered to encourage educational and career success. A variety of learning techniques, seminars, and workshops are held throughout the academic year.
4. Early Alert is an intervention process initiated at 4 and 12 weeks whereby students who are performing below average and/or have excessive class absences are referred by their instructors to the ACCESS Center for follow-up. A mid-term early alert referral will be initiated for those students who are performing below average (grades of "D", "F", or "U") when and only if mid-term grades are posted. ACCESS Center staff will also follow-up with a phone call in an attempt to help the student work on a plan for successful completion. However, it is the sole responsibility of the student to ensure all demographic information is correct and updated in LCC's computer system. Students are able to update demographics at the Office of the Registrar.

LEARNING RESOURCE CENTER

Telephone: 505.454.5320

E-mail: lrc@luna.edu

The Learning Resource Center provides a variety of services and materials to enrich and support the instructional, research, recreational, and informational needs of students, faculty, staff, and community patrons. Collections include over 30,000 volumes and audiovisual materials, audiovisual equipment, over 150 print subscriptions, several on-line databases, eBooks, and eAudiobooks. Remote access to the LRC's online catalog and full-text online databases are available to LCC students and staff. The LRC's website is <http://lrc.luna.edu>.

The LRC is open Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m.

DISTANCE EDUCATION

Telephone: 505.454.5361

E-mail: dln@luna.edu

Luna Community College's efforts to provide education to its students and to rural communities via distance education resulted in the creation of the Distance Learning Network (DLN). It is the goal of the DLN to provide greater course access to students as well as offering greater flexibility to course scheduling. LCC offers distance education courses via two mediums: interactive television (ITV) and the Internet utilizing Blackboard. Students interested in taking courses via distance education are urged to visit the college website at www.luna.edu or contact the ACCESS Center for more information. DLN course offerings are published in the schedule of classes each term and are also available on the LCC website.

GUIDELINES FOR DISTANCE LEARNING EXAMINATIONS

When examinations are employed, LCC will ensure firm student identification. If proctoring is used, it is the responsibility of the student to identify an appropriate proctor and confirm arrangements regarding the scheduling and administration of the exam directly with the proctor. The following proctor information must be provided 2-3 weeks before the proctored exam:

- Name
- Title
- Company/Agency/Educational Institution
- Address
- Phone Number
- Fax Number
- E-mail Address

In addition to the testing materials, a copy of the Academic Integrity Policy will be included. Both the student and the proctor must review, sign, and return the policy with the examination and a copy of a photo ID. Any violation of this policy is subject to disciplinary action on the part of the college.

Who can be approved to serve as a proctor? An acceptable proctor is someone with no conflict of interest in upholding LCC's Academic Integrity Policy. Relatives, friends, spouses, neighbors, and co-workers are not acceptable proctors. A student's proctor candidate may be one of the following:

- An employee at an educational administrator's office or community college library, university, or high school
- A librarian at a public library
- An employee at a learning center
- An officer of higher rank than the student, if in the military
- An employee at a college, university, or private testing center (in this case, the testing center director should be listed as the student's proctor)
- A direct supervisor at the place of employment, providing the setting is suitable for academic testing

PRESCHOOL

Telephone: 505.454.2535

E-mail: kids@luna.edu

The college offers childcare services through the LCC Early Childhood Education Center Preschool for students, employees, and community. The preschool is located on the west end of the campus in the Nick Salazar Early Childhood Education Center. Additional information about the preschool is available at the site. A parent handbook detailing the preschool is available upon request.

BOOKSTORE

Telephone: 505.454.2569

E-mail: books@luna.edu

The mission of the LCC Bookstore is to meet the textbook needs of students. Supplies, as well as a variety of other items, are also available for purchase. The bookstore is open during regular college hours from 8 a.m. to 4 p.m. with extended hours during peak registration periods.

In some academic and vocational programs, supplies and equipment are required and should be purchased by the student at the beginning of each term. These items can be special ordered. Students are strongly encouraged to contact course instructors regarding any potential additional costs before classes begin.

CAMPUS SECURITY

Telephone: 505.454.2577

E-mail: security@luna.edu

The San Miguel County Sheriff's Office, the New Mexico State Police, and the college's security officers provide security and law enforcement. Patrol and dispatch services are provided with access through the emergency telephone number 911 or via a campus phone at ext. 1108. Satellite and off-site locations should contact their local law enforcement authorities. The campus is closed and secured during holidays, weekends when classes are not in session, and Monday through Friday from 10 p.m. to 6 a.m.

Students or visitors witnessing any crime, suspicious activity or anyone on campus in need of emergency assistance are asked to report their observations to the security office located within the Humanities Building.

TRANSPORTATION

Transportation is the primary responsibility of the student. The Meadow City Express public transportation provides services to and from the college at a reduced student rate. To make arrangements for transportation or for further information, contact Meadow City Express at 505.454.8583.

HEALTH INSURANCE

The college does not offer any type of health insurance coverage to students.

HOUSING

It is the responsibility of students to obtain their own housing while attending the college. LCC does not have dormitories. However, the ACCESS Center will assist students by providing contacts to obtain housing.

STUDENT E-MAIL

Luna Community College offers free student e-mail accounts to all enrolled students. Many important announcements and deadlines are routinely sent to students via e-mail. To sign up, go to <http://www.luna.edu> and look under the My LCC/Sign In link.

GETTING STARTED: APPLYING FOR ADMISSION

OFFICE OF RECRUITMENT AND ADMISSIONS

Telephone: 505.454.5312

E-mail: admissions@luna.edu

ADMISSIONS STATEMENT

Luna Community College has an open admissions policy for any person who can benefit from the instructional programs offered by the College. No applicant will be denied admission on the basis of race, color, creed, age, sex, sexual preference, religion, national origin, physical handicap or marital status. However, because Luna Community College is a post-secondary institution, we have restrictions on admission for those who have not yet graduated from high school or earned a GED. If a student wishes to obtain a degree or certificate from LCC, he or she must be a high school graduate or have passed the GED test.

ADMISSION STATUS

Admission requirements shall be in accordance with the guidelines under the following classifications:

REGULAR ADMISSION

Any student wishing to obtain a certificate or an associate degree must first apply for regular admission and meet the following criteria:

- Submit an official high school transcript indicating a graduation date from an accredited secondary school or submit an official transcript of GED test results
- Complete any other specific criteria required by individual academic programs within the college

Submission of a Certificate of Completion or a Certificate of Attendance from a high school is not a diploma and will cause a student to be classified as Non-Degree until a GED is earned. Transcripts become the property of LCC and will not be returned to the student either as originals or as photo copies.

Note: It is the student's responsibility to request all necessary transcripts. Transcripts must be sent directly from the respective school or GED center. Faxes or photocopies will not be accepted.

PROVISIONAL ADMISSION

Provisional admission may be given in certain circumstances while an application for regular admission is pending. This is a temporary classification. The student is subject to disenrollment and will not be permitted to register for a subsequent term until regular admission has been established.

UNDECLARED ADMISSION

A student meeting regular admission requirements and not declaring a major whose purpose for taking courses is to eventually lead him/her to a certificate or degree may apply for undeclared admission. Due to Nursing admission selection requirements, all students pursuing a certificate or degree in Nursing are initially admitted under Undeclared Admission status. Undeclared Admission does not affect eligibility for financial assistance.

NON-CERTIFICATE AND NON-DEGREE ADMISSION

Non-certificate/non-degree status is available for those who do not wish to pursue a certificate or degree. Students can enroll in courses for job improvement or personal enrichment. No high school or college transcripts are required and a certificate or degree cannot be earned under this admission status. Admission classification can be changed by fulfilling the requirements for regular admission and by completing a Program Declaration/Change of Major form. Students admitted in non-certificate/non-degree status are ineligible for financial assistance and veteran's benefits.

TRANSFER ADMISSION

Applicants to LCC can be accepted under transfer status from other accredited colleges or universities. Students seeking a certificate or degree must also meet the regular admission criteria noted above. Transcripts from other colleges or universities must be sent to the Office of the Registrar.

INTERNATIONAL ADMISSION

An individual in the United States on an approved visa or other status may be eligible to attend LCC. Eligibility is based on the visa or status type (per BCIS regulations) and expiration date. **LCC does not issue I-20's (student visas)**. For more information, please contact the Admissions Office at 505.454.5312.

ADMISSION APPELLATE PROCESS

Consideration for waiver of entrance requirements will be given to students in special situations. Each case will be reviewed independently. An appeal of admission standards based upon an initial determination of ineligibility may be made as follows:

1. The student's appeal is made directly to the Director of Admissions who reviews the appeal and either approves or denies it.
2. If the director denies the appeal, the student may petition to the Admission's Committee. The committee is made up of the Director of Admissions, Vice President of Instruction, Registrar, and academic program director.

Any hearings concerning admission under special situations will be scheduled prior to final registration.

HIGH SCHOOL CONCURRENT ENROLLMENT/DUAL-CREDIT ADMISSION

The Concurrent Enrollment/Dual-Credit program provides an extraordinary opportunity for students to take academic or vocational college courses while in high school. Concurrent enrollment refers to enrollment of high school students in courses at the post-secondary level that are not designated as dual-credit and may include remedial or developmental courses. Dual-credit refers to enrollment of high school students in college-level courses offered by a post-secondary institution that may be academic or career technical, and simultaneously allows high school students to earn credit towards high school graduation and a postsecondary degree or certificate.

Concurrent Enrollment/Dual-Credit Admission Requirements

General application requirements include but are not limited to:

- Completion of a Concurrent Enrollment/Dual-Credit Application for Admission
- Approval of the student's parent/guardian and high school designee
- Must be classified as a high school Junior or Senior
- Must submit an official high school transcript and have a documented cumulative high school grade point average of at least a 2.00
- Must take the LCC COMPASS Assessment Exam or ACT

For further information regarding complete admission requirements, policies, approved courses, etc., contact LCC's Concurrent Enrollment/Dual-Credit Office at 505.454.5374 or via e-mail at cedc@luna.edu.

Note: Luna Community College credits may not apply toward high school credits. Contact high school counselor for more information.

RESIDENCY

Summary of Regulations for New Mexico Residency for Tuition Purposes

A student is classified as a resident or non-resident for tuition purposes based on information provided on the completed Application for Admission. The rules and regulations for establishing residency for tuition purposes are defined by the New Mexico Higher Education Department which is authorized by the Constitution of the State of New Mexico and state statutes (Chapter 235, IE, NMSA 1971 and Section 21-1-4E NMSA 1978) to provide classification for a tuition differential between resident and non-resident students.

A non-resident student who feels he/she has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" from the Office of Admissions. The form should be completed in detail and returned to the Office of Admissions, along with a copy of his/her parents' or guardian's 1040 or 1040A U.S. income tax form, if the student is under 23 years old. A change in residency classification is never automatic, and it is always the student's responsibility to initiate the petition.

While the requirements for residency must be completed before the first day of classes or LCC's census date, if different, the deadline for any petition for resident tuition classification applicable to a current semester is 15 calendar days after the first day of classes (i.e., the date the semester officially begins). A petition received after that date will not be considered. Another petition must be filed for any subsequent term.

In general, a financially independent, adult person over 18 years of age must have resided in New Mexico for a period of 12 consecutive months immediately prior to the term for which the petition is being filed. Furthermore, "residency" in this context means legal "residence." Legal residence requires intent to remain in a place indefinitely, in the sense of making one's permanent home there, as well as physical presence at the place. The distinction is that one may have any number of residences at one time, but never more than one legal residence.

To become a legal resident of New Mexico for tuition purposes, four basic requirements must be completed. Each person must meet the following requirements individually:

- The 12-month Consecutive Presence Requirement
- The Financial Independence Requirement
- The Written Declaration of "Intent" Requirement
- The Overt Acts Requirement

A brochure fully detailing residency requirements and restrictions is available at the Office of Admissions and from the New Mexico Higher Education department's Web page at www.hed.state.nm.us.

In-District Residency for Tuition Purposes

LCC classifies all New Mexico residents in one of two categories: Resident in-district or resident out-of-district. A resident out-of-district student must follow the same procedures that apply to a non-resident out-of-state student in order to satisfy resident in-district requirements for tuition purposes.

LCC is supported by a local three-mill levy assessed to those local school districts that have elected to be a participating school district of the LCC service area. In-district tuition calculations are based upon a student's residency status within one of these participating school districts. Some residency information is initially determined from information provided on the application for admission.

PARTICIPATING SCHOOL DISTRICTS

The participating school districts are: West Las Vegas Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, Mora Independent Schools, Springer Municipal Schools, Maxwell Municipal Schools, and Wagon Mound Public Schools.

APPELLATE PROCESS FOR RESIDENCY

If a student's petition for residency is denied, the student may amend his/her petition with additional information in support of his/her cause. Amended petitions are reviewed by the same standards as original petitions. If the amended petition is denied, the student may appeal to the Residency Appeals Committee. The committee consists of the Director of Admissions, Registrar, Fiscal Office representative, and the Vice President of Instruction.

Resident/In-District

For tuition purposes, a resident in-district student is a student whose legal state of residency is New Mexico living within the boundaries of one of the participating school districts.

Resident/Out-of District

For tuition purposes, a resident out-of-district student is a student whose legal state of residency is New Mexico, not living within the boundaries of one of the participating school districts.

Non-Resident/Out-of-State

For tuition purposes, a non-resident out-of-state student is a student whose legal residency is not New Mexico.

REGISTRATION AND GENERAL ACADEMIC POLICIES

OFFICE OF THE REGISTRAR

Telephone: 505.454.2548

E-mail: registrar@luna.edu

STUDENT RIGHT-TO-KNOW

In compliance with the Student Right-To-Know Act of 1990, LCC publishes and distributes a yearly Campus Security Report.

The college is also required to disclose, to current and prospective students, graduation rate data of full-time certificate-seeking or degree-seeking undergraduate students who are enrolling for the first time and who have not previously enrolled at any other institution of higher education. This information is available at the Office of the Registrar.

SOCIAL SECURITY NUMBER

Luna Community College uses the individual student's social security number for record-keeping purposes only. In addition, under the federal 1997 Tax Relief Act, LCC is required to obtain the social security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. Refusal to provide a valid Social Security number may result in a fine levied on the student by the IRS. The privacy of a student's Social Security number is protected under the Family Educational Rights and Privacy Act (FERPA) and covered under LCC's Access to Student Academic Records Policy. It is, therefore, strongly encouraged that students disclose their social security number to the college for identification purposes.

CHANGE OF ADDRESS/PHONE NUMBER

Students are expected to keep the college informed of their current mailing/permanent addresses and phone number. Changes must be submitted in writing to the Office of the Registrar. Change of Student Information forms are available online, at the Las Vegas main campus, and our satellites in Santa Rosa and Springer. Students may also request an address or phone number change on a registration card. Changes that are submitted via e-mail or requested by telephone will not be accepted.

CHANGE OF NAME

Students needing to process a change of name for their academic records must bring appropriate documentation to the Office of the Registrar. The appropriate documentation includes a driver's license, a state issued identification card or a passport and the social security card reflecting the new name. No other type of documentation will be accepted. Change of Student Information forms are available online, at the Las Vegas main campus and our satellites in Santa Rosa and Springer. Changes that are submitted via E-mail or requested by telephone will not be accepted.

STUDENT COURSE LOAD

The normal course load for a student is 12 to 18 credit hours during the fall and spring semesters. The normal course load for the summer session is 6 to 9 credit hours. An overload is more than 18 credit hours in a regular fall or spring semester or more than 9 credit hours in a summer session.

Students who have successfully completed at least 30 credit hours and are classified as a sophomore may take an overload. To receive approval for an overload, the student must have attained a 2.5 cumulative grade point average (GPA) with no grade less than a "C" in any course the previous term. Students on academic probation will not be allowed to take an overload of credits. The maximum number of credit hours a student may enroll in shall be 21 credit hours in a regular fall or spring semester or no more than 12 credit hours in a summer session. Overload Recommendation/Approval forms are available at the Office of the Registrar and online at www.luna.edu. Students wishing to take an overload must have the form completed by their advisor and obtain approval from the Registrar.

STUDENT CLASSIFICATIONS

- **Freshman** - A student who has completed fewer than 30 credit hours
- **Sophomore** - A student who has completed 30 or more credit hours
- **Full-time** - A student enrolled 12 or more credit hours during a fall or spring semester or 6 or more credit hours during a summer session
- **Three-Quarter-time** - A student enrolled 9-11 credit hours during a fall or spring semester or 4-5 credit hours during a summer session
- **Half-time** - A student enrolled 6-8 credit hours during a fall or spring semester or 3 credit hours during a summer session
- **Less than Half-time** - A student enrolled fewer than 6 credit hours during a fall or spring semester or fewer than 3 credit hours during a summer session

Note: Student classifications as outlined above differ for financial aid purposes during the summer session.

DEFINITION OF A CREDIT HOUR

LCC operates on a semester credit hour system. Therefore, course credit offered by the college is awarded in terms of semester credit hours. Each semester hour of credit in a lecture class requires a minimum of 750 minutes of instruction per semester. Each semester hour of credit in a laboratory class requires a minimum of 1,500 minutes of instruction per semester. The credit value in semester hours for each course is indicated after the course number and title in the course description section of the catalog. Summer courses and courses meeting for a shorter or longer period of time than a traditional 16-week course may require an adjustment of instruction time to meet the minimum required minutes.

COURSE NUMBERING

Each course offered at the college is assigned a course number to represent its academic level. Courses numbered 050-099 are developmental or preparatory, 100-199 are freshman-level and 200-299 are sophomore-level. Students enrolling in courses numbered 200-299 are expected to have some knowledge in the subject area and in most cases must meet certain lower level prerequisites.

ADVANCED PLACEMENT AND COLLEGE-LEVEL EXAMINATION PROGRAM

LCC participates in the Advanced Placement Program (AP) and the College-Level Examination Program (CLEP) of the College Entrance Examination Board (CEEB). Refer to the following credit tables for minimum requirements. Such credit will be listed as credits earned on the student's academic transcript once the student officially enrolls. Examination score reports must be received by the Office of the Registrar directly from the College Board. A student may earn up to 18 credits through AP & CLEP examinations.

For information on the Advanced Placement Program contact: AP Services, Educational Testing Service, P.O. Box 6671, Princeton, New Jersey, 08541-6671, call toll free, 888.225.5427 or via E-mail: apexams@info.collegeboard.org.

For information on the College-Level Examination Program contact: CLEP Services, Educational Testing Service, P.O. Box 6600, Princeton, New Jersey, 08541-6600, call toll free, 800.257.9558 or via E-mail: clep@info.collegeboard.org.

See page 25 for AP and CLEP credit tables.

Advanced Placement Program Credit Table

Subject	Minimum Score	Equivalent LCC Course(s) and Credits Granted
Art History.....	3	ART210 for 3 credits
Biology.....	3	BIO110 and BIO111 for 8 credits
Calculus AB.....	3	MATH195 for 4 credits
Calculus BC.....	3	MATH 195 and MATH212 for 8 credits
Chemistry.....	3	CHEM111 and CHEM112 for 8 credits
Computer Science.....	3	CS121 for 4 credits
Economics - Macro.....	3	ECON208 for 3 credits
Economics - Micro.....	3	ECON209 for 3 credits
English Language & Composition.....	3	ENG111 for 3 credits
English Language & Composition.....	5	ENG115 for 3 credits
English Literature & Composition.....	3	ENG111 for 3 credits
English Literature & Composition.....	5	ENG115 for 3 credits
Environmental Science.....	3	ENVS102 for 4 credits
Government - U.S.....	3	POLS151 for 3 credits
History - European.....	3	HIST101 and HIST102 for 6 credits
History - U.S.....	3	HIST161 and HIST162 for 6 credits
Music Theory.....	3	MUS229 for 3 credits
Physics B.....	3	PHYS115 and PHYS116 for 8 credits
Physics C - Mechanics.....	3	PHYS161 for 4 credits
Physics C - Electricity and Magnetism.....	3	PHYS162 for 4 credits
Psychology.....	3	PSYC101 for 3 credits
Spanish Language.....	3	SPAN101 and SPAN102 for 6 credits
Statistics.....	3	MATH130 for 3 credits

College-Level Examination Program Credit Table

Subject	Minimum Score	Equivalent LCC Course(s) and Credits Granted
Accounting - Financial.....	55	ACCT200 for 4 credits
American Government.....	55	POLS151 for 3 credits
Biology.....	55	BIO110 and BIO111 for 8 credits
Business Law - Introductory.....	55	LAW242 for 3 credits
Calculus.....	60	MATH195 for 4 credits
Chemistry.....	55	CHEM111 and CHEM112 for 8 credits
College Algebra.....	55	MATH180 for 4 credits
English Composition with Essay.....	55	ENG111 for 3 credits
English Composition with Essay.....	65	ENG115 for 3 credits
Freshman College Comp. with Essay.....	55	ENG111 for 3 credits
Human Growth and Development.....	65	PSYC242 for 3 credits
Information Sys & Cmptr. Applications.....	55	CSA150 for 3 credits
Macroeconomics - Principles of.....	55	ECON208 for 3 credits
Management - Principles of.....	55	MGMT207 for 3 credits
Marketing - Principles of.....	55	MKT201 for 3 credits
Microeconomics - Principles of.....	55	ECON209 for 3 credits
Pre-Calculus.....	60	MATH 180 and MATH190 for 8 credits
Psychology-Introductory.....	55	PSYC101 for 3 credits
Spanish Language - Level 1.....	55	SPAN101 and SPAN102 for 6 credits
Sociology-Introductory.....	55	SOC101 for 3 credits
U.S. History I.....	55	HIST161 for 3 credits
U.S. History II.....	55	HIST162 for 3 credits
Western Civilization I.....	55	HIST101 for 3 credits
Western Civilization II.....	55	HIST102 for 3 credits

Note: AP and/or CLEP credit will not be awarded if the student has received college credit for the same course or its equivalent.

TRANSFER OF CREDIT

LCC accepts transfer of academic credits earned from institutions of higher learning whose accreditation is from a regional, national faith-based, or national career-related accrediting organization recognized by the Council for Higher Education Accreditation. Both general education core and program/major specific courses are eligible for transfer. Proficiency courses are eligible for transfer at the discretion of the Registrar. The Office of the Registrar evaluates courses and determines transfer eligibility of general education core courses and some non-general education courses only. The student's academic advisor, in conjunction with the respective academic director, evaluate and determine transfer eligibility of all program/major specific courses and must formally file a Transfer of Credit Evaluation form with the Office of the Registrar. Any transfer student who changes their major after their transcript has been reviewed, needs to request a re-evaluation of their transfer transcript from the Registrar and their new academic advisor. Re-evaluation is not automatic.

Students will receive credit for coursework completed with a grade of "C" or better, provided that the courses are appropriate toward a certificate or degree and an equivalent LCC course exists. Transferable general education core courses with a grade of "D" from New Mexico colleges and universities are accepted provided the "D" grade is also acceptable for the student's certificate or degree program. A grade of "D" is not acceptable if the transferred course is a prerequisite to a sequenced course such as ACCT200 for ACCT201 or ENG111 for ENG115. All transfer credits earned are listed on the academic transcript with a grade of "CR." Transfer transcripts issued in quarter credit hours will be converted to semester credit hour equivalents. One-quarter hour is equivalent to two-thirds of a semester credit hour.

Prior to any evaluation of courses by the Registrar or an academic advisor, an official transcript from each institution must be sent directly to the Office of the Registrar. LCC reserves the right to request course syllabi or course descriptions to evaluate course content and transfer eligibility. It is the responsibility of the student to provide, upon request from the Office of the Registrar, course syllabi and/or course descriptions from their previous college or university to aid in the proper evaluation of credit. Course syllabi and/or course descriptions that are requested must be from the term and year taken. Transcripts received on behalf of a current or prospective student who is not admitted to the college as a regular student with a specific major within 180 days of receipt of the transcript will not be evaluated and will be destroyed.

Transcripts from other institutions sent to LCC for the purpose of transfer of credit and/or college admission become part of the student's permanent academic file and will not be copied for or given to the student, college faculty, or staff. Student athletes are required to order duplicate sets of ALL transfer transcripts for the athletic department for the purpose of documenting player eligibility.

TRANSFER OF CREDIT APPEAL PROCESS

Any student denied transfer of a course who wishes to appeal the transfer evaluation must file a written appeal with the Office of the Registrar. The appeal must include the name, prefix and number of the course(s) in question, semester and year completed, and the name of the post-secondary institution. In addition, the student must include the course description from the sending institution's catalog specific to the term and year the course was completed. Within 21 calendar days of submittal of a written appeal, the file will be reviewed and the student will be notified in writing of the outcome.

If the appeal is denied and the student wishes to further pursue the appeal, the student must notify the Vice President of Instruction in writing within 10 calendar days from the date of the first appeal outcome letter. Within 21 calendar days the Vice President of Instruction will convene the Transfer of Credit Appeal Committee to review all applicable materials and policies to render a decision. The committee's decision at the institutional level becomes final upon a majority vote and the student will be notified in writing. The Transfer of Credit Appeal Committee shall consist of the Vice President of Instruction, Registrar, ACCESS Center Director, and respective academic director.

A student not satisfied at the institutional level may forward their appeal and file a complaint with the New Mexico Higher Education Department in Santa Fe if the course(s) in question are part of a state approved transfer module. A student may make further appeal by contacting:

New Mexico Higher Education Department
Deputy Secretary for Academic Affairs
2048 Galisteo Street
Santa Fe, New Mexico 87505-2100
505.476.8400

If a student's articulation complaint is upheld by the New Mexico Higher Education Department, LCC shall reimburse the student the complete cost, including tuition, books and fees of each course the student was required to repeat.

ADDITIONAL OPTIONS FOR CREDIT OR WAIVER OF CREDIT

Luna Community College accepts the transfer of credit through certain nontraditional sources, described as follows:

Courses at Military Schools

Credit may be granted by the Registrar for coursework completed at military schools. Such credit may or may not apply to the student's program of study.

Armed Services Educational Experience

LCC will award credit, up to a maximum of 15 credit hours of the degree requirements, for certain armed services educational experiences. Credit will be accepted through the United States Armed Forces Institute (USAFI) program of study. Credit will also be granted for certain armed services training completed and verified through the Office on Educational Credit and Credentials (OECC) of the American Council of Education. The Military Occupational Specialists (MOS) credit recommendations may be modified to be consistent with LCC's credit policy and are subject to review of both the subject area and course descriptions. Additionally, no more than (2) two physical education credits will be awarded to students who have completed basic training in the military service.

Specialized Training

LCC recognizes that students gain college level knowledge and skills through specialized training experiences outside the classroom of a college, university, or other academic setting. LCC's Specialized Training Program provides the opportunity for a waiver of certain program requirements for learning students have acquired outside of college. No more than a combined maximum of 15 credit hours may be waived. Currently, through proper documentation, LCC is waiving some credits for students who have successfully completed selected training with the following agencies:

- New Mexico Corrections Department
- New Mexico Department of Public Safety
- New Mexico National Guard
- New Mexico Public Regulation Commission - Firefighters Training Academy

It is important to note that credits are not waived solely for completion of training with one of the above agencies. Students must be actively enrolled in and graduate from specific LCC programs to qualify for any waiver. Additionally, the official posting of waivers to a student's academic record will take place upon graduation from LCC.

Other forms of specialized training may be approved upon review by the Vice President of Instruction.

PREREQUISITES AND COREQUISITES

Prerequisites and corequisites are listed for many courses in the course description section of the catalog. It is the student's responsibility to meet the prerequisites and/or corequisites in effect for the term in which a course is taken, regardless of the catalog under which the student entered or will graduate. Students may not be allowed to enroll in a particular course or may be administratively disenrolled if prerequisite or corequisite courses are not met.

A prerequisite is a course or requirement that must be successfully completed before a student may enroll in a specific course. Prerequisites are determined on necessary skills or competencies for a student to be successful in the next level course. All prerequisite courses must be completed with a grade "C" or better. A student with a posted final grade of AU, D, F, I, NR, U or W may not enroll in any class for which the former is a prerequisite. A recommended prerequisite is a course that is strongly suggested for successful completion of the course, but is not required.

Many general education and entry-level courses have prerequisites of English, mathematics, or reading. Students who have completed prerequisite courses at another postsecondary institution will be required to provide proof through transcripts or assessment exam scores.

A corequisite is a course that is either recommended or required to be taken in combination with another course.

How to Meet a Course Prerequisite

- Take the COMPASS placement exam and test out of the prerequisite course with a qualifying score;
- Submit official ACT or SAT results to the Office of Admissions and test out of the prerequisite course with a qualifying score;
- Successfully complete the required prerequisite course with a grade of "C" or higher. A grade of S, CR or WV is also acceptable;
- Successfully complete the required prerequisite course at another postsecondary institution with a grade of "C" or higher; or,
- Successfully challenge the prerequisite course via LCC's Credit by Examination policy.

Based on exceptional circumstances and the review of individual student situations, the Vice President of Instruction may waive certain proficiency courses. Waiver of prerequisites will not be considered for sequenced courses.

Override of Pre/Corequisites

With approval, students may be granted permission to enroll in courses without meeting pre/corequisite course requirements. Approval must be obtained from the instructor and Academic Director of the department the course is taught. If the overridden course is a graduation requirement, the student must complete the course to meet all graduation requirements. Overrides of pre/corequisites will not be granted for General Education Core Curriculum courses, mathematics courses and/or sequenced courses.

REGISTRATION PROCEDURES

Online registration and course offerings are accessible through our website at www.luna.edu. Schedules are normally released at least two weeks prior to the first day of registration for that specific term. Starting and ending dates, meeting times and locations, registration dates and instructions, payment information, and other pertinent student policies are listed in the schedule.

Any student who pre-registers for classes and does not make financial arrangements by scheduled purge/disenrollment dates will be disenrolled and will have to re-register for their classes during the late registration period. There is no guarantee that courses a student initially registered for will remain available after purge/disenrollment.

Note: All high school students must begin the registration process with LCC's Concurrent Enrollment/Dual-Credit Office.

Late registration extends for the period as outlined in the academic calendar. Students must receive academic advising before enrolling for classes. During late registration, selection of courses may be limited.

Admission and registration steps for new students are as follows:

- A. Complete an Application for Admission and submit to one of the following locations:
 - LCC Main Campus Admissions Office, Student Services Building, Room 119, 366 Luna Drive, Las Vegas, NM, 87701
 - LCC Springer Satellite, P.O. Box 755, Springer, NM, 87747
 - LCC Santa Rosa Satellite, 213 Fourth Street, Santa Rosa, NM, 88435

Note: Students may also apply online at <http://www.luna.edu> under the Apply to LCC tab.

B. Advisement session with an LCC Educational Advisor/Counselor

The session includes information regarding:

- Admission status and placement assessment procedures
- Process to apply for student financial assistance
- Career awareness and declaration of a major
- Institutional policies and procedures
- Availability of support services

C. Complete the assessment and academic placement process

This process applies to all new students. With the assistance of an LCC Educational Advisor/Counselor, a student may select one of the following options to demonstrate institutional proficiency levels:

- Provide ACT scores
- Take the LCC assessment (COMPASS)
- Register for proficiency courses and satisfy appropriate prerequisites

For more information regarding proficiency requirements, please refer to the Assessment and Academic Placement (COMPASS) section on page 12 of this catalog. This does not apply to community and continuing education courses.

D. Follow-up session with an LCC Educational Advisor/Counselor

This session will be held at the ACCESS Center or a Satellite location and will include:

- A review of COMPASS or ACT scores to determine appropriate course placement
- An informal review of prior postsecondary coursework completed to determine academic status and prerequisites
- Completion of a course registration card

E. Submit registration card to the Office of the Registrar

Once the Office of the Registrar enters and confirms the student's registration, the student must proceed to the Fiscal Office to obtain their printed schedule and make financial arrangements. Students not making financial arrangements are subject to disenrollment, risk losing their courses, and may not be allowed to re-register. Online registration is available through our website at www.luna.edu.

F. Payment of tuition/fees

Tuition and fees will be assessed and posted to the student's account at the time of registration. Tuition charges based on a student's residency status will be assessed for all courses.

To complete the registration process, students must make payment arrangements with the Fiscal Office. If tuition/fees are to be paid directly by a support agency, written payment authorization from that agency is required for completion of the enrollment process.

G. Official enrollment

Once a student completes the registration process including clearance through the Fiscal Office, he/she is considered officially enrolled and shall conform to all student policies and procedures as stated in the catalog and student handbook. Students who falsify any information will be subject to disenrollment.

H. Student Identification Card

Upon official enrollment, students are eligible to receive a student identification card. Student ID's are issued by the Fiscal Office.

CHANGES IN ENROLLMENT

ADDING COURSES

Students may add courses through the end of late registration as specified in the current academic calendar. Students wishing to add courses may complete the paper Schedule Change form or add courses online. High school students must complete the Schedule Change form with LCC's Concurrent Enrollment/Dual-Credit Office. All adds, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. Students who are unable to complete the process in person or online, may download a form from LCC's website and fax in their request to 505.454.5348. If the student adds courses in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses added using the Schedule Change form.

DROPPING/WITHDRAWING FROM COURSES

Students are officially dropped/withdrawn from courses by one of two procedures:

PARTIAL DROP/WITHDRAWAL - Some Courses

Students may drop/withdraw from courses through the end of the drop and/or withdrawal period as specified in the academic calendar. Students wishing to drop/withdraw from some but not all courses may either complete the paper Schedule Change form or drop/withdraw from courses online. High school students must complete the Schedule Change form with LCC's Concurrent Enrollment/Dual-Credit Office. All drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W". Students who are unable to complete the process in person or online, may download a form from LCC's web site and fax in their request to 505.454.5348. For transactions processed in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses using the Schedule Change form.

COMPLETE WITHDRAWAL - All Courses

Students may completely drop/withdraw from all courses through the end of the drop and/or withdrawal period as specified in the academic calendar. Students wishing to completely drop/withdraw from all courses may either submit the paper Complete Withdrawal form or drop/withdraw from all courses online. High school students must complete the Complete Withdrawal form with LCC's Concurrent Enrollment/Dual-Credit Office. All complete drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W". Students who are unable to complete the process in person or online, may download a form from LCC's web site and fax in their request to 505.454.5348. For transactions processed in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses using the Complete Withdrawal form.

Students are encouraged to discuss any intention to drop or withdraw from classes with their academic advisor. If a student wishes to reverse a decision to withdraw after the Complete Withdrawal form or online transaction has been processed, the student must complete a Petition for Course Reinstatement for each course and submit the form to the Office of the Registrar for processing.

Students who stop attending classes in the middle of a term and do not officially drop/withdraw, run the risk of earning failing grades at the end of the term. Students wishing to add, drop or withdraw from courses in person may submit the necessary forms to the Office of the Registrar at the Las Vegas Main Campus, Santa Rosa Satellite, Springer Satellite or the Mora Office.

CLOSED COURSES

If a course is closed due to reaching the maximum number of allowable students, the instructor of the course may approve a course overfill. Students will need to present to the instructor of the course a “blue” Closed Course Registration Card for approval. Students commonly refer to this process as “blue-carding” into a class. Allowing a student to blue-card into a class is at the discretion of the instructor and is normally dependent upon classroom size and equipment. Approval to blue-card into a class does not extend registration deadlines. Closed Course Registration Cards are available at the Office of the Registrar and online at www.luna.edu.

INSTRUCTOR APPROVAL

Instructor approval is required to register for some courses listed in the course description section of the catalog. Students must obtain approval from the instructor teaching the specific course and must present the approval form to the Office of the Registrar at the time of registration. Instructor Approval forms are available at the Office of the Registrar and online at www.luna.edu.

AUDITING A COURSE

A student, except for high school students enrolled in courses through the Dual Credit/Concurrent Enrollment program, may enroll in a course for audit if he/she has met the prerequisite(s) for the course. A Course Audit Request form must be submitted to the Office of the Registrar by the established deadline outlined in the academic calendar. Noncredit courses cannot be audited. Auditing a course gives a student the opportunity to attend class as a non-graded participant and allows students to review a subject area either as a refresher or for general use. Students are encouraged to attend class sessions but have no responsibility for completing assignments and examinations. Consequently, students receive neither a grade nor credit. Courses taken for audit will appear on the student’s transcript as “AU.” Students officially admitted to the Nursing program and auditing NRSG prefixed courses must follow the audit policy as defined in the Nursing Student Handbook. Course Audit Request forms are available at the Office of the Registrar and online at www.luna.edu.

CREDIT BY EXAMINATION

LCC recognizes that students may have gained academic knowledge through experience or training outside the college classroom. To challenge a course the following requirements must be met:

1. The student must be enrolled for a minimum of three (3) credit hours at LCC during the semester they are requesting to challenge a course. **If a student is enrolled for only one (1) course, it cannot be the course being challenged.**
2. The student will not be allowed to challenge a specific course more than once. In addition, students cannot challenge courses if they have received college credit for the same course or its equivalent. Course challenge cannot be used to establish credit for courses in which a D, F, I or U grade has been earned.
3. The student must obtain a Credit by Examination form from the Office of the Registrar. The form will require the student to obtain approval from the Vice President of Instruction and the respective academic director from the department offering the course to be challenged. The academic director and Vice President of Instruction will determine if the course may be challenged, if a challenge exam has been developed, and schedule an exam date.
4. A course challenge fee is assessed for each course challenged. The fee is the regular tuition charge for the specific course based on the student's residency. The fee is separate from registration and lab fees and is non-refundable except as noted in item #6 below.
5. Students currently enrolled in classes successfully challenged will be administratively purged from the challenged course upon submittal of a thoroughly executed Credit by Examination form to the Office of the Registrar. Purging of the challenged course may affect the overall assessed charges as well as the official enrollment status of the student.
6. If a student is not successful in their challenge of a course through credit by examination and the student wishes to enroll or remain enrolled in the same course in the same term, the credit by examination fee will be reversed from the student's account. The student will not pay both tuition and credit by examination fees for the same course in the same term.
7. If a student successfully completes the examination with a grade of "C" or higher, the credit earned will be posted to the student's academic transcript with the designation "Credit by Examination." If the course is not successfully challenged, no entry will be made on the academic transcript. Although a successfully challenged course appears on the student's academic transcript, it may not transfer to another post-secondary institution.

8. If the student registers in a subsequent term for a course that was not successfully challenged, regular tuition charges will be assessed.
9. The maximum number of credit hours that may be earned by course challenge examinations is limited to 7.
10. It is the responsibility of the student to inquire about and schedule course challenge examinations early enough to be able to register for more advanced courses during the late registration/add period.
11. A student may challenge a course up to the end of the 8th week during the Fall or Spring semester and up to the end of the 4th week during the summer session. All documentation, whether the exam is successfully passed or not, must be submitted by the academic department to the Office of the Registrar within 5 working days of the student taking a challenge exam.
12. Clinical, practicum, internship and proficiency courses may not be challenged via the process outlined above. Students wishing to challenge a proficiency course should contact the ACCESS Center.

DIRECTED STUDY COURSES

Directed study courses are offered to students when course scheduling conflicts arise at the academic department level or when a required course is not available for a graduating student. Directed study courses are designed to be a course offering option for students to maintain progress in program completion. A student who registers for and completes a directed study course will meet the same objectives of the regularly offered course. The title of the directed study course will be noted on the student's academic transcript and the course will be taught and supervised by an appropriate faculty member. The faculty member must first grant a student permission to enroll in directed study, followed by approval from the academic director and the Vice President of Instruction via a Directed Study Course Registration form. The form will carry the necessary approvals and will be filed with the student's records in the Office of the Registrar. Directed study courses are offered as variable credit depending on the title and credit hour value of the course.

The following requirements apply to directed study courses:

1. Directed Study cannot be used as an option to establish credit for a course in which a D, F, I, U or W grade has previously been earned.
2. A student must have a minimum gpa of 2.5 in his/her study concentration area.
3. The faculty member supervising the student must schedule at least two weekly meetings with each student engaged in a directed study course.

4. A final grade assigned to the student must be prepared by the faculty member supervising the student and must be submitted to the Office of the Registrar at the end of the term.
5. No more than four (4) credit hours of directed study may be taken per term unless approved by the Vice President of Instruction.
6. No more than three (3) directed study courses may be used and applied towards a student's program of study unless approved by the Vice President of Instruction.
7. Directed study courses may be taken to fulfill program requirements in the student's area of study or concentration, **excluding General Education courses.**

GRADING STANDARDS

Theory and non-credit laboratory corequisites will be averaged into one final grade value. Only final grades become part of the student's permanent record. LCC uses the following grading system:

Grade Scale	Letter Grade	Description	Quality Points Per Credit Hour
90 - 100	A	Excellent	4
80 - 89	B	Above Average	3
70 - 79	C	Average	2
60 - 69	D	Below Average	1
59 and Below	F	Failure	0
N/A	W	Withdrawal	0
	S	Satisfactory	0
	U	Unsatisfactory	0
	I	Incomplete	0
	AU	Audit	0

Note: A grade of "D" is accepted in some general education requirements for certificates and associate degrees. This does not apply to prerequisite and proficiency courses. The Nursing Department adheres to a different grading scale than what is outlined above. Please refer to the Nursing Student Handbook.

AU - Audit

No credit is earned for the course.

CR - Credit

CR is used to reflect transfer credit accepted by LCC from other post-secondary institutions and in cases where a student earns academic credit via a specialized placement exam, credit by exam, Advanced Placement, or CLEP.

I - Incomplete

An "I" is given at the discretion of the instructor only when circumstances beyond the student's control prevent final completion of work within the established time and when that student's academic and performance standing is satisfactory in the course for which the "I" is sought. The following conditions must be adhered to in assigning an incomplete:

- An "I" will only be granted during the final two weeks of the fall and spring semesters and during the last week of the summer session
- An "I" must never be submitted by faculty to avoid assigning a D, F or U grade if the student's academic performance fails to meet course objectives/competencies
- An "I" is not granted in cases where the student has been absent for a significant portion of the course
- The instructor submits an "I" grade at the same time that final grades are due
- The instructor reports the "I" and files an Incomplete Grade form with the Office of the Registrar documenting the work required and any other conditions
- The instructor will set a terminal date for completion of the "I" **not to exceed the end of the 6th week of the subsequent term**
- An "I" not changed by the instructor with the Office of the Registrar within one week of the terminal date, will automatically be converted to a failing grade
- When the "I" is converted, the student's permanent record will reflect the grade, its grade points, and an adjusted semester/cumulative grade point average (GPA)
- An "I" grade will be converted to a failing grade if a student re-enrolls in a course in which an active "I" grade is present on their academic transcript

IP - In Progress

This grade is limited to an approved course that signifies current enrollment and/or for a course that extends beyond the end of a normal term. No academic credit is earned until the course is completed and a grade is posted.

NR - Not Received/Reported

Grade not reported to the Office of the Registrar by the instructor.

S/U - Satisfactory/Unsatisfactory

S = grade of "C" or better. Used in proficiency ratings in practical settings or clinical areas. "S/U" grading is also used for selected courses. Students receiving an "S" grade may earn credit hours, but it does not compute in the GPA. "U" grades are computed in the GPA.

W - Withdrawal

Regulations for course withdrawal are listed above in the Changes in Enrollment policy.

WV - Waived Requirement

Used in instances when a program requirement has been waived as a result of specialized training or other documented circumstances. Waiving a course requires approval by the Vice President of Instruction and/or the Registrar.

REPEATING COURSES

In most cases, students may repeat any course without obtaining special permission. Each course enrollment and its grade will appear on the transcript. The last grade earned will be used to determine fulfillment of graduation requirements and to calculate the adjusted cumulative grade point average as long as it is the identical course abbreviation and course number. This policy is not applicable to directed study courses and when course abbreviations and numbers change as a result of new programs and/or program revisions. Certain forms of financial assistance, including VA benefits, will not provide assistance to students repeating courses that have been completed successfully. Compliance with such regulations is the responsibility of the student.

FINAL/MID-TERM GRADE REPORTS AND GPA'S

At the end of each term students are able to view and print grades online by accessing LCC's Pathways website. Students may log-on to Pathways at <https://pathways.luna.edu> using their student username and password and clicking on the **My Grades** tab. Computer labs are available at the main campus, satellites and Mora office for students who do not have computer and/or Internet access. The grade report will indicate the semester credit hours attempted, total credit hours earned, and a grade point average. Once grades have been recorded, they **cannot** be expunged from the student's permanent record. Mid-term grades are also available online provided the instructor has submitted mid-term grades for recording with the Office of the Registrar. Mid-term grades are not issued during the summer session.

- 1 credit hour of "A" = 4 quality points
- 1 credit hour of "B" = 3 quality points
- 1 credit hour of "C" = 2 quality points
- 1 credit hour of "D" = 1 quality point
- 1 credit hour of "F" = 0 quality points

The grade point average is computed by multiplying the quality points earned by the credit hour value of each course and dividing the total quality points earned by the total credit hours attempted, as indicated in the following example:

- 6 credit hours of "A" = $6 \times 4 = 24$ quality points
- 3 credit hours of "B" = $3 \times 3 = 9$ quality points
- 3 credit hours of "C" = $3 \times 2 = 6$ quality points

12 credit hours = 39 quality points

39 quality points divided by 12 credit hours = 3.25 grade point average

CHANGE/CHALLENGE OF GRADE

The instructor of a course has the responsibility for any grade reported for official posting to a student's academic transcript. Once a grade has been reported to the Office of the Registrar, the instructor may change it with appropriate justification within three (3) months from the end of the term the grade was issued. Only the instructor who issued the original grade (instructor of record) may submit a change. The change of grade must be documented on a Change of Grade form and be approved by the academic director of the department the course was taken and the Vice President of Instruction. Once the semester is over, students will not be allowed to submit make-up coursework and have their final grade recalculated. All coursework must have been submitted to the instructor within the term the course was taken.

Students challenging a grade reported to the Office of the Registrar must first communicate any concern he/she may have about the grade to the instructor of the class. An instructor agreeing to a student challenge must submit the change of grade to the Office of the Registrar within the time frame above. If the issue is not resolved with the instructor, the student may formally appeal a final grade to the Vice President of Instruction for the following reasons:

- Inconsistency between what is written in the syllabus and what is practiced
- Grade miscalculation
- Errors in the final exam if a change in the final exam grade would cause a change in the course grade
- Inconsistent classroom practices

The appeal must be filed within three (3) months from the end of the term the grade was issued. A student may not appeal disagreements with teaching methodologies, attendance policies, course syllabi requirements or grade weighting methods. Upon receipt of an appeal, the instructor will be contacted to submit a statement concerning the request of the student. The Vice President of Instruction may schedule a hearing with the student, instructor, academic director and registrar to address and bring final resolution to the appeal.

Mid-term grades are not part of a student's permanent academic record nor are they an official grade recording period of the college. Mid-term grades are intended to only give the student an indication of progress in a course. Therefore, a change to or challenge of a mid-term grade will not be processed or considered by the Office of the Registrar.

SCHEDULED CLASS MEETINGS

Every effort will be made not to change scheduled courses. In the event of a change to scheduled courses, all students enrolled in the class must agree to any changes in class days and times. The Vice President of Instruction must approve any proposed changes and all appropriate paperwork must be filed with the Office of the Registrar.

CANCELLATION OF COURSES

Scheduled courses may be necessary to cancel due to low enrollment or the unavailability of an instructor to teach the course. LCC's academic departments will make every effort to notify students of cancellations prior to the end of the add period to give students ample time to register for an alternative course. Course cancellations are posted on LCC's website under the Course Schedule link.

FINAL EXAMINATIONS

The schedule of final examinations is available at the Office of the Registrar each term and is published in the schedule of classes that is available online. The final examination period for each class is a part of the term's instructional time and is to be used as such. The Vice President of Instruction must approve, in advance, any changes to the scheduled time or day for a final examination.

STUDENT ACADEMIC PROBATION AND SUSPENSION

Students are placed on academic probation at the end of a term when their semester grade point average (GPA) falls below 2.0. If a student earns a GPA below 2.0 for two consecutive academic semesters, he/she is placed on academic suspension for one semester. Students are notified of their academic status online via the final grade report. After one semester, students are allowed to return and resume taking classes. Students who wish to appeal suspension must meet with their advisor and respective academic director and submit a petition to the Academic Appeal Committee. Students will be notified of the committee's decision within 3 working days. The Academic Appeal Committee shall consist of the Vice President of Instruction, Registrar, ACCESS Center Director and respective academic director.

Students in certain health career programs are required to maintain a minimum grade of "C" in all courses in order to continue in the program. Students not meeting these standards may continue to enroll at LCC in other programs as long as they maintain minimum LCC requirements.

ACADEMIC HONORS - SEMESTER

LCC recognizes academic achievement through the Vice President's Honor Roll at the end of each term, with the exception of the summer session. To be eligible for the Vice President's Honor Roll, students must successfully complete, without incomplete grades included, a minimum of 12 graded credit hours during the semester with at least a 3.660 GPA or higher. Graded credit hours are courses with a letter grading standard of A, B, C, D, or F.

ACADEMIC HONORS - GRADUATION

LCC recognizes superior scholastic achievement at each spring's commencement ceremony through the Presidential Honors list. Eligibility for graduation with honors is based on a cumulative GPA through the most recently completed term that final grades have been posted, recorded, and verified. The levels of recognition are as follows:

summa cum laude - earned cumulative GPA of 3.860-4.000

magna cum laude - earned cumulative GPA of 3.700-3.859

cum laude - earned cumulative GPA of 3.500-3.699

It is important to note that the level of recognition announced at the commencement ceremony is based on preliminary data and may differ from the official level of recognition printed on the student's diploma and academic transcript.

PASSport

PASSport - Program Advisement Student Summary, is an online advisement tool intended to aid students in assessing their academic progress towards completion of a specific certificate or degree offered at LCC. PASSport provides students a general overview of requirements taken and those that are unmet but does not take into account all remaining credits as well as all academic, course, credit hour, and graduation requirements specifically detailed in LCC's published catalogs. Requirements detailed in LCC's published catalogs take precedence over PASSport and any variance between the two should be addressed with the Office of the Registrar. Faculty and academic advisors also utilize PASSport during advisement meetings with advisees. Students are able to print a PASSport by logging on to LCC's website at <http://www.luna.edu> and selecting the LCC PASSport link.

ACADEMIC PLANS

Academic plans for each of the certificate and associate degree programs currently offered begin on page 85. Please note however, that not all programs may be listed, as new program development is ongoing. All new students receive initial academic advisement by the ACCESS Center. The ACCESS Center will assign new students a faculty advisor based on their academic major once initial academic advisement is complete. The student's faculty advisor will then coordinate an educational plan outlining course requirements and will monitor student progress to ensure successful program completion.

CATALOG OF RECORD

LCC's Petition to Graduate requires a student to specify the catalog year under which he or she is requesting to graduate. The catalog in effect upon the student's term of matriculation (first term enrolled at LCC) is the student's catalog of record. A student may graduate under their catalog of record as long as all graduation requirements specific to any program are completed within four (4) years of their term of matriculation. Students not graduating within four (4) years of their term of matriculation will be required to graduate and meet all requirements of the catalog that is in effect during their term of graduation. The catalog of record and the four (4) year requirement applies to the initial and all subsequent majors declared by the student. A student does not officially graduate until all certificate or degree requirements are met and conferred.

Students will be restricted to the 2012-2015 catalog and the previous two (2) catalog cycles and will not be allowed to graduate under any requirements prior to the 2006-2009 catalog. With approval, students may be given credit for courses with different course titles and/or course numbers, but remain equivalent in scope and content. Regardless of which catalog the student will graduate under, institutional proficiency and other LCC requirements must be met. If the student does not indicate a catalog of record on the petition to graduate, the current catalog will be used to determine graduation eligibility.

COURSE SUBSTITUTIONS

Students must complete the curriculum/academic plan outlined in the college catalog for their program of study. Course substitutions are not permitted when a course is deemed essential for a degree or certificate requirement and generally are not used in lieu of a student needing to complete a required course. However, in certain instances upon graduation, it may be appropriate to substitute a course completed at LCC or a transferred course for a requirement if the resulting substitution maintains the integrity of the student's program. Course substitutions are considered only upon the student Petitioning to Graduate with the Office of the Registrar. Course substitution requests require approval. Forms are available at the Office of the Registrar.

GRADUATION

To be eligible to receive a certificate or degree from the college, students must meet the following requirements as well as those listed under the specific program they are pursuing:

1. The student must maintain an overall cumulative GPA of 2.0 or higher and must complete all required coursework.
2. A grade of "C" or better is required for program/certificate requirements, institutional proficiency requirements, other LCC requirements, related studies, approved electives and is strongly recommended for all general education core.

3. Transfer credit may be used toward graduation requirements as recommended by the academic department, with the following requirements and/or guidelines:
 - a. A cumulative GPA for all courses accepted in transfer and for those used to meet graduation requirements (excluding general education core courses) must equal 2.0 or higher.
 - b. Fifteen (15) credit hours required in the major field and counted toward an associate degree (not including general education courses) shall be earned at LCC.
 - c. Nine (9) credit hours required in the major field and counted toward a certificate shall be earned at LCC.
4. Meet with the Registrar and submit a Petition to Graduate (for each certificate or degree) by one of the following deadlines:

Semester of Graduation	Early Deadline	Final Deadline
Fall 2012	July 31, 2012.....	November 21, 2012
Spring 2013	December 7, 2012.....	April 12, 2013
Summer 2013	May 17, 2013	July 12, 2013
Fall 2013	July 31, 2013.....	November 22, 2013
Spring 2014	December 6, 2013.....	April 11, 2014
Summer 2014	May 16, 2014	July 11, 2014
Fall 2014	July 31, 2014.....	November 21, 2014
Spring 2015	December 5, 2014.....	April 10, 2015
Summer 2015	May 15, 2015	July 10, 2015

Students are strongly encouraged to meet the early petition to graduate deadline to receive a formal review of their petition and PASSport to ensure they are on track with final graduation requirements. Meeting the early deadline also affords students the opportunity to address missing coursework and any other necessary documentation that may cause a delay in graduation.

5. All debts to the college must be paid in full before graduation, including the \$15 graduation fee for each certificate and/or degree. Students will be required to “clear” through several LCC offices the last week of the semester of graduation at which time the graduation fee will be due and payable to the Fiscal Office. The Office of the Registrar will provide a Graduation Clearance form to graduating students by mail.

COMMENCEMENT CEREMONY

LCC holds one commencement ceremony each year at the end of the Spring semester. Detailed information regarding the ceremony is posted online at www.luna.edu each year by February 15th. Students eligible to participate in the ceremony, who have submitted a Petition to Graduate, will receive a letter of invitation and packet from the Office of the Registrar. Letters of invitation are mailed the last week of February. Commencement ceremony dates and eligible participants through Spring 2015 are:

- May 11, 2013 - Fall 2012, Spring 2013 and Summer 2013 graduates
- May 10, 2014 - Fall 2013, Spring 2014 and Summer 2014 graduates
- May 9, 2015 - Fall 2014, Spring 2015 and Summer 2015 graduates

Students graduate in the term in which all graduation requirements are completed whether or not a graduation ceremony is scheduled that term.

AWARDING OF CERTIFICATES AND ASSOCIATE DEGREES

Upon successful completion of a specified program, the student will receive a certificate or an associate degree and will be issued a diploma signifying their completion. However, an official academic transcript issued by the Office of the Registrar is the only official document certifying a student's completion of a program.

POSTING OF CERTIFICATE/DEGREE

A student's conferred certificate or degree will be officially recorded on the student's academic transcript at the end of the term during which all graduation requirements are completed and grades have been submitted to the Office of the Registrar. Normal processing time is 6-7 weeks from the end of the term.

TRANSCRIPT REQUEST POLICY

Upon written request by the student, the Office of the Registrar will issue an official or unofficial academic transcript to the agency, school, or person designated by the student. A \$2.00 fee is charged for each transcript. The fee to fax a transcript (unofficial only) is \$10.00 and is assessed for each destination point. Personal checks are not accepted for payments made relating to transcript requests. A copy of the student's photo ID is required when ordering a transcript in person, by mail or fax.

Transcript Request forms are available at the Office of the Registrar and online at <http://www.luna.edu>. Students may also request a transcript by sending a letter to the LCC Office of the Registrar, 366 Luna Drive, Las Vegas, NM 87701, or fax a signed request to 505.454.5348. Students should include their name (and other names that may appear on records), ssn/student ID number,

date of birth, approximate semester last attended, complete address where to send the transcript, and their current address. Students requesting a faxed transcript must also include the destination point fax number and to whose attention the transcript must be sent. A copy of the student's photo ID and the student's signature is required to authorize the transcript's release.

Transcripts are normally processed within 48-72 hours of receipt of the request. However, students should allow 2-3 weeks for processing if the request is made at the beginning or end of a term. A photo ID is required for transcript requests that are designated for pick-up and will be held for 30 calendar days after which the transcript will be destroyed and fees forfeited.

Unofficial transcripts in printable format are accessible online through LCC's Pathways website. Unofficial Pathways transcripts do not reflect any certificate or degree earned by the student. Archived coursework prior to Summer 1997 may not appear on unofficial Pathways transcripts. Students may log-on to Pathways at <https://pathways.luna.edu> using their student username and password and clicking on the **My Grades** tab. Computer labs are available at the main campus, satellites and Mora office for students who do not have computer and/or Internet access.

TRANSCRIPT HOLDS

Academic transcripts will not be released to the student or to any other person or institution until all of the student's outstanding financial obligations to the college have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to: library fines, tuition and fees, and other charges. All financial arrangements are handled at the Fiscal Office.

STUDENT ACADEMIC RECORDS POLICY

The Office of the Registrar maintains permanent records for each student who attends the college. The Office of the Registrar strictly enforces the confidentiality of student records and maintains such records in accordance with the FERPA Act of 1974. A permanent academic transcript is also kept on file. Students may authorize LCC to provide confidential copies of an academic transcript to bona fide employers, educational institutions, and others.

A student may examine any and all documents in his/her cumulative record upon request and under the supervision of the Registrar. Reasonable time must be allowed for records to be made available during normal hours of operation. Records maintained by the Office of the Registrar include but are not limited to: college transcripts, final grades, petitions to graduate, incomplete grade forms, directed study requests, transcript requests, credit by exam forms, change of grade forms, audit requests, complete withdrawals, transfer of credit evaluations, waiver of credit evaluations, and academic petitions.

ACCESS TO STUDENT ACADEMIC RECORDS

All current and former students have access to their educational records. Agencies and others, who may at the discretion of the Registrar, have access to student records include but are not limited to:

- College administration, staff and faculty performing their job responsibilities related to disciplinary matters, academic matters and educational programs
- A person employed by or under contract to Luna Community College to perform a special task such as an attorney or auditor
- Certain officials of the U.S. Department of Education, the Comptroller General, and federal, state and local educational authorities in connection with state or federally supported education programs
- In connection with a student's request for or receipt of VA benefits or financial assistance as necessary to determine eligibility or to enforce the terms and conditions of the assistance
- Appropriate parties in a health or safety emergency
- Accrediting organizations to carry out their functions
- Scholarship and other financial aid organizations supporting the student
- Federal, state, and local officials who by law must receive information from the college
- Any party designated by judicial order or subpoena, provided that the college notifies the student of the subpoena
- Any person with the written consent of the student

Note: In general, parents lose their FERPA rights when their child turns 18 or begins attending any postsecondary institution, whichever occurs first.

AUTHORIZATION TO RELEASE EDUCATION RECORDS

In compliance with the **Family Education Rights and Privacy Act of 1974 (FERPA)**, LCC is prohibited from providing certain information from student education records to a third party. FERPA allows students to control outside access to their education records including requests for information by a parent, spouse, guardian or other designee.

Students, at their discretion, may grant LCC permission to release specific education records to a third party by submitting a completed Authorization to Release Education Records form to the Office of the Registrar. Forms are available at the Office of the Registrar. The specified information will be made available only if requested by the student or authorized third party. The authorized party must provide identification at each contact and inform the Office of the Registrar that the authorizing paperwork is on file.

LCC reserves the right to deny access if there is any doubt as to the authenticity of the person requesting access. Authorization does not permit the listed party to make changes to education records nor does it allow the party to sign documents or act on the student's behalf. As a matter of policy, LCC reserves the right not to release certain aspects of student records.

CHALLENGE OF THE CONTENT OF THE STUDENT ACADEMIC RECORD

Students have the right to challenge the content of their student records if they believe the information is misleading, inaccurate or otherwise in violation of privacy or other rights. Any dispute over the contents of the record will be handled through informal meetings or discussions between the student and the Registrar. If informal meetings do not resolve the dispute, the student has the right to file an Academic Petition with the Office of the Vice President of Instruction. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by LCC to comply with the requirements of FERPA.

PRIVACY ACT

All other uses of student records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (P.L. 93-380, 513) and its amendments. Information that can be released without student permission to persons outside of the college is limited by federal regulations to the following public notice designated as “Directory Information.”

PUBLIC DIRECTORY INFORMATION

At its discretion, Luna Community College may provide “directory information” in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. LCC has defined the following as public directory information:

- Name, address and telephone number
- Place and date of birth
- Dates of attendance
- Grade level (such as freshman or sophomore)
- Enrollment status
- Previous institutions attended
- Major field of study
- Degrees/Certificates conferred and date or anticipated date of graduation
- Awards and honors received (including academic honors list)
- Individually identifiable photographs and electronic images
- Past and present participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Students may withhold disclosure of public directory information under the Family Educational Rights and Privacy Act of 1974, as amended. Students must notify the Office of the Registrar in writing within two weeks after the first day of class of each term. Directory Information Non-Disclosure forms are available at the Office of the Registrar. Forms received by the Office of the Registrar within the first two weeks after the beginning of a term will be honored for that term. The college will honor requests for non-disclosure for only one academic year. Therefore, authorization to withhold directory information must be filed annually at the Office of the Registrar, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico, 87701.

A non-disclosure block on a student's record applies to all elements of directory information. LCC does not apply a non-disclosure block to individual directory information items. Once a request is filed with the Office of the Registrar, LCC assumes no liability as a result of honoring a student's request for non-disclosure nor does it assume the responsibility to contact the student for subsequent permission to release information. Therefore, a student must consider very carefully the consequences of a decision to withhold the disclosure of public directory information.

TUITION AND PAYMENT OF FEES

FISCAL OFFICE

Telephone: 505.454.2506

E-mail: payments@luna.edu

Also referred to as the Business Office, the Fiscal Office is staffed with individuals to meet a variety of student needs. Students may make tuition, fee, and other payments to the cashier, make payment arrangements and resolve account issues with the student accounts manager, or obtain student refunds from the accounts payable specialist.

Operating hours are 8 a.m. to 5 p.m. with extended hours during peak registration periods.

TUITION AND FEES

Upon registering for courses, students receive a student data sheet/invoice. In order to complete registration, all charges must be paid, or arrangements for payment must be made through the Fiscal Office. Students whose education is being supported by an external agency, or who have applied for and are eligible to receive student financial assistance, need to present an LCC Student Credit Authorization to the Fiscal Office. An LCC Student Credit Authorization may be obtained from the Office of Student Financial Assistance.

PAYMENT POLICY

All charges incurred in connection with college attendance are payable in advance of the services rendered. Tuition, fees, and other charges are subject to change at any time by the Board of Trustees. The payment deadline is the day before classes begin. Failure to pay or make arrangements for payment may result in disenrollment. Consequently, the student must register in accordance with the registration calendar. The student is responsible for payment of all financial obligations when due. Failure to do so will be sufficient cause to:

- prevent further registration
- withhold academic records
- withhold release of academic transcripts and diplomas

Student financial assistance payments will generally be posted to qualifying student accounts to pay for educational expenses. Any balance remaining from the applied payment will be refunded to the student within a two-week period. Students receiving student loans are required to pay their account balance in full before receiving their loan check.

STUDENT INDEBTEDNESS

The college reserves the right to cancel the registration of students who fail to pay, when due, any indebtedness to the college subject to board policies and administrative procedures.

CALCULATION OF TUITION AND FEES

Tuition rates for the 2012-2013 academic year are assessed according to the following matrix based on the student's official residency classification. Tuition and fee rates for 2013-2014 and 2014-2015 will be published in each term's online schedule of classes booklet.

**Tuition Rates
2012 - 2013 Academic Year**

CREDIT HOUR	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen
1	\$35.00	\$35.00	\$35.00	\$5.00
2	\$70.00	\$70.00	\$70.00	\$10.00
3	\$105.00	\$105.00	\$105.00	\$15.00
4	\$140.00	\$140.00	\$140.00	\$20.00
5	\$175.00	\$175.00	\$175.00	\$25.00
6	\$210.00	\$210.00	\$210.00	\$30.00
7	\$245.00	\$336.00	\$637.00	See last row in related column for additional credit hours
8	\$280.00	\$384.00	\$728.00	
9	\$315.00	\$432.00	\$819.00	
10	\$350.00	\$480.00	\$910.00	
11	\$385.00	\$528.00	\$1,001.00	
12-18	\$420.00	\$576.00	\$1,1092.00	
Each Additional Credit Hour				
	\$35.00	\$48.00	\$91.00	

Note: The tuition rates reflected above are applicable to Fall, Spring and Summer terms. Additionally, reduced tuition rates for out-of-district and out-of-state apply only to total enrollment of six (6) credit hours or less. Full rates apply to ALL credit hours once the student enrolls for more than six (6) credit hours with the exception of senior citizen rates. Tuition and fee rates are subject to change without notice. Registration and laboratory fees are not included in the above chart.

REGISTRATION/ACTIVITY AND LABORATORY FEES

In addition to the tuition costs, every student is assessed a **nonrefundable** registration/activity fee and a **nonrefundable** laboratory fee per term, as well as other applicable fees. Fees are subject to change without notice.

Registration/Activity Fee \$13.00

Laboratory Fee..... \$10.00

This fee is used to help with the cost of duplicating materials for students, costs associated with the course/lab offerings, and other incidental costs that may arise.

ADDITIONAL FEES

Academic Transcript Fax Fee..... \$10.00

Academic Transcript Fee..... \$2.00

Personal checks are not accepted for payments made relating to transcript requests. This includes the payment of prior balance due in order to receive a transcript.

Community Education Fee \$Variable

Noncredit courses are designed primarily for community education and personal enrichment. Community education fees are **nonrefundable**.

COMPASS Retake Fee

- **Full Battery \$10.00**
- **Per Unit \$5.00**
- **e-Write \$5.00**

Students will only be allowed one (1) retake of the COMPASS.

Credit by Examination Fee \$Variable

Fee is based on the regular tuition charge of the specific course.

Dishonored Check/Charge Card Fee \$15.00

Distance Learning Fee \$25.00

A **nonrefundable** per course fee is applied to all Blackboard and ITV receiving site courses. Only courses with an **E** or **R** code in the course number are charged this fee. For example, ECON208**E** and CJ111**R**.

Graduation Fee \$15.00

A one-time, **nonrefundable** graduation fee is charged for each earned certificate or degree. The graduation fee is to be paid prior to graduation during the graduation clearance process.

Special Course Fee \$Variable

Fees vary and are dependent on the course offered.

Student ID Card Replacement Fee \$5.00

Student Sticker Fee \$5.00

Assessed to high school and GED students to access Wellness Center and student activities.

DELINQUENCIES

Full payment of a delinquent balance is required prior to registering for classes.

PAYMENT PLAN

Payment plan requirements for new charges are as follows:

- \$13.00 Registration Fee
- \$10.00 Laboratory Fee
- 33% of assessed tuition charges
- 25% of total bookstore charges
- Student agrees to LCC Promissory Note terms

Note: Fees are subject to change without notice. In some programs, supplies/equipment are required and should be purchased by the student at the beginning of each term. Students are strongly encouraged to contact course instructors regarding any potential additional costs.

SENIOR CITIZEN REDUCED TUITION

A person that has reached their fifty-fifth (55) birthday by the third Friday of classes may request a reduction in tuition. The senior citizen charge will be five dollars (\$5.00) per credit hour **up to 6 credit hours each semester**. The student is responsible for payment of all registration, course, and laboratory fees. The senior citizen reduced tuition does not apply to community and continuing education courses.

DEFERRED PAYMENTS

Regular terms are cash-in-advance for the semester or session. See payment plan above.

REFUND POLICY

Students that officially withdraw from courses may qualify for a refund, either in full or in part. This refund policy is applicable to standard duration courses. Complete withdrawal refunds will be calculated on a case-by-case basis for short-term courses. Refunds will be calculated according to the following guidelines:

1. Fees linked to a course are generally non-refundable. The only exception to this rule is in the case where the course is cancelled due to lack of enrollment, provided the student is not enrolled in any other course(s).
2. A student who drops any course during the add/drop period will receive full reimbursement of tuition. Refer to the academic calendar or schedule of classes for specific dates of the add/drop period.
3. Once the add/drop period has expired, **there will be NO REFUND of tuition or fees associated with dropped courses unless the student completely withdraws from LCC.**
4. A student who completely withdraws from all courses after the add/drop period has expired will receive a partial tuition reimbursement according to the refund schedule outlined below.

TUITION REFUND SCHEDULE FOR COMPLETE WITHDRAWAL

Fall and Spring Semester

Drop period	100%
First five days after expiration of drop period.....	90%
Six to fifteen days after expiration of drop period.....	50%
Sixteen to twenty-five days after expiration of drop period	25%
After twenty-fifth day	0%

Summer and Eight-Week Sessions

Drop period	100%
Three days after expiration of drop period	90%
Four to ten days after expiration of drop period	50%
Eleven to sixteen days after expiration of drop period	25%
After sixteenth day	0%

The following conditions apply to students who completely withdraw from all courses:

1. The days in the refund schedule are counted Monday-Friday, excluding holidays. Days are counted beginning on the first day of classes for a given term. These dates are published in this catalog as well as the schedule of classes.
2. Any student requesting a refund must submit a Complete Withdrawal form. Refunds will be mailed unless the student notifies the Fiscal Office the credit is to remain on the account.
3. Refunds will be based on the official withdrawal date posted by the Office of the Registrar.
4. Students who have been dismissed or suspended from the college are not entitled to any refund.
5. This refund schedule does not apply to NON-REFUNDABLE registration and laboratory fees.
6. Students withdrawing online from all courses through the Pathways website must notify the Fiscal Office as the online withdrawal system is not integrated and there is no other notification to trigger the refund process.

FUNDING A COLLEGE EDUCATION: HOW TO APPLY FOR ASSISTANCE

OFFICE OF STUDENT FINANCIAL ASSISTANCE

Telephone: 505.454.2534

E-mail: finaid@luna.edu

It has long been recognized that the cost of attending institutions of higher education is greater than many families can afford. Financial assistance provides students with supplementary funds to offset these expenses. The Office of Student Financial Assistance (OSFA) provides financial assistance to students who demonstrate need in order to attend LCC. The college offers a variety of grant, scholarship, loan, and employment opportunities for its qualified students. However, LCC does not provide student assistance from its general operating funds.

Note: Information contained in the OSFA section of this catalog is subject to change at any time.

APPLYING FOR FINANCIAL ASSISTANCE

All students who plan to attend LCC are encouraged to apply. Applications are available online through the U.S. Department of Education's website at www.fafsa.ed.gov.

To apply for assistance, students must submit a yearly Free Application for Federal Student Aid (FAFSA) and include LCC's Title IV school code on the appropriate section of the application. LCC's Title IV school code is 009962.

It is strongly recommended that students complete and file this application by the preceding April 15 of the school year in which the financial assistance is needed. For example, students planning to attend LCC and wanting to apply for assistance for the academic year, which includes fall, spring and summer, should file the FAFSA by April 15. Students who apply on or before April 15 will be given priority consideration for awarding campus-based aid. Assistance may be available for late applicants; however funds are limited.

All participants in financial assistance programs must meet certain criteria to qualify. The applicant must:

- Have financial need, except for certain loan programs
- Register (or be registered) with Selective Service if male between 18 and 25
- Have a high school diploma or GED
- Be either a U.S. citizen or an eligible non-citizen
- Be enrolled in an eligible program as a regular student seeking a degree or certificate
- Be making satisfactory academic progress
- Not be in default on any federal educational loan(s) or owe a refund on any federal grants at any school
- Have a valid Social Security number

DETERMINATION OF FINANCIAL NEED

Approximately 3 weeks after the FAFSA has been submitted for processing, both the student and the school will receive correspondence from the processor of the application. The student will receive a Student Aid Report (SAR). It is important that the student/parent review the information on the SAR in order to verify that it is correct. In the event that corrections are required, students must contact the OSFA. The OSFA will receive from the processor an Institutional Student Information Record (ISIR) that is used in determining a student's financial need. Shortly thereafter, the student will begin to receive correspondence from the OSFA acknowledging receipt of the FAFSA and information on any other documentation needed to complete the application process. However, please keep in mind that our yearly start-up of application processing normally begins the first week of May.

Once the student has submitted all required documentation to the OSFA and the application is complete and verified, a determination of financial need can be assessed. Financial need is the difference between what the student and family are expected to contribute as determined by Federal Methodology and the cost of attending LCC. Five basic categories are taken into consideration in determining the cost of attendance: tuition and fees, books and supplies, room and board, transportation, and personal expenses.

For financial assistance purposes, a student is either classified as an independent or dependent student. A student will be classified as independent if the student meets any one of the following:

- Attains the age of 24 by December 31 of the school year
- Was an orphan or ward of the court or in foster care at the age of 13 or older
- Was an unaccompanied youth who was homeless
- Is a veteran of the U.S. Armed Forces
- Has a legal dependent(s) other than a spouse, who receives at least 51% support by the student
- Is married
- Will be enrolled in a graduate or professional program beyond a bachelor's degree

More detailed information may be found in the Free Application for Federal Student Aid and the Student Guide that are available at the OSFA.

FINANCIAL ASSISTANCE SATISFACTORY ACADEMIC PROGRESS POLICY

Regulations as established by the U.S. Department of Education require LCC to develop and apply a consistent standard to measure the academic progress of its financial aid applicants. It is the policy of the college to provide financial aid awards to students who remain in good academic standing and who are making satisfactory academic progress toward their degree or certificate. Please keep in mind that these standards apply to students once they apply for student financial assistance and that all coursework at LCC will be considered in enforcing these standards whether or not student financial aid is/was received.

Students who are not maintaining satisfactory academic progress will be placed on either a financial aid warning or financial aid suspension status. Students on financial aid suspension may appeal to the LCC Financial Aid Committee for reinstatement of their financial aid.

In an effort to ensure that financial aid applicants are maintaining eligibility for Title IV aid, the OSFA will closely monitor mid-term grades. Students who are performing below required standards may encounter delays in the awarding of financial assistance.

For further detailed information on satisfactory academic progress, please stop by the OSFA for a copy of the Satisfactory Academic Progress Policy.

FINANCIAL ASSISTANCE RETURN OF TITLE IV FUNDS POLICY

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student received.

If a student does not notify the appropriate office of the intention to withdraw, the date of withdrawal used for the calculation of Return of Title IV Funds and institutional refund will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college has documentation of the last day the student attended class or handed in an assignment. If a student withdraws because of circumstances beyond the student's control, the college will determine the date of withdrawal.

If a student who has received Title IV Funds (federal student financial aid) leaves the college prior to completion of 60% of the semester or summer session, a calculation must be performed to determine the amount of unearned aid that must be returned to the Title IV programs. No return of Title IV Funds is required after 60% of the term is completed in which aid is provided. Sixty percent (60%) of completion is approximately 9.6 weeks of a 16-week semester or 4.8 weeks of an 8-week summer session. The withdrawal date will be established as described in the previous section.

The percentage of Title IV aid earned by the student (i.e., the amount of federal aid the student is permitted to keep) is the same as the percentage of the semester completed. This percentage is computed by dividing the total number of calendar days in the semester (including weekends but excluding scheduled breaks of more than 5 days) into the number of calendar days completed by the student. For example, a student enrolled for 20 of 110 days would have earned 18.2% of Title IV aid for the semester. In this example, 81.8% of the Title IV aid would be unearned. The college is responsible for returning to the federal programs the lesser of the amount of unearned Title IV aid or institutional charges that the student incurred multiplied by the unearned aid percentage.

Federal regulations specify the order in which unearned funds are to be returned to the aid programs. The order is as follows:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Pell Grants
4. Federal SEOG Grants
5. Other Title IV Programs

Federal Work-Study funds are not included in this determination. A student may keep any money earned through this program.

If the total amount of unearned aid exceeds the amount the school is required to return, a student is obligated to return the unearned federal grant funds. Regulations limit the amount a student must repay to the amount by which the original overpayment exceeds 50 percent of the total grant funds disbursed or could have been disbursed for the period of enrollment. Student loans must be repaid in accordance with the terms contained in the promissory note of the loan.

The OSFA will notify a student if a return of Title IV funds is required. Sample cases of calculations and the complete Return of Title IV Funds Policy may be obtained in the OSFA.

TYPES OF FINANCIAL ASSISTANCE AVAILABLE

There are four types of assistance available to students:

- grants, which do not have to be repaid
- loans, which must be repaid with interest
- student employment
- scholarships

Listed below are programs from which students may receive assistance, contingent upon financial need and available funds.

FEDERAL PELL GRANT

This federal grant is the “foundation” of financial assistance upon which other sources of aid may be awarded to meet a student’s financial need. The U.S. Department of Education provides federal grants to undergraduates who are U.S. citizens or eligible noncitizens. An undergraduate is one who has not earned a bachelor’s degree. To qualify for a Federal PELL Grant, students must show financial need. To determine if students are eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information students report on the FAFSA.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Federal Supplemental Educational Opportunity Grant (FSEOG) money is limited and available for those students who have exceptional financial need. Priority is given to students with exceptional financial need who receive a Federal PELL Grant, have the lowest expected family contribution, and have not met their financial need.

STATE STUDENT INCENTIVE GRANT

A student must be a New Mexico resident and have exceptional financial need to be eligible for a State Student Incentive Grant (SSIG). A student with exceptional financial need is one who has received a Federal PELL Grant.

Full-time students who receive a Federal Pell Grant and have the highest unmet financial need have priority. Part-time students may qualify if funds are available.

COLLEGE AFFORDABILITY GRANT

The College Affordability Grant (CAG) is available to non-traditional students and is limited to New Mexico residents. To be considered for this grant, a student must have a FAFSA on file, must be an undergraduate, must be degree seeking, and may not be receiving any other state grant or scholarship.

NEW MEXICO LOAN-FOR-SERVICE PROGRAM

The New Mexico Loan-for-Service Program is a loan program for New Mexico residents only. The purpose of the program is to increase the number of health practitioners in medically under-served areas of New Mexico. The student must be accepted and enrolled in LCC's Nursing program.

To qualify for this loan program, the student must have a FAFSA on file with the OSFA for the appropriate school year along with all supporting documentation. In addition, students must submit a complete Loan-for-Service Application to the OSFA each year by June 15. Students are encouraged to contact the OSFA each spring semester in the event the deadline date changes.

FEDERAL DIRECT STUDENT LOAN

Subsidized Direct Student Loans are low interest loans made to students attending school at least half-time and must be repaid with interest. Depending on eligibility, the maximum amount students may borrow under a subsidized Federal Stafford Loan is \$3,500 per year as a first year student and \$4,500 per year as a second year student. Dependent students may borrow additional unsubsidized loan funds in the amount of \$2,000 per year while independent students may borrow \$6,000 per year. Students are responsible for interest payments associated with the additional unsubsidized loan during in-school and deferment periods. All Federal Direct Loans are disbursed in two or more installments.

Students who do not qualify for a subsidized Federal Direct Loan may qualify for an unsubsidized Federal Direct Loan. The Student Guide contains more detailed information regarding this program. Students needing Federal Direct Loan applications may contact the OSFA.

FEDERAL AND STATE WORK-STUDY

The work-study program provides jobs for eligible students. Work-study gives students an opportunity to earn money to help pay educational expenses. Students normally work 5 to 20 hours per week and are paid at a wage rate of \$8.00 per hour.

OTHER FINANCIAL ASSISTANCE RESOURCES

The college's scholarship program is an important component of the OSFA that offers scholarship assistance to students based on a student's academic achievements, program of study, or community service. LCC offers scholarships to entering freshman as well as to continuing students. Students receiving scholarships administered by LCC must be enrolled full-time (12 hours).

Listed below, but not limited to, are other scholarships/sources (based on funding) available to students:

- Bridge Scholarship
- Legislative Lottery Scholarship
- LCC's Roadrunner Scholarship
- Workforce Investment Act
- Bureau of Indian Affairs Scholarships
- LCC's Horizon Scholarship
- LCC Foundation

The OSFA may be contacted for general information regarding the above programs.

OTHER POLICIES GOVERNING FINANCIAL ASSISTANCE

- Financial assistance awards must be used only for educational expenses.
- Students and parents have the primary responsibility to pay for higher education expenses.
- Financial assistance is considered a supplement to total family income. Students and parents (if applicable) should be prepared to make some financial sacrifices to pay for educational expenses.
- A student who receives assistance from any student assistance program and subsequently withdraws from classes may have to repay part of the cash disbursed. All repayments must be made before any future assistance may be disbursed. Refer to the Return of Title IV Funds Policy available at the OSFA.
- All financial assistance recipients must maintain satisfactory academic progress standards. Students should consider these standards when thinking about dropping a class or classes or completely withdrawing from LCC.
- Students must enroll for classes related to their program of study. Students enrolled in classes that deviate from their program of study, merely to fill a full-time schedule, will not receive assistance for those classes.
- Classes that are audited or challenged via Credit by Examination are **NOT ELIGIBLE** for financial assistance. Additionally, any student who changes an enrolled course from credit to audit or to Credit by Examination may have their student financial assistance recalculated and owe money back to the Title IV program.

SUMMER FINANCIAL ASSISTANCE

All students attending the summer session and applying for financial assistance must have a FAFSA on file for the current school year, as this application will be used to award summer assistance. Students who receive a full-time Pell Grant during the fall and spring semesters may be eligible for a summer Pell Grant.

CONSORTIUM AGREEMENTS

Students pursuing a certificate or degree at Luna Community College and concurrently enrolled in courses at any other post-secondary institution must apply for and receive student financial assistance through LCC. Federal regulations require that the institution granting the degree or certificate award the financial assistance. Any classes taken concurrently in a given semester at any other post-secondary institution that are part of a student's course of study will be considered as part of the total credit hours for the semester. However, in order for the OSFA at LCC to be aware that a student is concurrently enrolled at any other post-secondary institution, the student must submit an LCC Consortium Agreement to the LCC OSFA each semester that classes are taken at any other post-secondary institution. Consortium agreements may be obtained from the LCC OSFA and must be submitted to the LCC OSFA within the first five (5) days of each semester or summer session.

ENROLLMENT STATUS FOR FINANCIAL ASSISTANCE PURPOSES

The credit hours outlined below will be used to calculate and award financial assistance for the academic year as well as the summer session.

<u>Credit Hours</u>	<u>Enrollment Status</u>
1 - 5	Less than Half-Time
6 - 8	Half-Time
9 - 11	Three-Quarter Time
12 +	Full-Time

Note: The enrollment status for the summer session for financial assistance purposes differs from that outlined by the Office of the Registrar.

TITLE IV CODE OF CONDUCT

The Higher Education Opportunity Act of 2008 required LCC to develop, publish, and enforce a code of conduct relative to its participation in any of the Title IV loan programs. LCC's Title IV Code of Conduct includes the following:

1. A ban on revenue-sharing arrangements with any lender. This is defined as any arrangement between LCC and a lender that results in the lender paying a fee or other benefits, including a share of the profits, to LCC, its officer, employees or agents, as a result of LCC recommending the lender to its students or families of those students.
2. A ban on employees of the financial aid office receiving gifts from any lender, guaranty agency, or loan servicer. The law does provide for some exceptions related to specific types of activities or literature. This includes:
 - Brochures or training material related to default aversion or financial literacy
 - Food, training, or informational materials as part of training as long as that training contributes to the professional development of those individuals attending the training
 - Favorable terms and benefits to the student employed by LCC as long as those same terms are provided to all students at LCC
 - Entrance and exit counseling as long as LCC's staff are in control and they do not promote the services of a specific lender
 - Philanthropic contributions from a lender, Guarantee Agency, or servicer unrelated to education loans
 - State education grants, scholarships, or financial aid funds administered by or on behalf of the State
3. A ban on contracting arrangements whereby any employee of LCC's financial aid office may not accept any fee, payment or financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
4. A prohibition against steering borrowers to particular lenders, or delaying loan certifications. This includes assigning any first-time borrower's loan to a particular lender as part of their award packaging or other methods.
5. A prohibition on offers of funds for private loans. LCC may not request or accept such offers. This includes any offer of funds for loans to students at LCC, including funds for an opportunity pool loan, in exchange for

providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.

6. A ban on staffing assistance from a lender. LCC may not request or accept any assistance with call center staffing or financial aid office staffing. However, the law does not prohibit LCC from requesting or accepting assistance from a lender related to:
 - Professional development training for financial aid administrators
 - Providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials
 - Staffing services on a short-term, nonrecurring basis to assist LCC with financial aid-related functions during emergencies, including state-declared or federally-declared natural disasters, and other localized disasters and emergencies identified by the Secretary of Education
7. A ban on advisory board compensation. Employees of LCC may not receive anything of value from a lender, guarantor, or group in exchange for serving in this capacity. They may, however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

STUDENT FINANCIAL ASSISTANCE OFFICE HOURS

The OSFA is located in the Administration Building and is open for student assistance Monday through Friday, from 8 a.m. to 5 p.m. Announcements, notices, deadlines, etc. are posted on the bulletin board located in the OSFA. Students are strongly encouraged to review the bulletin board weekly. Important OSFA deadlines and announcements are also communicated to students via LCC's student e-mail system.

ADULT BASIC EDUCATION

Telephone: 505.454.2531

E-mail: abe@luna.edu

The Adult Basic Education Program provides educational services to adult learners (16 years of age and older) who have not completed a twelfth grade education and are not currently enrolled in high school. Our goal is to assist students to develop or increase their basic academic skills for personal satisfaction or to acquire employment, to complete their high school diploma equivalency (GED), and to prepare them for further study at the postsecondary level. The courses offered incorporate both independent, self-paced studies with structured classroom studies. These classes are offered free to the public. The ABE Program serves the counties of San Miguel, Guadalupe, Mora, and Colfax. Through our offsite programs, we offer GED classes in Raton, Springer, Mora, Pecos, Santa Rosa, and Las Vegas.

GED - HIGH SCHOOL EQUIVALENCY

About the Program

The United States Armed Forces Institute (USAFI) developed and initiated the first GED tests in 1942 to measure the major outcomes and concepts generally associated with four years of high school education. Initially, the tests were administered only to military personnel so that returning World War II veterans could more easily pursue their educational, vocational, and personal goals. Because many service members' academic careers had been disrupted, this program allowed them the opportunity to attain their GED diploma. It became apparent in the 1950's that civilians could also benefit from the program, a need that the American Council on Education, the National Association of Secondary School Principals, and the regional accrediting associations undertook to fulfill. In 1963, in recognition of the transition to a program chiefly for nonveteran adults, the name was changed to the General Educational Development Testing Service.

Adult Basic Education (ABE) offers adults and individuals 16 years of age and older the opportunity to improve their lives through education by:

- Learning basic literacy skills
- Finding and keeping a job
- Obtaining a GED
- Enrolling in postsecondary education programs
- Learning English as a Second Language (ESL) and Civics

Basic Literacy

The basic literacy program provides an opportunity for adult learners to learn to read and write basic English. In our English as a Second Language (ESL) program, English language skills are taught to students whose primary language is not English.

GED Preparation

A student is eligible to register for GED preparatory classes if a student has not yet graduated from an accredited high school or received a high school equivalency certificate or diploma and has met the minimum age requirement of 16. Students who are 17 years of age or younger must obtain an official release from their last school attended, must bring their birth certificate and one other form of identification (it must be a government-issued photo identification, e.g. driver's license), and must be accompanied by their parent or legal guardian.

The GED Program prepares students to successfully complete the GED tests that measure knowledge in five subject areas: writing, social studies, science, interpreting literature and the arts, and mathematics. An important feature of the GED is an essay that documents the student's ability to write and communicate effectively. The battery of five GED tests takes 7 hours and 35 minutes to complete. Application must be made at one of the Official GED Testing Centers located throughout New Mexico.

In order to pass the tests, the GED candidate must demonstrate the level of skill that meets or surpasses that demonstrated by approximately 67 percent of graduating high school seniors. Upon successfully completing the GED, the New Mexico High School Diploma is issued **only to New Mexico residents**. A student can take GED tests no more than three (3) times in a contract year (Aug 1 – July 31). Specific subject matter preparation is highly recommended and strongly encouraged prior to re-testing. Test scores expire three (3) years from the date of initial testing.

Registration

ABE has an open enrollment policy. During the enrollment process, students will be required to complete various forms. After completion of the required paperwork, students will take the Test of Adult Basic Education (TABE) in order for the instructor to better accommodate the individual needs of each student. Based on these scores and the needs of the student, he/she will be placed in the appropriate learning environment.

Instruction

ABE offers structured classes as well as independent learning options: mornings, afternoons, and evenings. Student-friendly computer-based software is also offered to augment student learning.

Total Completion Time

Because students have achieved varying levels of mastery through previous educational experiences, students will complete their course work at varying lengths of time. Structured classes are based on an 8-week schedule at which time many students will have demonstrated proficiency in math or language arts and are recommended for the official GED test. Upon successfully completing 12 contact hours in the classroom, each student will be issued an LCC picture ID and have access to the college's resources. After 40 hours of classroom instruction, students are post-tested to determine their progress.

ESL - ENGLISH AS A SECOND LANGUAGE

These classes are for adults whose first language is not English. Practical and life-skills based English is emphasized with reading, writing, listening, and speaking skills taught at the student's level. Instruction includes conversational English, grammar, listening, comprehension, vocabulary development, and pronunciation skills.

Requirements for ESL Registration

The participant must be at least 16 years of age. No ID is required. Students will complete a basic registration form and take a placement test before beginning their classroom instruction.

Location of ABE Classes

GED preparation and ESL are offered at the main campus and at various satellite and off-site locations as funding permits. We serve many locations: Springer, Santa Rosa, Mora, San Miguel Detention Center, Raton, and Pecos.

Cost

Classes and books are offered to the student at no cost.

GED TRANSITION TO HIGHER ED

LCC's GED Transition to Higher Ed Program will help students transition from the GED program into college. Program participants are not charged tuition for credit for specific proficiency courses, and the program will impact a large number of students, particularly non-traditional students.

Our GED program, as an open enrollment program, tests students as part of their admissions and/or orientation process. The results from these tests help our staff locate where the student may make a successful start in the sequence of courses offered at the college. GED students may be eligible through the program to take eight (8) credit hours of college proficiency courses: ENG075, ENG095, MATH055, MATH075, MATH095, READ075, and READ095. These classes will help bridge the gap between skills needed to obtain a GED and the skills needed for college-level coursework.

TRANSFERRING COURSES TO FULFILL NEW MEXICO'S GENERAL EDUCATION COMMON CORE CURRICULUM

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take these courses during their freshman and sophomore year of study.

The courses on pages 75-76 were developed through collaboration of New Mexico's public post-secondary institutions, to promote, encourage and not impede the transfer of students among New Mexico institutions of higher education. The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department's website at **<http://hed.state.nm.us>**. Follow the "Colleges and Universities" link to the drop down menu and select "Transferring Credits", then select "Core Matrix". Courses are listed by institution, whether university or community college, under each of the five general education areas. Students may also be able to access this list by going directly to **<http://hed.state.nm.us/colleges/matrix.asp>**.

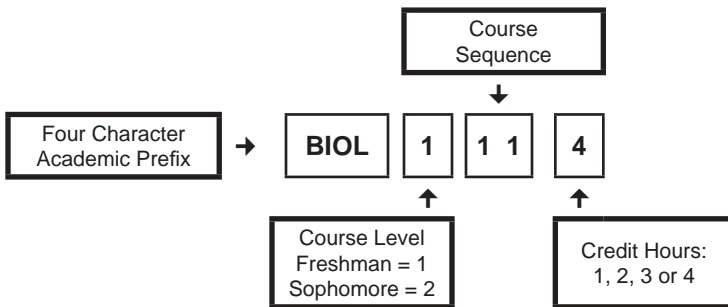
See page 74 for LCC's New Mexico General Education Common Core Crosswalk.

NEW MEXICO'S GENERAL EDUCATION COMMON CORE CROSSWALK

New Mexico's colleges and universities have devised a common course numbering system to assist New Mexico students who are transferring within the state to easily identify equivalent courses among all New Mexico post-secondary institutions. The NM General Education Common Core Crosswalk provides a neutral statewide course identifier for those courses that are similar in nature and therefore, required to be accepted in transfer.

As students review publications of other New Mexico colleges and universities, the course prefix and number that appear in parenthesis next to many of the institution's internal course prefixes and numbers, is the **New Mexico Common Course Number**. This is a four alpha/four numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with the universal "**common course number**" creating an easy one-to-one match.

The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number represent the specific course in that subject area with each digit having significance as demonstrated below:



Students may find the **New Mexico Common Course Number** listed in crosswalks, degree outlines, transfer guides and in course descriptions in college catalogs and websites. Simply put, the common course number connects equivalent courses at New Mexico's colleges and universities ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus.

Discipline transfer modules in Business, Criminal Justice and Early Childhood Education have also been developed and are outlined beginning on page 81. Other discipline transfer modules are currently under development and will be published in future catalog editions.

Students are strongly encouraged to effectively communicate with both the institution they are taking classes from and the institution they are planning on transferring to, to assure appropriate course selection. Students are ultimately responsible for the courses they enroll for. Therefore, responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree. Any student denied transfer of a general education course or New Mexico Higher Education Department approved discipline transfer module course should follow the transfer of credit appeal process on page 27.

The following is a list of Luna Community College courses and their NM General Education Common Core equivalency.

Luna Community College Course Number - Title	New Mexico Common Core Course Number	General Education Area
ANTH103 - Introduction to Anthropology	ANTH1113	IV
ANTH221 - Cultures of the World	ANTH2113	IV
ART110 - Introduction to Art	ARTS1013	V
ART210 - Art History	ARTS2113	V
BIO105 - Biology for Non-Majors	BIOL1114	III
BIO110 - General Biology I	BIOL1214	III
BIO111 - General Biology II	BIOL1224	III
BIO201 - Medical Microbiology	BIOL2514	III
BIO217 - Human Anatomy and Physiology I	BIOL2414	III
BIO218 - Human Anatomy and Physiology II	BIOL2424	III
CHEM105 - Introduction to Chemistry	CHEM1114	III
CHEM111 - General Chemistry I	CHEM1214	III
CHEM112 - General Chemistry II	CHEM1224	III
ECON208 - Principles of Macroeconomics	ECON2113	IV
ECON209 - Principles of Microeconomics	ECON2123	IV
ENG111 - Freshman Composition I	ENGL1113	I
ENG115 - Freshman Composition II	ENGL1123	I
ENG203 - American Literature to 1865	ENGL2513	V
ENG204 - American Literature from 1865	ENGL2523	V
ENG220 - Short Fiction	ENGL2343	V

Luna Community College Course Number - Title	New Mexico Common Core Course Number	General Education Area
ENVS102 - Environmental Science	ENVS1114	III
GEOL101 - Survey of Earth Science	GEOL1114	III
GEOL202 - Earth History	GEOL1214	III
HIST101 - Western Civilization to 1500	HIST1053	V
HIST102 - Western Civilization from 1500	HIST1063	V
HIST161 - American History to 1865	HIST1113	V
HIST162 - American History from 1865	HIST1123	V
HIST220 - History of New Mexico	HIST2113	V
MATH180 - College Algebra	MATH1114	II
MATH195 - Calculus I	MATH1614	II
MUS108 - Music Appreciation	MUSI1113	V
MUS208 - Music History	MUSI1313	V
PHIL101 - Introduction to Philosophy	PHIL1113	V
PHYS115 - General Physics I	PHYS1114	III
PHYS116 - General Physics II	PHYS1124	III
PHYS161 - Calculus Physics I	PHYS1214	III
PHYS162 - Calculus Physics II	PHYS1224	III
POLS151 - American National Government	POLS1123	IV
POLS167 - State and Local Government	POLS1213	IV
PSYC101 - Introduction to Psychology	PSYC1113	IV
SOC101 - Introduction to Sociology	SOCI1113	IV
SPCH111 - Public Speaking	COMM1113	I
SPCH112 - Interpersonal Communication	COMM1213	I
THEO232 - World Religions	RELI1113	V
THTR110 - Introduction to Theatre	THTR1013	V

PHILOSOPHY OF GENERAL EDUCATION

Each degree program at LCC contains an integrated core of general education requirements. These include but are not limited to courses in concentration areas of communication, mathematics, lab science, social and behavioral science, humanities, and fine arts. This core ensures that our graduates possess adequate literacy and general knowledge to function well in employment, to pursue additional education, and to participate in the cultural and political life of the community and society.

INSTITUTIONAL PROFICIENCY REQUIREMENTS

English proficiency is demonstrated by:

A minimum English ACT score of 19, minimum COMPASS Writing placement score of 70 or

ENG095 Grammar Usage and Writing

Mathematics proficiency is demonstrated by:

A minimum Math ACT score of 18, COMPASS placement score within the Algebra Domain or

MATH075 General Mathematics

Reading proficiency is demonstrated by:

A minimum Reading ACT score of 19, minimum COMPASS Reading placement score of 81 or

READ095 Developmental Reading

LCC'S GENERAL EDUCATION CORE CURRICULUM REQUIREMENTS

Area I. Communications(9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics.....(4 hours)

MATH116	Intermediate Algebra*	4
MATH180	College Algebra	4
MATH195	Calculus I	4

Area III. Laboratory Science(8 hours)

BIO105	Biology for Non-Majors	4
BIO110	General Biology I	4
BIO111	General Biology II	4
BIO201	Medical Microbiology	4
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
CHEM105	Introduction to Chemistry	4
CHEM111	General Chemistry I	4
CHEM112	General Chemistry II	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
GEOL202	Earth History	4
PHYS111	Introduction to Physics	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

Area IV. Social and Behavioral Sciences(6 - 9 hours)

ANTH103	Introduction to Anthropology	3
ANTH221	Cultures of the World	3
ECON208	Principles of Macroeconomics	3
ECON209	Principles of Microeconomics	3
POLS151	American National Government	3
POLS167	State and Local Government	3
PSYC101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

Area V. Humanities and Fine Arts.....(6 - 9 hours)

ART110	Introduction to Art	3
ART210	Art History	3
HIST101	Western Civilization to 1500	3
HIST102	Western Civilization from 1500	3
HIST161	American History to 1865	3
HIST162	American History from 1865	3
HIST220	History of New Mexico	3
MUS108	Music Appreciation	3
MUS208	Music History	3
PHIL101	Introduction to Philosophy	3
THEO222	History of Christianity	3
THEO232	World Religions	3
THTR110	Introduction to Theater	3
Any 100 or 200 level literature course		

*MATH116 - Students intending to transfer to another postsecondary institution are advised that this course may not transfer toward General Education Core requirements but in most cases will apply toward elective requirements.

Visit the New Mexico Higher Education Department's website at <http://hed.state.nm.us> to view or print copies of all transfer guides inclusive of general education core courses and specific discipline modules.

**TRANSFER
DISCIPLINE
MODULES**

TRANSFER DISCIPLINE MODULES

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These modules are made up of articulated courses and program requirements. When complete discipline modules are taken in addition to LCC's 36-hour general education core, the total number of hours in a transfer module is approximately 64. Equivalent courses within these modules are identified with common course numbers as an easy reference that guarantees transfer.

The following is a list of Luna Community College courses that make up the Business Discipline Module, Criminal Justice Discipline Module and Early Childhood Education Discipline Module along with New Mexico Common Course Number equivalency. Students wishing to transfer to LCC should consult a similar list at their home institution for the common course equivalent offered at that institution.

Business Discipline Module

Luna Community College Course Number - Title	NM Common Course Number
ACCT200 - Accounting Principles I	ACCT2113
ACCT201 - Accounting Principles II	ACCT2123
No Equivalent Course - Intermediate Accounting	ACCT2133
BUS105 - Introduction to Business	BUSA1113
BUS120 - Principles of Finance	BFIN2113
CSA150 - Computer Fundamentals	BCIS1113
ECON208 - Principles of Macroeconomics	ECON2113
ECON209 - Principles of Microeconomics	ECON2123
LAW242 - Business Law	BLAW2113
No Equivalent Course - Business Law II.....	BLAW2123
MATH130 - Statistics.....	MATH2113
MGMT207 - Principles of Management.....	MGMT2113
MKT201 - Principles of Marketing	MKTG2113

Criminal Justice Discipline Module

Luna Community College Course Number - Title	NM Common Course Number
CJ111 - Introduction to Criminal Justice	CRJI1113
CJ121 - Introduction to Corrections.....	CRJI2303
CJ201 - Criminal Law	CRJI2053
CJ215 - Juvenile Justice System	CRJI2603
No Equivalent Course - Police and Society	CRJI2103
No Equivalent Course - Courts and the Criminal Justice System.....	CRJI2503
CSA150 - Computer Fundamentals	BCIS1113
MATH130 - Statistics.....	MATH2113

Early Childhood Education Discipline Module

Luna Community College Course Number - Title	NM Common Course Number
ECME110 - Professionalism.....	ECED2152
ECME123 - Introduction to Reading and Literacy Development.....	READ2113
ECME130 - Curriculum Development and Implementation I.....	ECED2163
ECME135 - Curriculum Development and Implementation Practicum I	ECED2162
ECME230 - Curriculum Development and Implementation II.....	ECED2173
ECME235 - Curriculum Development and Implementation Practicum II	ECED2172
ECME240 - Guiding Young Children	ECED2183
ECME257 - Assessment of Children and Evaluation of Programs.....	ECED1143
ECME260 - Family and Community Collaboration	ECED1133
EDUC102 - Health, Safety and Nutrition	ECED1122
EDUC201 - Child Growth, Development and Learning	ECED1113

PROGRAMS OF STUDY

Academic plans for all certificate and degree offerings are listed on the following pages. Our certificate and associate of applied science degree programs are designed to provide entry-level preparation for employment and/or facilitate transfer to four-year institutions of higher education. Additionally, our associate of arts and associate of science degree programs are designed primarily for students intending to transfer and pursue a baccalaureate degree at a four-year institution.

Students completing courses prescribed in a particular curriculum will gain advanced technical skills combined with a strong academic foundation that will enhance their transition to either the workforce or higher education. While these programs emphasize preparation for employment, many of the courses will transfer to a baccalaureate degree program.

The college's ACCESS Center advisors as well as faculty advisors are available to assist students in choosing from among these options and in formulating individual certificate/degree plans. It is the student's responsibility to be aware of all published program requirements.

DEGREES

Associate of Arts

- Criminal Justice
- Early Childhood Multicultural Education
- General Business
- Liberal Arts
- Teacher Education

Associate of Science

- General Science
- Pre-Engineering

Associate of General Studies

- General Studies

Associate of Applied Science

- Accounting
- Business Administration
- Computer Science
- Drafting Technology
- Electronics Engineering Technology
- Fire Science
- General Agriculture
- Media Art and Film Technology
- Military Studies
- Nursing
- Office Administration
- Sports Performance
- Vocational/Technical Studies

CERTIFICATES

- Accounting
- Allied Health
- Automotive Collision Repair Technology
- Automotive Technology
- Barbering
- Building Technology
- Computer Application Specialist
- Cosmetology
- Criminal Justice
- Culinary Arts
- Dental Assistant
- Early Childhood Development
- Electrical Wiring Technology
- Fire Science
- General Education
- Office Administration
- Practical Nursing
- Small Business Management
- Welding Technology

**DEGREE
ACADEMIC PLANS**

ACCOUNTING

Associate of Applied Science Degree
Minimum of 62 Credit Hours

The Associate of Applied Science degree in Accounting is designed to teach students accounting principles and practices. The purpose of the degree is to provide students entry-level accounting skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in accounting or related field. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. Students are required to consult with their LCC advisor for proper advisement and course selection.

Degree Requirements	Credit Hours: 62
General Education Core	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
ECON208 Principles of Macroeconomics (required course)	
Area V. Humanities and Fine Arts	(6 hours)
Program Requirements	(26 hours)
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
ACCT210 Managerial Accounting	4
ACCT218 QuickBooks	4
ACCT221 Introduction to Intermediate Accounting	4
BUS120 Principles of Finance	3
CSA150 Computer Fundamentals	3

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Minimum of 63 Credit Hours

The Associate of Applied Science degree in Business Administration prepares graduates to begin or advance their careers in the business world. Core competencies are aligned with the New Mexico Collegiate Business Articulation Consortium (NMCBAC) with a wide range of interests including accounting, business, finance, information systems, management, and marketing. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. This degree can be completed online.

Degree Requirements	Credit Hours: 63
General Education Core.....	(28 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science, -or-	
Area IV. Social and Behavioral Sciences, -or-	
Area V. Humanities and Fine Arts.....	(15 hours)
ECON208 Principles of Macroeconomics (required course)	
Program Requirements.....	(26 hours)
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
BUS105 Introduction to Business	3
BUS120 Principles of Finance	3
CSA150 Computer Fundamentals	3
MGMT207 Principles of Management	3
MGMT211 Business Ethics	3
MKT201 Principles of Marketing	3

Approved Electives(9 hours)

ACCT218	QuickBooks	4
BUS205	Business Administration Internship	3
CSA208	Microsoft Access	3
CSA217	Microsoft Excel	3
CSA233	Desktop Publishing	4
CSA242	Web Design	3
LAW242	Business Law	3
MGMT209	Human Resource Management	4
MGMT218	Principles of Small Business Management	4
MKT203	E-commerce	3
OAMD206	Business Writing	3
OAMD207	Administrative Office Procedures	3

COMPUTER SCIENCE
 Associate of Applied Science Degree
 Minimum of 66 Credit Hours

Computer Science is designed for students who wish to enter the multifaceted field of computers. The program provides students with general computer hardware, software, networking and security skills using Microsoft and LINUX operating systems. The purpose of the degree is to provide students with computer skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in computer science or a related field. If the primary goal is to transfer, the student must learn in advance the particular requirements of the intended school or university. With proper advising students may choose one of the three tracks in computer science: information systems, web technology, or video game programming.

Degree Requirements	Credit Hours: 66
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(24 hours)
CS105 Introduction to Computer Science	3
CS112 Introduction to Operating Systems	3
CS121 Introduction to Programming	4
CS130 Introduction to Networking	4
CS140 Computer Science I	4
SMET101 Introduction to Science, Math and Engineering Technology	3
SMET105 Computer Use for Technology	3

Approved Electives(6 hours)

CS215	Java Programming	4
CS220	A+ Essentials with Practical Applications	4
CS231	LINUX+	3
CS245	Security+	3
CS248	Web Design and Programming	3
CS261	Network Concepts I	3
CS267	Network Concepts II	3
VG106	Script Writing and Storyboarding	3
VG130	Art and Computer Animation	3
VG147	Game Analysis and Critique	3
VG260	Video Game Project	4

CRIMINAL JUSTICE

Associate of Arts Degree

Minimum of 69 Credit Hours

This program is an interdisciplinary course of study in the areas of law enforcement, substantive law, court structure and process, and corrections as integral components of the criminal justice system. An emphasis is placed on the historical, psychological, sociological, and political aspects within criminal justice. To enhance the written communication and report writing skills of the student, the concept of writing-across-the-curriculum is utilized.

Degree Requirements	Credit Hours: 69
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
SOC101 Introduction to Sociology (required course)	
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(27 hours)
CJ111 Introduction to Criminal Justice	3
CJ121 Introduction to Corrections	3
CJ131 Introduction to Law Enforcement	3
CJ200 Professional Ethics	3
CJ201 Criminal Law	3
CJ215 Juvenile Justice System	3
CJ225 Criminal Procedure	3
CJ231 Criminal Investigation	3
CJ233 Report Writing and Documentation	3
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals	3

Approved Electives		(3 hours)
CJ205	Probation, Parole and Community Corrections	3
CJ210	Deviant Behavior	3
CJ221	Law Enforcement and Community Relations	3
CJ260	Management in Law Enforcement	3
CJ298	Criminal Justice Internship	3
LAW242	Business Law	3
SPAN101	Beginning Spanish I	3

DRAFTING TECHNOLOGY

Associate of Applied Science Degree

Minimum of 63 Credit Hours

Drafting Technology provides students with technical knowledge and skills necessary to utilize computer software to prepare drawings commonly used in the building industry. Students receive training on recent releases of CAD software as well as hands-on experience in problem solving, critical thinking and communication skills. The curriculum is designed to provide a broad-based education with an opportunity for directing one's studies toward specific employment as well as continuation of education at a four-year university.

Degree Requirements	Credit Hours: 63
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(21 hours)
DTEC101 Engineering Graphics and Basic AutoCAD	3
DTEC107 Intermediate AutoCAD	3
DTEC109 Introduction to Architectural Drafting	3
DTEC220 Advanced Drafting and Design	3
DTEC233 3-D Visualization	3
SMET101 Introduction to Science, Math and	3
Engineering Technology	
SMET105 Computer Use for Technology	3

Approved Electives(6 hours)

CS105	Introduction to Computer Science	3
DTEC130	Intermediate Architectural Drafting	3
MATH190	Trigonometry	4
SMET117	Introduction to Engineering	3
VOC117	Blueprint Reading and Construction Math	4

EARLY CHILDHOOD MULTICULTURAL EDUCATION

Associate of Arts Degree

Minimum of 68 Credit Hours

The Associate of Arts Degree in Early Childhood Multicultural Education is intended for students whose goal is to pursue a Bachelor's degree in early childhood education or a related field. The minimum credit hours include the thirty-six credit hour general education transfer core.

Degree Requirements	Credit Hours: 68
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
From at least 2 different disciplines	
Program Requirements.....	(29 hours)
ECME110 Professionalism	2
ECME123 Introduction to Reading and Literacy Development	3
ECME130 Curriculum Development and Implementation I	3
ECME135 Curriculum Development and Implementation Practicum I	2
ECME230 Curriculum Development and Implementation II	3
ECME235 Curriculum Development and Implementation Practicum II	2
ECME240 Guiding Young Children	3
ECME257 Assessment of Children and Evaluation of Programs	3
ECME260 Family and Community Collaboration	3
EDUC102 Health, Safety and Nutrition	2
EDUC201 Child Growth, Development and Learning	3
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals	3

ELECTRONICS ENGINEERING TECHNOLOGY

Associate of Applied Science Degree

Minimum of 64 Credit Hours

Electronics Engineering Technology is designed to provide students with technical knowledge and skills necessary for employment in the field of electronics and its related career paths. The curriculum is designed to provide a broad-based education with an opportunity for directing one's studies toward specific employment as well as continuation of education at a four-year university. The labs provide hand-on learning experience where students use modern testing and diagnostic equipment as well as modern simulation software.

Degree Requirements	Credit Hours: 64
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(25 hours)
ELEC101 Electronic Circuits/DC	4
ELEC102 Electronic Circuits/AC	4
ELEC196 Solid State and Active Devices	4
ELEC202 Telecommunications Electronics	3
ELEC204 Digital Electronic Circuits	4
SMET101 Introduction to Science, Math and Engineering Technology	3
SMET105 Computer Use for Technology	3
Approved Electives	(3 hours)
ASE101 Introduction to Renewable Energy	3
ASE202 Solar and Wind Energy	4
CS105 Introduction to Computer Science	3
ELEC210 Computer Systems Troubleshooting	3
SMET117 Introduction to Engineering	3

FIRE SCIENCE

Associate of Applied Science Degree

Minimum of 66 Credit Hours

The Associate of Applied Science degree in Fire Science prepares students for service in fire protection. It is designed for individuals serving in the profession and as a preparatory program for individuals seeking a career in the fire service. Students enrolled in the program will receive a well-rounded general college education, with a strong foundation in fire science. The degree is aligned with the Fire and Emergency Services Higher Education (FESHE) Model Curriculum.

Degree Requirements	Credit Hours: 66
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(21 hours)
FS118 Principles of Emergency Services	3
FS133 Building Construction for Fire Protection	3
FS165 Fire Prevention	3
FS170 Fire Behavior and Combustion	3
FS214 Fire Protection Systems	3
FS232 Firefighter Safety and Survival	3
FS250 Research Methods in Fire Science	3

Approved Electives(9 hours)

FS110	Hazardous Materials Responder	3
FS115	Introduction to Firefighting	4
FS120	Wildland Fire Control	3
FS125	Firefighter I	4
FS130	Fire and Life Safety Education	3
FS135	Fire Protection Hydraulics and Water Supply	3
FS160	Fire Investigation I	3
FS180	Incident Command	3
FS205	Firefighting Strategy and Tactics	3
FS210	Firefighter Leadership	3
FS217	Hazardous Materials Chemistry	3
FS220	Fire Service Instructor I	3
FS224	Principles of Code Enforcement	3
FS230	Fire and Emergency Services Administration	3
FS281	Firefighter Internship	3

GENERAL AGRICULTURE

Associate of Applied Science Degree

Minimum of 61 Credit Hours

The Associate of Applied Science degree in General Agriculture is an introductory program designed for individuals seeking employment opportunities in the agriculture industry or for transferability to a university. The curriculum includes instruction in technology principles and agricultural operations. Since the program offers students a choice of general education core and electives, it is extremely important for the student to use care in course selection. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. If the primary goal involves occupational skills or personal growth, the student must consult with an LCC advisor before selecting courses.

Degree Requirements	Credit Hours: 61
General Education Core.....	(33 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science, -or-	
Area IV. Social and Behavioral Sciences, -or-	
Area V. Humanities and Fine Arts.....	(20 hours)
Program Requirements.....	(16 hours)
AG105 Introduction to Animal Science	3
AG110 Introduction to Agriculture Economics and Business	3
AG205 Agriculture Management Principles	3
AG250 Agriculture Internship	4
AG260 Research Methods in General Agriculture	3
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals	3

Approved Electives		(9 hours)
AG115	Introduction to Aquaculture	4
BIO127	General Botany	4
BIO142	General Zoology	4
EQU105	Equine Behavioral Practices	3
EQU120	Equine Health and Nutrition	3
EQU140	Equine Anatomy and Physiology I	4
EQU150	Introduction to Horseshoeing and Blacksmithing	3
EQU155	Advanced Horseshoeing and Blacksmithing	3
EQU210	Equine Genetics	3
HRTC105	Garden Maintenance and Design	3
HRTC122	Plant Propagation	3
HRTC131	Soil Management	3
SMET101	Introduction to Science, Math and Engineering Technology	3

GENERAL BUSINESS
Associate of Arts Degree
Minimum of 66 Credit Hours

This program is designed to prepare students who plan to obtain a bachelor's degree in the field of business, accounting, management information systems, or a related field. Core competencies are aligned with the New Mexico Collegiate Business Articulation Consortium (NMCBAC). For transferability, the student must learn in advance of the particular requirements of the intended school or university. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Degree Requirements	Credit Hours: 66
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
ECON208 Principles of Macroeconomics (required course)	
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(30 hours)
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
ACCT210 Managerial Accounting	4
BUS102 Quantitative Methods in Business	3
CSA150 Computer Fundamentals	3
CSA217 Microsoft Excel	3
MATH130 Statistics	3
MGMT207 Principles of Management	3
MKT201 Principles of Marketing	3

GENERAL SCIENCE
 Associate of Science Degree
 Minimum of 66 Credit Hours

The General Science degree program is an interdisciplinary degree track that can lead to an advance degree in medicine, research, teaching or related field. The program is focused on the fundamentals of science and is designed to be flexible in preparing students for upper division studies at the university. Through proper advising and course selection, students can use the general science degree to pursue many diverse science fields. Students should be familiar with the admission requirements of the university they plan to attend.

Degree Requirements	Credit Hours: 66
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
BIO110 General Biology I	4
CHEM111 General Chemistry I	4
Area IV. Social and Behavioral Sciences	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirements	(10 hours)
ENVS102 Environmental Science	4
SMET101 Introduction to Science, Math and Engineering Technology	3
SMET105 Computer Use for Technology	3

Approved Electives (20 hours)

BIO111	General Biology II	4
BIO127	General Botany	4
BIO142	General Zoology	4
BIO201	Medical Microbiology	4
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
CHEM105	Introduction to Chemistry	4
CHEM112	General Chemistry II	4
GEOL101	Survey of Earth Science	4
GEOL202	Earth History	4
MATH190	Trigonometry	4
MATH195	Calculus I	4
MATH212	Calculus II	4
PHYS111	Introduction to Physics	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

GENERAL STUDIES

Associate of General Studies Degree

Minimum of 63 Credit Hours

This flexible program is available for those who wish to tailor an associate degree to their own specific educational needs. The program will provide a variety of educational experiences and career opportunities. Since the program offers students a choice of general education core and electives, it is extremely important for the student to use care in course selection. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. If the primary goal involves occupational skills or personal growth, the student must consult with an LCC advisor before selecting courses.

Degree Requirements	Credit Hours: 63
General Education Core.....	(31 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science, -or-	
Area IV. Social and Behavioral Sciences, -or-	
Area V. Humanities and Fine Arts.....	(18 hours)
Approved Electives	(32 hours)

Approved electives can be selected from the following prefixed courses:

ACCT, AG, AH, ANTH, ART, ASE, BIO, BUS, CCT, CHEM, CJ, CS, CSA, DTEC, ECME, ECON, EDUC, ELEC, ENG, ENVS, EQU, FS, GEOL, HD, HIST, HPS, LAW, MATH, MGMT, MKT, MMC, MS, MUS, NRSG, OADM, PE, PHIL, PHYS, POLS, PSYC, SMET, SOC, SPAN, SPCH, THEO, THTR and VGD.

Requirements for the General Studies Associate Degree

- Student must be enrolled and successfully complete at least 3 credit hours at LCC during the term the degree is conferred and posted.
- A student who has previously earned an associate degree from LCC is ineligible to receive the General Studies degree.
- The Associate of General Studies degree will not be awarded concurrently with any other associate degree offered by LCC.
- A student earning the Associate of General Studies degree from LCC is ineligible to receive the Vocational/Technical Studies degree.
- All 32 credit hours in Approved Electives must be completed at LCC and all courses must be completed within 5 years of term of graduation.
- Courses may only be used once to satisfy any general education core and approved elective requirements.
- No more than 1 credit hour in physical education may be used to satisfy the 32 credit hour approved electives requirement.
- Directed Study courses, Selected Topic courses, Proficiency courses and courses below the 100 level cannot be used to satisfy the 32 credit hour approved electives requirement.

LIBERAL ARTS
 Associate of Arts Degree
 Minimum of 64 Credit Hours

The hallmark of a liberal arts education is the preparation it gives the student for lifelong learning and personal enhancement. While technical skills may become obsolete over time, skills gained through liberal arts coursework will not. Almost every profession requires the student to communicate, write, solve social problems, adapt to new situations, analyze information, and interact with a variety of people. These are skills assembled through liberal arts and are of great value to any employer.

Degree Requirements	Credit Hours: 64
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirement.....	(3 hours)
HD260 Critical Thinking and Problem Solving	3
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals	3

Approved Electives(22 hours)

ART106	Introduction to Drawing	3
ART146	Drawing II	3
ENG121	Introduction to Creative Writing/Fiction	3
ENG131	Introduction to Journalism	3
ENG220	Short Fiction	3
HIST233	Hispanics in the Southwest	3
MUS229	Music Theory I	3
PE116	Step Aerobics	1
PE117	Kickboxing and Step Combo	1
PE135	Yoga	1
PE138	Self-Defense Karate	1
PSYC258	Abnormal Psychology	3
PSYC263	Human Sexuality	3
SPAN100	Conversational Spanish	3
SPAN101	Beginning Spanish I	3
SPAN102	Beginning Spanish II	3
SPCH112	Interpersonal Communication	3
SPCH212	Organizational Communication	3
THTR125	Acting I	3

Note: No more than one credit hour in physical education may be used to satisfy the 22 credit hour approved electives requirement. Courses may only be used once to satisfy any general education core, program and approved elective requirements. Additional approved elective courses can be selected from Area IV and V of LCC's General Education Core Curriculum. Students are strongly encouraged to consult with their LCC advisor for proper advising and course selection.

MEDIA ART AND FILM TECHNOLOGY

Associate of Applied Science Degree

Minimum of 63 Credit Hours

The Associate of Applied Science degree in Media Art and Film Technology is designed to prepare students with entry-level job skills in the media industry. The program focuses on the use of media technology as well as the basics of visual design and composition. The curriculum offers theory, research and hands-on experience with an emphasis on developing proficiency in the use of multimedia tools and computer software.

Students interested in employment opportunities as Film Technicians in the film industry are encouraged to complete program electives: MMC154, MMC170, MMC174, MMC178 and MMC270.

Degree Requirements	Credit Hours: 63
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirements.....	(18 hours)
MMC101 Introduction to Mass Media Communications	3
MMC105 Visual Concepts	3
MMC115 Principles of Multimedia	3
MMC130 Introduction to Media Arts	3
MMC135 Introduction to Digital Filmmaking	3
MMC295 Media Capstone	3

Approved Electives		(9 hours)
MMC120	Screenwriting	3
MMC138	Introduction to Digital Photography	3
MMC154	Introduction to Film Production Workflow	3
MMC161	Introduction to Film History	3
MMC170	Film Crew I	3
MMC174	On-Set Production Techniques	3
MMC178	Location Production Techniques	3
MMC211	Media Ethics	3
MMC230	Intermediate Media Arts	3
MMC235	Intermediate Digital Filmmaking	3
MMC250	Mass Media Internship	3
MMC270	Film Crew II	12
THTR125	Acting I	3

MILITARY STUDIES

Associate of Applied Science Degree

Minimum of 61 Credit Hours

The Military Studies degree is a leadership program designed for individuals serving in the profession or who seek military as a career choice. The curriculum provides coursework in communication skills, organizational behavior, teamwork, motivation and the decision-making process. An Emphasis is placed on leadership skills. Since the program offers students a choice of general education core and electives, it is extremely important for the student to use care in course selection. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. If the primary goal involves occupational skills or personal growth, the student must consult with an LCC advisor before selecting courses. This degree can be completed online.

Degree Requirements	Credit Hours: 61
General Education Core.....	(31 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science, -or-	
Area IV. Social and Behavioral Sciences, -or-	
Area V. Humanities and Fine Arts.....	(18 hours)
Program Requirements.....	(21 hours)
MS125 Military Professionalism	3
MS130 Introduction to Military Literature	3
MS140 Military Leadership: Theory and Practice	3
MS215 American Military History	3
MS230 Military Instructional Methods	3
MS240 Military Theory	3
MS295 Military Capstone	3

Approved Electives		(9 hours)
MS105	Military Leadership I	3
MS110	Military Leadership II	3
MS115	Military Tactics and Strategies	3
MS120	Military Camp Training	3
MS200	Military History I	3
MS205	Military History II	3
MS270	Military Internship	3

NURSING PROGRAM

Program Curriculum

The Luna Community College Nursing Program is approved by the New Mexico State Board of Nursing and accredited by the National League for Nursing Accreditation Commission (NLNAC).

Luna Community College offers an Associate of Applied Science Degree in Nursing, with an exit option for Practical Nursing after completion of the first year of nursing. The mission of the nursing department is to prepare nurses to provide culturally competent, community-based entry level nursing care. Nursing is a rewarding career in high demand, which offers many challenges and opportunities within diverse health care settings. The nursing program is approved by the New Mexico Board of Nursing.

Upon successful completion of the first year nursing courses (Level I), a student receives a Practical Nursing Certificate and is eligible to take the PN National Council Licensure Examination (NCLEX) following successful passage of a PN Predictor Test. Upon successful completion of the second year nursing courses (Level II), a student receives an Associate of Applied Science Degree in Nursing and is eligible to take the RN NCLEX following successful passage of an RN Predictor Test. Graduates are encouraged to continue on toward completion of a Bachelor of Science in nursing offered at some four-year universities.

Admission to the college does not assure admission to the nursing program. Program capacity requires limited enrollment. Applicants are rank-ordered based on cumulative points earned on selection criteria. The program is vigorous and requires a full-time commitment, extensive reading outside of the classroom, and travel out of the area. **Because of the program intensity, limited employment is recommended.**

Due to rapid changes in health care and state mandated changes, the department must review and revise the curriculum on an ongoing basis. Changes can be anticipated regarding admission requirements, course requirements, and program policies. Students are advised to seek initial and continuous advisement from the ACCESS Center.

Admission Requirements:

Practical Nursing Program (Level I)

Applicants to the first year (Level I) must:

1. Be at least 18 years of age.
2. Meet LCC admission requirements.

3. Meet minimum college admission requirements for math, reading and writing proficiency skills. Those interested in pursuing a Bachelor's degree after completion of the RN nursing program are encouraged to complete additional courses such as General Chemistry, Statistics, Algebra, Introduction to Sociology or Anthropology, Technical Writing and some type of class that insures computer literacy skills.
4. Complete prerequisite courses (AH113, BIO217, BIO218, ENG111 and PSYC101) with a GPA of 2.7 or higher by the end of the spring semester prior to anticipated entry into the nursing program. AH210 and PSYC242 must be completed by the time of entry into the nursing component. AH113 and AH210 were previously offered as BIO103 and BIO210. Additionally, BIO217 and BIO218 must be completed within five (5) years prior to entry into the nursing program. If a student returns after three years after failing three nursing core classes, student must also meet these BIO217 and BIO218 requirements within the last five (5) years.
5. Achieve a passing score on entry exam as determined by nursing faculty. Currently the examination utilized by the program is the Test of Essential Academic Skills (TEAS). The exam must be taken by the end of the spring semester prior to anticipated entry into the program. Test dates, fee information, and registration are available at the nursing office. Scores are valid for one year. Applicants may take the test during the fall and spring semester. Each test will be reviewed and the highest score will be used toward calculating admission points. Students scoring below the required passing score and in need of remediation are encouraged to enroll in the TEAS prep classes offered each semester.
6. Nursing assistant certification is required with competency of a selected number of basic skills upon admission. Applicants who do not have nursing assistant certification are required to complete a state approved course. The college offers AH105 to meet this requirement. AH105 was previously offered as CNA100. This requirement may be waived when evidence of alternate comparable training is formally presented.
7. Submit a nursing application packet by due date for subsequent fall admission. Packets are available at the nursing department by mid-March.

It is the student's responsibility to assure that all application documents are on file in the nursing department by the deadline outlined in the application packet including documentation of work experience in a health field. The application deadline is strictly adhered to.

Selection Criteria (Level I - PN Program)

Applicants are rank-ordered based on maximum points earned on cumulative GPA for AH113, BIO217, BIO218, ENG111 and PSYC101 prerequisite course requirements and points earned for in-district residency. Eligibility requires a minimum GPA of 2.7 for prerequisite courses and passing score on the entrance examination. Bonus points are issued for prerequisite courses AH210 and PSYC242. Bonus points are also issued for related health experience. A copy of the selection criteria form can be requested from the nursing department.

Selection of candidates takes place in early June. All applicants receive notification by mail. It is important to keep a current address on file in the nursing office.

Admission Requirements:

Associate of Applied Science Program (Level II)

Space is limited and priority is given to returning students who completed level I in the previous year. Criteria for returning students include:

1. A letter of intent to continue in the program.
2. Completion of level I program courses with a grade of "C" or higher.

Advanced Placement for LPNs

Applicants already licensed as practical nurses may apply for advanced placement. Applicants must:

1. Submit an official transcript from an approved LPN program for transfer of credit review. Course descriptions and/or syllabi may be required to determine if the course(s) are comparable. All coursework required for the first year at LCC must be met prior to acceptance into the RN program. **It may be necessary to complete some first level nursing courses as condition for admission into the program.**
2. Meet LCC admission requirements.
3. Meet with the department director to arrange for nursing skill competency testing.
4. Provide verification of a valid LPN license. At least one year clinical experience within the past five years is required.
5. Take a PN Predictor examination. Examination, fee, and registration information is available in the nursing department.

6. Submit nursing application packet to the nursing department prior to the beginning of the spring semester.

Applicants who are accepted into either the PN (Level I) or RN (Level II) program are required to:

1. Provide documentation of a physical examination and current immunization status. Forms are available at the Department of Health Sciences and are provided upon notification of admission into the program.
2. Present Cardio-Pulmonary Resuscitation (CPR) certification and maintain current certification throughout the program.
3. Obtain student nurse liability insurance and maintain coverage throughout the program.
4. Comply with program policies and procedures. A nursing student handbook is provided to all students during the first week of class.

NURSING

Associate of Applied Science Degree

Minimum of 73 Credit Hours

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075 that is outlined on page 77 to meet all graduation requirements.

Degree Requirements		Credit Hours: 73
General Education Core.....		(17 hours)
Area I. Communications		(6 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
Area III. Laboratory Science		(8 hours)
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
Area IV. Social and Behavioral Sciences		(3 hours)
PSYC101	Introduction to Psychology	3
Program Requirements - PN.....		(23 hours)
NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Introduction to Nursing/Wellness	5
NRSG111	Health Assessment Practicum	2
NRSG115	Common Health Problems	5
NRSG116	Common Health Problems Practicum	2
NRSG118	Family Nursing I	2
NRSG119	Family Nursing I Practicum	1
NRSG244	Pharmacotherapeutic Interventions I	2
NRSG245	Pharmacotherapeutic Interventions II	2

Program Requirements - RN(19 hours)

NRSG216	Mental Health Nursing	2
NRSG217	Mental Health Nursing Practicum	1
NRSG218	Family Nursing II	2
NRSG219	Family Nursing II Practicum	1
NRSG220	Management of Client Care within the Community	2
NRSG222	Transitional Practicum	2
NRSG224	Adult Nursing I	2
NRSG225	Adult Nursing I Practicum	1
NRSG234	Adult Nursing II	2
NRSG235	Adult Nursing II Practicum	2
NRSG254	Pharmacotherapeutic Interventions III	1
NRSG255	Pharmacotherapeutic Interventions IV	1

Related Studies.....(12 hours)

AH113	Medical Terminology	2
AH210	Nutrition	3
BIO201	Medical Microbiology	4
PSYC242	Developmental Life Span	3

Approved Electives(2 hours)

ANTH103	Introduction to Anthropology	3
CHEM111	General Chemistry I	4
CSA150	Computer Fundamentals	3
MATH130	Statistics	3
NRSG202	Geriatric Nursing	2
NRSG241	Pathophysiology I	3
NRSG242	Pathophysiology II	3
SOC101	Introduction to Sociology	3
SPAN101	Beginning Spanish I	3
SPAN212	Spanish for Health Professionals	3

Additional Program Requirement:

The Registered Nurse (RN) ATI Predictor Assessment Test is part of program completion. A passing score as determined by LCC's Nursing faculty is required in order to release the student's Certification of Graduation to the Board of Nursing for RN-NCLEX licensing. An RN graduate student has until the end of May to schedule their ATI comprehensive predictor. Students who fail the ATI Predictor Assessment must complete an approved NCLEX review course at their expense before retesting for their ATI predictor.

OFFICE ADMINISTRATION

Associate of Applied Science Degree

Minimum of 63 Credit Hours

The Associate of Applied Science degree in Office Administration provides skills needed for an individual to succeed in a career as an administrative assistant, office supervisor, receptionist or related field. The intent of the program is to prepare graduates to become effective support personnel in a professional office environment. Students in the Office Administration program are required to consult with their LCC advisor for proper advisement and course selection.

Degree Requirements	Credit Hours: 63
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
ECON208 Principles of Macroeconomics (required course)	
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(20 hours)
ACCT200 Accounting Principles I	4
CSA150 Computer Fundamentals	3
CSA233 Desktop Publishing	4
MGMT211 Business Ethics	3
OADM206 Business Writing	3
OADM207 Administrative Office Procedures	3

Approved Electives		(7 hours)
ACCT201	Accounting Principles II	4
ACCT218	QuickBooks	4
BUS105	Introduction to Business	3
CSA208	Microsoft Access	3
CSA217	Microsoft Excel	3
CSA242	Web Design	3
LAW242	Business Law	3
OADM219	Legal Office Procedures	4
OADM223	Medical Office Procedures	4
OADM235	Office Administration Internship	3

PRE-ENGINEERING
 Associate of Science Degree
 Minimum of 63 Credit Hours

The Associate of Science degree in Pre-Engineering is designed to provide students a set of skills and courses that will transfer into a four-year engineering program, mathematics, or related field. The intent of the program is to develop student interest in Science, Technology, Engineering and Mathematics (STEM), expose students to STEM curriculum, and foster the pursuit of advance degrees at the university level. Students are strongly encouraged to consult with their LCC advisor for proper advising and course selection.

Degree Requirements	Credit Hours: 63
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science	(8 hours)
CHEM111 General Chemistry I	4
PHYS115 General Physics I	4
Area IV. Social and Behavioral Sciences	(9 hours)
Area V. Humanities and Fine Arts.....	(6 hours)
Program Requirements.....	(20 hours)
CS105 Introduction to Computer Science	3
MATH190 Trigonometry	4
MATH195 Calculus I	4
SMET101 Introduction to Science, Math and Engineering Technology	3
SMET105 Computer Use for Technology	3
SMET117 Introduction to Engineering	3

Approved Electives(7 hours)

ASE101	Introduction to Renewable Energy	3
ASE202	Solar and Wind Energy	4
CS112	Introduction to Operating Systems	3
CS121	Introduction to Programming	4
DTEC101	Engineering Graphics and Basic AutoCAD	3
DTEC107	Intermediate AutoCAD	3
DTEC109	Introduction to Architectural Drafting	3
ELEC101	Electronic Circuits/DC	4
ELEC102	Electronic Circuits/AC	4
ELEC204	Digital Electronic Circuits	4
MATH130	Statistics	3
MATH202	Discrete Mathematics	4
MATH212	Calculus II	4
MATH213	Calculus III	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

SPORTS PERFORMANCE

Associate of Applied Science Degree

Minimum of 63 Credit Hours

The Associate of Applied Science Degree in Sports Performance is designed for students whose primary interest is in individual sporting careers or coaching. The structured curriculum will provide a foundation to develop skills appropriate for sports performance and/or advanced degree opportunities. Transfer credits are determined by the receiving institution on a course-by-course basis. The program follows National Standards for Sport Coaches.

Degree Requirements	Credit Hours: 63
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science	(8 hours)
Area IV. Social and Behavioral Sciences	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
Program Requirements.....	(18 hours)
HPS115 First Aid and CPR for Sports	3
HPS125 Introduction to Sports Psychology	3
HPS150 Fundamentals of Coaching	3
HPS160 Nutrition for Exercise and Sport	3
HPS210 Administration and Evaluation	3
HPS295 Sports Performance Capstone	3
Approved Electives	(9 hours)
HPS205 Sports in America: A Historical Perspective	3
HPS211 Coaching/Officiating Baseball/Softball	3
HPS226 Coaching/Officiating Football	3
HPS229 Coaching/Officiating Basketball	3
HPS245 Sports Leadership	3
HPS250 Sports Internship	4

TEACHER EDUCATION
 Associate of Arts Degree
 Minimum of 62 Credit Hours

The Associate of Arts Degree in Teacher Education includes courses in the general field of elementary and secondary education as well as supplementary courses that may reflect an area of specialization. The degree also prepares the student for a career as an educational paraprofessional. Students pursuing this program are encouraged to pursue a Bachelor of Arts degree in elementary or secondary education.

Degree Requirements	Credit Hours: 62
General Education Core.....	(36 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	3
Area II. Mathematics.....	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science.....	(8 hours)
Area IV. Social and Behavioral Sciences	(6 hours)
Area V. Humanities and Fine Arts.....	(9 hours)
From at least 2 different disciplines	
HIST220 History of New Mexico (required course)	
Program Requirements.....	(23 hours)
ECME123 Introduction to Reading and Literacy Development	3
EDUC102 Health, Safety and Nutrition	2
EDUC105 Introduction to Teaching	3
EDUC201 Child Growth, Development and Learning	3
EDUC205 Teaching Elementary School Mathematics	3
EDUC214 Introduction to Special Education	3
EDUC220 Multicultural Education	3
EDUC225 Teacher Education Practicum	3
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals	3

VOCATIONAL/TECHNICAL STUDIES

Associate of Applied Science Degree

Minimum of 63 Credit Hours

The Associate of Applied Science Degree in Vocational/Technical Studies is designed for students whose primary interest is in the vocational or technical fields and who have completed or are pursuing a certificate in one of the following areas: Automotive Collision Repair Technology, Automotive Technology, Barbering, Building Technology, Cosmetology, Culinary Arts, Dental Assistant, Electrical Wiring Technology or Welding Technology.

The structured curriculum enhances the students' chosen vocational or technical course of study with a general education component and related study electives selected in consultation with an advisor. The structured degree program enhances the students' job and advanced degree opportunities. Transfer credits are determined by the receiving institution on a course-by-course basis.

Degree Requirements	Credit Hours: 63
General Education Core.....	(23 hours)
Area I. Communications	(6 hours)
ENG111 Freshman Composition I	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics.....	(4 hours)
MATH116 Intermediate Algebra	4
Area III. Laboratory Science.....	(4 hours)
Area IV. Social and Behavioral Sciences	(6 hours)
Area V. Humanities and Fine Arts.....	(3 hours)
Related Studies.....	(3 hours)
CSA150 Computer Fundamentals -or-	3
SMET105 Computer Use for Technology	3

Combined Certificate and

Approved Elective Requirements(37 hours)

Approved elective courses require academic advisor approval.

Note: Courses may only be used once to satisfy any general education core, program and approved elective requirements.

**CERTIFICATE
ACADEMIC PLANS**

ACCOUNTING
Certificate
Minimum of 32 Credit Hours

The Certificate in Accounting is designed to teach students accounting principles and practices. The purpose of the certificate is to provide students entry-level accounting skills for employment opportunities.

Coursework in the Accounting Certificate can be applied toward the Associate of Applied Science Degree in Accounting. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements		Credit Hours: 32
Program Requirements.....		(26 hours)
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT210	Managerial Accounting	4
ACCT218	QuickBooks	4
ACCT221	Introduction to Intermediate Accounting	4
BUS120	Principles of Finance	3
CSA150	Computer Fundamentals	3
Approved Electives		(6 hours)
ACCT110	Payroll Accounting	3
ACCT202	Introduction to Cost Accounting	4
ACCT252	Individual Taxation	3
ACCT253	Individual Taxation Practicum	2
ACCT263	Accounting Internship	3

ALLIED HEALTH
Certificate
Minimum of 31 Credit Hours

The Certificate in Allied Health provides students with an educational background to facilitate possible admission into an Allied Health/Nursing program or employment opportunities in healthcare, such as medical office assistant or nursing assistant. The intent of the certificate is to provide foundational knowledge in the Allied Health Profession.

Students interested in pursuing a career as a medical office assistant should complete the following electives: CSA150, HD260, OADM223, SPAN212 and SPCH112. Students interested in pursuing a career as a nursing assistant should complete the following electives: AH105, AH210, BIO201, PSYC242 and SPAN212.

Coursework in the Allied Health Certificate can be applied toward the Associate of General Studies Degree. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075 that is outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 31
Program Requirements.....	(16 hours)
AH113 Medical Terminology	2
BIO217 Human Anatomy and Physiology I	4
BIO218 Human Anatomy and Physiology II	4
ENG111 Freshman Composition I	3
PSYC101 Introduction to Psychology	3
Approved Electives	(15 hours)
AH105 Nursing Assistant Training	4
AH210 Nutrition	3
BIO201 Medical Microbiology	4
CSA150 Computer Fundamentals	3
HD260 Critical Thinking and Problem Solving	3
OADM223 Medical Office Procedures	4
PSYC242 Developmental Life Span	3
SPAN212 Spanish for Health Professionals	3
SPCH112 Interpersonal Communication	3

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

Certificate

Minimum of 36 Credit Hours

The automotive collision repair technology certificate program is designed in conjunction with the automotive technology and the welding technology programs to produce a highly knowledgeable and skilled entry level collision repair technician. The program covers all aspects of auto body repairs, metalworking, plastic repairs, panel replacements, restoration, refinishing, custom refinishing, basic structural repairs, damage estimating, student portfolio design and collision repair shop management.

The program follows the Automotive Service Excellence (ASE) and the National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 36
Program Requirements.....	(33 hours)
AUTO100 Automotive Fundamentals	4
AUTO154 Steering and Suspension	4
CRT100 Introduction to Collision Repair	3
CRT105 Introduction to Refinishing	3
CRT110 Collision Repair Shop Management	3
CRT115 Metal Working	3
CRT120 Collision Repair II	3
CRT125 Refinishing II	3
CRT130 Auto Restoration and Customizing	3
CRT140 Estimation for Collision Repair	3
CRT295 CRT Capstone	1
Approved Electives	(3 hours)
AUTO104 Electrical and Electronic Systems I	5
CRT135 Introduction to Airbrushing	3
SMET105 Computer Use for Technology	3
WLDG105 Introduction to Welding	3

AUTOMOTIVE TECHNOLOGY

Certificate

Minimum of 53 Credit Hours

The program prepares students for the automotive industry. It provides students with the skills needed for a job as an entry-level line technician. It covers the automobile in every area such as chassis systems, electrical systems, fuel systems, climate control systems, drive train systems, and engine repair and engine performance. This program also provides upgrades in skills for technicians already working in the automotive industry. Demonstration of appropriate automotive skills to the faculty advisor is required.

The program follows the Automotive Service Excellence (ASE) and National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 53
Program Requirements.....(51 hours)	
AUTO100 Automotive Fundamentals	4
AUTO104 Electrical and Electronic Systems I	5
AUTO106 Engine Performance I	5
AUTO108 Manual Transmissions and Drivetrain	4
AUTO120 Engine Repair	5
AUTO124 Heating and Air Conditioning	4
AUTO126 Engine Performance II	5
AUTO128 Automatic Transmissions and Drivetrain	5
AUTO135 Brakes	4
AUTO137 Electrical and Electronic Systems II	5
AUTO154 Steering and Suspension	4
AUTO295 Automotive Technology Capstone	1
Approved Electives(2 hours)	
AUTO101 General Automotive Service	2
AUTO161 Introduction to Diesel Mechanics	4
CRT100 Introduction to Collision Repair	3
MGMT218 Principles of Small Business Management	4
SMET105 Computer Use for Technology	3
WLDG105 Introduction to Welding	3

BARBERING

Certificate

Minimum of 55 Credit Hours

The primary purpose of this program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in barbering or a related career field.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 55
Program Requirements.....	(55 hours)
BARB252 Shaving and Beard Trimming	2
BARB260 Barber Clinic Practice	4
CSMT109 Cosmetology Theory I	4
CSMT118 Shampoo, Rinses and Scalp Treatments	4
CSMT123 Sterilization, Sanitation and Bacteriology	4
CSMT126 Hair Cutting	5
CSMT139 Cosmetology Theory II	4
CSMT143 Facials	4
CSMT152 Chemical Rearranging	5
CSMT209 Cosmetology Theory III	4
CSMT217 Hair Coloring and Bleaching	4
CSMT222 Hairstyling	5
CSMT239 Cosmetology Theory IV	4
CSMT243 Salon Business and Retail Sales	2

BUILDING TECHNOLOGY

Certificate

Minimum of 31 Credit Hours

This program prepares students with entry-level job skills in the building technology profession. Students are involved with all phases of construction to include: foundation, footings, blueprint reading, site layout, interior/exterior finish, roofing, as well as floor, wall and roof framing. Safety is covered in accordance with procedures and practices. Students will gain on-site observation and experience. With advisement, the Building Technology Certificate can assist students in obtaining National Center for Construction Education and Research (NCCER) and Associate General Contractors of American (AGC) Journeyman Certifications.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, READ075 and MATH095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements		Credit Hours: 31
Program Requirements.....		(22 hours)
BT112	Building Construction I	3
BT113	Building Construction Application I	4
BT114	Building Construction II	3
BT115	Building Construction Application II	4
VOC109	Fundamentals of Vocational Education	4
VOC117	Blueprint Reading and Construction Math	4
Approved Electives		(9 hours)
BT130	Basic Plumbing Principles	4
BT142	Building Construction III	4
BT143	Building Construction Application III	4
BT154	Building Construction IV	4
BT155	Building Construction Application IV	4
BT207	International Building Code	4
BT215	Concrete Finishing I	4
BT231	Concrete Finishing II	4
BT232	Concrete Finishing Application II	4
FCMK100	Introduction to Furniture and Cabinet-Making	3
FCMK104	Planning, Layout and Design	3
FCMK118	Advanced Furniture and Cabinet Design	3
FCMK130	Advanced Woodworking Projects	3

COMPUTER APPLICATION SPECIALIST

Certificate

Minimum of 32 Credit Hours

Computer training is essential for any career in today's world. The purpose of the Computer Application Specialist Certificate is to develop technical expertise in computer technology and its applications. The curriculum is focused on knowledge and understanding of common office application software, computer hardware and software components, introduction to operating systems, and introduction to computer networks. Under approved electives, students will have the opportunity to choose from a variety of computer courses.

Coursework in the Computer Application Specialist Certificate can be applied toward the Associate of Applied Science Degree in Computer Science. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements		Credit Hours: 32
Program Requirements.....		(17 hours)
CS105	Introduction to Computer Science	3
CS112	Introduction to Operating Systems	3
CS121	Introduction to Programming	4
CS130	Introduction to Networking	4
CSA150	Computer Fundamentals -or-	3
SMET105	Computer Use for Technology	3
Approved Electives		(15 hours)
CS140	Computer Science I	4
CS215	Java Programming	4
CS220	A+ Essentials with Practical Applications	4
CS231	LINUX+	3
CS245	Security+	3
CS248	Web Design and Programming	3
CS261	Network Concepts I	3
CS267	Network Concepts II	3
CSA208	Microsoft Access	3
CSA217	Microsoft Excel	3
CSA233	Desktop Publishing	4
CSA242	Web Design	3

COSMETOLOGY

Certificate

Minimum of 62 Credit Hours

Cosmetology is a personal service occupation. The Cosmetology program is designed to meet the standards established by the New Mexico State Board of Barbers and Cosmetologists. Upon successful completion of 1600 clock hours as required by the State Board of Cosmetology, students are eligible to take the State Board examination for licensure as a cosmetologist. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in New Mexico. Additionally, graduates can apply for licensing by reciprocity in other states.

The cosmetology curriculum covers theory and lab in the following State Board requirements: sterilization, sanitization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hairstyling, hair coloring, bleaching, highlighting, hair cutting, facials, manicuring, pedicuring, salon management, and retail sales. After successful completion of fifteen percent of the program, the student will be able to practice skills for the public in the college's salon lab.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 62
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Program Requirements.....	(62 hours)
CSMT109	Cosmetology Theory I 4
CSMT118	Shampoo, Rinses and Scalp Treatments 4
CSMT123	Sterilization, Sanitation and Bacteriology 4
CSMT126	Hair Cutting 5
CSMT139	Cosmetology Theory II 4
CSMT143	Facials 4
CSMT148	Manicuring and Pedicuring 4
CSMT152	Chemical Rearranging 5
CSMT209	Cosmetology Theory III 4
CSMT217	Hair Coloring and Bleaching 4
CSMT222	Hairstyling 5
CSMT229	Cosmetology Externship 4
CSMT239	Cosmetology Theory IV 4
CSMT243	Salon Business and Retail Sales 2
CSMT254	Personal and Community Health 2
CSMT260	Cosmetology Clinic Practice 3

CRIMINAL JUSTICE

Certificate

Minimum of 36 Credit Hours

This program is an interdisciplinary course of study in the areas of law enforcement, substantive law, court structure and process, and corrections as integral components of the criminal justice system. An emphasis is placed on the historical, psychological, sociological, and political aspects within criminal justice.

Coursework in the Criminal Justice Certificate can be applied toward the Associate of Arts Degree in Criminal Justice. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 36
Program Requirements.....	(15 hours)
CJ111 Introduction to Criminal Justice	3
CJ200 Professional Ethics	3
CJ201 Criminal Law	3
CJ225 Criminal Procedure	3
CJ233 Report Writing and Documentation	3
Related Studies.....	(9 hours)
CJ121 Introduction to Corrections	3
CJ131 Introduction to Law Enforcement	3
CJ205 Probation, Parole and Community Corrections	3
CJ215 Juvenile Justice System	3
CJ221 Law Enforcement and Community Relations	3
CJ231 Criminal Investigation	3
Approved Electives	(12 hours)
ANTH221 Cultures of the World	3
CJ210 Deviant Behavior	3
CSA150 Computer Fundamentals	3
LAW242 Business Law	3
POLS151 American National Government	3
PSYC101 Introduction to Psychology	3
SOC101 Introduction to Sociology	3
SPAN101 Beginning Spanish I	3

CULINARY ARTS

Certificate

Minimum of 35 Credit Hours

Luna Community College's Culinary Arts curriculum incorporates the American Culinary Federation's standards for knowledge and skill competencies. This program emphasizes hands-on learning in our state-of-the-art kitchen laboratory. Each class focuses on professional food production in a commercial kitchen and prepares students for entry-level positions within the foodservice industry. Students learn how to handle food safely, follow standards of culinary professionalism and develop basic cooking skills. Classroom instruction emphasizes the business of cooking and giving students a fundamental understanding of managerial work in the foodservice industry.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements		Credit Hours: 35
Program Requirements.....		(26 hours)
BAKE102	Baking Principles	4
CUL101	Culinary Concepts and Mathematics	3
CUL107	Current Topics in Food Safety	1
CUL115	Serv-Safe® Certification	1
CUL140	Catering	2
CUL140L	Catering Lab	2
CUL208	Culinary Arts Practicum	4
CUL220	French and Italian Kitchen	3
CUL230	Global Kitchen	3
CUL237	Restaurant Experience	1
CUL237L	Restaurant Experience Lab	2
Related Studies.....		(3 hours)
CSA150	Computer Fundamentals	3

Approved Electives		(6 hours)
BAKE140	Intermediate Baking Principles	3
BAKE160	Bread Baking	3
BAKE208	Specialty Pastry Skills	2
CUL120	Introduction to Vegetables and Starches	3
CUL122	Introduction to Meats, Poultry and Fish	3
CUL123	Introduction to Stocks, Soups and Sauces	3
CUL128	Garde Manger	3
CUL250	Healthy Cooking Techniques	3

DENTAL ASSISTANT
Certificate
Minimum of 51 Credit Hours

Dental assistants perform a growing variety of duties in the dental field. Duties include but are not limited to: therapeutic communication, multicultural interaction, psychology, oral health, preventive techniques, nutrition, chair side instrumentation, infection control, equipment safety, equipment maintenance, dental office emergencies and pain/anxiety management. The New Mexico State Board of Dental Health has implemented new standards that include certification in coronal polishing, topical fluoride as well as pit and fissure sealants. The assistant is responsible for all preparation of dental office procedures, chair side assisting, and reception activities. The demanding versatility requires a person dedicated to the profession and a commitment to function as a dental health care team member.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075 that is outlined on page 77 to meet all graduation requirements.

Certificate Requirements		Credit Hours: 51
Program Requirements.....		(37 hours)
DENT103	Dental Materials	5
DENT109	Preventative Dentistry/Oral Health Care	1
DENT118	Dental Assisting	3
DENT119	Dental Terminology	1
DENT128	Community Field Experience	1
DENT145	Bio-Dental Science	3
DENT160	Dental Radiology	4
DENT167	Oral Medicine	2
DENT170	Clinical Training/Practicum I	7
DENT209	Professional Ethics	2
DENT220	Dental Office Management	2
DENT226	Dental Pharmacology	1
DENT233	Laboratory Procedures	2
DENT270	Clinical Training/Practicum II	3

Related Studies.....(14 hours)

AH113	Medical Terminology ¹	2
CSA150	Computer Fundamentals ¹	3
ENG111	Freshman Composition I ¹	3
PSYC101	Introduction to Psychology ¹	3
SPCH111	Public Speaking ¹ -or-	3
SPCH112	Interpersonal Communication ¹	3

Note: ¹ Dental Assistant prerequisite courses of AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112 must be completed prior to entrance into the program. AH113 and MATH075 were previously offered as BIO103 and MATH105 respectively.

EARLY CHILDHOOD DEVELOPMENT

Certificate

Minimum of 32 Credit Hours

The Early Childhood Development Program provides an innovative and practical approach to early childhood development for children birth through eight years of age. The program is designed to enhance parental and professional growth. The program curriculum is based upon the seven general early childhood education competency areas of the New Mexico Public Education Department in early childhood education (birth to third grade). The majority of the practical experience will occur at the Nick Salazar Early Childhood Education Center Preschool or at an appropriate setting as approved by the faculty advisor.

Coursework in the Early Childhood Development Certificate can be applied toward the Associate of Arts Degree in Early Childhood Multicultural Education. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 32
Program Requirements.....	(29 hours)
ECME110 Professionalism	2
ECME123 Introduction to Reading and Literacy Development	3
ECME130 Curriculum Development and Implementation I	3
ECME135 Curriculum Development and Implementation Practicum I	2
ECME230 Curriculum Development and Implementation II	3
ECME235 Curriculum Development and Implementation Practicum II	2
ECME240 Guiding Young Children	3
ECME257 Assessment of Children and Evaluation of Programs	3
ECME260 Family and Community Collaboration	3
EDUC102 Health, Safety and Nutrition	2
EDUC201 Child Growth, Development and Learning	3
Approved Electives	(3 hours)
CSA150 Computer Fundamentals	3
SPCH111 Public Speaking	3

ELECTRICAL WIRING TECHNOLOGY

Certificate

Minimum of 30 Credit Hours

The program prepares students with entry-level job skills as an electrical apprentice in residential and commercial wiring fields, under the supervision of a licensed Journeyman Electrician. Certain courses are offered for individuals who may want to update their present skills. Safety is covered in accordance with procedure and practices of each major component.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements		Credit Hours: 30
Program Requirements.....		(30 hours)
EWRG100	Fundamentals of AC/DC Electricity	4
EWRG102	Residential Electricity	4
EWRG105	Photovoltaics Design	3
EWRG107	Photovoltaics Maintenance and Operation	4
EWRG200	Commercial Electricity	4
EWRG201	AC/DC Motor Control	3
VOC109	Fundamentals of Vocational Education	4
VOC117	Blueprint Reading and Construction Math	4

FIRE SCIENCE

Certificate

Minimum of 30 Credit Hours

The Certificate in Fire Science prepares students for service in fire protection. It is designed for individuals serving in the profession and as a preparatory program for individuals seeking a career in the fire service. The program is aligned with the Fire and Emergency Services Higher Education (FESHE) Model Curriculum.

Coursework in the Fire Science Certificate can be applied toward the Associate of Applied Science Degree in Fire Science. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 30
Program Requirements..... (18 hours)	
FS118 Principles of Emergency Services	3
FS133 Building Construction for Fire Protection	3
FS165 Fire Prevention	3
FS170 Fire Behavior and Combustion	3
FS214 Fire Protection Systems	3
FS232 Firefighter Safety and Survival	3
Approved Electives (12 hours)	
FS110 Hazardous Materials Responder	3
FS115 Introduction to Firefighting	4
FS120 Wildland Fire Control	3
FS125 Firefighter I	4
FS130 Fire and Life Safety Education	3
FS135 Fire Protection Hydraulics and Water Supply	3
FS160 Fire Investigation I	3
FS180 Incident Command	3
FS205 Firefighting Strategy and Tactics	3
FS210 Firefighter Leadership	3
FS217 Hazardous Materials Chemistry	3
FS220 Fire Service Instructor I	3
FS224 Principles of Code Enforcement	3
FS230 Fire and Emergency Services Administration	3
FS281 Firefighter Internship	3

GENERAL EDUCATION

Certificate

Minimum of 36 Credit Hours

The General Education CORE Certificate prepares students for transfer to any four-year college or university in the state. It also satisfies many or all of the CORE requirements contained in the associate degree programs offered at LCC. The certificate is also a good choice for students who are undecided as to their major or program choice. Additionally, the certificate program will give students opportunity to sample various disciplines to determine their educational goals.

Certificate Requirements		Credit Hours: 36
General Education Core.....		(36 hours)
Area I. Communications		(9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3
Area II. Mathematics.....		(4 hours)
MATH180	College Algebra	4
Area III. Laboratory Science.....		(8 hours)
BIO105	Biology for Non-Majors	4
BIO110	General Biology I	4
BIO111	General Biology II	4
BIO201	Medical Microbiology	4
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
CHEM105	Introduction to Chemistry	4
CHEM111	General Chemistry I	4
CHEM112	General Chemistry II	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
GEOL202	Earth History	4
PHYS111	Introduction to Physics	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

Area IV. Social and Behavioral Sciences	(9 hours)
ANTH103	Introduction to Anthropology 3
ANTH221	Cultures of the World 3
ECON208	Principles of Macroeconomics 3
ECON209	Principles of Microeconomics 3
POLS151	American National Government 3
POLS167	State and Local Government 3
PSYC101	Introduction to Psychology 3
SOC101	Introduction to Sociology 3

Area V. Humanities and Fine Arts.....	(6 hours)
ART110	Introduction to Art 3
ART210	Art History 3
ENG203	American Literature to 1865 3
ENG204	American Literature from 1865 3
HIST101	Western Civilization to 1500 3
HIST102	Western Civilization from 1500 3
HIST161	American History to 1865 3
HIST162	American History from 1865 3
HIST220	History of New Mexico 3
MUS108	Music Appreciation 3
MUS208	Music History 3
PHIL101	Introduction to Philosophy 3
THEO222	History of Christianity 3
THEO232	World Religions 3
THTR110	Introduction to Theater 3

OFFICE ADMINISTRATION

Certificate

Minimum of 30 Credit Hours

The Certificate in Office Administration provides skills needed for an individual to succeed in a career as an administrative assistant, office supervisor, receptionist or related field. The intent of the program is to prepare graduates to become effective support personnel in a professional office environment.

Coursework in the Office Administration Certificate can be applied toward the Associate of Applied Science Degree in Office Administration. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 30
Program Requirements..... (20 hours)	
ACCT200 Accounting Principles I	4
CSA150 Computer Fundamentals	3
CSA233 Desktop Publishing	4
MGMT211 Business Ethics	3
OADM206 Business Writing	3
OADM207 Administrative Office Procedures	3
Approved Electives (10 hours)	
ACCT201 Accounting Principles II	4
ACCT218 QuickBooks	4
BUS105 Introduction to Business	3
CSA208 Microsoft Access	3
CSA217 Microsoft Excel	3
CSA242 Web Design	3
LAW242 Business Law	3
OADM219 Legal Office Procedures	4
OADM223 Medical Office Procedures	4
OADM235 Office Administration Internship	3

PRACTICAL NURSING
 Certificate
 Minimum of 45 Credit Hours

Institutional Proficiency Requirement

In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH075 that is outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 45
General Education Core.....	(14 hours)
Area I. Communications	(3 hours)
ENG111 Freshman Composition I ¹	3
Area III. Laboratory Science.....	(8 hours)
BIO217 Human Anatomy and Physiology I ¹	4
BIO218 Human Anatomy and Physiology II ¹	4
Area IV. Social and Behavioral Sciences	(3 hours)
PSYC101 Introduction to Psychology ¹	3
Program Requirements - PN.....	(23 hours)
NRSG100 Math/Dosage Calculations	1
NRSG101 Therapeutic Communication	1
NRSG110 Introduction to Nursing/Wellness	5
NRSG111 Health Assessment Practicum	2
NRSG115 Common Health Problems	5
NRSG116 Common Health Problems Practicum	2
NRSG118 Family Nursing I	2
NRSG119 Family Nursing I Practicum	1
NRSG244 Pharmacotherapeutic Interventions I	2
NRSG245 Pharmacotherapeutic Interventions II	2

Related Studies.....		(8 hours)
AH113	Medical Terminology ¹	2
AH210	Nutrition ¹	3
PSYC242	Developmental Life Span ¹	3

Note: ¹ Practical Nursing prerequisite courses of AH113, AH210, BIO217, BIO218, ENG111, PSYC101 and PSYC242 must be completed prior to entrance into the program. AH113 and AH210 were previously offered as BIO103 and BIO210 respectively.

Additional Program Requirement:

The Practical Nursing (PN) ATI Predictor Assessment Test is part of program completion. Only students who enroll in and successfully complete NRSG130, Role Transition-PN are allowed to take the PN-ATI Predictor Assessment Test. A passing score as determined by LCC's Nursing faculty is required in order to release the student's Certification of Graduation to the Board of Nursing for PN-NCLEX licensing.

SMALL BUSINESS MANAGEMENT

Certificate

Minimum of 30 Credit Hours

The Small Business Management Certificate is designed to provide education in business theory and practical applications for business owners, managers, employees of small business firms, and individuals who plan to start a business. The curriculum provides an overview of accounting principles, marketing, finance, management, and computer applications.

Coursework in the Small Business Management Certificate can be applied toward the Associate of Applied Science Degree in Business Administration. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 30
Program Requirements.....	(30 hours)
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
BUS105 Introduction to Business	3
BUS120 Principles of Finance	3
CSA150 Computer Fundamentals	3
MGMT207 Principles of Management	3
MGMT211 Business Ethics	3
MGMT218 Principles of Small Business Management	4
MKT201 Principles of Marketing	3

WELDING TECHNOLOGY

Certificate

Minimum of 31 Credit Hours

The program prepares students with entry-level job skills in all phases of the welding industry and provides upgrading for those out in the field that need to acquire additional skills. Emphasis is placed on welding procedures used in the construction industry. Preparation for state certification is covered through the American Welders Society (AWS).

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 to meet all graduation requirements.

Certificate Requirements		Credit Hours: 31
Program Requirements.....		(25 hours)
VOC109	Fundamentals of Vocational Education	4
VOC117	Blueprint Reading and Construction Math	4
WLDG105	Introduction to Welding	3
WLDG118	Welding Level I	3
WLDG119	Welding Level I Application	4
WLDG211	Welding Level II	3
WLDG230	Welding Level III	4
Approved Electives		(6 hours)
WLDG133	Pipe and Plate Code Testing	4
WLDG140	Advanced Layout and Fabrication	3
WLDG148	Ornamental Art Welding	3

**COURSE
DESCRIPTIONS**

AG205 **Agriculture Management Principles** **3;(3,0)**

This course is designed to give the student an understanding of the basic principles of management in agriculture. Topics of interest include problem solving, marketing, communications, operations, personnel, and the management process.

AG250 **Agriculture Internship** **4;(0,8)**

This course provides the students with the opportunity to gain practical experience working in the agriculture industry. Internships are unique and negotiated between the student, employer/organization, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Student supervision is shared between the specific agency/organization and the faculty/advisor. *Prerequisite: Instructor approval.*

AG260 **Research Methods in General Agriculture** **3;(3,0)**

This capstone course is an overview of the General Agriculture program. The student will select a research project based on the agriculture curriculum. Topics include principles and methods of research, selection of a research project, analysis, writing process and revisions. The student is required to write an in-depth research paper in consultation with the instructor. The student presents the research paper to a committee of evaluators and makes a final public (oral) presentation. Course also includes comprehensive examination in General Agriculture. *Prerequisite: Instructor approval. Only students in their final semester of their final year should enroll in this class.*

ALLIED HEALTH (AH)

AH091 **TEAS Prep - Science** **1;(1,0)**

Previously offered as NRSG091.

This course will focus on the Test of Essential Academic Skills (TEAS) test preparation and review the basic concepts in science. The topics that will be addressed include science reasoning, life science, human body science, chemical science, physical science and general science.

AH092 **TEAS Prep - Mathematics** **1;(1,0)**

Previously offered as NRSG092.

This course will focus on the Test of Essential Academic Skills (TEAS) test preparation and to review the basic concepts in mathematics. The topics that will be discussed are numbers, operations, percents, ratios, proportions, algebra, measurements, graphs and diagrams.

AH093

TEAS Prep - English

1;(1,0)

Previously offered as NRSG093.

This course will focus on English and language usage in the five principal areas of language arts; punctuation, grammar, sentence structure, contextual words, and spelling. Using the study guide as the text to prepare for the Test of Essential Academic Skills (TEAS) which is required for admission into the LCC nursing program, the class will help students to develop and review essential knowledge that will lead to successful testing.

AH094

TEAS Prep - Reading

1;(1,0)

Previously offered as NRSG094.

This course will focus on the Test of Essential Academic Skills (TEAS) test preparation to understand the many facets of reading comprehension and how to apply that to test taking. This class will focus on types of reading, types of thinking and types of questions that will be given in the TEAS format.

AH105

Nursing Assistant Training

4;(3,2)

Previously offered as CNA100.

This course provides the basic knowledge and skills necessary by nursing assistants to deliver safe and effective care in an acute and long-term health care setting. The nursing assistant works under the direct supervision of a Licensed Practical Nurse or Registered Nurse within the guidelines set by the institution and New Mexico Department of Health and Human Services Department certification guidelines. Upon successful completion of this course, the student is eligible to take the New Mexico Nurse Aide Certification Examination.

AH113

Medical Terminology

2;(2,0)

Previously offered as BIO103.

This course offers a systematic study of medical terms for health professionals who need to acquire a medical vocabulary for their professional training. The student becomes proficient with prefixes, suffixes, and key words that formulate medical terms and the pronunciation of medical terms. A basic review of the major anatomical systems is included.

Previously offered as BIO210.

This course is geared for health occupation majors and provides a basic foundation of nutrition and the application of dietary modifications for clients within various health care settings. The overall goal is to encourage the consumer to take responsibility for his/her nutritional status and to provide ongoing education on nutrition. *Prerequisites: ENG095 and READ095 or equivalent COMPASS/ACT scores.*

ALTERNATIVE AND SUSTAINABLE ENERGY (ASE)

ASE101**Introduction to Renewable Energy****3;(3,0)**

This course investigates the recent technological developments and increasing concern over the sustainability and environmental impact of conventional fuel usage and the prospect of producing clean, sustainable power in substantial quantities from renewable energy sources. The course provides a comprehensive overview of the principal types of renewable energy--including solar thermal and photovoltaics, bioenergy, hydro, tidal, wind, wave, and geothermal. In addition, the course investigates the underlying physical and technological principles of renewable energy and examines the environmental impact and prospects of different energy sources.

ASE202**Solar and Wind Energy****4;(3,2)**

This course is designed to give the student theoretical and practical knowledge of electrical power generation and will investigate the new trend of distributed, stand alone power generation systems and renewable energy sources in electrical power systems. Students will gain an understanding of basic electricity, the electrical power industry, and the economics of electrical energy distribution. Students will also gain an understanding of the theory, design, applications, and installation of both stand-alone and grid-tied solar and wind energy generation systems with the laboratory providing examples of topics covered in lecture.

ANTHROPOLOGY (ANTH)

ANTH103**Introduction to Anthropology****3;(3,0)**

Bio-cultural factors underlying the origins and distributions of early humans and consecutive cultural and biological adaptations, up to the rise of civilization in the Old and New World. *NM Common Course Number: ANTH1113.*

CRT144

Airbrushing II

3;(2,4)

This is an intermediary painting course that provides the semi-experienced Airbrushing student with more time, new methods and techniques to enhance their airbrush painting skills. Students will have the opportunity to learn more deeply the relationships the airbrush has with the many different types of paints used in this industry. Also, students will gain hands-on during lectures with emphasis on special material, technical graphics, layout, transfer, intricate masking techniques and free hand Airbrush painting. This is a great course that gives the artist quality studio time to strengthen their skills. *Prerequisite: CRT135.*

CRT295

CRT Capstone

1;(1,0)

This course is for students in their final semester of the Collision Repair Technology Program and will prepare the student to take the comprehensive examination. Information/content will come from the core curriculum/program requirements. Study guides, pre-tests and group sessions will be utilized. Students must also submit a portfolio consisting of coursework completed throughout the core program. A sample Automotive Service Excellence (ASE) test will also be taken. *Prerequisites: AUTO100, CRT100, CRT105 and instructor approval.*

AUTOMOTIVE TECHNOLOGY (AUTO)

AUTO100

Automotive Fundamentals

4;(2,4)

This course provides the foundation of automotive technology with basic engine theory and operation. Includes lubrication and cooling systems, standards for safety and shop operations, also covers tools and supplies used in the industry. Maintenance procedures and schedules are also covered along with diagnostic concepts. Use of information systems, both printed and computer based, is covered. Industry opportunities and trends are covered along with customer service and professionalism. Practical applications are covered.

AUTO101

General Automotive Service

2;(1,2)

This course will include the functions and use of automobile components, procedures and methods of preventive maintenance, lubrication, servicing, wheel bearings, tire rotation, servicing oil, fuel, filters and battery. Practical applications are covered with an emphasis on safety. *Corequisite: AUTO100.*

AUTO104

Electrical and Electronic Systems I

5;(3,4)

This course covers basic automotive electricity, electronics fundamentals, theory and applications for automotive circuits. This course will also cover diagnosis and repair of electrical systems and schematic study. Battery, starting and charging systems are specifically studied in this course. *Corequisite: AUTO100.*

AUTO135 **Brakes** **4;(2,4)**

This course provides a foundation to the automotive brake system, including the fundamentals of brake systems. The course includes theory, inspecting and diagnosis practices with an emphasis on safety, along with repair procedures and inspection on specific equipment operation. *Corequisite: AUTO100.*

AUTO137 **Electrical and Electronic Systems II** **5;(3,4)**

This course will be a review of basic electricity and electronics leading into more advanced lighting systems, instrument panel, horn, windshield wiper/washer and other complex accessories found in the modern automobile. *Prerequisite: AUTO104.*

AUTO154 **Steering and Suspension** **4;(2,4)**

This course will provide a foundation to the automotive chassis system, including the fundamentals of the chassis system. The course includes theory, inspecting and diagnosing practices with an emphasis on safety, along with the repair procedures and specific equipment operation. Alignment procedures will also be covered. *Corequisite: AUTO100.*

AUTO161 **Introduction to Diesel Mechanics** **4;(2,4)**

This course will cover the study of diesel engines, basic systems or diesel engines such as mechanical structure, cooling, lubrications, fuel, storage, troubleshooting, and service are emphasized. Students will also study diagnosis and operating principles of diesel engines by use of diagrams, testing instruments and live engines.

AUTO295 **Automotive Technology Capstone** **1;(1,0)**

This course is for students in their final semester of the Automotive Technology Program. In this course the student will prepare for and take a comprehensive examination. Information/content will come from the core curriculum/program requirements. Study guides, pre-tests and group sessions will be utilized. Students must also submit a portfolio consisting of coursework completed throughout the core program. A sample Automotive Service Excellence (ASE) test will also be taken. *Prerequisites: AUTO100, AUTO104, AUTO106, AUTO135, AUTO154 and instructor approval.*

BAKING (BAKE)

BAKE102

Baking Principles

4;(2,4)

This course explores the role that different ingredients play in baking. Through tastings and lectures, students will become familiar with variations in baking ingredients. Through labs, students will discover how changes in ingredient quality; quantity and type can affect the final product. Students will produce the four basic French pastry doughs; the six categories of cake, and master the three mix methods for cookies. The fundamentals of cake decoration will also be taught.

BAKE140

Intermediate Baking Principles

3;(2,2)

This course is an intensive study of pastry and dessert making. Topics not covered in the introductory course will include: custards, sugar work and chocolate work. The course will also provide an in-depth exploration of classic European tarts, cakes, and cookies and will emphasize modern production and presentation methods. The course culminates in the design and execution of a multi-tiered cake of the student's own design.

BAKE160

Bread Baking

3;(2,2)

Students will master the techniques of producing consistent quick and yeast breads. Lectures will emphasize the chemistry of quick breads and the microbiology of yeast breads. Students will learn how to adjust sea-level recipes for altitude. Labs will emphasize a variety of production methods and will familiarize the student with equipment and techniques specific to bread baking.

BAKE208

Specialty Pastry Skills

2;(1,2)

This course explores in detail the extremes of the baker's art: viennoiserie and special-needs baking. Viennoiserie is the category of rich yeast pastry doughs that includes danishes, croissant and brioche. In order to satisfy customers with special dietary concerns, the professional baker needs to understand different religious and health restrictions related to food. This course teaches the techniques of developing and modifying recipes to create gluten-free, sugar-free, low-fat, kosher and vegan desserts.

BUILDING TECHNOLOGY (BT)

BT112 **Building Construction I** **3;(3,0)**

This course will include methods, procedures, and terms used in foundation, footing, and stem wall construction as well as lessons on structural material for floor, walls, and roof systems in accordance with the UBC. *Corequisite: VOC109.*

BT113 **Building Construction Application I** **4;(0,8)**

This course includes the hands-on application of foundation, footing, and stem wall construction as well as cutting and assembly of structural material for floor, walls, and roof systems in accordance with the UBC. Safety is stressed. *Corequisite: BT112.*

BT114 **Building Construction II** **3;(3,0)**

This course includes the study of trade practices for the installation of exterior wall and roof finishes as well as windows and exterior doors in accordance with the UBC. Students will study about insulation, drywall, taping and texturing, as well as other interior finish work. *Prerequisite: BT113.*

BT115 **Building Construction Application II** **4;(0,8)**

This course provides the hands-on experience of trade practices, which includes the installation of exterior wall, and roof finishes as well as windows and exterior doors in accordance with the UBC. Course also provides hand-on activities in a safety-focused environment: insulation techniques, drywall installation, taping and texture of drywall, trim work and other finish work. *Corequisite: BT114.*

BT130 **Basic Plumbing Principles** **4;(2,4)**

This course will include the introduction to basic use of tools and equipment used in plumbing and basic design for proper rough in, water, vent, and potable water.

BT142 **Building Construction III** **4;(4,0)**

Previously offered as STVE125.

This course provides students theoretical knowledge with safety inspections on equipment, as well as procedures utilized in rigging operations. Students will also learn footings, slabs, stem walls, vertical and horizontal framework, and tilt-up wall systems. In addition, students will study properties and reinforcing of concrete. *Prerequisite: BT115.*

BT143 **Building Construction Application III** **4;(0,8)**

Previously offered as STVE135.

This course provides students with hands-on experience performing safety inspections on equipment, as well as procedures utilized in rigging operations. Students will also learn footings, slabs, stem walls, vertical and horizontal framework, and tilt-up wall systems. In addition, students will study properties and reinforcing of concrete. *Corequisite: BT142.*

BT154 **Building Construction IV** **4;(4,0)**

Previously offered as STVE131.

In this course students will learn theoretical knowledge of actual construction site layout and site preparation. Students will be introduced to more complex systems involved in roof, wall, and stair installations. In preparation for possible advancement into supervisory roles early in their careers, students will also be introduced to and instructed in management skills and techniques. *Prerequisite: BT143.*

BT155 **Building Construction Application IV** **4;(0,8)**

Previously offered as STVE141.

In this course students will learn actual construction site layout and site preparation. Students will be introduced to more complex systems involved in roof, wall, and stair installations. In preparation for possible advancement into supervisory roles early in their careers, students will also be introduced to and instructed in management skills and techniques. *Corequisite: BT154.*

BT207 **International Building Code** **4;(2,4)**

This course provides minimum requirements to safeguard the public health, safety and general welfare of the occupants of new buildings and structures. It addresses structural strength, means of egress, sanitation, adequate lighting, ventilation, accessibility and energy conservation.

BT215 **Concrete Finishing I** **4;(2,4)**

This course will include methods, procedures, and terms used in concrete finishing. Students will learn to prepare to place, apply different finishes, and learn the different curing and protecting methods of concrete. Properties, tools, equipment, and troubleshooting of concrete are also covered, while following OSHA guidelines and regulations and the Uniform Building Code (UBC).

BT231**Concrete Finishing II****4;(2,4)**

This course will take a more in depth look at methods, procedures and terms used in concrete finishing. Students will learn to prepare, to place, apply architectural finishes, and learn the different curing and protecting methods of concrete. Students will learn typical components and admixtures and their affects to concrete mix design and select the right tool for the right application. The student will also understand the basics of rub and patch. All will be done while following OSHA guidelines and regulations and Uniform Building Code (UBC). *Prerequisite: BT215.*

BT232**Concrete Finishing Application II****4;(0,8)**

This course will present construction and finishing techniques used in industrial concrete floor work. Students will learn requirements used for construction of Superflat Floors to include surface treatments and quality control procedures for sampling and testing of concrete mixes. Course will also cover requirements for making repairs to concrete based on specific problems. All will be done while following OSHA guidelines and regulations and Uniform Building Code (UBC). *Corequisite: BT231.*

BUSINESS (BUS)

BUS102**Quantitative Methods in Business****3;(2,2)**

This course helps the student develop problem-solving skills using mathematical equations to solve business problems and to enhance business performance and operations. Topics covered in this course include: the time value of money, interest calculations, trade and cash discounts, and concepts related to minimizing operational costs while increasing productivity. *Prerequisite: MATH075 or equivalent COMPASS/ACT score.*

BUS105**Introduction to Business****3;(3,0)**

This course is designed to give the student a well-rounded, comprehensive understanding of the structure of business, business activities, business opportunities and the overall nature of the business world. Also covered is an overview of the principles of marketing, the concepts of management, business ethics and the global context of business. *NM Common Course Number: BUSA1113.*

BUS120**Principles of Finance****3;(2,2)**

This course addresses financial planning. The topics included ratio analysis, forecasted income statements, cash budgets and balance sheets, breakeven analysis, and other tools uses to maximize the value or minimize the costs to a firm or organization. The time value of money concept will be utilized. The course focuses on using these tools to solve specific problems encountered by most organizations, both profit and nonprofit. *NM Common Course Number: BFIN2113.*

BUS205**Business Administration Internship****3;(0,9)**

This course provides students with the opportunity to gain academic credit for professional, on-the-job experience while working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Supervision is monitored and recorded by the specific agency and documented and reported to the specific agency and the Business Administration faculty/advisor. *Prerequisite: Instructor approval.*

CHEMISTRY (CHEM)

CHEM105**Introduction to Chemistry****4;(3,2)**

Previously offered as CHEM105 and CHEM106. Now a combined course.

Introduction to Chemistry is a review course that includes the fundamental principles in chemistry, including units of measurements, characteristics of elements and compounds, atomic structure, chemical bonding, gas characteristics and behavior, energy, solutions and solubility, redox reactions, theory of gases, chemical bonding, molecular geometry, chemical equilibrium, acid/base chemistry, thermodynamics, and nuclear chemistry. *NM Common Course Number: CHEM1114.*

CHEM111**General Chemistry I****4;(3,2)**

Topics covered are chemical calculations, inorganic nomenclature, chemical reactions, thermochemistry, gases, atomic structure, configurations, periodicity, oxidation-reduction, and chemical bonding. The Lab portion of the course explores chemical and physical properties of substances, types of chemical reactions, energy changes, chemical separations, and quantitative analysis procedures. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques. *Prerequisite: MATH180. NM Common Course Number: CHEM1214.*

Topics include solids, liquids, gases, colligative properties, kinetics, gaseous equilibria, nuclear chemistry, weak electrolyte equilibria, solubility equilibria, entropy, free energy, and electrochemistry. The first half of the lab course emphasizes qualitative and quantitative analysis techniques to expand the student's knowledge of oxidation-reduction, gravimetric analysis, colligative properties, reaction rates, electrochemistry, chemical equilibrium and electrolytes. The second half of the lab course focuses on the chemical and physical techniques to identify unknown substances. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques. *Prerequisite: CHEM111. NM Common Course Number: CHEM1224.*

COMMERCIAL DRIVER'S LICENSE TRAINING (CDL)

CDL130**Commercial Driver's License Theory****3;(3,0)**

Previously offered as CDL100 - CDL120. Now a combined course.

The goal of this course is to provide drivers with knowledge and safety driving techniques to prevent collisions and violations. The course focuses on collision prevention through hazard recognition and application of collision avoidance techniques. In addition, the course addresses common driving violations, traffic law, DWI, drug use and consequences, and accident statistics. The course will also cover driving large vehicles around the general road population. The course will cover pre-trip inspection test and airbrakes test. Students will, correctly conduct an inspection of the vehicle to determine if it is safe to drive; a basic control skills test, which will determine if the student can safely back up, park, and judge the vehicle length. This course will also include sample tests that will help students pass the written exams necessary to obtain a CDL permit.

CDL130L**Commercial Driver's License Lab****4;(0,8)**

Previously offered as CDL125.

This course will cover road training. A portion of the CDL program is designed to fulfill the state and federal requirements to obtain a Commercial Drivers License (Class A-B-C Passenger and School Bus endorsements). Students will acquire the knowledge and experience to properly inspect and test the semi truck and trailer, passenger and school bus. Students will learn how to properly shift, back and park the vehicle. They will learn how to safely operate and drive the vehicles in the city and various other driving situations. Students will cover airbrakes and pre trip inspections. *Prerequisite: Instructor approval.*

COMMUNITY COLLEGE TEACHING (CCT)

CCT110 **Community College Teaching** **1;(1,0)**

This course is a study of the basic principles and theories of education and instructional practices associated with teaching and learning process within the community college system. Topics include: instructional design, pedagogy, testing and grading, assessment, student diversity, retention, learning styles, and instructional technology.

CCT116 **Faculty and the Community College** **1;(1,0)**

This course covers perspectives of the faculty and the community college. Topics include: community college background, student characteristics, the faculty, instruction, student services, governance and administration, educational programs and scholarship.

CCT120 **Community College Assessment and Evaluation** **1;(1,0)**

This course is an overview of student assessment and evaluation. The emphasis will be on various assessment procedures and practices for instruction. The design of evaluation tools and evaluation reports will also be discussed.

COMPUTER SCIENCE (CS)

CS105 **Introduction to Computer Science** **3;(2,2)**

This course is an introduction to computer science and computer information systems. The intent of this course is to prepare students and provide them with the terminology and a brief understanding of concepts within the computing field. Topics will include computer history, algorithms, computer architecture, programming languages, applications, social issues and ethics. Students should have an understanding of how to use a computer and basic software such as MS Word and the internet prior to taking this course.

CS112 **Introduction to Operating Systems** **3;(2,2)**

This course offers a brief introduction to operating systems where students will gain an understanding of the terms process, scheduling, memory, file management, processes and threads. Students will learn to use editors, compilers, linkers, assemblers, debuggers, and program assembly using libraries. Students will master concepts of process, threads, forks, and dinner's problem done with Linux.
Prerequisite: CS105.

CSMT123 Sterilization, Sanitation and Bacteriology 4;(0,8)

This course introduces the student to related theory, safety, methods of sterilization of materials and implements, preparation, procedures and practices, public sanitation and chemical agents. *Corequisites: CSMT109, CSMT118 and CSMT126.*

CSMT126 Hair Cutting 5;(0,10)

This course introduces the student to related basic procedures and practices using scissors, shears, razors and clippers. The course also looks at client consultation and recommendation, safety procedures and record keeping. *Corequisites: CSMT109, CSMT118 and CSMT123.*

CSMT139 Cosmetology Theory II 4;(4,0)

The students will review the New Mexico Cosmetology State Laws and Regulations. It will include a study of the practices and techniques that are needed to pass the State Board exam for cosmetology. *Prerequisite: CSMT126. Corequisites: CSMT143, CSMT148 and CSMT152.*

CSMT143 Facials 4;(0,8)

This course introduces the Student the related theory, anatomy, Physiology, procedures and practical applications, products, theory of massage, various skin conditions, makeup application, removal of unwanted hair, client consultations, record keeping and safety. *Prerequisite: CSMT126. Corequisites: CSMT139, CSMT148 and CSMT152.*

CSMT148 Manicuring and Pedicuring 4;(0,8)

This course focuses on basic Manicures/Pedicures, advanced nail techniques, including nail enhancements, related theory, application of nail tips, overlays, acrylic nails; also it includes the study of nail disorders. *Prerequisite: CSMT126. Corequisites: CSMT139, CSMT143 and CSMT152.*

CSMT152 Chemical Rearranging 5;(0,10)

This course is chemical restructuring, covers hair analysis, client consultation and recommendations, preparation, basic procedures, product knowledge, materials, implements, related chemistry, related theory in anatomy and physiology, record keeping and safety procedures. *Prerequisite: CSMT126. Corequisites: CSMT139, CSMT143 and CSMT148.*

CSMT254 **Personal and Community Health** **2;(1,2)**

This course is designed to focus on various public health issues and personal safety concerning the cosmetology profession. It includes training in blood borne pathogens, MSDS and personal safety awareness. *Prerequisite: CSMT222. Corequisites: CSMT239, CSMT243 and CSMT260.*

CSMT260 **Cosmetology Clinic Practice** **3;(0,6)**

This course is a continuation of the practice of all skills and knowledge learned in related courses. *Prerequisites: CSMT209, CSMT217 and CSMT222.*

CRIMINAL JUSTICE (CJ)

CJ111 **Introduction to Criminal Justice** **3;(3,0)**

A survey of the structure of our criminal justice system, including an overview of the American legal system, goals of criminal justice, the role of police and police operations, the function of the courts, corrections, and the juvenile justice system. *NM Common Course Number: CRJ1113.*

CJ121 **Introduction to Corrections** **3;(3,0)**

An introductory exposure to the history and development of the correctional system in the United States involving a look at modern prisons, correctional clientele, probation, parole, and community based corrections. *NM Common Course Number: CRJ2303.*

CJ131 **Introduction to Law Enforcement** **3;(3,0)**

The course examines the history and evolution of law enforcement into the 21st Century. Topics include traffic control, crime-scene investigation, interrogation, search and seizure, arrest, and community policing.

CJ200 **Professional Ethics** **3;(3,0)**

The course surveys moral reasoning and issues in Criminal Justice with an emphasis on the application of ethical theories to practical decision making within criminal justice and related professions. *Prerequisite: CJ111.*

CJ201 **Criminal Law** **3;(3,0)**

Criminal Law provides an overview of the American legal system with particular emphasis on criminal substantive law. The course addresses the essential elements of crime, crimes against the person, property, and the public, as well as factual, statutory and constitutional defenses to crime. *Prerequisite: CJ111. NM Common Course Number: CRJ2053.*

CJ205 **Probation, Parole and Community Corrections** **3;(3,0)**

This course offers an exploration into community corrections with an emphasis in theory and practice of probation and parole. Some topics include: pretrial release, diversion, supervision, and community-based services. *Prerequisite: CJ111.*

CJ210 **Deviant Behavior** **3;(3,0)**

Applying sociological theory and principles, this course covers an analysis of human behavior that is contrary to the standards of conduct or social expectations of a given group or society. *Prerequisite: SOC101.*

CJ215 **Juvenile Justice System** **3;(3,0)**

A study of juvenile justice administration, including juvenile court practices, procedures, and jurisdiction, along with the role of police officers and other correctional personnel within the juvenile justice system. *Prerequisite: CJ111. NM Common Course Number: CRJ2603.*

CJ221 **Law Enforcement and Community Relations** **3;(3,0)**

This course will provide a perspective of developing positive community relations through citizen involvement in the justice system and the treatment of victims, witnesses, and jurors. *Prerequisite: CJ111.*

CJ225 **Criminal Procedure** **3;(3,0)**

This course examines Constitutional aspects of criminal procedure, from pre-arrest to appeal. The course focuses on the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments, including search and seizure, police interrogation and surveillance, and the trial process through sentencing and appeal. *Prerequisite: CJ201.*

CJ231 **Criminal Investigation** **3;(3,0)**

This course provides an overview of the fundamentals of the investigative process associated with crime scenes. The course will focus on information gathering, legal aspects of investigation, types of evidence, chain-of-custody requirements, interrogation, search, seizure and arrest. *Prerequisite: CJ111.*

CJ233 **Report Writing and Documentation** **3;(3,0)**

This course covers report writing, appropriate documentation, client case notes, and form preparation for agencies within the criminal justice field. Emphasis is placed on proper language and grammar usage. *Prerequisites: CJ111 and ENG111.*

CUL122 **Introduction to Meats, Poultry and Fish** **3;(2,2)**

This course introduces students to the principles of cutting and cooking meats, poultry, and fish. Students will learn which cooking method is best used for different meat products. Emphasis will be placed on butchering and product identification.

CUL123 **Introduction to Stocks, Soups and Sauces** **3;(2,2)**

In this course, students prepare stocks from scratch, the foundation of outstanding soups and sauces. From the base, classical French and regional soups from throughout the world will be prepared. The course then moves to explore the classic French mother sauces, Modernist techniques and different approaches to sauce making from around the globe.

CUL128 **Garde Manger** **3;(2,2)**

Garde Manger is the art of preserving and preparing cold food. This beginner's course covers the proper preparation of salads, dressings, sandwiches, charcuterie and cold appetizers. Students will also learn the fundamentals of making cheese from scratch.

CUL140 **Catering** **2;(2,0)**

Through lectures, students will learn the business of catering from menu pricing, design and development, to the fundamentals of marketing. Front-of-the-house responsibilities will be taught, including the basics of selecting, serving and appreciating wine.

CUL140L **Catering Lab** **2;(0,4)**

Taken in tandem with CUL140, students will gain 64 hours of practical experience through catering different small, large, on-site, off-site, corporate and social events.

CUL208 **Culinary Arts Practicum** **4;(0,8)**

This course provides the graduating culinary arts student with 128 hours of on-the-job experience in a professional environment: a stepping-stone to post-graduation employment. As a requirement for credit, students will also create a portfolio of a five-course theme dinner, complete with recipes, pictures, and food costing as a culmination of the knowledge and skills gained through the culinary arts program.
Prerequisite: Instructor approval.

CUL220 **French and Italian Kitchen** **3;(2,2)**

Students will learn the products, tools, techniques, trends and aesthetics of preparing French and Italian cuisines. This course explores the distinctive features of each of France's major provincial cuisines and the impact of history, geography and economics on the regional foods of Italy. Weekly menus feature both savory and sweet courses.

CUL230 **Global Kitchen** **3;(2,2)**

This intermediate course explores the world's great non-European cuisines. The focus is primarily on the regional foods of Mexico and China and introduces students to the foodways of East India, Thailand, Vietnam and Japan. Students will learn the products, tools, techniques, and aesthetics of each of these cuisines.

CUL237 **Restaurant Experience** **1;(1,0)**

Previously offered as STVE219.

This course is designed for the intermediate culinary arts student committed to meeting the demands of a working in a fine-dining restaurant. Lectures will explore the inner-workings of managing and operating a virtual restaurant using a simulator computer program.

CUL237L **Restaurant Experience Lab** **2;(0,4)**

The Restaurant Experience Laboratory will emulate real-world expectations of skill levels, speed and professionalism that students will encounter as restaurant employees. Students will run an on-campus restaurant, serving lunch to the general public on Fridays for eight weeks. Students will rotate through the various positions within a restaurant during this eight week period.

CUL250 **Healthy Cooking Techniques** **3;(2,2)**

This course assists the professional cook or the interested amateur in meal planning, recipe, adaptation and menu development with an emphasis on balanced nutrition. Students will learn nutrition basics as well as a variety of models for maintaining a nutritionally balanced diet.

DENTAL ASSISTANT (DENT)

DENT103

Dental Materials

5;(3,4)

This course is to acquaint the dental assistant student with the composition, properties and manipulation of dental materials with a primary emphasis on those materials used in the dental office and a secondary emphasis on selected materials used in the dental laboratory. These properties include the physical, chemical, biological and mechanical properties of dental materials. Lectures, reading assignments and laboratory projects will provide a basic understanding of dental materials used in the dental office and an overview of selected materials used in the dental laboratory. This information permits the student to interpret the use of dental materials in clinical practice and to communicate the use of materials with the dentist and patient. This course also provides a scientific background for the selection and use of dental materials. The utilization of all dental materials, mixing techniques and safety protocol will be covered in the lab portion of the class. The importance of infection control, prevention of cross contamination and competency in uses and functions of dental materials will be emphasized. Care and maintenance of equipment and supplies will be demonstrated. *Prerequisites: Successful completion of 1st semester classes in Dental Assistant Program. Corequisites: DENT170, DENT226 and DENT233.*

DENT109

Preventative Dentistry/Oral Health Care

1;(1,0)

The dental assistant in the dental health care system emphasizes the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are presented to facilitate the role of dental assistant as educator. *Prerequisites: AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. Corequisites: DENT118, DENT119, DENT128, DENT145, DENT160 and DENT167.*

DENT118

Dental Assisting

3;(2,2)

This course includes a detailed study of dental instruments, their care and function. Also included is the study of the different dental procedures and techniques on assisting, which includes practice of ergonomics with each procedure. This course consists of theory and practical lab application. As a routine procedure in the Dental Office, the student will study First Aid procedures. The general structure, composition, properties and purpose of dental materials will be covered. *Prerequisites: AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. Corequisites: DENT109, DENT119, DENT128, DENT145, DENT160 and DENT167.*

DENT119 **Dental Terminology** **1;(1,0)**

This course offers a systematic study of dental terms for health professionals who need to acquire a medical vocabulary for their professional training. The student becomes proficient with prefixes, suffixes, and key words that formulate dental terms and the pronunciation of dental terms. A basic review of the major anatomical systems is included. *Prerequisites:* AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. *Corequisites:* DENT109, DENT118, DENT128, DENT145, DENT160 and DENT167.

DENT128 **Community Field Experience** **1;(0,2)**

The student provides a community service to district schools and health clinics by providing dental health education. All health presentations will take place under direct faculty supervision with expanded critique of student performance. *Prerequisites:* AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. *Corequisites:* DENT109, DENT118, DENT119, DENT145, DENT160 and DENT167.

DENT145 **Bio-Dental Science** **3;(3,0)**

The study of the normal function of external and internal structures of the teeth and oral cavity, including the study of general anatomy and physiology, embryology, histology, tooth morphology, and composition and classification of tissue of the head and neck. Includes the study of dental charting. *Prerequisites:* AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. *Corequisites:* DENT109, DENT118, DENT119, DENT128, DENT160 and DENT167.

DENT160 **Dental Radiology** **4;(2,4)**

The study and definition of radiation physics, health and safety theories with emphasis on fundamentals, the discovery and history of dental X-ray techniques and processing. Emphasis is on study and review for certification by the New Mexico Board of Dentistry Radiology before student participates in Clinical Training/ Practicum I. Includes dental laboratory techniques, introduction to recording and interpreting, utilizing manual and computerized systems. *Prerequisites:* AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. *Corequisites:* DENT109, DENT118, DENT119, DENT128, DENT145 and DENT167.

DENT167 **Oral Medicine** **2;(2,0)**

Students will study oral pathology (diseases and causes) with emphasis on periodontal disease and periodontal charting. Topics will include recognition of signs and symptoms of medical emergencies, treatment for aiding patients in emergency situations, and review in CPR training. *Prerequisites:* AH113, CSA150, ENG111, MATH075, PSYC101 and SPCH111 or SPCH112. *Corequisites:* DENT109, DENT118, DENT119, DENT128, DENT145 and DENT160.

DENT270

Clinical Training/Practicum II

3;(0,6)

This capstone course enhances the office experience enabling the student to serve as a non paid practical clinical participant in the offices of qualified dentists. The student will practice chair side procedures as directed by dentists. Direct faculty supervision and instruction are maintained in each facility with expanded critique of performance and office management. *Prerequisites: Successful completion of first two semesters in the Dental Assistant Program. Corequisites: DENT209 and DENT220.*

DRAFTING TECHNOLOGY (DTEC)

DTEC101

Engineering Graphics and Basic AutoCAD

3;(2,2)

This course describes basic industrial drafting techniques utilizing conventional drafting equipment and supplies as well as Computer-Aided Drafting (CAD) software. Topics include basic CAD software techniques for two dimensional drafting, multi-view drawings, dimensioning, tolerancing, sectional views, auxiliary views, and pictorial drawings with an emphasis on isometric drawings.

DTEC107

Intermediate AutoCAD

3;(2,2)

This course is a continuation of the CAD objectives described in Engineering Graphics and Basic AutoCAD course. Topics include advanced drafting, importing and exporting files, attaching attribute data, database links, three dimensional design, rendering and imaging, and toolbar customization. *Prerequisite: DTEC101.*

DTEC109

Introduction to Architectural Drafting

3;(2,2)

This course is the study of architectural drafting. Topics to be covered will include discussion/construction of floor plans, footing and foundation plans, elevation plans, typical wall section plans, roof plans, and detail views. Plans will be enhanced with perspective visual aids. The topics of drafting/planning theory will be addressed by utilizing modern CAD techniques.

DTEC130

Intermediate Architectural Drafting

3;(2,2)

This course is a further study of architectural drafting. Topics to be covered will include site plot plans, and electrical/heating ventilation and cooling (HVAC) plans (if required for building permits). Plans will be enhanced with perspective visual aids. The topics of drafting/planning theory will be addressed by utilizing modern CAD techniques. *Prerequisite: DTEC109.*

DTEC220**Advanced Drafting and Design****3;(2,2)**

This is the capstone course for the drafting program where the student will complete a project with knowledge gained from the Intermediate AutoCAD and Introduction to Architectural Drafting courses. Emphasis will be directed toward furthering the students' expertise of CAD software with topics including advanced drafting and design of structures. The topic of drafting/planning theory will be further addressed by utilizing modern CAD techniques. The laboratory component will have a final project as a measure of hands-on skills and overall competency. *Prerequisites: DTEC107 and DTEC109.*

DTEC233**3-D Visualization****3;(2,2)**

3-D Visualization investigates three-dimensional (3-D) modeling using AutoCAD Revit and other 3-D design tools to communicate engineering design ideas. Topics to be covered will include creating sketches, modeling of individual components, modeling of assemblies, creating exploded views of assemblies, creating orthographic views of individual components and assemblies, outputting to a plotter or printer, storage/retrieval of engineering designs, and a variety of more complex components and assemblies as well as architectural modeling. *Prerequisite: DTEC107.*

ECONOMICS (ECON)

ECON208**Principles of Macroeconomics****3;(3,0)**

This course emphasizes the fundamentals of macroeconomics (the study of economy as a whole), fiscal and monetary policy, and the international setting. *NM Common Course Number: ECON2113.*

ECON209**Principles of Microeconomics****3;(3,0)**

This course emphasizes the part of economics concerned with such individual units within the economy as industries, firms, and households and with individual markets, particular prices, and specific goods and services. *NM Common Course Number: ECON2123.*

EDUCATION-EARLY CHILDHOOD MULTICULTURAL (ECME)

ECME110

Professionalism

2;(2,0)

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined. *NM Common Course Number: ECED2152.*

ECME123 Introduction to Reading and Literacy Development

3;(3,0)

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's phonemic awareness, literacy problem solving skills, fluency, vocabulary, comprehension, and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. An integrated language arts perspective and an interdisciplinary approach as it addresses developing writing, reading, and oral language in the home and school contexts will be addressed. Instructional approaches and theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented. *NM Common Course Number: READ2113.*

ECME130 Curriculum Development and Implementation I

3;(3,0)

This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. *Corequisite: ECME135. NM Common Course Number: ECED2163.*

ECME257 Assessment of Children and Evaluation of Programs 3;(3,0)

This course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. This course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process. *NM Common Course Number: ECED1143.*

ECME260 Family and Community Collaboration 3;(3,0)

This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early children program will be included. *NM Common Course Number: ECED1133.*

EDUCATION-TEACHER EDUCATION (EDUC)

EDUC102 Health, Safety and Nutrition 2;(2,0)

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity, and rest. Students gain knowledge necessary for creating safe learning environments for decreasing risk and preventing childhood injury. *NM Common Course Number: ECED1122.*

EDUC105 Introduction to Teaching 3;(3,0)

This course provides an orientation to the profession of teaching. It is an introduction to the historical, philosophical, and sociological foundations, current trends, and issues in education. Students will use the above foundations to develop strategies related to problems, issues, and responsibilities in the broad and specific educational arenas.

EDUC201 Child Growth, Development and Learning 3;(3,0)

This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the foundation for becoming competent early childhood professionals and knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, and language domains. The adult's role in supporting each child's growth, development and learning will be emphasized. *NM Common Course Number: ECED1113.*

EDUC205 Teaching Elementary School Mathematics 3;(3,0)

This course offers methods, materials, and curriculum of modern mathematics in the elementary school. Observation and laboratory periods are required. *Prerequisite: MATH095.*

EDUC214 Introduction to Special Education 3;(3,0)

This course explores the identification of exceptional children with respect to educational opportunities; current concepts and goals of special education; specific consideration of educational programs; and a survey of trends and professional opportunities.

EDUC220 Multicultural Education 3;(3,0)

This course offers a study of educational trends, issues, and problems of students and the teaching methods and strategies necessary to teach respect and tolerance among people.

EDUC225 Teacher Education Practicum 3;(1,4)

This course provides students with the opportunity to plan, implement, and evaluate their personal strategies within a K-12 classroom setting and/or within a setting approved by the department director. A total of 39 contact hours within a classroom setting will be required for this class. *Prerequisite: EDUC102. Corequisites: First Aid/CPR Certification and Criminal Record Clearance.*

ELECTRICAL WIRING (EWRG)

EWRG100 Fundamentals of AC/DC Electricity 4;(3,2)

Orientation, safety, introduction to direct current, and AC circuits, electron theory, Ohms Law voltage, resistance, and power. Series and parallel circuits, practical applications in theories introduced are covered. *Corequisite: VOC109.*

EWRG102 Residential Electricity 4;(2,4)

Theoretical and practical applications include residential code, safety wiring methods, circuit design, circuit components, tools, installation, planning and estimating, blueprint reading, appliance and special outlets, farm wiring, mobile home, low voltage, remodeling, troubleshooting, motors, and motor circuits. *Prerequisite: EWRG100.*

EWRG105 Photovoltaics Design 3;(2,2)

Photovoltaics course is designed to produce a student with the necessary technical skills to size and install and maintain a photovoltaic system. The student will understand the recommended design practices for stand-alone PV systems. System level trade-offs necessary for any photovoltaic system will be discussed. A system sizing method will be presented. Instructions and blank worksheets are provided. Fifteen specific examples for PV systems designed to meet a wide range of applications are presented. Includes sizing, design, hardware specifications, installations description, and cost information.

EWRG107 Photovoltaics Maintenance and Operation 4;(2,4)

This course is a continuation of the EWRG105 Photovoltaics. This course covers service issues for stand-alone photovoltaic systems. Photovoltaic cells, modules and arrays, as well as balance of system components, such as batteries, voltage regulators, inverters and associated wiring, are included. Operation, inspection, troubleshooting, repair, and maintenance are covered. This course also includes work on a photovoltaic class project. *Prerequisite: EWRG105.*

EWRG200 Commercial Electricity 4;(2,4)

Covers commercial building plans and specifications, electric service, reading electrical drawings, branch circuits and feeders, low voltage remote control lighting, switches and receptacles, appliance circuits, cooling systems, other types of wiring methods, special circuits, emergency power systems, over-current protection, and panel board selection and installation. Practical wiring applications are covered. *Prerequisite: EWRG100.*

EWRG201

AC/DC Motor Control

3;(2,2)

Course uses a solid-motor control board to familiarize the student with industrial power supplies, DC motors, DC generators, series and shunt control, digital control and troubleshooting. Second part of the course is designed to familiarize the student with industrial measurement and control. *Prerequisite: EWRG100.*

ELECTRONICS ENGINEERING TECHNOLOGY (ELEC)

ELEC101

Electronic Circuits/DC

4;(3,2)

This course is a study of the analysis and design of direct current (DC) circuits. Topics to be covered will include Ohm's Law, Kirchoff's Laws, mesh, and nodal analysis. The physical laws will demonstrate the relationship between voltage, resistance, current, and power while the analytical methods will give the student an in-depth understanding of the behavior of a DC electronic circuit. Hands-on experimentation will be conducted in the laboratory using equipment such as multimeters, DC power supplies, and breadboards.

ELEC102

Electronic Circuits/AC

4;(3,2)

This course is a study of the analysis and design of alternating current (AC) circuits. Topics to be covered include electro-magnetic induction, inductive and capacitive reactance, impedance, series and parallel resonance, and basic transformer characteristics. Experimental AC circuit analysis will be performed using multimeters, oscilloscopes, AC power supplies, and function generators in the laboratory.

ELEC196

Solid State and Active Devices

4;(3,2)

This course is a study of solid-state devices such as the pn junction, semiconductor diodes, and zener diodes. It also examines active devices such as the Bipolar Junction Transistor (BJT), the Field Effect Transistor (FET), operational amplifiers for small signal amplification, oscillators, and Multivibrators for signal generation. This course will also include discussion of signal rectification, wave-shaping circuits, system gain, and discrete semiconductors as related to the analysis of special purpose circuits. System design, analysis, and testing will be performed in the laboratory with the appropriate lab test bench equipment.

ELEC202 **Telecommunications Electronics** **3;(2,2)**

This course is an inclusive comprehensive study of introductory level telecommunications through the discussion of basic telecommunication systems and components. Topics to be covered will include computer and data networks, fiber optic technology, digital communications, telephone networks, satellite systems, wireless and cellular technologies. Various system analysis and testing will be performed in the laboratory using the appropriate lab equipment and software.

ELEC204 **Digital Electronic Circuits** **4;(3,2)**

This course is a study of the basic principles of digital electronic circuits. Topics to be covered include the binary and other number systems, logic gates, Boolean algebra and other simplification techniques, and memory devices. The implementation of digital circuits using breadboards, integrated circuits, electronic test equipment, and oscilloscopes will be an integral part of the course.

ELEC210 **Computer Systems Troubleshooting** **3;(2,2)**

This course is a study of troubleshooting skills for the beginner and the non-technical personal computer (PC) user who wants to learn how to repair common PC problems, perform preventative maintenance, install or replace basic PC components (such as chips, expansion boards, power supplies, and disk drives). Students will learn how to improve system performance, use diagnostic tools, install software, and determine when professional help is required to service the PC.

ENGLISH (ENG)

ENG075 **Introduction to Grammar** **4;(4,0)**

Previously offered as ENG102.

This course provides basic but intensive instruction in the improvement of writing skills. Emphasis is on the following: Practice; writing process; fluency demonstrated through developed writings and vocabulary acquisition; coherency demonstrated through correct grammar and punctuation usage. Lab work is required.

ENG095 **Grammar Usage and Writing** **3;(3,0)**

Previously offered as ENG104.

This course builds upon skills mastered in ENG075. The course is designed for improving writing skills, with the focus on fluency and practice. The writing process – prewriting, organizing, drafting, editing and revising is emphasized. *Prerequisites: ENG075 and READ075 or equivalent COMPASS/ACT scores.*

ENG203**American Literature to 1865****3;(3,0)**

The primary purpose of this course is to help the student understand and appreciate American Literature of the United States. Examination and analysis of several genres including non-fiction essays, letters and journals, short fiction, novels, and poetry from Colonial America, the early republic, and the American Renaissance. Lectures introduce literary analysis, historical analysis, biographical analysis of authors, and social analysis of period. Research skills are required to inform student work and writing. Students will also learn the terminology used in these areas and genres. *Prerequisite: ENG111. NM Common Course Number: ENGL2513.*

ENG204**American Literature from 1865****3;(3,0)**

The primary purpose of this course is to help the student understand and appreciate American Literature of the United States. Examination and analysis of several genres including short fiction, novels, drama, and poetry span from Realism to Contemporary Periods. Lectures introduce literary analysis, historical analysis, biographical analysis of authors, and social analysis of period. Research skills are required to inform student work and writing. Students will also learn the terminology used in these areas and genres. *Prerequisite: ENG111. NM Common Course Number: ENGL2523.*

ENG220**Short Fiction****3;(3,0)**

This course focuses on reading short stories and novellas. Instruction in interpretative criticism and stylistic explication of assigned work emphasizes the elements of style and discussion of themes. *Prerequisite: ENG111. NM Common Course Number: ENGL2343.*

ENVIRONMENTAL SCIENCE (ENVS)

ENVS102**Environmental Science****4;(3,2)**

This course includes a survey of environmental science and ecology with an introduction to problems of pollution, population, land use, energy, nutrients cycling, agriculture and pest control. Laboratory provides observation and experimentation relating to topics covered in the lecture. *NM Common Course Number: ENVS1114.*

EQUINE SCIENCE (EQU)

EQU105 **Equine Behavioral Practices** **3;(3,0)**

This course familiarizes students with a variety of equine behavioral practices. Topics of interest include an analysis of equine behavior, equine perception, learning and training techniques and behavioral management.

EQU120 **Equine Health and Nutrition** **3;(3,0)**

This course will provide an understanding of equine health and nutrition. Topics include maintaining a healthy equine, disease prevention, digestive system, hydration, proteins and fibers, energy and carbohydrates, vitamins and minerals, grains, hay and forage.

EQU140 **Equine Anatomy and Physiology I** **4;(3,2)**

This course includes the structure and function of the equine. Topics include anatomy of movement and locomotion, biomechanics, internal systems, oral and dental anatomy, digestive system, respiratory and nervous systems, and eye/skin anatomy.

EQU150 **Introduction to Horseshoeing and Blacksmithing** **3;(1,4)**

This course will teach students to become competent farriers. Students complete an in-depth study of hoof, lower leg anatomy and will understand hoof functions and performance qualities. This class will cover general care of horse maintenance and inform students on management operation of the horse and hoof care.

EQU155 **Advanced Horseshoeing and Blacksmithing** **3;(1,4)**

This class will increase student knowledge and abilities as competent farriers. Students will complete an intense in-depth study of functions and performances qualities, as well as blacksmithing abilities and give students equestrian management skills. The course promotes an intense understanding of farrier applications and blacksmithing techniques. *Prerequisite: EQU150.*

EQU210 **Equine Genetics** **3;(3,0)**

This course will provide a basic understanding of equine genetics. Topics of interest include an overview of coat color genetics, equine breeding, equine/parent testing, phenotypes/pedigree and review of medical genetics.

FCMK104 **Planning, Layout and Design** **3;(2,2)**

In this course students will define and apply elements of design, line, shape, mass, color, tone, texture to a small project in accordance with design standards, design acceptance, and practical applications. Safety is stressed.

FCMK118 **Advanced Furniture and Cabinet Design** **3;(2,2)**

This course is an advanced design course for students who have had prior experience making their own furniture/cabinets. Students will design at least one creative piece of furniture.

FCMK130 **Advanced Woodworking Projects** **3;(1,4)**

This capstone course includes advanced projects in Furniture and Cabinet Making approved by the instructor with an emphasis on safety.

GEOLOGY (GEOL)

GEOL101 **Survey of Earth Science** **4;(3,2)**

This course is an introduction for the science and non-science major. The broad spectrum of modern earth sciences includes: astronomy, meteorology, oceanography and physical geology. Volcanoes, earthquakes, continental drift, glaciers, wind action, ground water, rivers and landslides are some of the topics discussed. *NM Common Course Number: GEOL1114.*

GEOL202 **Earth History** **4;(3,2)**

This course is a survey of Historical Geology that follows the Survey of Earth Science course. Course content includes the evolution of the Earth and Life covering all periods of Earth history. The course explores the physical, chemical, and biological events of earth history covering such topics such as the origin of the earth, the birth of ocean basins, continents, and mountain ranges, the beginning of life in the oceans and on the continents, and patterns and causes of climate changes, continent shifting, and mass extinction. *Prerequisite: GEOL101. NM Common Course Number: GEOL1214.*

HISTORY (HIST)

HIST101 **Western Civilization to 1500** **3;(3,0)**

This course is an introduction of the major eras and historical movements from the ancient civilization to the Medieval period. *NM Common Course Number: HIST1053.*

HIST102 **Western Civilization from 1500** **3;(3,0)**

This course is an introduction of the major eras and historical movements from the Medieval period to current times. *NM Common Course Number: HIST1063.*

HIST161 **American History to 1865** **3;(3,0)**

This course is a survey of the political, economic, constitutional, social and cultural development of the United States through the Reconstruction Period. *NM Common Course Number: HIST1113.*

HIST162 **American History from 1865** **3;(3,0)**

This course is a survey of the political, constitutional, diplomatic, social and cultural development of the United States from the Reconstruction Period to the present. *NM Common Course Number: HIST1123.*

HIST220 **History of New Mexico** **3;(3,0)**

This course will trace the history of the southwestern part of the United States, specifically New Mexico beginning with the Indian migrations, through the major European explorations to the present. Throughout this course, the cultures of the Native American, Spanish, Mestizo and Anglo cultural heritage will be emphasized, with understanding cross-cultural conflict and culturally different people. *NM Common Course Number: HIST2113.*

HIST233 **Hispanics in the Southwest** **3;(3,0)**

This course presents a problem-oriented history of the evolution of political consciousness of Hispanics in the Southwest. Students will also be exposed to the historical, social, political, economic and cultural context of Hispanics.

HORTICULTURE (HRTC)

HRTC105 **Garden Maintenance and Design** **3;(2,2)**

This course will teach the fundamentals of maintenance and design of a garden. The emphasis will be on tools and techniques for planting, transplanting, pruning, soil preparation, size, texture, model design, plant selection, and basic maintenance functions.

HRTC122 **Plant Propagation** **3;(2,2)**

This course will cover the fundamentals of plant production with an emphasis on techniques to increase the stock of plants. Plant production topics will include: grafting, layering, root cutting and hybridization. This course includes hands-on-experience.

This course introduces the fundamentals of soil management. Topics include soil structure, fertility and water usage. Students will learn different strategies to improve the soil.

HUMAN DEVELOPMENT (HD)

HD100**Orientation****(non-credit)**

The orientation seminar is designed to assist new students in making a successful transition into the college and to augment the student's positive feelings about him or herself. Orientation seminars include information on LCC services, financial assistance, campus tours, academic advisement, registration procedures and strategies for coping with post secondary education. Attendance at an orientation seminar is highly encouraged for all new students. This four hour seminar is coordinated by the ACCESS Center.

HD110**College Success****1;(1,0)**

This course is a college preparatory course and is designed to provide necessary tools for academic success, as students' transition into a post-secondary institution. Topics include goal setting and time management; learning theories and styles; note-taking and test-taking strategies; communication skills such as listening, comprehension and public speaking; health and stress management; campus and community resources. In addition, students will be exposed to college policies and procedures. It is recommended this class be taken during the first semester of academic study.

HD111**Employment Ethics/Résumé Writing****1;(1,0)**

This course is designed to assist students in identifying their skills and strengths in order to prepare them to successfully market their education, training, and work experience when seeking employment upon completion of their program of study. The focus of the course is skills identification, résumé writing, interviewing techniques and job retention. Employment ethics is also emphasized.

HD260**Critical Thinking and Problem Solving****3;(3,0)**

This course prepares students to constructively analyze problems/issues; evaluate the validity of the problem statement or argument; identify relevant issues and assumptions; use logic, sound reasoning, and critical thinking skills to identify the best method/approach to use in analyzing and solving the problem; examine formal logic and common mistakes that are made in reasoning; and demonstrate evidence supporting alternative and optimal solutions/recommendations. Emphasis will be placed on practical application of the skills acquired throughout this course as well as on oral and written communication skills.

HPS210 Administration and Evaluation 3;(3,0)

This course is an overview of sport program operations, management and evaluation. Topics include human resource, risk management, finance, assessment, administrative duties, and program evaluations.

HPS211 Coaching/Officiating Baseball/Softball 3;(2,2)

This course examines philosophy, strategy, leadership, team, and practice organization and coaching methods for baseball/softball as well as rules and mechanics of officiating baseball/softball. Topics include: offense and defense strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.

HPS226 Coaching/Officiating Football 3;(2,2)

This course focuses on coaching/officiating of football. Topics include: offense, defense and special team strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.

HPS229 Coaching/Officiating Basketball 3;(2,2)

This course examines strategy, leadership, team organization, and coaching methods for basketball, with experience in the rules and mechanics of officiating basketball. Topics include: offense and defense strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.

HPS245 Sports Leadership 3;(3,0)

This course is intended to improve leadership skills and develop sports team leaders. The students will learn motivational and leadership practices, growth and development, mentoring techniques, and team culture. Students also develop a leadership lesson plan.

HPS250 Sports Internship 4;(0,8)

This course provides students with the opportunity to gain practical experience in a sporting field. The internship will be negotiated between the student, the sporting agency and/or coordinator and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement and must complete a sports performance portfolio. Supervision is monitored, recorded and reported to the sports performance faculty/advisor. *Prerequisite: Instructor approval.*

HPS295

Sports Performance Capstone

3;(3,0)

In this course the student will prepare and take the comprehensive examination for the Associate of Applied Science Degree in Sports Performance. Information/content will come from core curriculum (program requirements). To pass, the student must score 70% or better on the comprehensive examination. Study guides and/or group sessions will be utilized. *Prerequisite: Instructor approval. Only students in their final semester of their final year should enroll in this class.*

LAW (LAW)

LAW242

Business Law

3;(3,0)

The course describes the sources of law and explains dispute resolution and the court systems in the United States. Emphasis is placed on the operation of the legal system and contract laws. This course will provide students with an understanding of ethics and social responsibility, the ethical application of the law and the relationship between ethics and the law. *NM Common Course Number: BLAW2113.*

MANAGEMENT (MGMT)

MGMT207

Principles of Management

3;(3,0)

This course is an introduction to management theory and practices with major emphasis on current management trends and issues. Topics of interest include international management, cultural diversity, information technology, ethics, and social responsibility. Throughout this course, students analyze real life case studies, conduct Internet research, and develop reports to address diverse management issues. *NM Common Course Number: MGMT2113.*

MGMT209

Human Resource Management

4;(4,0)

This course will define the role of human resource management by introducing students to the level of critical thinking skills required to successfully manage people and business. Students will also cover the various aspects of human resource functions and their importance in managing successful organizations. Emphasis is placed on the importance of labor laws, employee benefits, and the development of personal management skills.

MGMT211

Business Ethics

3;(3,0)

This course is the study of theoretical and practical problems of moral conduct in the field of business. Emphasis is placed on the application of ethical theories and the practical problems encountered in the day-to-day conduct of business affairs.

MGMT218 **Principles of Small Business Management** **4;(4,0)**

This course provides students with extensive knowledge of the steps needed to start and run a small business. Topics include; entrepreneurial opportunities, preparing the business plan, marketing and managing small business operations, financial and administrative controls, and social and legal environment.

MARKETING (MKT)

MKT201 **Principles of Marketing** **3;(3,0)**

A comprehensive study of consumer behaviorism and the professional and ethical responsibilities of marketers, the explanation of goods, services and ideas, the concepts surrounding target markets, market segmentation and the marketing mix. Students will also study the importance of market research in marketing decision making, marketing environments, and marketing management. *NM Common Course Number: MKTG2113.*

MKT203 **E-commerce** **3;(2,2)**

This course introduces the student to many aspects of e-commerce that includes: electronic commerce; exchange in buying and selling goods/services via the internet; transfer of funds through digital communications; and various internet functions, such as marketing, finance, invoicing, direct payments, and the use of shopping carts.

MASS MEDIA COMMUNICATIONS (MMC)

MMC101 **Introduction to Mass Media Communications** **3;(3,0)**

This introductory course will provide students with an understanding of the interrelationship between mass media and society. Topics include media influences, mass communication processes, media functions, media structures, and support networks.

MMC105 **Visual Concepts** **3;(3,0)**

This is an introductory course in visual literacy for both two-dimensional and three-dimensional visual arts, including the concepts of unity emphasis, scales, rhythm, line, texture, space, motion and color. Students will learn fundamental visual concepts through the use of manual and digital tools.

MMC115 **Principles of Multimedia** **3;(3,0)**

This course introduces students to the concepts of interaction and basic multimedia programming. Students will learn the basic principles and computer software applications to create interactive animated movies, games and websites. Familiarity with the operation of a Macintosh-based computer is highly recommended.

MMC120 **Screenwriting** **3;(3,0)**

This course is an introduction to screenwriting. The main focus of the class is to learn to write professional screen and tele plays for the film and television industry. The class is structured as a participatory seminar that requires student involvement and participation. *Prerequisites: ENG095 and READ095 or equivalent COMPASS/ACT scores.*

MMC130 **Introduction to Media Arts** **3;(2,2)**

This course offers a brief introduction to digital graphic design. This course will introduce the basic fundamentals of media arts. Starting with digital still graphics, students will learn hands on approaches to understanding and creating graphic art and the basic effect processes used in graphic art layout and print work. This will include both vector and raster graphic mediums. Digital layout work will be covered in depth. Students will use Adobe Photoshop and Illustrator software. Familiarity with the operation of a Macintosh-based computer is highly recommended.

MMC135 **Introduction to Digital Filmmaking** **3;(2,2)**

This course offers a brief introduction to digital film. This course will introduce the basic fundamentals of multimedia systems. The course will focus on the digital filmmaking processes including screenwriting, storyboarding, on set filming, and editing. The class will utilize Final Cut Pro and Adobe Photoshop for digital film editing and effects processes. Familiarity with the operation of a Macintosh-based computer is highly recommended.

MMC138 **Introduction to Digital Photography** **3;(2,2)**

This course will provide the student a thorough overview of choosing and evaluating digital cameras, photography basics, operating procedures, and composition basics. The students will also work with image review, settings, explore exposure, resolution, compression, and file formats. Students are required to have their own digital camera.

MMC154 **Introduction to Film Production Workflow** **3;(3,0)**

Previously offered as STGS148.

This course examines how movies are made- the film production process from concept to exhibition. Job categories and functions, basic film making terminology, and the protocols and set etiquettes required to work on a movie set are described and explored.

MMC161 **Introduction to Film History** **3;(3,0)**

Previously offered as STGS143.

This is a course for both majors and non-majors to familiarize students with the history and development of motion pictures, both technologically and aesthetically, to foster an understanding and appreciation of the components of the film making process as well as of the various major movie genres. The primary method of instruction will be by viewing and analyzing classic films.

MMC170 **Film Crew I** **3;(2,2)**

This course examines the “below the line” positions, functions, and tasks of the film industry, focusing on the job or craft areas that are now sponsored by IATSE Local 480. The following crafts will be examined: camera department, set construction, wardrobe, hair and make-up, lighting and electric, grip, sound, and miscellaneous (casting, craft, transportation, script supervision). The processes, responsibilities, and typical daily tasks will be examined for each craft, including hands on experience. During the course, students will select one of the crafts on which to focus and specialize.

MMC174 **On-Set Production Techniques** **3;(0,6)**

Students will apply the skill and techniques in the film technician areas covered in Film Crew I to studio/soundstage productions. *Corequisite: MMC170.*

MMC178 **Location Production Techniques** **3;(0,6)**

Students will specialize in a film technician craft based on their demonstrated skills and interests. Instructors for this course will include working film union professionals. Content will be lecture and hands-on. *Corequisite: MMC170.*

MMC211 **Media Ethics** **3;(3,0)**

This course will explore ethics in mass media communications and expose the students to the evolution and function of various media systems and their impact on individuals and culture. Several topics of interest include legal frameworks, moral judgment, censorship, news media privileges/rights, ownership regulations, and ethical issues.

MMC230**Intermediate Media Arts****3;(2,2)**

This course is a study of computer-generated graphics technology in art and design. Students will generate and manipulate various image types including vector graphics and bitmaps. Students will also get hands experience applying proper techniques in digital design, layout, typography, and illustration for various design mediums. Students will use Adobe Photoshop, Illustrator, and InDesign software. *Prerequisite: MMC130.*

MMC235**Intermediate Digital Filmmaking****3;(2,2)**

In this course, students will explore and experiment with the video medium through a series of short exercises. This course offers advancement to the tools and process used in introduction to digital film. Students will do advanced projects in both the documentary and fiction film genres. Improvement of technical knowledge and skills will be emphasized, and creativity encouraged. Topics to be explored will include: understanding the video camera, advanced shooting techniques, sound gathering techniques, microphone placement and selection, non-linear sound editing, lighting techniques for studio and location, time-code, non-linear editing. We will discuss various filmmaking techniques and current industry topics. The class will utilize Final Cut Pro and Adobe Photoshop for digital film editing and effects processes. *Prerequisite: MMC135.*

MMC250**Mass Media Internship****3;(0,9)**

This internship will provide the student the opportunity to gain practical experience working with media organizations such as newspaper, radio or television broadcasting. Internships are unique and negotiated between the student, employer/organization, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Student supervision is shared between the specific agency/organization and the faculty/advisor. *Prerequisite: Instructor approval.*

MMC270**Film Crew II****12;(3,18)**

During this intensive hands-on course, students will practice their selected film technician craft by working on film projects. Students will work with technician mentors on film projects, learning to apply the skills for their chosen crafts learning in situations that replicate the "real" world of professional filmmaking. *Prerequisite: MMC170.*

MMC295

Media Capstone

3;(3,0)

In this course the student will prepare and take the comprehensive examination for the Associate of Applied Science Degree in Media Art and Film Technology. Information/content will come from core curriculum (program requirements). To pass, the student must score 70% or better on the comprehensive examination. Study guides and/or group sessions will be utilized. *Prerequisite: Instructor approval. Only students in their final semester of their final year should enroll in this class.*

MATHEMATICS (MATH)

MATH055

Basic Mathematics

3;(3,0)

Previously offered as MATH101.

This course is a review of basic mathematical principles including whole numbers, addition, subtraction, multiplication, division, fractions, and decimals. This course will emphasize problem solving and word problems.

MATH075

General Mathematics

4;(4,0)

Previously offered as MATH105.

This course will cover skills/concepts of arithmetic with an introduction to basic algebra for students needing to strengthen their basic mathematical background. Emphasis will be placed on ratios, proportions, percents, measurement, graphs, geometric concepts, real number systems concepts, signed numbers, and linear equations in one variable. *Prerequisite: MATH055 or equivalent COMPASS/ACT score.*

MATH095

Algebra with Applications

4;(4,0)

Previously offered as MATH106.

This course will provide a mathematically sound and comprehensive coverage of the basic computational skills involved in introductory algebra. Emphasis will be placed on solving linear equations/inequalities, absolute value equations, inequalities, graphing simple functions, finding the slope/equation of a straight line, study of parallel/perpendicular lines, and graphing linear inequalities in two variables. This course will also provide extensive coverage of applied geometry as it relates to calculating perimeters, areas, surface areas and volumes. *Prerequisite: MATH075 or equivalent COMPASS/ACT score.*

MATH116 **Intermediate Algebra** **4;(4,0)**

This course is the study of linear equations and inequalities, linear functions in two variables, systems of linear equations, polynomials and rational expressions, factoring and its applications, solving quadratic equations, evaluating and simplifying radicals and the quadratic formula. Applications in the areas of technology, medicine and business will be emphasized. *Prerequisite: MATH095 or equivalent COMPASS/ACT score.*

MATH130 **Statistics** **3;(3,0)**

This course is an introduction to descriptive and inferential statistics. Topics to be covered will include sampling procedures, experimental design, measures of center, variation, z-scores, the digression equation with linear correlation and basic probability. *Prerequisite: MATH116 or equivalent COMPASS/ACT score. NM Common Course Number: MATH2113.*

MATH180 **College Algebra** **4;(4,0)**

This course is the study of exponentials, evaluating/simplifying radical expressions, simplifying/factoring polynomial expressions, evaluating/simplifying functions, graphing functions, finding and graphing inverse functions, properties of linear and polynomial functions, graphing rational functions, evaluating and graphing exponential and logarithmic functions. Additionally, this course serves as a preparatory course for trigonometry or calculus. *Prerequisite: MATH116 or equivalent COMPASS/ACT score. NM Common Course Number: MATH1114.*

MATH190 **Trigonometry** **4;(4,0)**

This course is the study of trigonometric functions, radian and degree measure, graphs, basic trigonometric identities and inverse trigonometric functions, study of conic sections and basic geometry principles. *Prerequisite: MATH180 or equivalent COMPASS/ACT score. NM Common Course Number: MATH1213.*

MATH195 **Calculus I** **4;(4,0)**

The study of finite and infinite limits of functions, finding the derivative of a function, applications of differentiation (such as curve sketching), finding relative and absolute maxima and minima of a function and solving related rate problems. Integration and simple integral formulas are also introduced, as well as application to finding the area beneath a curve. *Prerequisite: MATH190. NM Common Course Number: MATH1614.*

MS120 **Military Camp Training** **3;(0,6)**

This course covers practical application of military skills. Topics include leadership abilities, navigation, tactical and strategic operations, group interaction, team building skills, and physical training. *Prerequisites: MS105, MS110 and MS115.*

MS125 **Military Professionalism** **3;(3,0)**

This course covers military professional ethics, ethical reasoning, and ethical decision-making. Topics include case study analysis in military professionalism, organizational behavior, communications and human relationships.

MS130 **Introduction to Military Literature** **3;(3,0)**

This introductory course is a survey of military fiction. The course provides an overview of the literary content and social values found in selected works of military literature.

MS140 **Military Leadership: Theory and Practice** **3;(3,0)**

This course is an analysis of military leadership theories and practices. Course topics include leadership styles, leadership theory, personal leadership, team leadership, personal leadership and leadership ethics.

MS200 **Military History I** **3;(3,0)**

This course is a survey of history from a military perspective with an emphasis on Ancient Warfare (750 A.D. – 500 A.D.) and Medieval Warfare (500 A.D. – 1400 A.D.). Topics include an analysis of major military topics/events, military leaders, evolution of technology and the impact of warfare on society.

MS205 **Military History II** **3;(3,0)**

This course is a survey of history from a military perspective with an emphasis on the Napoleonic Wars, World War I, World War II and the Cold War. Topics include an analysis of major military topics/events, military leaders, evolution of technology and the impact of warfare on society.

MS215 **American Military History** **3;(3,0)**

This course is a study of the United States Military from colonial times to the present. Topics include evolution of American warfare, military leaders, military theory, and military institutions, with particular emphasis on the US Civil War, Korea and Vietnam Wars and the Gulf Wars.

MUS125 **Beginning Guitar** **2;(1,2)**

Students will understand basic concepts of guitar playing, including the understanding of chord forms, proper technique, chord diagrams, tuning, music reading and other concepts of guitar playing.

MUS208 **Music History** **3;(3,0)**

This course will provide an overview of the history of music, with emphasis on selective study of compositions from the Baroque, classical, and Post-Classical Periods. The course examines trends and temporary works in the evolution of musical style. *NM Common Course Number: MUS11313.*

MUS217 **Advanced Mariachi** **2;(0,4)**

This course is a continuation of MUS117. *Prerequisite: MUS117 or two years of related music experience.*

MUS229 **Music Theory I** **3;(3,0)**

This is an entry level course into the world of music theory. We will start the fundamentals of rhythm and tonality and the basics of music notation. By the end of the semester students will be familiar with major and minor scales, chord construction and progression and the way in which melody and harmony work together. We will put the theory into practice with music writing and/or playing opportunities. We will also listen to recordings and develop a new understanding of how music is put together. Some experience playing any musical instrument and the desire to work toward a deeper intellectual understanding of how music is put together.

NURSING (NRSG)

NRSG099 **Student Nurse Success** **1;(1,0)**

The focus of this class is to learn skills that will help the nursing student be successful throughout the nursing program. The course will cover self-assessment of learning, empowerment, motivation, critical thinking, time management, study techniques and test taking.

NRSG100 **Math/Dosage Calculations** **1;(1,0)**

This course includes the reading and interpretation of medication orders and labels, calculation of dosages for the safe administration of medications for all age groups, and in a variety of clinical agencies. It includes the conversion of drug dosages among and within the three Common systems of measurement (i.e., metric, apothecary, and household). (Level I PN Program) *Corequisites: NRSG101, NRSG110, NRSG111 and NRSG244.*

NRSG118**Family Nursing I****2;(2,0)**

The focus of this course is on the nursing care of the client/family and newborn. Focus is on normal, uncomplicated obstetric/newborn nursing. It also addresses health promotion of the pediatric client within the community. The emphasis is on the utilization of scientific principles and nursing theory in providing care for pediatric clients with common health problems in a variety of clinical settings in the community. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level I PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG115, NRSG116, NRSG119 and NRSG245.*

NRSG119**Family Nursing I Practicum****1;(0,3)**

The focus of this practicum is the application of content from the Family Nursing I course through the demonstration and performance of specific course related nursing skills. The emphasis is on the utilization of scientific principles and nursing theory and in the provision of care for obstetrical clients with uncomplicated health care needs in a variety of clinical settings in the community. This includes the care of pediatric clients with health promotion needs and common health problems in a variety of clinical settings. (Level I PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG115, NRSG116, NRSG118 and NRSG245.*

NRSG130**Role Transition - PN****1;(1,0)**

(Requirement for students taking PN-ATI Predictor Assessment). This course provides a basic introduction to Mental Health concepts and identifies the roles, responsibilities and scope of practice for the Licensed Practical Nurse. (Level I PN Program) *Prerequisite: Successful completion of PN Program.*

NRSG202**Geriatric Nursing****2;(2,0)**

An elective course designed to prepare students in meeting the challenges of providing high quality services for older adults. Throughout the course, a positive view of aging is conveyed with recognition of the individuality of each person. The focus of the course is promotion of optimal functioning, wellness promotion, and restorative care.

NRSG216**Mental Health Nursing****2;(2,0)**

The course focus is on concepts of mental health and illness, prevention, crisis management and treatment modalities. Emphasis is on the nurse-client relationship, use of interpersonal and therapeutic communications, and review of psychopharmacology. Nursing process, teaching/learning, cultural diversity in the community, and the further development of critical thinking/decision making concepts are incorporated. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG217, NRSG218, NRSG219, NRSG224, NRSG225 and NRSG254.*

NRSG217**Mental Health Nursing Practicum****1;(0,3)**

The focus of this practicum is the application of content from the mental health nursing course through the demonstration and performance of specific course related nursing skills. Emphasis is on self-awareness and therapeutic use of self to communicate effectively in the care of clients/families with various mental disorders in a variety of psychiatric clinical settings in the community. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG218, NRSG219, NRSG224, NRSG225 and NRSG254.*

NRSG218**Family Nursing II****2;(2,0)**

The focus of this course is on acute, complex high-risk health problems of the obstetrical client which includes complications of pregnancy and delivery and the nursing measures which are utilized to reduce maternal/infant morbidity. It also includes acute/chronic complex health problems of the pediatric client. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level II RN Program) *Prerequisites: NRSG118, NRSG119, and all first level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217, NRSG219, NRSG224, NRSG225 and NRSG254.*

NRSG219**Family Nursing II Practicum****1;(0,3)**

The focus of this practicum is the application of content from the high risk obstetric and pediatric content nursing course through the demonstration and performance of specific course related nursing skills to provide safe, competent, effective nursing care. Emphasis on principles of growth and development, standards of practice, therapeutic age appropriate communication, and teaching/learning. Clinical practicum will occur in high acuity nursing health care settings. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217, NRSG218, NRSG224, NRSG225 and NRSG254.*

NRSG220 Management of Client Care within the Community 2;(2,0)

This course focuses on the role of the registered nurse. Health promotion and maintenance along with professional development in nursing are emphasized in an examination of current issues and trends in the health care environment. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated toward professional management/delegation roles for the nurse. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG222, NRSG234, NRSG235 and NRSG255.*

NRSG222 Transitional Practicum 2;(0,6)

The focus of this final course is the integration of knowledge from all curriculum coursework content to provide for an opportunity to provide safe, competent, effective nursing care for a variety of groups of clients within diverse care settings. Through a mentor relationship, growth opportunities that will lead to increased management skills, professional behaviors and collaborative communication will be practiced leading to safe independent nursing practice. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG220, NRSG234, NRSG235 and NRSG255.*

NRSG224 Adult Nursing I 2;(2,0)

This course examines the care of the adult client with complex, multiple-system acute and or chronic health problems and identifies the different roles of the registered nurse in acute and community based health care settings. The focus of this course is on the promotion, maintenance and restoration of health for clients with the utilization of follow up care, community resources, and collaboration with other health care professionals to provide continuity of care. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217, NRSG218, NRSG219, NRSG225 and NRSG254.*

NRSG225**Adult Nursing I Practicum****1;(0,3)**

The focus of this practicum is on the nurse's role in the coordination of care for clients with complex acute or chronic health problems through appropriate decision making skills and collaboration with clients, family, the health care team and community agencies. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. Emphasis on demonstration and performance of complex nursing skills in high acuity nursing health care settings. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217, NRSG218, NRSG219, NRSG224 and NRSG254.*

NRSG234**Adult Nursing II****2;(2,0)**

This course examines the care of the adult client with complex, multiple-system acute and or chronic health problems and identifies the different roles of the registered nurse in acute and community based health care settings. The focus of this course is on the promotion, maintenance and restoration of health for clients with the utilization of follow up care, community resources, and collaboration with other health care professionals to provide continuity of care. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG220, NRSG222, NRSG235 and NRSG255.*

NRSG235**Adult Nursing II Practicum****2;(0,6)**

The focus of this practicum is on the nurse's role in the coordination of care for clients with complex acute or chronic health problems through appropriate decision making skills and collaboration with clients, family, and the health care team and community agencies. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. Emphasis on demonstration and performance of complex nursing skills in high acuity nursing health care settings. (Level II RN Program) *Prerequisites: All first level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG220, NRSG222, NRSG234 and NRSG255.*

NRSG241**Pathophysiology I****3;(3,0)**

This course is designed as an introduction to human pathophysiology. It builds on the knowledge of anatomy and physiology as a basic foundation. The course provides an overview of disease processes by body systems. The course serves as an elective for health occupations majors. *Prerequisite: BIO217.*

NRS242 Pathophysiology II 3;(3,0)

The course provides an overview of disease processes for select body systems. The course serves as an elective for health occupations majors. *Prerequisite: BIO217.*

NRS244 Pharmacotherapeutic Interventions I 2;(2,0)

An introductory course to basic pharmacology based on principles of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics. The focus is on health promoting drugs with emphasis on teaching/learning, cultural diversity, and promotion of critical thinking toward safe and accurate medication administration. (Level I PN Program) *Corequisites: NRS100, NRS101, NRS110 and NRS111.*

NRS245 Pharmacotherapeutic Interventions II 2;(2,0)

Continued principles of pharmacology organized by body systems and individual drug classes with emphasis on drug actions, indications for uses, adverse effects, various types of drug interactions, and key nursing implications. It includes an ongoing focus on teaching/learning, cultural diversity, and promotion of critical thinking/decision making toward safe and accurate medication administration. (Level I PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRS115, NRS116, NRS118 and NRS119.*

NRS254 Pharmacotherapeutic Interventions III 1;(1,0)

In this course the student will analyze and apply basic to advanced pharmacological principals related to safe medication administration. Medication classification, action, usage, side effects, adverse effects, and therapeutic effects will be included. Consideration will be given to drug interactions with other drugs, herbs and food. Cultural considerations will be integrated into competent medication administration. *Corequisites: NRS216, NRS217, NRS218, NRS219, NRS224 and NRS225.*

NRS255 Pharmacotherapeutic Interventions IV 1;(1,0)

This course will synthesize pharmacologic principals with active learning situations in order for the student to obtain a working knowledge of pharmacologic principles covered in pharmacotherapeutic Interventions I, II, III. *Corequisites: NRS220, NRS222, NRS234 and NRS235.*

OFFICE ADMINISTRATION (OADM)

OADM100 **Fundamentals of Keyboarding** **1;(1,0)**

This course is designed to introduce students to keyboarding and formatting techniques. Course will lead students toward greater speed, improved accuracy, and greater refinement of formatting ability. Students who type 25+ words per minute or who have successfully completed one full year of typing or keyboarding in high school within five years of attending LCC on a full-time basis can forego enrolling in Keyboarding. **NOTE:** *This is a 16-contact hour course and is graded as Satisfactory/Unsatisfactory.*

OADM201 **Intermediate Keyboarding** **3;(2,2)**

Designed to enhance keyboarding skills and incorporate numerous design features that simplify learning and ensure mastery of keyboarding, word processing, and document formatting. *Prerequisite: OADM100.*

OADM206 **Business Writing** **3;(3,0)**

This course is designed to provide the student with the techniques for planning and organizing messages; provide the student with writing techniques that will help transform average writing into professional communications to include letters, memos, reports, proposals, and résumés. *Prerequisites: ENG095 and READ095 or equivalent COMPASS/ACT scores.*

OADM207 **Administrative Office Procedures** **3;(3,0)**

This course facilitates the student's ability to develop competence with major concepts in electronic office applications. Furthermore, this course provides practical, meaningful experiences to strengthen the student's administrative skills and knowledge of business procedures.

OADM219 **Legal Office Procedures** **4;(3,2)**

This course is designed to prepare students for work as a legal secretary in a legal/law office. Topics covered in this course include: legal terminology, preparation of legal documents and correspondence, transcription, ethics, the courts and court documents, litigation, wills, probate, real estate, corporations, and non-court documents. Ethics is also emphasized.

OADM223**Medical Office Procedures****4;(3,2)**

This course is designed to prepare students who desire to pursue a career in a medical office or hospital. Students will learn the duties of a medical office specialist/assistant. Topics to be covered throughout this course include: medical terminology, transcription, medical records, insurance, ethics, human relations, and billing procedures.

OADM235**Office Administration Internship****3;(0,9)**

This course provides students with the opportunity to gain supervised practical office experience working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Supervision is monitored and recorded by the specific agency and documented and reported to the specific agency and the Office Administration faculty/advisor. *Prerequisite: Instructor approval. Student should be in the last semester of their program.*

PHILOSOPHY (PHIL)

PHIL101**Introduction to Philosophy****3;(3,0)**

This course introduces the student to philosophical thinking; introduces a history of philosophy from the Ancient Greeks through the modern and post modern era of the critical thought process, logic, metaphysics, reality, materialism/idealism, religion and life's meaning, ethical reasoning, esthetic value, and ideal of art. Furthermore, this course provides the student with a living discipline, which draws from the past in order to deal with present critical issues. *NM Common Course Number: PHIL1113.*

PHYSICAL EDUCATION (PE)

PE112**Physical Fitness****1;(0,2)**

This is a self-paced physical activity course. For this class, the student must have a minimum of 20 sign-in DATES encompassing 32 hours or more during a semester. The students work out at their own convenience and use the latest in weight training machines and free weights. Log-in and out is required as well as LCC student I.D.

PE113 **Weight Training** **1;(0,2)**

This is a self-paced physical activity course. For this class, students must have a minimum of 20 sign-in DATES encompassing 32 hours or more during the semester. The students work out at their own convenience and use the latest weight training machines and free weights. Log-in and out is required as well as LCC student I.D.

PE116 **Step Aerobics** **1;(0,2)**

This course is designed to improve physical fitness through active participation that will increase cardiovascular endurance, strength and flexibility. Physical participation is required and students are encouraged to work at their own pace.

PE117 **Kickboxing and Step Combo** **1;(0,2)**

This class will consist of cardio kickboxing and step-training. Cardio kickboxing includes a series of drills set to music including: jabbing punching/kicking combinations that include jabs, hooks, front, back, and sidekicks. Step training consists of stepping up and down on a platform while performing creative choreographic movements to music. It is primarily a low impact, high intensity athletic activity.

PE120 **Cardio Conditioning** **1;(0,2)**

This course promotes wellness and exercise activity by increasing cardiovascular endurance by using different cardiovascular machines. All cardio conditioning equipment will be accessible.

PE121 **Cardio Weight Training** **1;(0,2)**

This course promotes wellness and exercise activity combining weight training and cardiovascular machines. All equipment will be accessible.

PE125 **Conditioning and Flexibility Training** **1;(0,2)**

This progressive course is designed to increase and maintain joint range of motion as well as facilitate relaxation utilizing Pilates, yoga, and abdominal training.

PE135 **Yoga** **1;(0,2)**

Yoga demystified for everyone interested in learning the basics of Hatha yoga, or “yoga for health”. Yoga renews and invigorates the body, stretching, and strengthening the muscles, joints and spine. Yoga is a physical and psychological discipline that brings balance to the mind, body, and spirit through breathing, postures and meditation. Basics emphasize safe physical execution, modifications, and movement with breath.

PE138

Self-Defense Karate

1;(0,2)

This class will teach basic movements and skills of karate with hands on training. Minimal sparring is used during class sessions, yet safety is emphasized. Students learn effective techniques of self-defense, including disciplined tactics and movements through quality instruction.

PHYSICS (PHYS)

PHYS111

Introduction to Physics

4;(3,2)

Introduction to Physics is a Liberal Studies course for the non-science major seeking a connection between science and the world we live in. The student will gain an understanding of concepts in physics such as Newton's Law's of motion, gravity, energy, thermodynamics, waves, electricity, magnetism, optics and relativity. The emphasis is on learning to think logically in order to analyze and solve problems, to develop and expand your intuition for the physical world, and to learn how things work. The laboratories will emphasize hands-on investigation of topics covered in lecture. *Prerequisites: ENG095, MATH095 and READ095 or equivalent COMPASS/ACT scores.*

PHYS115

General Physics I

4;(3,2)

This course is an introduction to vector algebra, construction of free body diagrams, Newtonian particle/rigid body dynamics, torque, acceleration, work, energy, power, impulse, and momentum. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisites: ENG095, MATH180 and READ095 or equivalent COMPASS/ACT scores. NM Common Course Number: PHYS1114.*

PHYS116

General Physics II

4;(3,2)

This course is a continuation of PHYS115, General Physics I. Topics to be covered include simple machines, thermodynamics, mechanical waves, sound, electricity, magnetic fields and forces, and optics. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisite: PHYS115. NM Common Course Number: PHYS1124.*

PHYS161

Calculus Physics I

4;(3,2)

This calculus-based physics course is for engineers and physical science majors. The course examines motion, vectors, forces, work, energy, rotational motion and fluid mechanics. A lab is required. Experiments are conducted that investigate topics such as measurement, vectors, kinematics and graphical analysis of motion, friction, projectiles, energy, ballistics, collisions, satellites, rotational motion and fluids. *Prerequisite: MATH195. NM Common Course Number: PHYS1214.*

PHYS162**Calculus Physics II****4;(3,2)**

This is the second of three calculus-based physics courses for engineers and physical science majors. The course examines temperature, heat transfer, laws of thermodynamics, electric fields, electric potential, DC and AC circuits, magnetic fields, induction and Maxwell's equations. A lab is required. Experiments are conducted that investigate topics such as thermal expansion, heat transfer, electrostatics, electric fields, Gauss' Law, capacitance, DC and AC circuits and electromagnetic induction. *Prerequisite: PHYS161. NM Common Course Number: PHYS1224.*

POLITICAL SCIENCE (POLS)

POLS151**American National Government****3;(3,0)**

Broad survey of the American federal system of government and American politics; including: examination of the Constitution, Legislative, Executive, and Judicial branches, political parties, interest groups, the media, political culture, civil liberties, civil rights, federalism, and current trends. Students will gain an understanding of how American national government is organized and have the ability to make more informed choices in the political arena. *NM Common Course Number: POLS1123.*

POLS167**State and Local Government****3;(3,0)**

This course is a study of state, county, and city government in the United States with emphasis on the structures, organizations, and operations of these systems in New Mexico. The course explores federalism, the constitution/legal relationships between state and local governments, and the political processes in American state and local government. *NM Common Course Number: POLS1213.*

PSYCHOLOGY (PSYC)

PSYC101**Introduction to Psychology****3;(3,0)**

This course is a survey of the major concepts of modern psychology and their application to some of the issues in modern society. Several topics include: human development, biopsychology, perception, learning, thinking, motivation, and social interaction. *NM Common Course Number: PSYC1113.*

PSYC242

Developmental Life Span

3;(3,0)

This course is designed to introduce the major theories of growth and development throughout the entire life span. The chronological life stage of the client is regarded as an integral factor that influences the physical, psychological, emotional, cognitive, social, and spiritual characteristics of an individual. Issues of gender, culture, religion, environment, and ethnicity are discussed at length. *Prerequisite: PSYC101.*

PSYC258

Abnormal Psychology

3;(3,0)

This course is an analysis of each of the major syndromes of psychopathology in terms of basic psychological processes. Special attention is given to the clinical observation and experimental research underlying the delineation of each syndrome. *Prerequisite: PSYC101.*

PSYC263

Human Sexuality

3;(3,0)

Course begins with a brief survey of gender anatomy and sexual mores through the ages. Emphasis on present day sexual issues relating to gender psychological/social differences, roles of culture on sexual practices, contraception, sexual diseases, sexual ethics, among other pertinent subjects. *Prerequisite: PSYC101.*

QUILTING AND SEWING (QUIL)

QUIL105

Introduction to Quilting and Sewing

4;(2,4)

This introductory course provides the student with the skill to operate and maintain a sewing machine. Students will learn basic rotary cutting techniques, the history, terminology and the practical applications of quilting. Students will make several quilted projects using rotary cutting, strip piecing, hand and machine quilting and various binding methods.

QUIL108

Foundation Piecing

3;(2,2)

This course is a study of sewing fabric pieces to a paper or cloth foundation to make a design or picture. The student will learn the advantages, disadvantages of foundation piecing and learn methods of transferring a design to a foundation. The student will learn materials of fabrics suitable to this method and drafting simple foundation patterns.

QUIL112**Quick Rotary Cut Quilts****3;(2,2)**

This course is a study of methods used for rotary cutting, organization and accurate assembly of large bedside quilts using time saving methods for all phases of quilt making. Students will learn fabrics, colors appropriate to the projects, learn various templates, tools used in rotary cutting and the construction of quilts.

QUIL205**Quilting and Sewing II****3;(2,2)**

This course will familiarize students with using angles in design of a quilt, assembling smooth quilt tops without distorting where angles are joined. Student will survey methods of assembly-foundation piecing, flip and sew rotary cutting with templates.

QUIL214**Quilting and Sewing III****3;(2,2)**

This course will cover options for finishing a quilt after the top is completed. It will include layering, basting and quilting, surface embellishments, tying and setting arrangements. Borders, binding and labeling methods will be studied. A quilt will be completed.

READING (READ)

READ075**Basic Reading****4;(4,0)**

Previously offered as READ100.

A structured course designed to improve basic reading prerequisite skills. Students work on improving reading skills through reading practice and applying the reading process to a variety of reading tasks and texts.

READ095**Developmental Reading****3;(3,0)**

Previously offered as READ105.

A course designed to improve reading comprehension through the utilization of diverse texts. Students will practice fluency and comprehension utilizing strategies such as reading, previewing, note-taking, summarizing, distinguishing between fact and opinion, and research skills. *Prerequisite: READ075 or equivalent COMPASS/ACT score.*

SCIENCE, MATH AND ENGINEERING TECHNOLOGY (SMET)

SMET101 **Introduction to Science, Math and Engineering Technology** **3;(3,0)**

This course is designed to develop a better understanding of the learning process within the domain of science, math and engineering technology. The course will use flexible learning strategies and creative problem solving techniques to include critical thinking skills. The ultimate goal of the course is to assist students in successfully meeting the demands of the technology field.

SMET105 **Computer Use for Technology** **3;(2,2)**

This course is the study of the fundamentals of computer technology software used in engineering technology fields. Emphasis will be placed on technical and scientific computer applications. Topics to be covered will include an introduction to computer concepts, Windows, Microsoft Word, Excel, Access, and PowerPoint, and other specific software applications used to interface various engineering technologies fields.

SMET117 **Introduction to Engineering** **3;(2,2)**

This course introduces the engineering design process using a project-oriented, team-based approach. Students will employ engineering graphics and computational skills using computer applications such as AutoCAD and spreadsheets to solve engineering problems. Lab topics will include design and fabrication of scale models with specific projects addressing sound decision making, the ability to communicate effectively, defining and solving problems and functioning efficiently in a team environment.

SELECTED TOPICS (ST)**

STBS* **ST: Business and Professional Studies** **Variable Credit**

Selected course in a topic within the Department of Business and Professional Studies. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Business and Professional Studies certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STED***ST: Education****Variable Credit**

Selected course in a topic within the Department of Education. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Education certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STGS***ST: General Studies****Variable Credit**

Selected course in a topic within the Department of Humanities. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Humanities certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STHS***ST: Health Sciences****Variable Credit**

Selected course in a topic within the Department of Health Sciences. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Health Sciences certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STTC***ST: Science and Technology****Variable Credit**

This is a selected course in a topic within the Department of Science, Math and Engineering Technology. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all department degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STVE***ST: Vocational Education****Variable Credit**

Selected course in a topic within the Department of Vocational Education. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Trades certificate programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

VOC117 **Blueprint Reading and Construction Math** **4;(2,4)**

Previously offered as BT108.

This course will cover site layout, zoning rules and regulation in preparing a building site according to specifications. Course will be incorporating construction math for a variety of construction uses. Student will interpret and implement architectural drawing, following state and local codes.

WELDING TECHNOLOGY (WLDG)

WLDG105 **Introduction to Welding** **3;(2,2)**

This course teaches the fundamentals in the welding processes, shop orientation and shop safety. Start with oxyacetylene, cutting and welding and advance into basic MIG, TIG, and stick welding. Plasma cutting will be introduced. Welding will be inspected and tested in the flat, horizontal, vertical, and overhead positions. Practical applications are covered and pipe welding will be introduced. *Corequisite: VOC109.*

WLDG118 **Welding Level I** **3;(2,2)**

This course is the first level of three in the welding program; designed for the apprentice welder, it teaches basic blueprinting, layout, and fabrication. Pipe fitting, and proper joint design necessary for various welding processes will be covered. *Corequisite: WLDG105.*

WLDG119 **Welding Level I Application** **4;(0,8)**

Basic metallurgy will be covered by using numbering systems to identify metals and conduct magnet, spark, and chisel tests to identify metals. The use of manufacturing equipment and assembly procedures, along with advanced welding theory and applications are covered. Surface padding will be introduced. *Corequisite: WLDG118.*

WLDG133 **Pipe and Plate Code Testing** **4;(2,4)**

Previously offered as WELD108.

This course demonstrates the ability to weld beveled test plate with and without backing strip in the horizontal, vertical, and overhead position according to applicable welding standards.

WLDG140 **Advanced Layout and Fabrication** **3;(2,2)**

Previously offered as WELD116.

This course includes the proper joint design, layout techniques, and fabrication methods required of a welder. In this course, students will also study the care and use of equipment, safety in the welding industry, qualification and certification procedure of a welder or welding operator by code. Proper techniques are practiced. *Prerequisite: Instructor approval.*

WLDG148 **Ornamental Art Welding** **3;(2,2)**

Previously offered as WELD118.

This course includes a fun and creative way to learn basics of welding that allows a student to make ornamental welded projects from start to finish.

WLDG211 **Welding Level II** **3;(2,2)**

Designed to give the intermediate welder additional time to develop specific welding skills. Students will engage in field work and receive on the job training. Shop time will be dedicated to projects and working towards AWS certification. *Prerequisite: WLDG119.*

WLDG230 **Welding Level III** **4;(2,4)**

This course is designed for the advanced welder and is the capstone class for the welding graduate. Course content will be based on NCCER welding applications. Students will prepare and submit coupons for the American Welding Society (AWS) certification test. Students will also submit a portfolio of completed projects including pictures, blueprints, and material lists. Job search and job placement are also emphasized. *Prerequisite: WLDG211.*

ADMINISTRATION, STAFF AND FACULTY

Administration:

Pete Campos, President

B.A., University of New Mexico
M.A., New Mexico Highlands University
Ed.D., University of New Mexico

Vidal Martinez, Vice President of Instruction

B.A., New Mexico Highlands University
M.A., New Mexico Highlands University
Ed.D., New Mexico State University

Donna Flores-Medina, Vice President of Finance

B.A., New Mexico Highlands University

Administrative Support:

Mathew Bowie	Coordinator, Information Systems
Donald Bustos	Director, Small Business Development Center
Albert Campos	Director, Santa Rosa Satellite
Ronald Duran	Manager, Bookstore
Louise Fernandez-Portillos	Director, Springer Satellite
Sarah Flores	Director, LCC Foundation
Dawnette Garcia	Manager, Wellness Center
Denise Gibson	Database Administrator
Ron Gonzales	Director, Maintenance and Operations
Rick Jaramillo	Coordinator, Network Operations Systems
Elaine Luna	Director, Development and Area Health Education Center
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