



**Luna**  
Community  
College

**2009-2012**  
**CATALOG**

# LUNA COMMUNITY COLLEGE

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## **MAIN CAMPUS**

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

## **SANTA ROSA SATELLITE**

213 4<sup>th</sup> 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, EdD

# DIRECTORY OF CONTACTS

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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 .....	505.454.2562	1213
Admissions & Recruitment .....	505.454.5312	1201
Adult Basic Education/GED .....	505.454.2531	1239
Assessment & Testing .....	505.454.2562	1213
Blackboard/Distance Education .....	505.454.5361	1206
Bookstore .....	505.454.2569	1750
Business & Professional Studies .....	505.454.5327	1257
Business/Fiscal Office .....	505.454.2506	1001
Cafeteria .....	505.454.2581	1715
Campus Security .....	505.454.2577	1108
Computer Center/Information Technology .....	505.454.5368	1073
Copy Center .....	505.454.2584	1155
Counseling Services (Educational) .....	505.454.2562	1213
Dual Credit/Concurrent Enrollment .....	505.454.5377	1075
Education - Early Childhood and Teacher .....	505.454.2504	1551
Financial Assistance .....	505.454.2560	1036
Health Sciences .....	505.454.2521	1808
Human Resources .....	505.454.2502	1069
Humanities .....	505.454.2565	1122
Institutional Research .....	505.454.5351	1220
Learning Resource Center .....	505.454.2578	1152
Operator/Switch Board .....	505.454.2500	1000
Physical Plant .....	505.454.5305	1106
Registrar .....	505.454.2548	1222
Science, Math and Engineering Technology .....	505.454.5306	1050
Tutoring Services .....	505.454.2562	1213
Vocational Education .....	505.454.2522	1401
Wellness Center .....	505.425.8767	n/a
Dr. Pete Campos, President .....	505.454.2501	1015
Vice President of Finance .....	505.454.5328	1017
Vice President of Instruction .....	505.454.5378	1013
Vice President of Student Services .....	505.454.5301	1161
Santa Rosa Satellite .....	575.472.1400	1951
Springer Satellite .....	575.483.5009	1901
Mora Office .....	575.387.6760	n/a



## LETTER FROM THE PRESIDENT

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The Luna Community College family enthusiastically builds upon its mission to enhance student achievement. We are preparing students for self satisfying careers, good paying jobs and integral community leadership. We believe that holistic development of the individual is the most effective pathway to lifelong learning, significant employment opportunities, priceless community contributions and a life of intrinsic value. We are striving to reach this pinnacle for ultimate student success.

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

Luna Community College provides concurrent enrollment and dual credit for high school students, a General Educational Development (GED) program, on-line 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 needs in: Advanced Technologies, Allied Health, Business and Professional Studies, Career and Technical Education (CTE), Humanities, Nursing and Alternative Energy. 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. Also, 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 future success comes directly from you and “the students we prepare to face tomorrow’s challenges.”***

Siempre,

Pete Campos, EdD



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# 2009 - 2010 ACADEMIC CALENDAR

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## Fall Semester 2009

Early Registration .....	Monday June 1 - Friday August 14
Employee Orientation .....	Tuesday August 11
Classes Begin .....	Monday August 17
Late Registration .....	Monday August 17- Monday August 24
Last Day to Add .....	Monday August 24
Last Day to Drop .....	Friday August 28
Holiday-Labor Day .....	Monday September 7
Deadline - Change from Audit to Credit .....	Friday September 11
Midterm Week .....	Monday October 5 - Saturday October 10
Midterm Grades Due .....	Monday October 12
Deadline - Change from Credit to Audit .....	Friday October 16
Advisement Week .....	Monday November 16 - Friday November 20
Last Day to Withdraw .....	Friday November 20
Holiday-Thanksgiving .....	Thursday November 26 - Friday November 27
Final Examination Week .....	Monday November 30 - Friday December 4
Semester Ends .....	Friday December 4
Holiday-Christmas Break .....	Monday December 21 - Sunday January 3

## Spring Semester 2010

Early Registration .....	Monday November 16 - Friday January 8
Holiday-Christmas Break .....	Monday December 21 - Sunday January 3
Classes Begin .....	Monday January 11
Late Registration .....	Monday January 11 - Tuesday January 19
Holiday-Martin Luther King Day .....	Monday January 18
Last Day to Add .....	Tuesday January 19
Last Day to Drop .....	Friday January 22
Deadline - Change from Audit to Credit .....	Friday February 5
Midterm Week .....	Monday March 1 - Saturday March 6
Midterm Grades Due .....	Monday March 8
Deadline - Change from Credit to Audit .....	Friday March 12
Spring Break .....	Monday March 15 - Saturday March 20
Holiday-Easter .....	Friday April 2 - Monday April 5
Advisement Week .....	Monday April 19 - Friday April 23
Last Day to Withdraw .....	Friday April 23
Final Examination Week .....	Monday May 3 - Friday May 7
Semester Ends .....	Friday May 7
Commencement .....	Saturday May 8
Holiday-Memorial Day .....	Monday May 31

## Summer Session 2010

Early Registration .....	Monday April 19 - Friday May 28
Early Registration for Fall 2010 .....	Tuesday June 1 - Friday August 20
Classes Begin .....	Tuesday June 1
Late Registration .....	Tuesday June 1 - Monday June 7
Last Day to Add .....	Monday June 7
Last Day to Drop .....	Monday June 7
Deadline - Change from Audit to Credit .....	Friday June 11
Deadline - Change from Credit to Audit .....	Friday June 18
Holiday-Independence Day .....	Monday July 5
Last Day to Withdraw .....	Friday July 9
Final Examinations .....	Wednesday July 21 - Thursday July 22
Semester Ends .....	Friday July 23

# 2010 - 2011 ACADEMIC CALENDAR

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## Fall Semester 2010

Early Registration .....	Tuesday June 1 - Friday August 20
Employee Orientation .....	Tuesday August 17
Classes Begin .....	Monday August 23
Late Registration .....	Monday August 23- Monday August 30
Last Day to Add .....	Monday August 30
Last Day to Drop .....	Friday September 3
Holiday-Labor Day .....	Monday September 6
Deadline - Change from Audit to Credit .....	Friday September 17
Midterm Week .....	Monday October 11 - Saturday October 16
Midterm Grades Due .....	Monday October 18
Deadline - Change from Credit to Audit .....	Friday October 22
Last Day to Withdraw .....	Wednesday November 24
Holiday-Thanksgiving .....	Thursday November 25 - Friday November 26
Advisement Week .....	Monday November 29 - Friday December 3
Final Examination Week .....	Monday December 6 - Friday December 10
Semester Ends .....	Friday December 10
Holiday-Christmas Break .....	Monday December 20 - Sunday January 2

## Spring Semester 2011

Early Registration .....	Monday November 29 - Friday January 14
Holiday-Christmas Break .....	Monday December 20 - Sunday January 2
Holiday-Martin Luther King Day .....	Monday January 17
Classes Begin .....	Tuesday January 18
Late Registration .....	Tuesday January 18 - Tuesday January 25
Last Day to Add .....	Tuesday January 25
Last Day to Drop .....	Friday January 28
Deadline - Change from Audit to Credit .....	Friday February 11
Midterm Week .....	Monday March 7 - Saturday March 12
Midterm Grades Due .....	Monday March 14
Deadline - Change from Credit to Audit .....	Friday March 18
Spring Break .....	Monday March 21 - Saturday March 26
Holiday-Easter .....	Friday April 22 - Monday April 25
Advisement Week .....	Tuesday April 26 - Friday April 29
Last Day to Withdraw .....	Friday April 29
Final Examination Week .....	Monday May 9 - Friday May 13
Semester Ends .....	Friday May 13
Commencement .....	Saturday May 14
Holiday-Memorial Day .....	Monday May 30

## Summer Session 2011

Early Registration .....	Tuesday April 26 - Friday June 3
Early Registration for Fall 2011 .....	Wednesday June 1 - Friday August 19
Classes Begin .....	Monday June 6
Late Registration .....	Monday June 6 - Friday June 10
Last Day to Add .....	Friday June 10
Last Day to Drop .....	Friday June 10
Deadline - Change from Audit to Credit .....	Friday June 17
Deadline - Change from Credit to Audit .....	Friday June 24
Holiday-Independence Day .....	Monday July 4
Last Day to Withdraw .....	Friday July 15
Final Examinations .....	Wednesday July 27 - Thursday July 28
Semester Ends .....	Friday July 29



# 2011 - 2012 ACADEMIC CALENDAR

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## Fall Semester 2011

Early Registration .....	Wednesday June 1 - Friday August 19
Employee Orientation .....	Tuesday August 16
Classes Begin .....	Monday August 22
Late Registration .....	Monday August 22- Monday August 29
Last Day to Add .....	Monday August 29
Last Day to Drop .....	Friday September 2
Holiday-Labor Day .....	Monday September 5
Deadline - Change from Audit to Credit .....	Friday September 16
Midterm Week .....	Monday October 10 - Saturday October 15
Midterm Grades Due .....	Monday October 17
Deadline - Change from Credit to Audit .....	Friday October 21
Last Day to Withdraw .....	Wednesday November 23
Holiday-Thanksgiving .....	Thursday November 24 - Friday November 25
Advisement Week .....	Monday November 28 - Friday December 2
Final Examination Week .....	Monday December 5 - Friday December 9
Semester Ends .....	Friday December 9
Holiday-Christmas Break .....	Tuesday December 20 - Monday January 2

## Spring Semester 2012

Early Registration .....	Monday November 28 - Friday January 13
Holiday-Christmas Break .....	Tuesday December 20 - Monday January 2
Holiday-Martin Luther King Day .....	Monday January 16
Classes Begin .....	Tuesday January 17
Late Registration .....	Tuesday January 17 - Tuesday January 24
Last Day to Add .....	Tuesday January 24
Last Day to Drop .....	Friday January 27
Deadline - Change from Audit to Credit .....	Friday February 10
Midterm Week .....	Monday March 5 - Saturday March 10
Midterm Grades Due .....	Monday March 12
Deadline - Change from Credit to Audit .....	Friday March 16
Spring Break .....	Monday March 19 - Saturday March 24
Holiday-Easter .....	Friday April 6 - Monday April 9
Advisement Week .....	Monday April 23 - Friday April 27
Last Day to Withdraw .....	Friday April 27
Final Examination Week .....	Monday May 7 - Friday May 11
Semester Ends .....	Friday May 11
Commencement .....	Saturday May 12
Holiday-Memorial Day .....	Monday May 28

## Summer Session 2012

Early Registration .....	Monday April 23 - Friday June 1
Early Registration for Fall 2012 .....	Friday June 1 - Friday August 17
Classes Begin .....	Monday June 4
Late Registration .....	Monday June 4 - Friday June 8
Last Day to Add .....	Friday June 8
Last Day to Drop .....	Friday June 8
Deadline - Change from Audit to Credit .....	Friday June 15
Deadline - Change from Credit to Audit .....	Friday June 22
Holiday-Independence Day .....	Wednesday July 4
Last Day to Withdraw .....	Friday July 13
Final Examinations .....	Wednesday July 25 - Thursday July 26
Semester Ends .....	Friday July 27

## **PURPOSE OF THE CATALOG**

The purpose of the Luna Community College (LCC) 2009-2012 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

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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

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## ACCREDITATION

Luna Community College is accredited to grant certificates, associate of applied science, associate of arts, and associate of science 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](http://www.hlcommission.org). Luna Community College operates within the guidelines of the New Mexico Department of Higher Education.

## MISSION OF THE COLLEGE

Luna Community College is an institution of higher learning committed to serving the changing needs of its student population and the surrounding communities. Its mission is to provide comprehensive education, preparations for relevant employment, and opportunities for life-long learning. The guiding principles of LCC are to:

- Prepare students for employment through a broad range of vocational, technical, and professional education programs
- Enhance job effectiveness and continue training in keeping up with changes in the job market and technology
- Assist students in gaining equitable accessibility to education opportunities
- Provide continuing education and community service to northeastern New Mexico
- Offer certificates and associate degrees
- Promote transfer of credits between institutions of higher education
- Educate students regarding intellectual, psychological, philosophical, and social issues that address human experience, namely: critical thinking/problem solving, cultural diversity, intra/interpersonal skills, and ethical responsibilities

## **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**

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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

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## 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**

Student attendance is expected at all sessions of an enrolled course. Participation in chat sessions and/or posting to a discussion link may be considered attendance for online courses. Each instructor will establish specific attendance requirements for each course and will inform students of those requirements at the beginning of the semester.

## **STUDENT OUTCOMES ASSESSMENT**

Luna Community College conducts semester assessment activities as part of its continuing effort to maintain quality academic programs and provide adequate support services. For further information, contact the chairperson of the Student Learning Outcomes Assessment (SLOA) Committee or the Vice President of Instruction.

## **EXIT COMPETENCIES**

Specific academic and vocational programs at Luna Community College have identified exit competencies that a student must demonstrate upon completion of their program of study. These exit competencies are identified in specific courses (e.g., capstone) or program requirements. For further information contact the office of the Vice President of Instruction.

## **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 program 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 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**

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All new/proposed student clubs and organizations must follow the procedures before being considered a “chartered” club or organization. A copy of the procedures manual can be requested from the Student Activity Office at the ACCESS Center or by calling 505.454.5357.

## **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 505.454.5319.

## **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.

## **LCC GAMERZ CLUB**

LCC Gamerz Club is an organization of students intended to promote the innovation and development of computer games among students in the Video Game Design and Development program. It is also the mission of the club to supplement activities and provide challenging experiences for students. Another purpose of the club is to introduce and expose students to the development and market of video games in an effort to recruit them to declare a major in this program. Fund raising is done through video game tournaments and funds are used to attend conferences.

For more information, contact the LCC Gamerz Club at 505.454.2554.

## **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.

## **TRADES SkillsUSA**

Trades 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 Trades SkillsUSA at 505.454.5345.

# ACADEMIC AND STUDENT SUPPORT SERVICES

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

**Telephone: 505.454.2562**

E-mail: [access@luna.edu](mailto: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 Labor, 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 505.454.5352.

## 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**:

ENG102 Introduction to Grammar  
ENG104 Grammar Usage and Writing

MATH101 Basic Mathematics  
MATH105 General Mathematics

READ100 Basic Reading  
READ105 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.

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.

## **LEARNING RESOURCE CENTER**

**Telephone: 505.454.2540**

E-mail: [lrc@luna.edu](mailto: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 Luna Community College 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 8:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. Winter hours are from 8:00 a.m. to 6:00 p.m.

## **DISTANCE EDUCATION**

**Telephone: 505.454.5361**

E-mail: [dln@luna.edu](mailto: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/WebCT. Students interested in taking courses via distance education are urged to visit the college website at [www.luna.edu](http://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 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 Luna Community College 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.

Child care assistance for eligible participants may be obtained from the following:

- New Mexico Human Services Department
- New Mexico Children, Youth, and Families Department

## **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.

## **HEALTH CENTER**

Luna Community College recognizes the importance of keeping its students healthy. Therefore, the LCC Health Center will provide basic health services for students and staff at a minimal fee per semester. Fees are published each semester in the schedule of classes and will include unlimited access of covered services at the established times. The Health Center is located at the Allied Health Center on the main campus. Health Center fees are payable at the Fiscal Office. For further information contact the ACCESS Center.

**IMPORTANT NOTE:** The Health Center will only operate as long as a provider is contracted with the college. Therefore, the fee will only be assessed to students when a contract is in place.

## **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 LCC Online link.

# GETTING STARTED: APPLYING FOR ADMISSION

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## OFFICE OF RECRUITMENT AND ADMISSIONS

Telephone: 505.454.2550

E-mail: admissions@luna.edu

## ADMISSIONS STATEMENT

Institutions of higher education are required to notify students about preadmission inquiry related to disabilities as follows:

### Admissions Statement to All Registrants

Federal Law prohibits LCC from making preadmission inquiry about disabilities. Any information received regarding disabilities will not adversely affect admission decisions. If a student requires special services because of a disability, he/she should notify the ACCESS Center, Office of Adaptive Education Services. This self-disclosure allows the college to prepare appropriate academic accommodations to facilitate the student's learning. This information will be kept strictly confidential and has no affect on admission.

## APPLYING FOR ADMISSION

Applications for admission will be considered at any time, unless otherwise specified. However, to ensure timely action on the application, students are advised to consult the respective instructional department for information about application procedures.

## 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

**Note:** All transcripts must be sent directly from the respective school. Faxed 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.

## 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 505.454.2541.

## **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 Student Services, Registrar, and academic program director.

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

## **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, tuition, fees, etc., contact LCC's Concurrent Enrollment/Dual-Credit Office at 505.454.5377 or via e-mail at [cede@luna.edu](mailto:cede@luna.edu).

**Note:** Luna Community College credits may not count towards 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 21 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](http://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 Student Services.

### 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**

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## **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**

Students are expected to keep the college informed of their current mailing and permanent addresses. 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 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. Students wishing to take an overload must 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 090-199 are developmental, preparatory, or introductory. 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 609.771.7300 or toll free, 888.225.5427 or via E-mail: [apexams@info.collegeboard.org](mailto: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](mailto:clep@info.collegeboard.org).

See page 27 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. However, 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 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 ENG111 for ENG115 or HIST101 for HIST102. 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 strongly advised 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**

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 an opportunity for students to earn college credit or a waiver of certain requirements for learning they have acquired outside of college. No more than a combined maximum of 15 credit hours may be awarded or 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

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 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.

## REGISTRATION PROCEDURES

A schedule of classes is published prior to each term. Starting and ending dates, meeting times and locations, registration instructions, payment information, and other pertinent student policies are listed in the schedule, which is available at the Office of the Registrar or on LCC's website at [www.luna.edu](http://www.luna.edu). Registration occurs as outlined in the academic calendar. The academic calendar is included at the beginning of this catalog, the student handbook, and the schedule of classes.

Any student who pre-registers for classes and does not make financial arrangements by the end of the early registration period may be disenrolled and will have to re-register for their classes during the late registration period. There is no guarantee that courses a student registers for will remain available after 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 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 electronically at <http://www.luna.edu> under the Student Services link.**

- 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 13 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.

## F. Payment of fees

Tuition and fees will be assessed and posted to the student's account at the time the registration card information is entered by the Office of the Registrar. Tuition charges based on a student's residency status will be assessed for all courses.

In order to complete the registration process, students must pay all tuition and fees the day they register, unless they have made other payment arrangements with the Fiscal Office. If 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 semester schedule of classes. Certificate or degree seeking students wishing to add courses must complete the Add/Drop form with their academic advisor. Non-major students must complete the Add/Drop form with an Educational Advisor/Counselor. High school students must complete the Add/Drop form with LCC's Concurrent Enrollment/Dual-Credit Office. All adds must be submitted with proper signatures to the Office of the Registrar. Students who are unable to complete the process personally may download an Add/Drop form from LCC's website and fax in their request. If the student adds courses in person, the Office of the Registrar will provide a signed copy receipt for any courses added using the Add/Drop form.

## **WITHDRAWING/DROPPING FROM COURSES**

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

### **ADD/DROP FORM**

The student completes an Add/Drop form and returns it to the Office of the Registrar with appropriate signatures. If the student withdraws/drops courses in person, the Office of the Registrar will provide a signed copy receipt for any courses withdrawn/dropped using the Add/Drop form. Students who are unable to complete the process personally may download an Add/Drop form from LCC's website and fax in their request. High school students must complete the Add/Drop form with LCC's Concurrent Enrollment/Dual-Credit Office.

### **COMPLETE WITHDRAWAL**

A student at the main campus considering withdrawing from all courses prior to the deadline, may initiate the withdrawal process by notifying the ACCESS Center or the Office of the Registrar of his/her intention to withdraw. At the Santa Rosa or Springer Satellite, a student shall notify the office clerk or the director. A student not attending the main campus or one of the satellites may notify the ACCESS Center or the Office of the Registrar by calling 800.588.7232. High school students must notify LCC's Concurrent Enrollment/Dual-Credit Office. Students unable to complete the process personally may download a Complete Withdrawal form from the website and fax in their request.

When a student notifies the appropriate office of an intention to withdraw, the student will be provided a Complete Withdrawal form. At this point, the student has officially indicated the intent to withdraw. The day the Complete Withdrawal form is submitted to or received by the Office of the Registrar will be the date of withdrawal used for the calculation of Return of Title IV Funds and an institutional refund, unless the Student Financial Assistance Office can document a last day of attendance at an academically related activity.

After a student notifies the appropriate office of an intention to withdraw, he/she is urged to discuss the decision with his/her academic advisor. A student may rescind the intention to withdraw by not submitting the Complete Withdrawal form to the Office of the Registrar. If a student wishes to reverse a decision to withdraw after the Complete Withdrawal form has been submitted, the student must complete a Petition for Course Reinstatement for each course. If a student who rescinded an intention to withdraw does not complete the term and earns failing grades, the official date of withdrawal will be the latter of the date the withdrawal form was obtained or the last date of documented class attendance at an academically related activity.

The deadline for withdrawing/dropping from courses under either procedure is listed in the official academic calendar. If a withdrawal/drop from a course occurs within the drop period, that course will not appear on the student's academic transcript and tuition charges will not be assessed. If a withdrawal/drop occurs after the drop period, a final grade of "W" is recorded for the class. A "W" is not computed in the student's grade point average (GPA) but will appear on the student's academic transcript. Students who stop attending classes in the middle of a term and do not officially withdraw, run the risk of earning failing grades at the end of the term.

## **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.

## **AUDITING A COURSE**

A student 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 NRSR prefixed courses must follow the audit policy as defined in the Nursing Student Handbook.

## **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.

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 an "F" or "I" grade have 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 better, 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 15.
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 8<sup>th</sup> week during the Fall or Spring semester and up to the end of the 4<sup>th</sup> week during the summer session. All documentation 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. 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. A student must have a minimum gpa of 2.5 in his/her study concentration area.
2. The faculty member supervising the student must schedule at least two weekly meetings with each student engaged in a directed study course.
3. 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.
4. No more than four (4) credit hours of directed study may be taken per term unless approved by the Vice President of Instruction.
5. 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.
6. Directed study courses may be taken to fulfill program requirements in the student's area of study or concentration, **excluding General Education courses**.

## SELECTED TOPIC COURSES

In special circumstances, departments can offer “selected topic” courses to meet the requirements of a course that is similar in content, but might require some modification, to meet new training and job related requirements in that program. With approval, selected topic courses can be used to substitute for some program requirements or electives in certificate and degree programs. Approval from the academic director and Vice President of Instruction is required before the class is offered. Tuition is also assessed for these classes.

## GRADING STANDARDS

Final grades are mailed to each enrolled student at the end of each term. 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 given 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 by the end of the 7th week of the subsequent term the "I" grade is submitted and recorded, will automatically become a failing grade
- When the "I" is converted, the student's permanent record will reflect the grade, its grade points, and an adjusted 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 awarded until the course is completed and posted.

## NR - Not Received

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

## **S/U - Satisfactory/Unsatisfactory**

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 or independent 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 semester, final grades are mailed to enrolled students indicating the final grades received for all courses in which they were enrolled during the semester. 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 will also be mailed to enrolled students at the end of the ninth week each fall and spring semester. Mid-term grades will not be issued or mailed 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 division the course was taken and the Vice President of Instruction. However, 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.

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/drop period to give students ample time to register for an alternative course. Course cancellations are posted on LCC's website under the LCC 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. 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 will be notified of their academic status via the grade reports mailed by the Office of the Registrar. 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 summary that details academic progress in a student's major program of study. PASSport details course requirements taken and those that remain unmet. As part of the advisement process, academic advisors will periodically print a PASSport, formerly known as a Degree Audit, for their advisees to aid in the advisement process. Students are strongly encouraged to participate in Advisement Week each fall and spring semester. Students are also able to print their own PASSport by logging on to LCC's website at <http://www.luna.edu> and selecting the LCC Online link. Confidential student records maintained by faculty advisors are normally kept throughout the student's tenure.

## **ACADEMIC PLANS**

Academic plans for each of the certificate and associate degree programs currently offered begin on page 94. 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 2009-2012 catalog and the previous two (2) catalog cycles and will not be allowed to graduate under any requirements prior to the 2004-2006 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.

## **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 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. The student meets with his/her faculty advisor and submits (for each certificate or degree) a Petition to Graduate to the Office of the Registrar by one of the following deadlines:

<b>Semester of Graduation</b>	<b>Early Deadline</b>	<b>Final Deadline</b>
Fall 2009	July 31, 2009	November 20, 2009
Spring 2010	December 11, 2009	April 9, 2010
Summer 2010	May 14, 2010	July 9, 2010
Fall 2010	July 30, 2010	November 19, 2010
Spring 2011	December 10, 2010	April 15, 2011
Summer 2011	May 20, 2011	July 15, 2011
Fall 2011	August 1, 2011	November 23, 2011
Spring 2012	December 9, 2011	April 13, 2012
Summer 2012	May 18, 2012	July 13, 2012

Only students meeting the early petition to graduate deadline will benefit by receiving a formal review of their petition and PASSport and will also receive a letter from the Office of the Registrar detailing their final graduation requirements. Notification by the Office of the Registrar will be mailed to the address indicated by the student on their Petition to Graduate and will be mailed approximately one week prior to the beginning of the term of anticipated graduation.

Students are strongly encouraged to meet the early deadline not only for the formal review, but also because communiqué regarding the graduation ceremony is sent to petitioning students in February.

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. Students graduate in the term in which all graduation requirements are completed whether or not a graduation ceremony is scheduled that term. Commencement ceremony dates and eligible participants through Spring 2012 are:

May 8, 2010	Fall 2009, Spring 2010 and Summer 2010 graduates
May 14, 2011	Fall 2010, Spring 2011 and Summer 2011 graduates
May 12, 2012	Fall 2011, Spring 2012 and Summer 2012 graduates

## **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, not including the \$2.00 transcript fee, is an additional \$10.00 to be paid in advance and is assessed for each destination point. Personal checks are not accepted for payments made relating to transcript requests.

Transcript Request forms are available at the Office of the Registrar or online at <http://www.luna.edu>. Students may also request an official or unofficial 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), social security number/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. 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. Transcript requests that are designated for pick-up, will be held for 30 calendar days after which the transcript will be destroyed and fees forfeited.

## **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.

## 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

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## FISCAL OFFICE

**Telephone: 505.454.2506**

E-mail: [payments@luna.edu](mailto: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 12 p.m. and 1 p.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 2009-2010 academic year are assessed according to the following matrix based on the student’s official residency classification. Tuition and fee rates for 2010-2011 and 2011-2012 will be published in each term’s schedule of classes booklet.

### Tuition Rates 2009 - 2010 Academic Year

CREDIT HOUR	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen
1	\$29.00	\$29.00	\$29.00	\$5.00
2	\$58.00	\$58.00	\$58.00	\$10.00
3	\$87.00	\$87.00	\$87.00	\$15.00
4	\$116.00	\$116.00	\$116.00	\$20.00
5	\$145.00	\$145.00	\$145.00	\$25.00
6	\$174.00	\$174.00	\$174.00	\$30.00
7	\$203.00	\$280.00	\$553.00	<i>See last row in related column for additional credit hours</i>
8	\$232.00	\$320.00	\$632.00	
9	\$261.00	\$360.00	\$711.00	
10	\$290.00	\$400.00	\$790.00	
11	\$319.00	\$440.00	\$869.00	
12-18	\$348.00	\$480.00	\$948.00	
<b>Each Additional Credit Hour</b>				
	<b>\$29.00</b>	<b>\$40.00</b>	<b>\$79.00</b>	

**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 Fees**

- 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/WebCT 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.

**Health Center Fee ..... \$30.00**

Assessed to students enrolled for three (3) or more credit hours at the Las Vegas MAIN campus when the Health Center is operational for the full semester/term.

**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 and must submit a written refund request to the Fiscal Office. 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 all students who withdraw from 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. The student should designate on the form whether a refund should be processed or if 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.

# FUNDING A COLLEGE EDUCATION: HOW TO APPLY FOR ASSISTANCE

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## OFFICE OF STUDENT FINANCIAL ASSISTANCE

**Telephone: 505.454.2560**

E-mail: [finaid@luna.edu](mailto: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 and require financial assistance are encouraged to apply. Applications are available at the OSFA and will be mailed upon request. Students are encouraged to apply through the U.S. Department of Education's Website. Their web address is [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

To apply for assistance, students must submit a yearly application for processing. Students must submit a 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 2010-2011 school year, which includes Fall 2010, Spring 2011 and Summer 2011, should file the 2010-2011 FAFSA by April 15, 2010. Students who apply by April 15 will be given priority for awarding campus-based aid. Assistance may be available for late applicants; however sources are limited.

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

- Have financial need, except for some 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 loans 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 of the application, 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 financial aid suspension or financial aid probation. Students on financial aid suspension must 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 for which aid is provided is completed. 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 Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grants
4. Federal SEOG Grants
5. Academic Competitiveness Grants
6. 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.



## **FEDERAL ACADEMIC COMPETITIVENESS GRANT**

Students who are enrolled in their first and second academic years and have graduated from a rigorous high school program of study may qualify for the Academic Competitiveness Grant (ACG). An eligible student may receive an ACG of \$750 for the first academic year of study and \$1,300 for the second academic year of study. To be eligible, students must meet general Pell Grant eligibility requirements and more specific criteria as outlined by the U.S. Department of Education. For more information, contact the OSFA.

## **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 as well as 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 STAFFORD STUDENT LOAN**

Subsidized Federal Stafford 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 Stafford Loans are disbursed in two or more installments.

Students who do not qualify for a subsidized Federal Stafford Loan may qualify for an unsubsidized Federal Stafford Loan. The Student Guide contains more detailed information regarding this program. Students needing Federal Stafford 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 \$7.50 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
- Viles Foundation Scholarship
- 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. For example, students wanting to apply for assistance for the 2011 Summer Session must have a 2010-2011 FAFSA on file with the OSFA. 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, Guaranty 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 12 p.m. and 1 p.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. Student e-mail accounts can be set up on LCC's website at <http://www.luna.edu> via the LCC Online link.

# ADULT BASIC EDUCATION

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**Telephone: 505.454.2531**

E-mail: [abe@luna.edu](mailto: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: ENG102, ENG104, MATH101, MATH105, READ100, and READ105. 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

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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 73-74 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 72 for LCC's New Mexico General Education Common Core Crosswalk.

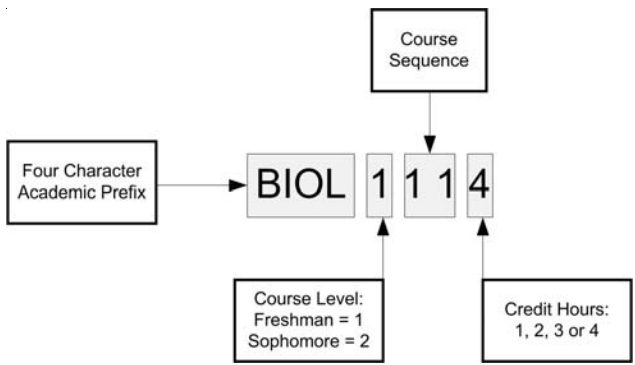
# NEW MEXICO'S GENERAL EDUCATION COMMON CORE CROSSWALK

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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 91. 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 29.

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

<b>Luna Community College Course Number - Title</b>	<b>New Mexico Common Core Course Number</b>	<b>General Education Area</b>
<b>ANTH103</b> - Introduction to Anthropology	<b>ANTH1113</b>	IV
<b>ANTH221</b> - Cultures of the World	<b>ANTH2113</b>	IV
<b>ART110</b> - Introduction to Art	<b>ARTS1013</b>	V
<b>ART210</b> - Art History	<b>ARTS2113</b>	V
<b>BIO105</b> - Biology for Non-Majors	<b>BIOL1114</b>	III
<b>BIO110</b> - General Biology I	<b>BIOL1214</b>	III
<b>BIO111</b> - General Biology II	<b>BIOL1224</b>	III
<b>BIO201</b> - Medical Microbiology	<b>BIOL2514</b>	III
<b>BIO217</b> - Human Anatomy and Physiology I	<b>BIOL2414</b>	III
<b>BIO218</b> - Human Anatomy and Physiology II	<b>BIOL2424</b>	III
<b>CHEM105</b> - Introduction to Chemistry I	<b>CHEM1114</b>	III
<b>CHEM106</b> - Introduction to Chemistry II	<b>CHEM1124</b>	III
<b>CHEM111</b> - General Chemistry I	<b>CHEM1214</b>	III
<b>CHEM112</b> - General Chemistry II	<b>CHEM1224</b>	III
<b>ECON208</b> - Principles of Macroeconomics	<b>ECON2113</b>	IV
<b>ECON209</b> - Principles of Microeconomics	<b>ECON2123</b>	IV

<b>Luna Community College Course Number - Title</b>	<b>New Mexico Common Core Course Number</b>	<b>General Education Area</b>
<b>ENG111</b> - Freshman Composition I	<b>ENGL1113</b>	I
<b>ENG115</b> - Freshman Composition II	<b>ENGL1123</b>	I
<b>ENG203</b> - American Literature I	<b>ENGL2513</b>	V
<b>ENG204</b> - American Literature II	<b>ENGL2523</b>	V
<b>ENG220</b> - Short Fiction	<b>ENGL2343</b>	V
<b>ENVS102</b> - Environmental Science	<b>ENVS1114</b>	III
<b>GEOL101</b> - Survey of Earth Science	<b>GEOL1114</b>	III
<b>GEOL202</b> - Earth History	<b>GEOL1214</b>	III
<b>HIST101</b> - Western Civilization I	<b>HIST1053</b>	V
<b>HIST102</b> - Western Civilization II	<b>HIST1063</b>	V
<b>HIST161</b> - American History I	<b>HIST1113</b>	V
<b>HIST162</b> - American History II	<b>HIST1123</b>	V
<b>HIST220</b> - History of New Mexico	<b>HIST2113</b>	V
<b>MATH180</b> - College Algebra	<b>MATH1114</b>	II
<b>MATH195</b> - Calculus I	<b>MATH1614</b>	II
<b>MUS108</b> - Music Appreciation	<b>MUSI1113</b>	V
<b>MUS208</b> - Music History	<b>MUSI1313</b>	V
<b>PHIL101</b> - Introduction to Philosophy	<b>PHIL1113</b>	V
<b>PHYS115</b> - General Physics I	<b>PHYS1114</b>	III
<b>PHYS116</b> - General Physics II	<b>PHYS1124</b>	III
<b>PHYS161</b> - Calculus Physics I	<b>PHYS1214</b>	III
<b>PHYS162</b> - Calculus Physics II	<b>PHYS1224</b>	III
<b>POLS151</b> - American National Government	<b>POLS1123</b>	IV
<b>POLS167</b> - State and Local Government	<b>POLS1213</b>	IV
<b>PSYC101</b> - Introduction to Psychology	<b>PSYC1113</b>	IV
<b>SOC101</b> - Introduction to Sociology	<b>SOCH1113</b>	IV
<b>SPCH111</b> - Public Speaking	<b>COMM1113</b>	I
<b>SPCH112</b> - Interpersonal Communication	<b>COMM1213</b>	I
<b>THEO232</b> - World Religions	<b>RELI1113</b>	V
<b>THTR110</b> - Introduction to Theatre	<b>THTR1013</b>	V

# PHILOSOPHY OF GENERAL EDUCATION

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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

ENG104 Grammar Usage and Writing

Mathematics proficiency is demonstrated by:

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

MATH105 General Mathematics

Reading proficiency is demonstrated by:

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

READ105 Developmental Reading

# LCC'S GENERAL EDUCATION CORE CURRICULUM REQUIREMENTS

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## 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 I	4
CHEM106	Introduction to Chemistry II	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 I	3
HIST102	Western Civilization II	3
HIST161	American History I	3
HIST162	American History II	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		

\*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.**



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**ACADEMIC**

**DEPARTMENTS**

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# DEPARTMENT OF BUSINESS AND PROFESSIONAL STUDIES

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**Telephone: 505.454.2557**

E-mail: [business@luna.edu](mailto:business@luna.edu)

The Department of Business and Professional Studies is committed to being a preeminent program of business educational studies known for its emphasis in developing competent, qualified students who are preparing to pursue higher educational degrees and/or successfully enter the workforce with a diverse knowledge in business, state-of-the-art computer applications, and inspired judgment. The faculty and staff are dedicated in their collaborative efforts to create an environment for learning that inspires each student to succeed and lead a positive lifestyle. The department offers the following programs:

- 1) Associate of Arts degree in:
  - General Business
  
- 2) Associate of Applied Science degrees in:
  - Business Accounting
  - Business Administration
  - Mass Media Communications
  - Office Administration
  
- 3) Certificates in:
  - Business Accounting
  - Computer Application Specialist
  - Office Administration Assistant
  - Small Business Management

After declaring a major in business studies, in their first semester, all students will be required to register for BUS105: Introduction to Business, as an orientation and comprehensive study of the business world. Students are encouraged to meet with their academic advisor each semester to ensure that they fulfill requirements necessary to complete their certificate or associate degree.

LCC in collaboration with other two- and four-year institutions throughout the state, have developed a statewide business articulation matrix to ensure ease in transfer from one institution to another.

Business and Professional Studies faculty are committed to: Providing students with personalized, comprehensive, high quality education; inspiring and demonstrating, by example, ethical values and leadership within the context of a multicultural society; offering multiple opportunities for experiential (hands-on) learning with emphasis on building community with local businesses; and providing excellence in teaching by ensuring that they meet institutional, state, and national accreditation standards and by engaging in professional development activities to enhance their knowledge.

# DEPARTMENT OF EDUCATION

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**Telephone: 505.454.5389**

E-mail: [education@luna.edu](mailto:education@luna.edu)

The Education Department prepares students who are committed to helping children acquire the knowledge and skills that enable them to participate in and contribute to a complex, changing society. The goal of the Education Department is to increase student success by differentiating instruction for various learning styles, provide instruction based on theory and provide practical experience opportunities.

The Luna Community College Department of Education is dedicated to making excellent education for all students statewide a reality. In the Department of Education you will encounter a rigorous academic environment energized by a commitment to creating brighter futures for both learners and educators. Our faculty work in local schools, and with other colleges and universities to explore and address issues affecting learning and education. The programs offered provide opportunity for practicum teaching, educational research, and public service to advance all aspects of education.

The Nick Salazar Early Childhood Education Center is founded on best-practice models that support developmentally and culturally appropriate practice in Early Childhood Education. The philosophy of the center is based on experiential enrichment, early literacy, constructivism and early learning intervention. The mission is to provide quality early childhood programming in a safe, nurturing and supportive environment. As a laboratory school, student interns, practicum students and parent volunteers also participate.

The Education Department offers the following:

- Early Childhood Development Certificate
- Associate of Arts Degree in Early Childhood Multicultural Education
- Associate of Arts Degree in Teacher Education

The Early Childhood Development Certificate prepares students to work with young children in a variety of settings. Physical and cognitive development, developmentally and culturally appropriate practice, early literacy skills and developmental guidance are some of the highlights of this program. Theory and practice are intertwined throughout the program of study.

The Associate of Arts in Early Childhood Multicultural Education is designed for students who intend to transfer to a four-year institution to pursue a bachelor's degree with an emphasis in Early Childhood Education, Elementary Education or a related field.

The Associate of Arts in Teacher Education is a two-year degree, which provides a foundation for students pursuing a concentration in elementary and secondary professions. The associate of arts degree prepares students in competencies mandated by the New Mexico State Department of Education. The mission of the Teacher Education program is to provide quality instruction to students that build upon knowledge, skills, and experiences.

The Nick Salazar Early Childhood Education Center Preschool provides services for children two through five years of age in an early childhood setting and also serves as a laboratory for education students. Based on the philosophy of the department, the program is utilized by early childhood classes to demonstrate developmentally and culturally appropriate practices as well as to enhance and enrich the learning foundations of the children and adult students.

# DEPARTMENT OF HEALTH SCIENCES

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**Telephone: (505) 454-2521**

E-mail: [health@luna.edu](mailto:health@luna.edu)

The Department of Health Sciences offers diverse programs in health care services. The primary focus of these programs is to provide students with the knowledge, competencies and other skills necessary to meet health care needs of populations within their prospective program of study.

Programs include:

- Allied Health Certificate
- Dental Assistant Certificate
- Practical Nursing Certificate
- Associate of Applied Science Degree in Nursing

The Health Sciences department also provides Nursing Assistant Training and a variety of continuing education courses and community education courses in collaboration with Montañas del Norte Area Health Education Center (MdN-AHEC).

**Each program has specific prerequisite and entrance requirements. Health science programs provide a specific student handbook, which outlines other relevant academic and clinical policies and procedures. Students interested in pursuing a health science profession are encouraged to seek initial and continual advisement from the ACCESS Center.**

# Nursing Program Curriculum

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 the Assessment Technologies Institute (ATI) 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 the ATI 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. Provisional admission status may be granted for students who have not met all admission criteria but still rank order high. Contracts will be initiated with the provisional student and the Nursing Faculty.

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.

## Employment Opportunities:

Graduates of the nursing program are prepared for entry level practice in a variety of health care facilities, which include acute care hospitals, long-term care, home health care, physicians' offices, clinics and other settings.

## **Additional Requirements Relating to Licensure:**

The New Mexico State Board of Nursing has restrictions for licensure and may deny, revoke or suspend any license applied for upon grounds that the person has particular felony violations. The college assumes no responsibility for the denial of licensure by the State Board of Nursing.

Federal law requires health care agencies to conduct criminal background checks on their employees. This requirement is now mandated by the New Mexico Department of Health for students placed in health care facilities for clinical training and is required prior to seeking nursing licensure. Behaviors which may be cause for a student being ineligible for clinical placement include but are not limited to: physical or sexual abuse, theft, illegal use of weapons, and illegal use or possession of controlled substances.

## **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 (BIO103, 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. Please note that BIO217 and BIO218 were previously offered as BIO100 and BIO102. BIO210 and PSYC242 must be completed by the time of entry into the nursing component. 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 score of 40<sup>th</sup> percentile per section on the program entry examination. 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 per section will be used toward calculating admission points. Students scoring below the required percentile 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 CNA100 to meet this requirement. 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 BIO103, BIO217, BIO218, ENG111 and PSYC101 prerequisite course requirements, percentile score on each section of the entrance examination (TEAS), and points earned for in-district residency. Eligibility requires a minimum GPA of 2.7 for prerequisite courses and 40<sup>th</sup> percentile per section on the TEAS entrance examination. Bonus points are issued for prerequisite courses BIO210 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 audit 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 an ATI 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.

# DEPARTMENT OF HUMANITIES

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**Telephone: 505.454.2570**

E-mail: [humanities@luna.edu](mailto:humanities@luna.edu)

The primary objective of the Department of Humanities is to address the development of the “entire” student. Specifically, it is the goal of the department to instruct the student holistically, that is, to educate the student intellectually, psychologically, and philosophically. In order to accomplish the goals of the department’s objective, the department provides the coursework and services that are necessary for continuous human growth and development. Therefore, while not every course in the Department of Humanities can address all three holistic entities specified in its objective, the Humanities curriculum includes coursework that addresses general knowledge based on the history of the human experience.

Specifically, then, the objective of the department is to educate students in the study of human achievements to enhance their ability in logical, critical thinking, self-awareness, communication skills, and accumulation of general knowledge, both abstract and concrete. Specifically, in its courses, the Humanities Department also addresses social issues in American, e.g.) cultural diversity, poverty in America, crime, the family, national values, etc.

In addition the Humanities Department offers an Associate of Arts degree in Liberal Arts, an Associate of Arts degree in Criminal Justice, an Associate of Applied Science degree in Sports Performance, a Certificate in Criminal Justice and a Certificate in General Education.

# DEPARTMENT OF PUBLIC SAFETY

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**Telephone: 505.454.2504**

E-mail: [publicsafety@luna.edu](mailto:publicsafety@luna.edu)

The Department of Public Safety is dedicated to excellent educational services through partnerships that promote professionalism and to enhance the quality of life for our community. Luna Community College's Department of Public Safety is committed to delivering quality instruction. Program goals of the department include:

- Partnerships with New Mexico Firefighters Training Academy and the New Mexico National Guard
- Promote professionalism
- Enhance the quality of life for our community
- Committed to delivering quality instruction in an effective, responsive, and professional manner

The Public Safety Department offers the following Associate of Applied Science Degrees:

- Fire Science
- Military Studies

# DEPARTMENT OF SCIENCE, MATH AND ENGINEERING TECHNOLOGY

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**Telephone: 505.454.5370**

E-mail: [smet@luna.edu](mailto:smet@luna.edu)

The Department of Science, Math and Engineering Technology offers Associate of Science and Associate of Applied Science Degree programs in several study areas. Associate of Science Degree are offered in the Alternative and Sustainable Energy, General Engineering, Life Science, Mathematics, and Physical Science. The associate of science degree programs prepare students for transfer to a four-year institution to pursue a Bachelor of Science degree. Associate of Applied Science Degrees are offered in Computer Science, Drafting Technology, Electronics Engineering Technology, and Video Game Design and Development.

With an AAS degree students can move directly into the workforce or transfer to a university. Students are also eligible for internships with Los Alamos National Labs, Sandia National Labs, White Sands Missile Range, INTEL, civil engineering companies, and many other fields where electronic engineering and drafting technology expertise is needed. The Computer Science Program prepares students for industry certifications. Selected courses will be offered within the institution's service area communities, as well as the Springer and Santa Rosa satellite campuses.

# DEPARTMENT OF VOCATIONAL EDUCATION

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**Telephone: 505.454.2530**

E-mail: [voiced@luna.edu](mailto:voiced@luna.edu)

The Department of Vocational Education offers certificate programs in a variety of fields including: Automotive Collision Repair Technology, Automotive Technology, Barbering, Building Technology, Cosmetology, Culinary Arts, Furniture and Cabinet-Making, and Welding Technology. Some programs are also offered at LCC's satellite campuses and service area communities. All Vocational Education programs follow a standardized curriculum of theory and lab components.

The Department of Vocational Education also offers an Associate of Applied Science Degree in Equine Science, General Agriculture, and Vocational/Technical Studies, with a declared major in one of the above certificate programs with a minimum combined certificate and related studies requirement of 43 credit hours.

# TRANSFER DISCIPLINE MODULES

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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**

<b>Luna Community College Course Number - Title</b>	<b>NM Common Course Number</b>
<b>ACCT200</b> - Accounting Principles I .....	<b>ACCT2113</b>
<b>ACCT201</b> - Accounting Principles II .....	<b>ACCT2123</b>
<b>ACCT231</b> - Intermediate Accounting .....	<b>ACCT2133</b>
<b>BUS105</b> - Introduction to Business .....	<b>BUSA1113</b>
<b>BUS120</b> - Principles of Finance .....	<b>BFIN2113</b>
<b>CSA150</b> - Computer Fundamentals .....	<b>BCIS1113</b>
(Previously offered as CIS100)	
<b>ECON208</b> - Principles of Macroeconomics .....	<b>ECON2113</b>
<b>ECON209</b> - Principles of Microeconomics .....	<b>ECON2123</b>
<b>LAW242</b> - Business Law .....	<b>BLAW2113</b>
<b>MATH130</b> - Statistics .....	<b>MATH2113</b>
<b>MGMT207</b> - Principles of Management .....	<b>MGMT2113</b>
<b>MKT201</b> - Principles of Marketing .....	<b>MKTG2113</b>
<b>No Equivalent Course</b> - Business Law II .....	<b>BLAW2123</b>

## **Criminal Justice Discipline Module**

<b>Luna Community College Course Number - Title</b>	<b>NM Common Course Number</b>
<b>CJ111</b> - Introduction to Criminal Justice .....	<b>CRJI1113</b>
<b>CJ121</b> - Introduction to Corrections .....	<b>CRJI2303</b>
<b>CJ201</b> - Criminal Law .....	<b>CRJI2053</b>
<b>CJ215</b> - Juvenile Justice System .....	<b>CRJI2603</b>
<b>CSA150</b> - Computer Fundamentals .....	<b>BCIS1113</b>
(Previously offered as CIS100)	
<b>MATH130</b> - Statistics .....	<b>MATH2113</b>
<b>No Equivalent Course</b> - Police and Society .....	<b>CRJI2103</b>
<b>No Equivalent Course</b> - Courts and the Criminal Justice System .....	<b>CRJI2503</b>

## **Early Childhood Education Discipline Module**

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

# PROGRAMS OF STUDY

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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
- Mass Media Communications
- Teacher Education

### **Associate of Science**

- Alternative and Sustainable Energy
- General Engineering
- Life Science
- Mathematics
- Physical Science

### **Associate of Applied Science**

- Business Accounting
- Business Administration
- Computer Science
- Drafting Technology
- Electronics Engineering Technology
- Equine Science
- Fire Science
- General Agriculture
- Military Studies
- Nursing
- Office Administration
- Sports Performance
- Video Game Design and Development
- Vocational/Technical Studies

## CERTIFICATES

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



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**DEGREE**

**ACADEMIC PLANS**

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# ALTERNATIVE AND SUSTAINABLE ENERGY

Associate of Science Degree  
Minimum of 69 Credit Hours

The Alternative and Sustainable Energy Program (ASEP) at Luna Community College is designed for students who wish to enter the field of alternative and sustainable energy technology. The program will provide students with theory, development, design, and fabrication skills in the areas of Solar, Wind and other alternative energy systems. Students will gain the knowledge to design and safely install alternative energy systems based on current technology and power conditioning equipment. Students will also explore biomass fuel production and other forms of alternative energy as part of the curriculum.

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<b>Degree Requirements</b>	<b>Credit Hours: 69</b>
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<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
PHYS115   General Physics I	4
GEOL101   Survey of Earth Science	4
Area IV. Social and Behavioral Sciences .....	(6 hours)
Area V. Humanities and Fine Arts .....	(9 hours)
<b>Program Requirements .....</b>	<b>(33 hours)</b>
ASE101    Introduction to Renewable Energy	3
ASE202    Solar and Wind Energy	4
ASE205    Hydro/Geothermal/Biomass Energy	4
ASE210    National Electrical Code for Alternative Energy	3
ASE270    Alternative Energy Systems Project	4
BT120      Basic Residential Electricity	4
ELEC101   Electronic Circuits/DC	4
ELEC102   Electronic Circuits/AC	4
SMET101   Introduction to Science, Math and Engineering Technology	3

**BUSINESS ACCOUNTING**  
 Associate of Applied Science Degree  
 Minimum of 70 Credit Hours

This program is designed for students who wish to enter the field of business with a specialty in accounting. The curriculum emphasizes theory and hands-on application of accounting principles and advanced accounting in the business setting and for use in society. Students also have an opportunity to learn and gain hands-on experience in tax preparation through a community outreach volunteer service that is recognized and supported statewide in collaboration with TaxHelp New Mexico. ACCT231 - Intermediate Accounting, is the capstone course for this degree.

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**Degree Requirements** **Credit Hours: 70**

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**General Education Core ..... (19 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
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Area III. Laboratory Science, -or-

Area IV. Social and Behavioral Sciences, -or-

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

ECON208	Principles of Macroeconomics ( <b>required course</b> )	
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**Program Requirements ..... (51 hours)**

ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT204	Cost Accounting	4
ACCT210	Managerial Accounting	4
ACCT215	Governmental Accounting	4
ACCT218	QuickBooks	4
ACCT231	Intermediate Accounting	4
ACCT252	Individual Taxation	3
ACCT253	Individual Taxation Practicum	2
BUS105	Introduction to Business	3
BUS120	Principles of Finance	3
CSA150	Computer Fundamentals	3
MGMT211	Business Ethics	3
OADM206	Business Writing	3

**BUSINESS ADMINISTRATION**  
 Associate of Applied Science Degree  
 Minimum of 69 Credit Hours

This program is designed to prepare students who plan to obtain a bachelor's degree in business administration. Students will gain knowledge in the areas of financial management, concepts in marketing, computer applications, human resource management and ethical procedures in management. Web page development and E-commerce are also integral components of the curriculum. MGMT218 - Principles of Small Business Management, is the capstone course for this degree.

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**Degree Requirements** **Credit Hours: 69**

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**General Education Core ..... (22 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
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- Area III. Laboratory Science, -or-  
 Area IV. Social and Behavioral Sciences, -or-  
 Area V. Humanities and Fine Arts ..... (9 hours)

ECON208	Principles of Macroeconomics ( <b>required course</b> )	
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**Program Requirements ..... (47 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
CSA217	Microsoft Excel	3
CSA233	Desktop Publishing	4
CSA242	Web Design	3
LAW242	Business Law	3
MGMT209	Human Resource Management	4
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
MKT201	Principles of Marketing -or-	3
MKT203	E-commerce	3
OADM206	Business Writing	3

**COMPUTER SCIENCE**  
 Associate of Applied Science Degree  
 Minimum of 68 Credit Hours

Computer Science is designed for students who wish to enter the field of computer information, otherwise known as the physics of information. The program provides students with general computer hardware, software, and networking skills using Microsoft, LINUX and UNIX operating systems. Students will become proficient in designing and enhancing web pages and will be prepared to complete examinations for industry webmaster certifications. Students will also be prepared through the program to enter into a 4-year institution to pursue a bachelor's degree. Computer applications in Robotics, Artificial Intelligence, and Network Security are also included in the curriculum as capstone focus areas.

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<b>Degree Requirements</b>	<b>Credit Hours: 68</b>
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**General Education Core ..... (20 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
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Area III. Laboratory Science ..... (4 hours)

Area IV. Social and Behavioral Sciences -or-

Area V. Humanities and Fine Arts ..... (3 hours)

**Program Requirements ..... (45 hours)**

CS105	Introduction to Computer Science	3
CS112	Introduction to Operating Systems	4
CS121	Introduction to Programming	4
CS130	Introduction to Networking	4
CS140	Computer Science I	4
CS151	Introduction to Robotics	3
CS207	Database Design	4
CS215	Advanced Java Programming	4
CS226	Fundamentals of Computer Theory	4
CS240	Computer Science II	4
MATH202	Discrete Mathematics	4
SMET101	Introduction to Science, Math and Engineering Technology	3

**Approved Electives ..... (3 hours)**

CS234	Advanced Robotics	3
CS248	Web Design and Programming	3
CS255	Fundamentals of Artificial Intelligence	4

**CRIMINAL JUSTICE**  
 Associate of Arts Degree  
 Minimum of 66 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.

<b>Degree Requirements</b>	<b>Credit Hours: 66</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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 ( <b>required course</b> )	
Area V. Humanities and Fine Arts .....	(6 hours)
<b>Program Requirements .....</b>	<b>(24 hours)</b>
CJ111    Introduction to Criminal Justice	3
CJ200    Professional Ethics	3
CJ201    Criminal Law	3
CJ205    Probation, Parole and Community Corrections	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
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**Approved Electives ..... (3 hours)**

CJ121	Introduction to Corrections	3
CJ131	Introduction to Law Enforcement	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
POLS167	State and Local Government	3
PSYC258	Abnormal Psychology	3
PSYC263	Human Sexuality	3
SPAN101	Beginning Spanish I	3



**DRAFTING TECHNOLOGY**  
 Associate of Applied Science Degree  
 Minimum of 68 Credit Hours

Drafting Technology provides students with technical knowledge and skills necessary for employment in the field of drafting and its related fields as well as continuation of education at a four-year university. The curriculum emphasizes learning by experience, teamwork, problem solving, critical thinking, and communication skills. The program is enhanced with state-of-the-art computer workstations utilizing computer aided design (CAD) software.

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**Degree Requirements** **Credit Hours: 68**

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**General Education Core ..... (23 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
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Area III. Laboratory Science ..... (4 hours)

Area IV. Social and Behavioral Sciences -or-

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

**Program Requirements ..... (31 hours)**

DTEC101	Engineering Graphics and Basic AutoCAD	3
DTEC107	Intermediate AutoCAD	3
DTEC109	Introduction to Architectural Drafting	3
DTEC118	Solid Modeling	3
DTEC130	Intermediate Architectural Drafting	3
DTEC208	Plane Surveying	3
DTEC220	Advanced Drafting and Design	3
MATH190	Trigonometry	4
SMET101	Introduction to Science, Math and Engineering Technology	3
SMET105	Computer Use for Technology	3

**Approved Electives ..... (14 hours)**

BT108	Blueprint Reading and Construction Math	4
CS105	Introduction to Computer Science	3
CS112	Introduction to Operating Systems	4
CS121	Introduction to Programming	4
CS130	Introduction to Networking	4
CS140	Computer Science I	4
SMET202	Engineering Fabrication and Machine Shop	4
SMET228	Rapid Prototyping	3

# 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.

<b>Degree Requirements</b>	<b>Credit Hours: 68</b>
<b>General Education Core ..... (36 hours)</b>	
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)	
<b>From at least 2 different disciplines</b>	
<b>Program Requirements ..... (29 hours)</b>	
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
<b>Related Studies ..... (3 hours)</b>	
CSA150    Computer Fundamentals	3

# ELECTRONICS ENGINEERING TECHNOLOGY

Associate of Applied Science Degree

Minimum of 69 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.

Students learn to use modern testing and diagnostic equipment as well as modern simulation software. Servicing and troubleshooting of analog, digital, and microprocessor-based circuits is emphasized. The curriculum focuses on learning by experience, teamwork, problem solving, critical thinking and communication.

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<b>Degree Requirements</b>	<b>Credit Hours: 69</b>
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**General Education Core ..... (20 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
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Area III. Laboratory Science ..... (4 hours)

Area IV. Social and Behavioral Sciences -or-

Area V. Humanities and Fine Arts ..... (3 hours)

**Program Requirements ..... (35 hours)**

ELEC101	Electronic Circuits/DC	4
ELEC102	Electronic Circuits/AC	4
ELEC196	Solid State and Active Devices	4
ELEC201	Electro-Mechanical/Fluid Power Devices	3
ELEC202	Telecommunications Electronics	3
ELEC204	Digital Electronic Circuits	4
ELEC209	Microprocessor Design and Interfacing	4
ELEC210	Computer Systems Troubleshooting	3
SMET101	Introduction to Science, Math and Engineering Technology	3
SMET105	Computer Use for Technology	3

**Approved Electives ..... (14 hours)**

CS105	Introduction to Computer Science	3
CS112	Introduction to Operating Systems	4
CS121	Introduction to Programming	4
CS130	Introduction to Networking	4
CS140	Computer Science I	4
CS151	Introduction to Robotics	3
DTEC204	Electronic CAD Graphics	3
SMET216	Introduction to MEMS	3

**EQUINE SCIENCE**  
 Associate of Applied Science Degree  
 Minimum of 66 Credit Hours

The Associate of Applied Science Degree in Equine Science is an introductory program designed for individuals seeking employment opportunities in the equine or horse industry. The curriculum will expose students to equine science and technology principles, including equine behavior, health, nutrition, anatomy, physiology and management. Course delivery includes classroom, laboratory and field experience.

<b>Degree Requirements</b>	<b>Credit Hours: 66</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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 .....	(8 hours)
Area IV. Social and Behavioral Sciences .....	(6 hours)
Area V. Humanities and Fine Arts .....	(9 hours)
<b>Program Requirements .....</b>	<b>(21 hours)</b>
EQU105    Equine Behavioral Practices	3
EQU120    Equine Health and Nutrition	3
EQU140    Equine Anatomy and Physiology I	4
EQU145    Equine Anatomy and Physiology II	4
EQU260    Equine Internship	4
EQU270    Research Methods in Equine Science	3
<b>Related Studies .....</b>	<b>(3 hours)</b>
CSA150    Computer Fundamentals	3
<b>Approved Electives .....</b>	<b>(6 hours)</b>
EQU125    Fundamentals of Horsemanship	3
EQU130    Equine Stable Management I	3
EQU135    Equine Stable Management II	3
EQU210    Equine Genetics	3
EQU250    Equine Business Management	3

**FIRE SCIENCE**  
 Associate of Applied Science Degree  
 Minimum of 63 Credit Hours

The Fire Science Degree program, in conjunction with the New Mexico Firefighters Training Academy, prepares students for service in public 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. Several courses provide IFSAC (International Fire Service Accreditation Congress) Certification through the New Mexico Firefighters Training Academy and will meet or address NFPA (National Fire Protection Association) Standards.

<b>Degree Requirements</b>	<b>Credit Hours: 63</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
CHEM105   Introduction to Chemistry I	4
CHEM106   Introduction to Chemistry II	4
Area IV. Social and Behavioral Sciences .....	(9 hours)
Area V. Humanities and Fine Arts .....	(6 hours)
<b>Program Requirements .....</b>	<b>(15 hours)</b>
FS140    Fire Inspector I	3
FS160    Principles of Fire Investigations	3
FS220    Fire Service Instructor I	3
FS230    Firefighter Officer I	3
FS250    Research Methods in Fire Science	3
<b>Related Studies .....</b>	<b>(3 hours)</b>
CSA150    Computer Fundamentals	3

**Approved Electives ..... (9 hours)**

FS105	First Responder Emergency Medical Care	1
FS110	Hazardous Materials Response	3
FS115	Introduction to Firefighting	4
FS120	Wildland Firefighter I	3
FS125	Firefighter I	4
FS130	Public Fire Education	3
FS135	Pump Operations and Hydraulics	3
FS145	Principles of Vehicle Extrication	2
FS180	Incident Command	3
FS205	Firefighter Tactics and Strategies	3
FS210	Firefighter Leadership	3
FS240	Fire Service Instructor II	4



**GENERAL AGRICULTURE**  
 Associate of Applied Science Degree  
 Minimum of 64 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, agricultural operations, and animal, plant/soil science fundamentals. Course delivery includes classroom, laboratory and field experience.

<b>Degree Requirements</b>	<b>Credit Hours: 64</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
<b>Program Requirements .....</b>	<b>(16 hours)</b>
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
<b>Related Studies .....</b>	<b>(3 hours)</b>
CSA150    Computer Fundamentals	3

**Approved Electives ..... (9 hours)**

AG115	Introduction to Aquaculture	4
BIO127	General Botany	4
BIO142	General Zoology	4
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 68 Credit Hours

This program is designed to prepare students who plan to obtain a bachelor's degree in general business. Students will gain knowledge in the areas of financial management, computer applications, desktop publishing, operations management, concepts in marketing, and economics. MGMT207 - Principles of Management, is the capstone course for this degree.

<b>Degree Requirements</b>	<b>Credit Hours: 68</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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 ( <b>required course</b> )	
Area V. Humanities and Fine Arts .....	(6 hours)
<b>Program Requirements .....</b>	<b>(32 hours)</b>
ACCT200   Accounting Principles I	4
ACCT201   Accounting Principles II	4
BUS105    Introduction to Business	3
BUS120    Principles of Finance	3
CSA150    Computer Fundamentals	3
LAW242    Business Law	3
MGMT207   Principles of Management	3
MGMT211   Business Ethics	3
MKT201    Principles of Marketing	3
OADM206   Business Writing	3

# GENERAL ENGINEERING

Associate of Science Degree

Minimum of 69 Credit Hours

The General Engineering Associates of Science degree is designed to provide students a set of courses that will articulate into the four-year engineering programs at New Mexico State University, the University of New Mexico, and New Mexico Tech. Because there are over ten different engineering disciplines offered at the NM universities it is important that students consult with their advisor and intended university program advisor to select a suitable program of coursework within the program at LCC.

<b>Degree Requirements</b>	<b>Credit Hours: 69</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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
CHEM112   General Chemistry II	4
Area IV. Social and Behavioral Sciences .....	(9 hours)
Area V. Humanities and Fine Arts .....	(6 hours)
<b>Program Requirements .....</b>	<b>(26 hours)</b>
MATH195   Calculus I	4
MATH212   Calculus II	4
MATH213   Calculus III	4
PHYS161   Calculus Physics I	4
PHYS162   Calculus Physics II	4
SMET101   Introduction to Science, Math and Engineering Technology	3
SMET117   Introduction to Engineering	3
<b>Approved Electives .....</b>	<b>(7 hours)</b>
DTEC101   Engineering Graphics and Basic AutoCAD	3
ELEC101   Electronic Circuits/DC	4
ELEC102   Electronic Circuits/AC	4
ELEC204   Digital Electronic Circuits	4

**LIBERAL ARTS**  
 Associate of Arts Degree  
 Minimum of 66 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.

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<b>Degree Requirements</b>	<b>Credit Hours: 66</b>
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**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
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Area III. Laboratory Science ..... (8 hours)

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

ANTH103	Introduction to Anthropology	3
ANTH221	Cultures of the World	3
ECON208	Principles of Macroeconomics	3
PSYC101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

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

ENG203	American Literature I ( <b>required course</b> )	
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**Program Requirements ..... (2 hours)**

HUM110	Humanities Portfolio I	1
HUM210	Humanities Portfolio II	1

**Related Studies ..... (3 hours)**

CSA150	Computer Fundamentals	3
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**Approved Electives ..... (25 hours)**

ART106	Introduction to Drawing	3
ECON209	Principles of Microeconomics	3
ENG121	Introduction to Creative Writing/Fiction	3
ENG131	Introduction to Journalism	3
ENG160	Chicano Literature	3
ENG220	Short Fiction	3
HIST233	Chicano History	3
PE112	Physical Fitness	1
PE113	Weight Training	1
PE116	Step Aerobics	1
PE117	Kickboxing and Step Combo	1
PE120	Cardio Conditioning	1
PE121	Cardio Weight Training	1
PE135	Yoga	1
POLS151	American National Government	3
POLS167	State and Local Government	3
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
THEO222	History of Christianity	3
THEO232	World Religions	3
THTR125	Acting I	3

**Note:** No more than one credit hour in physical education may be used to satisfy the 25 credit hour approved electives requirement. Courses may only be used once to satisfy any general education core, program and approved elective requirements.

**LIFE SCIENCE**  
 Associate of Science Degree  
 Minimum of 66 Credit Hours

The program prepares students to enter the university biology major or related life science field such as botany, zoology, microbiology, entomology, plant science, animal science, and wildlife ecology. Because of the diversity among degree programs, students should contact the university they plan to attend as soon as possible to determine the curriculum option in which they are most interested and the admissions requirements of that university. Additionally, most universities require one year of a foreign language. All state universities in New Mexico offer upper division studies in biology.

<b>Degree Requirements</b>	<b>Credit Hours: 66</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
ENVS102   Environmental Science	4
GEOL101   Survey of Earth Science	4
Area IV. Social and Behavioral Sciences .....	(6 hours)
Area V. Humanities and Fine Arts .....	(9 hours)
<b>Program Requirements .....</b>	<b>(30 hours)</b>
BIO110    General Biology I	4
BIO111    General Biology II	4
BIO127    General Botany	4
BIO142    General Zoology	4
CHEM111   General Chemistry I	4
CHEM112   General Chemistry II	4
SMET101   Introduction to Science, Math and Engineering Technology	3
SMET105   Computer Use for Technology	3

# MASS MEDIA COMMUNICATIONS

Associate of Arts Degree

Minimum of 63 Credit Hours

The Associate of Arts Degree in Mass Media Communications is designed to prepare students with entry-level job skills for media related organizations. The program focuses on the economic, social and cultural implications of mass media. The curriculum offers theory, research and hands-on experience with an emphasis in written and oral communications.

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<b>Degree Requirements</b>	<b>Credit Hours: 63</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
<b>Program Requirements .....</b>	<b>(21 hours)</b>
ENG131    Introduction to Journalism	3
MMC101    Introduction to Mass Media Communications	3
MMC110    Public Relations in Mass Media	3
MMC205    Mass Media Advertisement	3
MMC245    Principles of Media Law	3
MMC255    Research Methods in Mass Media Communications	3
MMC295    Mass Media Communications Capstone	3
<b>Approved Electives .....</b>	<b>(6 hours)</b>
ENG121    Introduction to Creative Writing/Fiction	3
MMC130    Introduction to Media Arts	3
MMC135    Introduction to Film Production	3
MMC140    Introduction to Radio Operations	3
MMC145    Introduction to Television Operations	3
MMC150    Newspaper Production	3
MMC230    Intermediate Media Arts	3
MMC235    Intermediate Film Production	3
MMC250    Mass Media Internship	3



**MATHEMATICS**  
 Associate of Science Degree  
 Minimum of 68 Credit Hours

This program is designed for students whose goal is to obtain a bachelor's degree in mathematics or a related field. The curriculum also prepares students for a career in mathematic-related areas such as statistical analysis, research, computer science, engineering, economics and education.

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**Degree Requirements** **Credit Hours: 68**

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**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
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Area III. Laboratory Science ..... (8 hours)

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

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

**Program Requirements ..... (26 hours)**

MATH130	Statistics	3
MATH190	Trigonometry	4
MATH195	Calculus I	4
MATH202	Discrete Mathematics	4
MATH212	Calculus II	4
MATH213	Calculus III	4
SMET101	Introduction to Science, Math and Engineering Technology	3

**Approved Electives ..... (6 hours)**

CS105	Introduction to Computer Science	3
CS112	Introduction to Operating Systems	4
CS121	Introduction to Programming	4
SMET105	Computer Use for Technology	3

## MILITARY STUDIES

Associate of Applied Science Degree

Minimum of 66 Credit Hours

The Military Studies Program prepares students for service in the military. It is designed for individuals serving in the profession and as a preparatory program for individuals seeking a career in the military. The curriculum provides coursework in communication skills, organizational behavior, teamwork, motivation and the decision-making process. An emphasis is placed on leadership skills.

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<b>Degree Requirements</b>	<b>Credit Hours: 66</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
<b>Program Requirements .....</b>	<b>(21 hours)</b>
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
<b>Approved Electives .....</b>	<b>(9 hours)</b>
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**  
 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 MATH105 that is outlined on page 75 to meet all graduation requirements.

<b>Degree Requirements</b>	<b>Credit Hours: 73</b>
<b>General Education Core .....</b>	<b>(17 hours)</b>
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
<b>Program Requirements - PN .....</b>	<b>(23 hours)</b>
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)**

BIO103	Medical Terminology	2
BIO201	Medical Microbiology	4
BIO210	Nutrition	3
PSYC242	Developmental Life Span	3

**Approved Electives ..... (2 hours)**

ANTH103	Introduction to Anthropology	3
CHEM111	General Chemistry I	4
CSA150	Computer Fundamentals	3
MATH106	Algebra with Applications	4
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 68 Credit Hours

The Office Administration Program extensively reflects a dynamic office environment; a diverse workforce, with many different cultures working together; a business economy that continues to expand in its global operations; and a workplace that is virtual. To survive and thrive in this workplace, students will acquire the knowledge, skills, and qualities to become a valued part of the organization. Since changing technology continues to transform the role of the office worker, companies and businesses are seeking individuals who are self-motivated, self-confident, and career-oriented. Office administration students will be taught problem solving and critical thinking skills through the program's comprehensive curriculum. OADM207 - Administrative Office Procedures, is the capstone course for this degree.

<b>Degree Requirements</b>	<b>Credit Hours: 68</b>
<b>General Education Core ..... (19 hours)</b>	
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 ..... (6 hours)	
ECON208     Principles of Macroeconomics ( <b>required course</b> )	

**Program Requirements ..... (49 hours)**

ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT218	QuickBooks	4
BUS105	Introduction to Business	3
CSA150	Computer Fundamentals	3
CSA208	Microsoft Access	3
CSA217	Microsoft Excel	3
CSA233	Desktop Publishing	4
MGMT209	Human Resource Management	4
MGMT211	Business Ethics	3
OADM206	Business Writing	3
OADM207	Administrative Office Procedures	3
OADM219	Legal Office Procedures	4
OADM223	Medical Office Procedures	4

**PHYSICAL SCIENCE**  
 Associate of Science Degree  
 Minimum of 66 Credit Hours

This program is designed to prepare students for upper division studies in the physical sciences including physics, chemistry, geology, meteorology, and oceanography. Most colleges of arts and sciences require an intermediate level of proficiency in a foreign language beyond that required for admissions to the university. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend. In addition to the courses below, most universities require Calculus III and highly recommend Differential Equations.

<b>Degree Requirements</b>	<b>Credit Hours: 66</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
GEOL101   Survey of Earth Science	4
GEOL202   Earth History	4
Area IV. Social and Behavioral Sciences .....	(6 hours)
Area V. Humanities and Fine Arts .....	(9 hours)
<b>Program Requirements .....</b>	<b>(30 hours)</b>
CHEM111   General Chemistry I	4
CHEM112   General Chemistry II	4
MATH195   Calculus I	4
MATH212   Calculus II	4
PHYS115   General Physics I	4
PHYS116   General Physics II	4
SMET101   Introduction to Science, Math and Engineering Technology	3
SMET105   Computer Use for Technology	3

**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.

<b>Degree Requirements</b>	<b>Credit Hours: 63</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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 .....	(8 hours)
Area IV. Social and Behavioral Sciences .....	(6 hours)
Area V. Humanities and Fine Arts .....	(9 hours)



**Program Requirements ..... (21 hours)**

HPS115	First Aid and CPR for Sports	3
HPS120	Introduction to Sports Performance and Nutrition	3
HPS125	Introduction to Sports Psychology	3
HPS150	Fundamentals of Coaching	3
HPS210	Administration and Evaluation	3
HPS245	Sports Leadership	3
HPS295	Sports Performance Capstone	3

**Approved Electives ..... (6 hours)**

HPS140	Sports Officiating	3
HPS205	Sports in America: A Historical Perspective	3
HPS220	Coaching Baseball	3
HPS223	Coaching Softball	3
HPS226	Coaching Football	3
HPS229	Coaching Basketball	3
HPS232	Coaching Golf	3
HPS235	Coaching Soccer	3
HPS238	Coaching Wrestling	3
HPS250	Sports Internship	4

**TEACHER EDUCATION**  
 Associate of Arts Degree  
 Minimum of 65 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.

<b>Degree Requirements</b>	<b>Credit Hours: 65</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
<b>From at least 2 different disciplines</b>	
HIST220    History of New Mexico ( <b>required course</b> )	
<b>Program Requirements .....</b>	<b>(23 hours)</b>
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
EDUC210    Program Management and Curriculum Development	3
EDUC214    Introduction to Special Education	3
EDUC225    Teacher Education Practicum	3
<b>Related Studies .....</b>	<b>(3 hours)</b>
CSA150    Computer Fundamentals	3
<b>Approved Electives .....</b>	<b>(3 hours)</b>
EDUC220    Multicultural Education	3
SPAN101    Beginning Spanish I	3

# VIDEO GAME DESIGN AND DEVELOPMENT

Associate of Applied Science Degree

Minimum of 70 Credit Hours

The Associate of Applied Science Degree in Video Game Design and Development provides students with a wide range of game development experience in both game technology and theory. The curriculum is designed to provide specific computer programming skills with an opportunity for directing one's studies toward employment in the video game or media arts industry. The emphasis is on learning through experience, teamwork, and communication skills.

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<b>Degree Requirements</b>	<b>Credit Hours: 70</b>
<b>General Education Core .....</b>	<b>(32 hours)</b>
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 .....	(4 hours)
PHYS115 General Physics I	4
Area IV. Social and Behavioral Sciences .....	(6 hours)
Area V. Humanities and Fine Arts .....	(9 hours)
<b>Program Requirements .....</b>	<b>(31 hours)</b>
SMET101 Introduction to Science, Math and Engineering Technology	3
VGD106 Script Writing for Video Games	3
VGD128 Introduction to Video Game Development	3
VGD130 Art and Computer Animation	3
VGD147 Game Analysis and Critique	3
VGD228 Intermediate Video Game Development	4
VGD240 Video Game Design I	4
VGD245 Video Game Design II	4
VGD260 Video Game Project	4
<b>Approved Electives .....</b>	<b>(7 hours)</b>
CS105 Introduction to Computer Science	3
CS112 Introduction to Operating Systems	4
CS121 Introduction to Programming	4

# VOCATIONAL/TECHNICAL STUDIES

Associate of Applied Science Degree

Minimum of 69 Credit Hours

The Associate of Applied Science Degree in Vocational/Technical Studies is designed for students whose primary interest is in the traditional vocational or technical fields and who have completed or are pursuing a certificate in one of the areas offered through the certificate granting academic departments. 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 a vocational or technical concentration area 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.

<b>Degree Requirements</b>	<b>Credit Hours: 69</b>
<b>General Education Core</b> .....	<b>(23 hours)</b>
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)
<b>Related Studies</b> .....	<b>(3 hours)</b>
CSA150    Computer Fundamentals	3
<b>Combined Certificate and Approved Elective Requirements</b> .....	<b>(43 hours)</b>
Approved elective courses require academic advisor approval	

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**CERTIFICATE**

**ACADEMIC PLANS**

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**ALLIED HEALTH**  
**Certificate**  
**Minimum of 37 Credit Hours**

The Allied Health Certificate program provides students with an educational background to facilitate possible admission into an Allied Health/Nursing degree or certificate program. This certificate also provides foundational knowledge for other health care programs. Completion of this certificate does not guarantee admission into an Allied Health/Nursing program, but many of the courses are pre-requisites or requirements for the Allied Health or Nursing programs at LCC and/or may be applied for transfer to other colleges or universities.

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<b>Certificate Requirements</b>	<b>Credit Hours: 37</b>
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**Program Requirements ..... (33 hours)**

BIO103	Medical Terminology	2
BIO201	Medical Microbiology	4
BIO210	Nutrition	3
BIO217	Human Anatomy and Physiology I	4
BIO218	Human Anatomy and Physiology II	4
ENG111	Freshman Composition I	3
HD260	Critical Thinking and Problem Solving	3
MATH106	Algebra with Applications	4
PSYC101	Introduction to Psychology	3
PSYC242	Developmental Life Span	3

**Related Studies ..... (4 hours)**

NRSG091	TEAS Prep - Science	1
NRSG092	TEAS Prep - Mathematics	1
NRSG093	TEAS Prep - English	1
NRSG094	TEAS Prep - Reading	1

**Note:** To earn and complete this certificate, the student must also take the Test of Essential Academic Skills (TEAS) and achieve a score at the 40<sup>th</sup> percentile or higher in each TEAS section.

# 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.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>		<b>Credit Hours: 36</b>
<b>Program Requirements .....</b>		<b>(33 hours)</b>
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
<b>Approved Electives .....</b>		<b>(3 hours)</b>
AUTO104	Electrical and Electronic Systems I	5
CRT135	Introduction to Airbrushing	3
SMET105	Computer Use for Technology	3
WELD102	Shielded Metal Arc 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.

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.

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.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>		<b>Credit Hours: 53</b>
<b>Program Requirements ..... (51 hours)</b>		
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
<b>Approved Electives ..... (2 hours)</b>		
AUTO101	General Automotive Service	2
CRT100	Introduction to Collision Repair	3
MGMT218	Principles of Small Business Management	4
SMET105	Computer Use for Technology	3
WELD100	Oxyacetylene Cutting and Welding	4
WELD102	Shielded Metal Arc 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.

**Institutional Proficiency Requirements**

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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**Certificate Requirements** **Credit Hours: 55**

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**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 34 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. This program follows American General Contractor program standards and curriculum.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>	<b>Credit Hours: 34</b>
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### Program Requirements ..... (31 hours)

BT100	Introduction to Building Trades	4
BT108	Blueprint Reading and Construction Math	4
BT112	Building Construction I	3
BT113	Building Construction Application I	4
BT114	Building Construction II	3
BT115	Building Construction Application II	4
BT120	Basic Residential Electricity	4
BT130	Basic Plumbing Principles	4
BT295	Building Technology Capstone	1

### Approved Electives ..... (3 hours)

BT106	Finish Flooring	2
BT116	Alternative Building Construction	4
FCMK100	Introduction to Furniture and Cabinet-Making	3
FCMK110	Furniture Construction	3
LAW242	Business Law	3
MGMT218	Principles of Small Business Management	4
SMET105	Computer Use for Technology	3

# BUSINESS ACCOUNTING

## Certificate

Minimum of 37 Credit Hours

The program prepares students for entry into the accounting field as entry-level technicians or accounting clerks. Upon completion, students are prepared to enter the job market and/or pursue an Associate of Applied Science Accounting Degree.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>	<b>Credit Hours: 37</b>
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<b>Program Requirements</b> .....	<b>(37 hours)</b>
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ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT204	Cost Accounting	4
ACCT215	Governmental Accounting	4
ACCT218	QuickBooks	4
ACCT252	Individual Taxation	3
ACCT253	Individual Taxation Practicum	2
CSA150	Computer Fundamentals	3
MGMT211	Business Ethics	3
OADM206	Business Writing	3

# COMPUTER APPLICATION SPECIALIST

## Certificate

Minimum of 33 Credit Hours

Computer training is essential for any career in today's world. The computer applications specialist program provides training in the utilization of popular computer software and computer troubleshooting and maintenance

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>	<b>Credit Hours: 33</b>
<b>Program Requirements .....</b>	<b>(33 hours)</b>
CS130 Introduction to Networking	4
CSA150 Computer Fundamentals	3
CSA208 Microsoft Access	3
CSA217 Microsoft Excel	3
CSA233 Desktop Publishing	4
CSA242 Web Design	3
ELEC210 Computer Systems Troubleshooting	3
MGMT218 Principles of Small Business Management	4
MKT203 E-commerce	3
OADM206 Business Writing	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.

### **Institutional Proficiency Requirements**

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

<b>Certificate Requirements</b>	<b>Credit Hours: 62</b>
<b>Program Requirements .....</b>	<b>(62 hours)</b>
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
CSMT239      Cosmetology Theory IV	4
CSMT243      Salon Business and Retail Sales	2
CSMT254      Personal and Community Health	2
CSMT260      Cosmetology Clinic Practice	7



**Luna**  
**Community**  
**College**

**CRIMINAL JUSTICE**  
 Certificate  
 Minimum of 33 Credit Hours

This program is a concentrated course of study where students may choose from one of two areas: Corrections or Law Enforcement. The corrections concentration will prepare students for entry-level positions in corrections departments, while the law enforcement concentration will prepare students for entry-level positions with local, state, and federal law enforcement agencies. All of the courses in this certificate program apply toward the Associate of Arts Degree in Criminal Justice. The approved electives will enhance either area of study.

**Institutional Proficiency Requirements**

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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**Certificate Requirements** **Credit Hours: 33**

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**Program Requirements** ..... (9 hours)

CJ111	Introduction to Criminal Justice	3
CJ200	Professional Ethics	3
CJ201	Criminal Law	3

**Required Electives** ..... (9 hours)

Corrections Concentration		
CJ205	Probation, Parole and Community Corrections	3
CJ215	Juvenile Justice System	3
CJ225	Criminal Procedure	3
Law Enforcement Concentration		
CJ221	Law Enforcement and Community Relations	3
CJ231	Criminal Investigation	3
CJ233	Report Writing and Documentation	3

**Note:** Students may choose any area of concentration with 9 hours of approved electives or students choosing both concentration areas will satisfy the required and approved electives for this certificate.

**Related Studies ..... (6 hours)**

CSA150	Computer Fundamentals	3
SOC101	Introduction to Sociology	3

**Approved Electives ..... (9 hours)**

ANTH221	Cultures of the World	3
CJ121	Introduction to Corrections	3
CJ131	Introduction to Law Enforcement	3
CJ210	Deviant Behavior	3
LAW242	Business Law	3
POLS151	American National Government	3
PSYC101	Introduction to Psychology	3



# CULINARY ARTS

## Certificate

### Minimum of 35 Credit Hours

The Culinary Arts program offers a well-rounded curriculum in general cooking and baking. For those students whose interest is in baking, intermediate and bread baking courses are offered. Students who plan to become cooks will learn basic product identification and the tools and techniques of cooking in a professional kitchen. Although there are lecture components of every class, this program emphasizes hands-on learning in our state-of-the-art kitchen laboratory. Graduating students can expect gaining entry-level positions in the food-service industry with relatively quick promotion to middle management.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

<b>Certificate Requirements</b>	<b>Credit Hours: 35</b>
<b>Program Requirements .....</b>	<b>(23 hours)</b>
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     Mexican and Asian Kitchen	3
<b>Related Studies .....</b>	<b>(3 hours)</b>
CSA150     Computer Fundamentals	3
<b>Approved Electives .....</b>	<b>(9 hours)</b>
BAKE140    Intermediate Baking Principles	3
BAKE160    Bread Baking	3
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 42 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.

**Institutional Proficiency Requirements**

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>	<b>Credit Hours: 42</b>
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**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 ..... (5 hours)**

BIO103	Medical Terminology <sup>1</sup>	2
CSA150	Computer Fundamentals <sup>1</sup>	3

**Note:** <sup>1</sup> Dental Assistant prerequisite courses of BIO103, CSA150, ENG104, MATH105 and READ105 must be completed prior to entrance into the program.

# 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.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>	<b>Credit Hours: 32</b>
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<b>Program Requirements .....</b>	<b>(29 hours)</b>
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
<b>Approved Electives .....</b>	<b>(3 hours)</b>
CSA150 Computer Fundamentals	3
SPCH111 Public Speaking	3
SPCH112 Interpersonal Communication	3

# FURNITURE AND CABINET-MAKING

## Certificate

Minimum of 33 Credit Hours

The program prepares students with entry-level job skills in the Furniture and Cabinet-Making profession. Upgrading for those already in the field is also available. The layout and building of the various types of designs will be covered. Safety is covered in accordance with procedures and practices accordingly.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>		<b>Credit Hours: 33</b>
<b>Program Requirements .....</b>		<b>(23 hours)</b>
FCMK100	Introduction to Furniture and Cabinet-Making	3
FCMK104	Planning, Layout and Design	3
FCMK109	Introduction to Joinery	3
FCMK110	Furniture Construction	3
FCMK116	Cabinet Construction	3
FCMK120	Southwest Woodworking	3
FCMK130	Advanced Woodworking Projects	3
FCMK140	Wood Finishing	2
<b>Related Studies .....</b>		<b>(10 hours)</b>
BT120	Basic Residential Electricity	4
FCMK118	Advanced Furniture Design	3
SMET105	Computer Use for Technology	3

**GENERAL EDUCATION**  
 Certificate  
 Minimum of 38 Credit Hours

The certificate in General Education is tailored for students with an interest in a broad range of courses that would be helpful in a well rounded liberal education. Additionally, the certificate program will give the student the opportunity to sample various disciplines to determine their educational futures; or to prepare themselves for continued studies towards an associates or baccalaureate degree.

<b>Certificate Requirements</b>	<b>Credit Hours: 38</b>
<b>General Education Core .....</b>	<b>(36 hours)</b>
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)
Area V. Humanities and Fine Arts .....	(6 hours)
<b>Program Requirements .....</b>	<b>(2 hours)</b>
HUM110    Humanities Portfolio I	1
HUM210    Humanities Portfolio II	1

# OFFICE ADMINISTRATION ASSISTANT

## Certificate

Minimum of 36 Credit Hours

The Office Administration Assistant program and its enhanced curriculum will offer new alternatives and better employment opportunities for its graduates. The student will be provided with well-rounded employment skills needed to meet the demands of the dynamic office environment. Students will be taught problem solving and critical thinking skills through the program's comprehensive curriculum. Furthermore, students will be trained in various phases of office work. Students will master office skills and demonstrate their ability in a variety of software packages.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>	<b>Credit Hours: 36</b>
<b>Program Requirements .....</b>	<b>(36 hours)</b>
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
ACCT218 QuickBooks	4
CSA150 Computer Fundamentals	3
CSA233 Desktop Publishing	4
MGMT211 Business Ethics	3
OADM206 Business Writing	3
OADM207 Administrative Office Procedures	3
OADM219 Legal Office Procedures	4
OADM223 Medical Office Procedures	4

**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 MATH105 that is outlined on page 75 to meet all graduation requirements.

<b>Certificate Requirements</b>	<b>Credit Hours: 45</b>
<b>General Education Core .....</b>	<b>(14 hours)</b>
Area I. Communications .....	(3 hours)
ENG111    Freshman Composition I <sup>1</sup>	3
Area III. Laboratory Science .....	(8 hours)
BIO217    Human Anatomy and Physiology I <sup>1</sup>	4
BIO218    Human Anatomy and Physiology II <sup>1</sup>	4
Area IV. Social and Behavioral Sciences .....	(3 hours)
PSYC101    Introduction to Psychology <sup>1</sup>	3
<b>Program Requirements - PN .....</b>	<b>(23 hours)</b>
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)**

BIO103	Medical Terminology <sup>1</sup>	2
BIO210	Nutrition <sup>1</sup>	3
PSYC242	Developmental Life Span <sup>1</sup>	3

**Note:** <sup>1</sup> Practical Nursing prerequisite courses of BIO103, BIO210, BIO217, BIO218, ENG111, PSYC101 and PSYC242 must be completed prior to entrance into the program. BIO217 and BIO218 were previously offered as BIO100 and BIO102.

**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 45 Credit Hours

This program is designed for individuals who plan to start a business and for owners or managers of existing small businesses. The program also emphasizes principles of small business management skills. MGMT218, Principles of Small Business Management is the capstone course for this program certificate.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>	<b>Credit Hours: 45</b>
<b>Program Requirements .....</b>	<b>(45 hours)</b>
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
ACCT218 QuickBooks	4
BUS120 Principles of Finance	3
CSA150 Computer Fundamentals	3
CSA233 Desktop Publishing	4
CSA242 Web Design	3
LAW242 Business Law	3
MGMT209 Human Resource Management	4
MGMT211 Business Ethics	3
MGMT218 Principles of Small Business Management	4
MKT201 Principles of Marketing	3
OADM206 Business Writing	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 more skills. Emphasis is placed on welding procedures used in the construction industry. Preparation for state certification is covered through the AWS (American Welders Society). Safety is covered in accordance with procedures and practices accordingly.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 that are outlined on page 75 to meet all graduation requirements.

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<b>Certificate Requirements</b>		<b>Credit Hours: 31</b>
<b>Program Requirements .....</b>		<b>(28 hours)</b>
WELD100	Oxyacetylene Cutting and Welding	4
WELD102	Shielded Metal Arc Welding	3
WELD103	Basic Metallurgy	3
WELD104	Surface Padding	3
WELD106	Blueprint Reading and Math for Welders	3
WELD108	Pipe and Plate Code Testing	4
WELD112	Gas Tungsten and Gas Metal Arc Welding	4
WELD116	Advanced Layout and Fabrication	3
WELD295	Welding Technology Capstone	1
<b>Approved Electives .....</b>		<b>(3 hours)</b>
CRT115	Metal Working	3
SMET105	Computer Use for Technology	3
WELD118	Ornamental Art Welding	3

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**COURSE**

**DESCRIPTIONS**

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**ACCT204** **Cost Accounting** **4;(4,0)**

This course covers fundamental methods of gathering and providing information for decision making, ranging from the management of recurring operations to the making of nonrecurring strategic decisions and the formulation of major organizational policies. *Prerequisites: ACCT200 and ACCT201.*

**ACCT210** **Managerial Accounting** **4;(4,0)**

This course introduces the accounting students to managerial accounting concepts and principles, manufacturing accounting, planning and control, and decision-making. *Prerequisites: ACCT200 and ACCT201.*

**ACCT215** **Governmental Accounting** **4;(4,0)**

This course covers legal and mechanical practice in accounting for governmental units and special non-profit organizations. *Prerequisites: ACCT200 and ACCT201.*

**ACCT218** **QuickBooks** **4;(3,2)**

This is a hands-on-course designed to introduce students to accounting application software. Students will learn how to develop Chart of Accounts; manage accounts payable, accounts receivable, and payroll; and how to develop, print, and analyze financial statements. *Prerequisites: ACCT200 and CSA 150.*

**ACCT231** **Intermediate Accounting** **4;(4,0)**

This course provides an overview of concepts covered in Accounting Principles I, Accounting Principles II, Computerized Accounting, and Managerial Accounting. Throughout this course, students review accounting theory and practice that covers asset valuation and income determination. *Prerequisites: ACCT201 and ACCT210. NM Common Course Number: ACCT2133.*

**ACCT252** **Individual Taxation** **3;(3,0)**

This course examines the fundamental characteristics of Federal and state legislation as applied to individual incomes. *Prerequisite: ACCT200.*

**ACCT253****Individual Taxation Practicum****2;(1,2)**

This course provides students with an opportunity to apply the principles, theory, and knowledge they acquired in the ACCT252 Individual Taxation course by volunteering their time to prepare basic, quality tax returns for elderly and economically disadvantaged individuals. Students who successfully complete the course requirements are required to take either the exams provided through Tax Help New Mexico through Central NM Community College's Web-CT course or to take the basic and intermediate certification exams offered through Link and Learn on the IRS web-site. Upon successful completion of the exam(s), students will receive Tax Preparation certification from the Internal Revenue Service. *Prerequisites: ACCT200 and ACCT252.*

**ACCT263****Accounting Internship****3;(0,9)**

This course provides students with the opportunity to gain supervised practical experience in an accounting field 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. Students have an opportunity to earn an agreed upon wage/salary for their internship, and supervision is monitored and recorded by the specific agency and documented and reported to the Accounting faculty/advisor. *Prerequisite: Instructor approval. Student should be in their last semester of the program.*

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**AGRICULTURE (AG)****AG105****Introduction to Animal Science****3;(3,0)**

This course is an introduction to the field of animal science. Specific topics include: animal nutrition, digestion, feeds, genetics, reproduction, disease, major/minor species, and animal behavior. Other topics include the animal science industry, food safety, and sustainability in agriculture.

**AG110****Introduction to Agriculture Economics and Business****3;(3,0)**

This course is designed to give the student an understanding of the theoretical concepts and principles of economics and business as they apply to food and the agriculture industry. Topics of interest include agriculture organization, agribusiness, economic principles, legal issues and public policy.

**AG115****Introduction to Aquaculture****4;(3,2)**

This is an introductory course in aquaculture. Topics include aquaculture production, ecosystems, aquatic organisms, biological factors, life history and taxonomy.



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

*Previously offered as STTC202.*

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. *Prerequisites: ASE101, ENG104 and READ105 or equivalent COMPASS/ACT scores.*

**ASE205****Hydro/Geothermal/Biomass Energy****4;(3,2)**

The course will survey alternative energy sources from water, geothermal, and biomass energy. Topics on water include hydroelectric, wind, tidal, and hydrogen from electrolysis. Geothermal energy will be investigated along with biomass and biofuel energy production. Energy distribution systems and the future of the electric grid will be considered. Laboratory will investigate topics covered in lecture. *Prerequisite: ASE101.*

**ASE210****National Electrical Code for Alternative Energy****3;(3,0)**

The National Electric Code (NEC) specifies minimum criteria for installation and wiring of photovoltaic and wind energy systems. Students will cover NEC regulations and their applications in residential and commercial alternative energy systems. Section 690 of the National Electric Code will be covered in detail along with net-metering regulations in New Mexico for both residential and commercial applications. The laboratory portion of the course will provide hands-on examples with solar and wind systems. *Prerequisites: ASE202 and ASE205.*

**ASE270****Alternative Energy Systems Project****4;(3,2)**

The Alternative Energy Systems Project is the capstone course for the AS degree in Alternative Energy at LCC. Students will be required to design, fabricate, and install an alternative energy system with the assistance of the instructor. The course is required for graduation in the program. *Prerequisite: Instructor approval. Completion of all required coursework with a grade of "C" or higher.*







**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.*

**CRT201**

**Airbrushing III: Portraits**

**3;(2,4)**

This portrait-painting course provides the semi-experienced Airbrush student with the time, new methods and old techniques for airbrushing the human face. Students will gain the proper drawing and erasing skills needed in Airbrushing portraiture including sketching, drawing and tracing. Also the students will gain hands-on experience during lectures with an emphasis on under painting portraits using a grayscale value system. This is a course that gives the artist quality studio time to really create fine art. *Prerequisites: CRT135 and CRT144.*

**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.*

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## **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.





## **BAKING (BAKE)**

**BAKE102**

**Baking Principles**

**4;(2,4)**

This course explores the role that different ingredients play in baking. Through tasting and lectures, students will become familiar with variations in baking ingredients. Through labs, students will discover how light 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. *Pre- or corequisites: MATH101 and READ100 or equivalent COMPASS/ACT scores.*

**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. *Prerequisite: BAKE102.*

**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.



**BIO111** **General Biology II** **4;(3,2)**

This course includes a survey of fundamental concepts of cell biology including structure and function of cell organelles, tissues, organs, organ systems, and an introduction to biochemical pathways, enzyme function, and mitosis. *Prerequisite: BIO110 or BIO217. NM Common Course Number: BIOL1224.*

**BIO127** **General Botany** **4;(3,2)**

General Botany presents basic concepts of plant biology focusing on the plant characteristics, unity, diversity, growth, and reproduction. Students discuss current ideas in agriculture, horticulture, medicine, biotechnology, ecology, conservation, and environmental issues. The course covers the nomenclature, classification, field study, and laboratory identification of common plant families. Laboratory work includes greenhouse and field studies. *Prerequisite: BIO110.*

**BIO142** **General Zoology** **4;(3,2)**

Zoology is the study of the diversity of invertebrate and vertebrate animals. The goals of this course are to examine the evolutionary mechanisms that lead to the diversity of animals, to survey the animal kingdom by comparing the unique structures and functions that are used to classify organisms into major phylogenetic groups, and to gain experience with these organisms in the laboratory. The laboratory portion of the course includes: examination of representative organisms using slides, specimens and dissections. *Prerequisite: BIO110 or BIO217.*

**BIO201** **Medical Microbiology** **4;(3,2)**

This course is designed to give the student a basic understanding of the microbial world and the role of microbes in human disease. Microbial identification, metabolism, and reproduction will be addressed. Diseases of the organ systems will be identified along with diagnosis and treatment of microbial infections. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: BIOL2514.*

**BIO210** **Nutrition** **3;(3,0)**

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.





**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! *Pre- or corequisites: BT100 and 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. *Pre- or corequisites: BT100 and BT115.*

**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. *Pre- or corequisites: BT100 and BT114.*

**BT116**                                      **Alternative Building Construction**                                      **4;(2,4)**

This course will provide a historical prospective on adobe construction basics to include some information on straw bale construction. The lab will be hands-on construction to reinforce the lectures. *Pre- or corequisites: BT100 and BT101.*

**BT120**                                      **Basic Residential Electricity**                                      **4;(2,4)**

This course includes the theoretical and practical applications of residential house wiring including residential code, safety wiring methods, circuit design, circuit components, tools, installation, planning and estimating, blueprint reading, low voltage and troubleshooting.

**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.

**BT295**                                      **Building Technology Capstone**                                      **1;(1,0)**

This capstone course is an overview of the Building Technology program. Based on coursework completed in the Building Technology Core curriculum, the students will be required to complete and present a portfolio of all their projects completed in the duration of the program. *Prerequisites: BT100, BT112, BT113 and instructor approval.*







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## **COMMUNITY COLLEGE TEACHING (CCT)**

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**CCT110**                      **Community College Teaching**                      **3;(3,0)**

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**                      **3;(3,0)**

This course covers historical 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**                      **3;(3,0)**

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. *Prerequisite: CCT110.*

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## **COMPUTER SCIENCE (CS)**

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

Introduction to Computers with Enterprise Linux. Applications for Business, Science and Government including: Setup/Administration, Office Suite, Database with MySQL, Servers with Apache, Programming with HTML and PHP. Students will build their own web sites and Wordpress Blogs.

**CS112**                      **Introduction to Operating Systems**                      **4;(3,2)**

*Previously offered as CIS117.*

This course offers a brief introduction to operating systems where students will gain an understanding of the terms process, scheduling, memory and file management; processes and threads; file management; editors, compilers, linkers, assemblers and debuggers; and program assembly using libraries. This course is suitable for students interested in computers and programming, and is not intended as a basic introduction to computers. Students will master concepts of process, threads, forks, dinners problem done with Enterprise Linux. Course covers some topics in the Red Hat Certified Technician test. *Prerequisite: CS105.*













**CSA225** **Microsoft Word** **3;(2,2)**

*Previously offered as OADM214.*

This course utilizes Microsoft Word, word processing software. Students learn basic through advanced word processing applications. This software utilizes a variety of integrated software packages. *Prerequisite: CSA150.*

**CSA233** **Desktop Publishing** **4;(3,2)**

*Previously offered as OADM216.*

This course utilizes a variety of software packages to produce reports, brochures, advertisements, correspondence, and newsletters. Various software packages are used. *Prerequisite: CSA150.*

**CSA242** **Web Design** **3;(2,2)**

*Previously offered as CIS240.*

This course introduces students to the design of an HTML document. Students will be required to learn the basic designs of HTML documents using Forms, Frames, and Lists. FrontPage will be used to teach the basic principles of HTML and proper web design. *Prerequisite: CSA150.*

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## **COSMETOLOGY (CSMT)**

**CSMT109** **Cosmetology Theory I** **4;(4,0)**

This course is an introduction to Cosmetology Theory in all areas of cosmetology including professional image, first aid and work ethics, State law and Regulations. Students will learn to recognize needed lifestyle changes as a full-time student. They will also know the completion, licensure, and rules of the school. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. Corequisites: CSMT118, CSMT123 and CSMT126.*

**CSMT110** **Airbrushing: Nail Art I** **2;(1,2)**

An introduction course that provides the student with the basic skills and techniques of painting nails with an airbrush. Students will learn airbrush mechanics, trade terminology, paints systems, supplies and materials, basic graphics, basic drawings, layout, transfer, stenciling, airbrush painting and nail art. Students will learn applicable paintbrush techniques. It will give the student a well-balanced art experience. This course also gives the experienced cosmetologist the ability to further diversify with an airbrush and enhance their skills in the art of painting nails.

**CSMT118**                      **Shampoo, Rinses and Scalp Treatments**                      **4;(0,8)**

This course introduces the student to the preparation, procedures and practices, materials, implements, hair analysis, scalp disorders, related chemistry, client record keeping and safety. *Corequisites: CSMT109, CSMT123 and CSMT126.*

**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.*

**CSMT209** **Cosmetology Theory III** **4;(4,0)**

This course is advance theory applying to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, coloring, bleaching, hairstyling, facial, manicures, and pedicures, community health issues, salon safety, problem solving and special projects. *Prerequisites: All 100 level CSMT courses. Corequisites: CSMT217 and CSMT222.*

**CSMT217** **Hair Coloring and Bleaching** **4;(0,8)**

This course is designed to give the student more detailed information on hair coloring, offering a review of tinting procedures, related theory, gives more advanced procedures a practice, and safety. *Prerequisites: All 100 level CSMT courses. Corequisites: CSMT209 and CSMT222.*

**CSMT222** **Hairstyling** **5;(0,10)**

This course increases the student knowledge in advanced styling including related theory, advanced procedures and practices, long hair techniques, braiding, hair extensions, hair weaving, corn rowing and hairpieces. *Prerequisites: All 100 level CSMT courses. Corequisites: CSMT209 and CSMT217.*

**CSMT239** **Cosmetology Theory IV** **4;(4,0)**

This course covers areas of communication, state laws, regulations reviews, job seeking and retention. It is a continuation of all skills and knowledge learned in related courses. *Prerequisite: CSMT222. Corequisites: CSMT243, CSMT254 and CSMT260.*

**CSMT243** **Salon Business and Retail Sales** **2;(1,2)**

This course includes topics in opening a salon its business plan, written agreements, regulations, laws, and salon operation. Including salon policies, practices, personnel, compensation, payroll deductions, the use of telephone, retail sales, client communications, public relations, insurance and salon safety. *Prerequisite: CSMT222. Corequisites: CSMT239, CSMT254 and CSMT260.*

**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.*

This course is a continuation of the practice of all skills and knowledge learned in related courses. Students are supervised by licensed instructors, in cooperation with an LCC approved employer, the student is exposed to salon business and retail sales concepts as outlined in the State Boards standards upon completion of 75 percent (1,243 hours) of the course of study. This externship may not exceed eight hours per day. *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 the goals of criminal justice, police operations, the function of the courts, corrections, and the juvenile justice system. *Prerequisite: READ105 or equivalent COMPASS/ACT score. 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. *Prerequisite: READ105 or equivalent COMPASS/ACT score. 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 service. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**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. *Prerequisite: CJ111.*

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

This introductory course exposes the student to an overview of our legal system. The course also addresses the essential elements of crime, crimes against the person, property, and the public, as well as statutory and constitutional defenses to crime. *Prerequisite: CJ111. NM Common Course Number: CRJ2053.*

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

An analysis of community corrections emphasizes the theory and practice of probation and parole. Topics include pretrial release, halfway houses, and community service programs. *Prerequisite: CJ111.*

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

Using sociological Theory and principles, this course covers an analysis of human behaviors that do not conform to the norms and values generally held by the majority of the members of society. *Prerequisites: CJ111 and 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: CRJ12603.*

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

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 capstone course provides an examination of the Constitutional aspects of criminal procedure. 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)**

An overview of the fundamentals of the investigative process associated with crime scene searches, information gathering, investigation, interrogation, search, arrest, and community service. *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 will be placed on proper language and grammar usage. *Prerequisites: CJ111 and ENG111.*





**CUL120**                      **Introduction to Vegetables and Starches**                      **3;(2,2)**

For the beginning student, this course will emphasize product identification and cooking techniques for fresh and dried vegetables. Multiple cooking methods for preparing grains and other starches will be explored. *Corequisite: CUL101.*

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

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. *Corequisite: CUL101.*

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

In this course, students make homemade stocks, 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 five mother sauces in classical French cooking and different approaches to sauce making from Mexico to India to Japan. *Corequisites: CUL101 and CUL115.*

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

A beginner's course in cold food preparation including infusing oils, terrines, curing salmon and making simple cheeses from scratch. This course also includes preparation of hors d'oeuvres and appetizers from students' original recipes. *Corequisite: CUL101.*

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

Through lectures, students will learn the business of catering and how to manage an event from menu and recipe development, to pricing and billing the client. Front-of-the-house responsibilities will be taught, including the basics of pairing food and wine. *Prerequisites: CUL101 and CUL115. Corequisite: CUL140L.*

**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, corporate and social events. *Corequisite: CUL140.*

**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. *Prerequisites: Student must be in last semester of program and instructor approval.*



**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: BIO103 and CSA150. Corequisites: DENT103, DENT118, DENT119, DENT128 and DENT160.*

**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: ENG104, MATH105 and READ105 or equivalent COMPASS/ACT scores, BIO103 and CSA150. Corequisites: DENT103, DENT109, DENT119, DENT128 and DENT160.*

**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: BIO103 and CSA150. Corequisites: DENT103, DENT109, DENT118, DENT128 and DENT160.*

**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: BIO103 and CSA150. Corequisites: DENT103, DENT109, DENT118, DENT119 and DENT160.*

**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: Successful completion of 1<sup>st</sup> semester classes in Dental Assistant Program. Corequisites: DENT167, DENT170, DENT226 and DENT233.*

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

The study and definition of radiation physics, health and safety theories with emphasis on fundamentals of 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 Dentrax systems. *Prerequisites: BIO103 and CSA150. Corequisites: DENT103, DENT109, DENT118, DENT119 and DENT128.*

**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: Successful completion of 1<sup>st</sup> semester classes in Dental Assistant Program. Corequisites: DENT145, DENT170, DENT226 and DENT233.*

**DENT170** **Clinical Training/Practicum I** **7;(0,14)**

The student serves a nonpaid practical clinical experience in the offices of qualified dentists. Direct faculty supervision and instruction is maintained in each facility with expanded critique of performance, and office management. *Prerequisites: Successful completion of 1<sup>st</sup> semester classes in Dental Assistant Program. Corequisites: DENT145, DENT167, DENT226 and DENT233.*

**DENT209** **Professional Ethics** **2;(2,0)**

An emphasis on development of professionalism for dental staff. Content will include oral communication, psychology, patient relations, problem solving skills, stress management, and employment ethics. *Prerequisites: Successful completion of first two semesters in Dental Assistant Program. Corequisites: DENT220 and DENT270.*

**DENT220** **Dental Office Management** **2;(2,0)**

Introduction to dental business office procedures, general telephone etiquette, appointment scheduling and control, accounts payable and receivables, insurance billing, inventory control, data entry basics and Dentrax computer software. *Prerequisites: Successful completion of first two semesters in Dental Assistant program. Corequisites: DENT209 and DENT270.*



**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. *Prerequisite: DTEC101.*

**DTEC118**                      **Solid Modeling**                      **3;(2,2)**

*Previously offered as DTEC102 and DTEC106. Now a combined course.*

This course is an introductory course in three-dimensional (3-D) modeling to communicate engineering design ideas utilizing state-of-the-art engineering graphics software. 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. Application of solid modeling in simulation and rapid prototyping will be covered. The laboratory is a major component of this class. *Prerequisite: DTEC101.*

**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.*

**DTEC204**                      **Electronic CAD Graphics**                      **3;(2,2)**

This course is a study of standard electrical and electronic component symbols, electronic schematics, and printed circuit board layouts utilizing CAD software tools. This course will include usage/discussion of lettering, symbols charting, and drawing/modifying toolbar commands used to design electronic circuits. Flow charts, logic diagrams and isometric 3-D design drawings will be discussed as tools for circuit assembly. *Prerequisites: DTEC101 and ELEC101.*

**DTEC208**                      **Plane Surveying**                      **3;(2,2)**

This course is a study of surveying theory and practice as applied to plane surveying. Topics to be covered will include: error propagation, linear measurements, angle measurements, area determination, differential and trigonometric leveling and topographic mapping. *Corequisite: MATH180.*

**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.*

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**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. *Prerequisite: READ105 or equivalent COMPASS/ACT score. 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. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: ECON2123.*

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**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.*

**ECME135 Curriculum Development and Implementation Practicum I 2;(1,6)**

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning developmentally appropriate learning experiences for young children from birth through age eight, including young children with special needs. Learning experiences will cover all content areas including literacy, math, science, social studies, health/wellness, the arts, and adaptive skills for children, birth through age eight. *Prerequisites: ECME110 and EDUC201. Corequisite: ECME130. NM Common Course Number: ECED2162.*

**ECME230 Curriculum Development and Implementation II 3;(3,0)**

This basic course focuses on the learning environment and the implementation of curriculum in early childhood programs. Students will use their knowledge of content, developmentally appropriate practices, and language and culture to design and implement experiences and environments that promote optimal development and learning for children from birth through age 8, including children with special needs. Various curriculum models and teaching and learning strategies will be included. *Corequisite: ECME235. NM Common Course Number: ECED2173.*

**ECME235**

**Curriculum Development and  
Implementation Practicum II**

**2;(1,6)**

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children, birth through age eight, including those with special needs. *Corequisite: ECME230. NM Common Course Number: ECED2172.*

**ECME240**

**Guiding Young Children**

**3;(3,0)**

This course explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger, and stress will be included. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners. *NM Common Course Number: ECED2183.*

**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.*



**EDUC210 Program Management and Curriculum Development 3;(3,0)**

This course provides a broad-based orientation to the field of early care and education. It explores early education as a profession and advocates for young children and their families. It examines the legislative, licensing, legal, and ethical issues involved in providing quality programs for young children. Planning start-up procedures, budgeting, record keeping, policies, assessment strategies, community resources, and working families is emphasized. Various curriculum models, teaching and learning strategies will be included. The curriculum will develop skills in planning developmentally appropriate learning experiences for students in grades K-12. The content includes, but is not limited to literacy, math, science, social studies, health/wellness, the arts, technology and adaptive skills for children. *Prerequisites: EDUC105 and EDUC201.*

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

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.*

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**ELECTRONICS ENGINEERING TECHNOLOGY (ELEC)**

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**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. *Pre- or corequisite: MATH105 or equivalent COMPASS/ACT score.*

**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. *Prerequisite: ELEC101.*

**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. *Prerequisite: ELEC102.*

**ELEC201****Electro-Mechanical/Fluid Power Devices****3;(2,2)**

This course is a study of fluid power in the industry. Topics include basic principles of hydraulics, hydraulic pumps, hydraulic cylinders, hydraulic motors, hydraulic directional control, hydraulic pressure control, hydraulic flow control, ancillary hydraulic components, basic principles of pneumatics, pneumatic power supply, pneumatic components, and electronic control of fluid power. Lab activities include assembling and analyzing a variety of basic hydraulic and pneumatic systems. *Prerequisite: MATH116.*

**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. *Prerequisite: MATH116.*

**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. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

**ELEC209**                      **Microprocessor Design and Interfacing**                      **4;(3,2)**

This is the capstone course of study and will test the student's knowledge of microprocessor and microprocessor interfacing fundamentals. Topics to be covered will include microprocessor concepts and applications, troubleshooting, assembly and machine language familiarization, I/O, and interfacing. Laboratory experiments will be conducted using appropriate test equipment and software. This course includes a final project to assess the students overall knowledge and competency in electronic engineering. *Prerequisite: ELEC204.*

**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.

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## **ENGLISH (ENG)**

**ENG102**                      **Introduction to Grammar**                      **4;(4,0)**

This course provides basic but intensive instruction in the improvement of writing skills. Emphasis is on the following: basic grammar and punctuation, the structure of basic sentences and paragraphs, and vocabulary development. Lab work is required.

**ENG104**                      **Grammar Usage and Writing**                      **3;(3,0)**

This course is designed for improving writing skills by focusing on the fundamentals of sentence structure and revision, correct usage, grammar, punctuation, paragraph construction and short compositions. The writing process - prewriting, sorting, drafting, revision, and editing - is emphasized. *Prerequisites: ENG102 and READ100 or equivalent COMPASS/ACT scores.*

**ENG111**                      **Freshman Composition I**                      **3;(3,0)**

Emphasis of the course is on grammatical principles, sentence construction paragraph types, theme form, and rhetorical modes of exposition. The essentials of correctness and effectiveness in writing are stressed. In addition, the student is exposed to research documentation techniques. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ENGL1113.*



**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.*

**ENG230** **Fiction: Edgar Allan Poe** **3;(3,0)**

*Previously offered as STGS230.*

This course focuses on reading short stories by Edgar Allan Poe, particularly his tales of mystery and of the macabre. Instruction in interpretive criticism will be emphasized with discussion of style and themes. *Prerequisite: ENG111.*

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## **ENVIRONMENTAL SCIENCE (ENVS)**

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**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. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ENVS1114.*

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## **EQUINE SCIENCE (EQU)**

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**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.

**EQU125** **Fundamentals of Horsemanship** **3;(1,4)**

This course is designed to give the student an understanding of basic horsemanship, including riding styles, safety factors, pre- and post ride care, driving, in-hand skills, horse psychology and communications.





**EQU270**                      **Research Methods in Equine Science**                      **3;(3,0)**

This capstone course is an overview of the Equine Science program. The student will select a research project based on the equine core 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 Equine Science core curriculum examination. *Prerequisites: ENG111 and instructor approval. Only students in their final semester of their final year should enroll in this class.*

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## **FIRE SCIENCE (FS)**

**FS105**                      **First Responder Emergency Medical Care**                      **1;(0,2)**

This course introduces the student to basic emergency medical procedures/skills, basic first-aid and CPR for the first responder (professional rescuer). The course follows guidelines set forth in the US DOT First Responder National Standard Curriculum. Course includes CPR Certification.

**FS110**                      **Hazardous Materials Response**                      **3;(3,0)**

This course focuses on the awareness and operations component of hazardous materials as outlined in NFPA 472 –Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. Course may include IFSAC Certification through NMFTA. Students will need PPE (Personal Protective Equipment) complying with NFPA Standards. *Prerequisite: Instructor approval.*

**FS115**                      **Introduction to Firefighting**                      **4;(3,2)**

This course is an introduction to firefighting skills. Topics include: safety, personal protective equipment, fundamentals of fire extinguishment, equipment operations/maintenance and other related fire fighter topics. This course addresses key components of NFPA 1001, Standard for Fire Fighter Professional Qualifications. *Prerequisite: Instructor approval.*

**FS120**                      **Wildland Firefighter I**                      **3;(3,0)**

This course covers practices and principles of basic wildland firefighting for entry-level personnel. The curriculum will reflect the National Wildfire Coordinating Group (NWCG) standards for I-100, S-130, S-190 and L-180. *Prerequisite: Instructor approval.*

**FS125** **Firefighter I** **4;(3,2)**

This course covers skills and performance of firefighting for entry-level personnel. Topics include equipment operations and maintenance, principles of firefighting, strategies and tactics, fire extinguishment methods, fire service operations, safety, personal protective equipment, hazardous materials, fire rescue operations, and other related topics. This course is designed to train the student as outlined in NFPA 1001, Standard for Fire Fighter Professional Qualifications. Course includes IFSAC Certification through NMFTA. *Prerequisites: FS105, FS110, FS120, FS180 and instructor approval.*

**FS130** **Public Fire Education** **3;(3,0)**

This course is designed to give the student an overview of public fire education. Topics include concepts of fire education, historical perspectives of fire education, fire prevention, planning, fire safety programs, risk identification and community participation. Several areas of NFPA 1035 Standards for Professional Qualifications for Public Fire and Life Safety Educator are addressed.

**FS135** **Pump Operations and Hydraulics** **3;(2,2)**

This introductory course focuses on basic skills and knowledge required to operate fire engine pumps and hydraulics. The course includes classroom theory and outside practical skills requirements. Students will need PPE (Personal Protective Equipment) complying with NFPA Standards. *Prerequisite: Instructor approval.*

**FS140** **Fire Inspector I** **3;(3,0)**

This course is designed for entry level personnel conducting basic fire inspections and code enforcement. Topics include: inspection procedures/processes, interpretations of codes and standards, and the inspection planning process. This course may include IFSAC Certification through NMFTA.

**FS145** **Principles of Vehicle Extrication** **2;(1,2)**

This course introduces the student to basic concepts of vehicle extrication for emergency rescue. Topics include hazard recognition, equipment use, and practical techniques for vehicle extrication. This course is designed to meet National Fire Protection Association Standard 1670, pertaining to vehicle and machinery search and rescue. Students will need PPE (Personal Protective Equipment) complying with NFPA Standards. *Prerequisite: Instructor approval.*



**FS240**

**Fire Service Instructor II**

**4;(4,0)**

This course focuses on level two fire service instructor job performance requirements as outlined in the National Fire Protection Association (NFPA) 1041, Standards for Fire Service Instructor Professional Qualifications. Topics include lesson plan development, instructional course evaluations, student testing instruments, course/evolution management, administrative duties, supervision and management.

*Prerequisite: FS220.*

**FS250**

**Research Methods in Fire Science**

**3;(3,0)**

This capstone course is an overview of the Fire Science program. The student will select a research project based on the Fire Science core 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. *Prerequisites: ENG111, FS140, FS160, FS220 and FS230.*

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## **FURNITURE AND CABINET-MAKING (FCMK)**

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**FCMK100**

**Introduction to Furniture and Cabinet-Making**

**3;(2,2)**

This course is designed for the beginner and includes the basic rules for the care and safe use of hand and power tool, lumber selection, adhesives, and cost estimating. Students will provide their own material and personal safety glasses to construct a small wood project.

**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.

**FCMK109**

**Introduction to Joinery**

**3;(2,2)**

This course is an introduction to traditional joinery techniques including edge joining, doweling, mortise and tenon, hand-cut dovetails, and frame and panel work. Students will build a small box using several specific techniques with emphasis on safety. *Pre-or corequisite: FCMK100.*

**FCMK110**

**Furniture Construction**

**3;(2,2)**

This course includes the advanced layout and design. Students will learn about matching wood grains, woodworking joints, lathe techniques, etc. The student must provide all materials needed to complete a piece of furniture. Safety is stressed. *Pre-or corequisite: FCMK100.*



**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.*

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**HISTORY (HIST)**

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**HIST101****Western Civilization I****3;(3,0)**

An introduction of the major eras and historical movements from the ancient civilization to the Medieval period. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: HIST1053.*

**HIST102****Western Civilization II****3;(3,0)**

An introduction of the major eras and historical movements from the Medieval period to current times. *Prerequisite: HIST101. NM Common Course Number: HIST1063.*

**HIST161****American History I****3;(3,0)**

A survey of the political, economic, constitutional, social and cultural development of the United States through the Reconstruction Period. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: HIST1113.*

**HIST162****American History II****3;(3,0)**

A survey of the political, constitutional, diplomatic, social and cultural development from the Reconstruction Period to the present. *Prerequisite: HIST161. 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. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: HIST2113.*

**HIST233**

**Chicano History**

**3;(3,0)**

*Previously offered as STGS233.*

A general history of the Mexican American people of the Southwest, their roots and contribution to American history and society. Emphasis will be placed on (1) New Mexico, (2) Manifest Destiny, and (3) the Chicano Movement of the 1960s and 1970s.

*Prerequisite: READ105 or equivalent COMPASS/ACT score.*

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## **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. *Prerequisite: HRTC105.*

**HRTC131**

**Soil Management**

**3;(2,2)**

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. *Prerequisite: HRTC122.*

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## **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****2;(2,0)**

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. *Prerequisite: Instructor approval. Only students in their last or second to the last semester of program completion should enroll in this course.*

**HD260****Critical Thinking and Problem Solving****3;(3,0)**

*Previously offered as CIS126.*

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.

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**HUMAN PERFORMANCE AND SPORT (HPS)**

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**HPS115****First Aid and CPR for Sports****3;(2,2)**

This course will provide the necessary knowledge and hands-on-experience of standard first aid, CPR, safety and injury prevention. The focus is on sports first aid training and the guidelines set forth by the American Red Cross Sport Safety Training.

**HPS120                      Introduction to Sports Performance and Nutrition                      3;(3,0)**

This course provides an overview of sports performance in terms of its scope, principles, issues and future trends. In addition, the course will examine performance nutrition, physical conditioning and an overview of the different facets and career opportunities available in the field of sports performance.

**HPS125                      Introduction to Sports Psychology                      3;(3,0)**

This introductory course focus is on the effects of psychological behavioral measures and mental training regarding sport performance. Topics include: promotion of wellness, exercise psychotherapy, motor learning, mental training techniques, evaluation of athletes and psychological testing.

**HPS140                      Sports Officiating                      3;(2,2)**

This course provides the student with the fundamentals of sport officiating. It includes basic fundamental skills, rules and mechanics. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**HPS150                      Fundamentals of Coaching                      3;(3,0)**

This course provides coaches an understanding of the dynamics between a coach, the individual athletes and the team. Topics include: coaching objectives, coaching styles, teaching sport skills, learning appropriate communication skills, evaluating performance, managing a team, coaching ethics, and motivating athletes. Regardless of the sport, this is a general course for all coaches. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**HPS205                      Sports in America: A Historical Perspective                      3;(3,0)**

This course will provide historical perspectives of sports, the development of sports and the transition of sports from its pre-modern to its modern form. The focus is on sports in the United States. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**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. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**HPS220                      Coaching Baseball                      3;(2,2)**

This course focuses on coaching of baseball. Topics include: offense and defense strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.



**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.*

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## **HUMANITIES (HUM)**

**HUM110**

**Humanities Portfolio I**

**1;(1,0)**

The first semester of the final year of a Liberal Arts' major, portfolio I is taught. This capstone course addresses public presentations and discussion of ethical issues. Specifically, the student will present three speeches: impromptu, information, and persuasion. Because the persuasive speech involves critical thinking, it is most emphasized. The student must receive a letter grade of C in each speech. Students will also write an essay on the significance of intrapersonal communication and a detailed essay analyzing a case study that relates to interpersonal conflict. The student must receive a letter grade of C in both essays. *Prerequisite: Instructor approval. Students in their first semester of their final year should enroll in this course.*

**HUM210**

**Humanities Portfolio II**

**1;(1,0)**

The final semester of the Liberal Arts' major, portfolio II is taught. It requires students to write a five-page research paper on a subject that is chosen in consultation with the instructor. The student must receive a grade of at least a C. In addition, the student will participate in six class discussions that address ethical issues chosen by the students in conjunction with the instructor. Based on the quality of the participation, students will receive a grade for each session. The student must earn a letter grade of C. *Prerequisite: Instructor approval. Students in their final semester of their final year should enroll in this course.*

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## **LAW (LAW)**

**LAW242**

**Business Law**

**3;(3,0)**

This course covers the understanding of both law and business. Emphasis is placed on how the legal system operates and contracts law. Other areas covered are sales, agency, employment, and business organizations. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: BLAW2113.*

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## **MANAGEMENT (MGMT)**

**MGMT207**

**Principles of Management**

**3;(3,0)**

This course is designed to give the student an understanding of management. 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. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: MGMT2113.*

**MGMT209**

**Human Resource Management**

**4;(4,0)**

This course will provide the student with a contemporary and comprehensive introduction to the field of personnel/human resource management aimed at the general business student who wants to know how these functions and tools will assist one in becoming a better manager. The International Sector is also covered. Emphasis is placed on cooperation among all managers for the successful administration of human resources. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

**MGMT211**

**Business Ethics**

**3;(3,0)**

Moral reasoning and issues in business that uses both a theoretical and practical approach to business decision-making are examined as well as quality and customer service insight and skills. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

**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. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*



**MMC135**                      **Introduction to Film Production**                      **3;(2,2)**

*Previously offered as STTC143.*

This course offers a brief introduction to digital multimedia. This course will introduce the basic fundamentals of multimedia systems. The course will focus on motion graphics and digital film editing. The class will utilize the Adobe suite of products including Premier and After Effects for digital film editing and effects processes. Some 3D modeling will be presented, and DVD mastering will be reviewed. It is strongly recommended that the student should have a good understanding of computer functions and operations.

**MMC140**                      **Introduction to Radio Operations**                      **3;(2,2)**

This introductory course will provide students with a basic understanding of radio operations. Topics include principles of audio production, on-air techniques, history and current practices of radio broadcasting, terminology, professional behavior, and radio technology.

**MMC145**                      **Introduction to Television Operations**                      **3;(2,2)**

This introductory course will provide students with a basic understanding of television operations. Topics include basic production skills, studio operations, history and current practices of television broadcasting, terminology, and professional behavior.

**MMC150**                      **Newspaper Production**                      **3;(2,2)**

This course will cover the fundamentals of newspaper production. Topics include publication, journalism, writing, creative artwork, page design and advertisement. *Pre- or corequisite: ENG131.*

**MMC205**                      **Mass Media Advertisement**                      **3;(3,0)**

This course will provide an analysis of media advertisement through television, radio, magazine, newspaper, outdoor and the internet. Topics include strategic planning, audience measurement, media research, market strategies and new technologies in media advertisement. *Prerequisite: MMC101.*

**MMC230**                      **Intermediate Media Arts**                      **3;(2,2)**

*Previously offered as STTC240.*

Further exploration of visual communication and expression through both traditional and digital applications of photographic media with an emphasis on the development of intermediate technical skills related to photographic production. This course also investigates both conceptual and theoretical issues relating to photography, media analysis and other related media topics. *Prerequisite: MMC130.*







**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.*

**MATH202** **Discrete Mathematics** **4;(4,0)**

This course is an introduction to discrete mathematics as used in computer science. Topics to be covered will include logic, proofs, basic digital logic circuits, computer algorithms, Boolean logic, elementary number theory, methods of proof, mathematical induction, and combinatorial reasoning. *Prerequisite: MATH180.*

**MATH212** **Calculus II** **4;(4,0)**

This course is a study of integration techniques. Topics to be covered will include integration by parts, trigonometric substitution, partial fractions, evaluation of limits, L'Hospital's Rule, and convergence/divergence of sequences/series. *Prerequisite: MATH195. NM Common Course Number: MATH1624.*

**MATH213** **Calculus III** **4;(4,0)**

A study of vectors and vector operations, differentiation and integration of vector-valued functions, partial derivatives of functions of several variables and their applications, multiple integration. *Prerequisite: MATH212. NM Common Course Number: MATH2614.*



**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. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**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. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**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. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**MS230** **Military Instructional Methods** **3;(3,0)**

This course focuses on the principles of instructional methods for the military. Topics include curriculum development, lesson plans, methods of instruction, learning styles, assessments, evaluations, safety and legal issues of teaching. *Prerequisite: MS125.*

**MS240** **Military Theory** **3;(3,0)**

This course is an analysis of military theory, particularly military affairs, civil-military relations and military behavior/conflict with an emphasis on the cultural, political and economic relationships between societies. *Prerequisites: MS125 and READ105 or equivalent COMPASS/ACT score.*

**MS270** **Military Internship** **3;(0,6)**

This internship will provide the student the opportunity to gain practical experience working with military organizations. 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 (ICEPTA). Student supervision is shared between the specific agency/organization and the faculty/advisor. *Prerequisite: Instructor approval.*

**MS295** **Military Capstone** **3;(3,0)**

In this course the student will prepare for and take the comprehensive examination for the Military Studies program. Information/content will come from the 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.*

## **MUSIC (MUS)**

**MUS108** **Music Appreciation** **3;(3,0)**

A non-technical course designed to expand the student's ability to listen actively. Repertoire includes analysis of selected recordings of compositions from the Classical Period through Modern Music. *NM Common Course Number: MUS1113.*

**MUS117** **Basic Mariachi** **2;(0,4)**

A course designed to give an introduction to Mariachi music through sight-reading, music theory, and instrumental practicum.

**MUS125** **Beginning Guitar** **2;(1,2)**

*Previously offered as STGS114.*

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)**

*Previously offered as MUS110.*

A survey overview of the history of music, with emphasis on selective study of compositions from the Baroque, classical, and Post-Classical Periods. Examines trends and temporary works in the evolution of musical style. *Prerequisite: READ105 or equivalent COMPASS/ACT score. 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)**

**NRSG091**

**TEAS Prep - Science**

**1;(1,0)**

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.

**NRSG092**

**TEAS Prep - Mathematics**

**1;(1,0)**

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.

**NRSG093**

**TEAS Prep - English**

**1;(1,0)**

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.

**NRSG094**

**TEAS Prep - Reading**

**1;(1,0)**

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.









**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.*

**NRSG242****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.*

**NRSG244****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: NRSG100, NRSG101, NRSG110 and NRSG111.*

**NRSG245****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: NRSG115, NRSG116, NRSG118 and NRSG119.*

**NRSG254                      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: NRSG216, NRSG217, NRSG218, NRSG219, NRSG224 and NRSG225.*

**NRSG255                      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: NRSG220, NRSG222, NRSG234 and NRSG235.*

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## **NURSING ASSISTANT (CNA)**

**CNA100                      Nursing Assistant Training                      4;(3,2)**

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.

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## **OFFICE ADMINISTRATION (OADM)**

**OADM100                      Fundamentals of Keyboarding                      1;(1,0)**

*Previously offered as CSA100.*

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 forceful communications to include letters, memos, reports, proposals, and résumés. *Prerequisites: ENG104 and READ105 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. *Prerequisite: Instructor approval. Student should be in his/her last semester of study.*

**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. Students have an opportunity to earn an agreed upon wage/salary for their internship, and 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.*

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## **PHILOSOPHY (PHIL)**

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**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. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: PHIL1113.*

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## **PHYSICAL EDUCATION (PE)**

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**PE112**

**Physical Fitness**

**1;(0,2)**

*Previously offered as PE122.*

For this self-paced class you must log in 32 hours during the 4-month semester. The student works out at their own convenience. Use the latest in weight training machines and free weights. Log in and out is required. Registration is open throughout the semester.

**PE113**

**Weight Training**

**1;(0,2)**

*Previously offered as PE123.*

For this self-paced class you must log in 32 hours during the 4-month semester. The student works out at their own convenience. Use the latest in weight training machines and free weights. Log in and out is required. Registration is open throughout the semester.

**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 side kicks. 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.







**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.*

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**POLITICAL SCIENCE (POLS)****POLS151****American National Government****3;(3,0)**

Formation and principles of the constitution, political parties, structures of legislative, executive, and judicial branches, civil rights, current trends and issues. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: POLS1123.*

**POLS167****State and Local Government****3;(3,0)**

A study of state and local levels of government in the United States with emphasis on the structure, organization and operations of the systems in New Mexico. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: POLS1213.*

**POLS205****Legislative Process****3;(3,0)**

This course is a general study of the legislative process with special attention given to the role of interest groups, constituency, and party in the formation of public policy in the legislative branch of government. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

**POLS209****Ethnic Politics****3;(3,0)**

This course is designed to provide students with a broad overview of the major theories on the relationship between ethnicity and politics in the United States. The central focus will be the impact of ethnic and racial factors on politics and governance, minority group politics, the nature of ethnic identity, group formation, and political behavior and experiences of major ethnic groups. A component of this course will be dedicated to an analysis of the Hispanic politician in the State of New Mexico. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*





**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.

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## **READING (READ)**

**READ100**

**Basic Reading**

**4;(4,0)**

A structured course designed to improve basic reading prerequisite skills. Topics include dictionary study, prefixes, suffixes, roots, context clues, commonly confused words, vocabulary building techniques, identification of major and minor details, and reading/comprehension strategies. Lab work is required.

**READ105**

**Developmental Reading**

**3;(3,0)**

A course designed to improve reading comprehension for students with above average vocabulary skills. Topics include vocabulary building, reference skills, spelling, and organizational patterns which aid in comprehension. *Prerequisite: READ100 or equivalent COMPASS/ACT score.*

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## **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.

**SMET202****Engineering Fabrication and Machine Shop****4;(2,4)**

*Previously offered as SMT202 and SMT203. Now a combined course.*

Introduction to basic manufacturing processes applied to metals and plastics. Topics include industrial materials, machining, casting and molding, cold and hot forming processes such as forging, extrusion, and rolling. Computer-numerical-control (CNC) machining is introduced emphasizing basic programming in G and M code and programming of a CNC lathe and mill. Manual program entry of G and M code will be required for each CNC tool as well as the use of CAD /computer-aided manufacturing (CAM) software for part production and one time proof-of-concept class projects. Lab is a major component of this course focusing on manufacturing a variety of parts using CNC lathe, milling, shear, drilling machines.

**SMET216****Introduction to MEMS****3;(2,2)**

*Previously offered as SMT216.*

This course is a study of Micro-Electro-Mechanical Systems. The course will offer the student an introductory level overview of MEMS and their applications in society. The course will offer hands-on demonstrations of MEMS CAD software and visual inspection of real MEMS devices. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: DTEC107.*

**SMET228****Rapid Prototyping****3;(2,2)**

*Previously offered as SMT220.*

This course will introduce the process of rapid prototyping and compare it to conventional manufacturing processes. Topics to be covered will include review of basic conventional manufacturing processes, stereo-lithography (SLA), solid ground curing (SGC), selective laser sintering (SLS), 3D printing (3DP), fused deposition modeling (FDM), ballistic particle manufacturing, laminated object manufacturing (LOM), and laser engineered net shaping (LENS). Lab activities include part manufacturing utilizing available rapid prototyping systems. *Prerequisite: DTEC101.*

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## **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.

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.

## **SILK SCREEN DESIGN AND MARKETING (SSD)**

**SSD101                      Equipment and Chemical Operations Safety                      3;(3,0)**

Students learn proper use and storage of chemicals used in silk screen printing. Students learn to identify hazards, precautions, still procedures and emergency first aid treatment for injuries caused by chemicals or equipment.

**SSD102    Art Design    3;(3,0)**

Students learn fundamental design principles, fundamentals of typography, use of color and balance to produce an aesthetically pleasing and economical result. Students learn cut and paste techniques, and computer layout.

**SSD102L    Art Design Lab    1;(0,2)**

This course is a continuation or a concurrent course for SSD102, Art Design. Emphasis is placed on creating artwork for actual jobs.

**SSD152    Production    3;(3,0)**

Students will learn the equipment used in silk screening production; how the equipment works; how to set up for jobs, how to clean and maintain equipment, and the connections between various operations in silk screening.

**SSD152L    Production Lab    1;(0,2)**

Putting theory into practice, students will begin using the equipment used in silk screening production; students will practice production and maintenance procedures and setup for job.

**SSD154                      Entrepreneurship, Advertising and Marketing                      3;(3,0)**

Students identify customer needs and expectations; develop skills in meeting customer needs; develop skills in using customer satisfaction as a marketing tool.



**SSD156**

**Computer Graphics**

**3;(2,2)**

Students will learn how to select appropriate images and typefaces for silk screening designs. Students will learn to use computer graphic programs to create or edit images for photographic reproduction. Students will learn techniques for creating separations on computer.

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## **SOCIOLOGY (SOC)**

**SOC101**

**Introduction to Sociology**

**3;(3,0)**

An overview of the fundamental concepts, theories and methods used to analyze the social experience. This course introduces students to a way of observing and interpreting the social world around them and how they relate to it. Topics include culture, socialization, education, the family, race and ethnicity, social inequality, deviant behavior, government and politics, social change and religion. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: SOC1113.*

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## **SPANISH (SPAN)**

**SPAN100**

**Conversational Spanish**

**3;(3,0)**

This course is an introduction to Spanish for non-native speakers. Presentation is structured so that students acquire and appreciate cultural knowledge and develop the desire to converse in Spanish. The basic fundamentals covered are sentence structure using nouns, pronouns, verbs, prepositions, vocabulary, etc. correctly in a conversational manner.

**SPAN101**

**Beginning Spanish I**

**3;(3,0)**

The course is designed to include the essentials of first-year communicative functions, grammar skills, and cultural overview of different Spanish speaking countries. *NM Common Course Number: SPAN1113.*

**SPAN102**

**Beginning Spanish II**

**3;(3,0)**

The course follows the scope and sequence continued approach to language and culture. *Prerequisite: SPAN101. NM Common Course Number: SPAN1123.*

**SPAN212**

**Spanish for Health Professionals**

**3;(3,0)**

*Previously offered as SPAN205 and SPAN209. Now a combined course.*

This course is designed to acquaint the student with medical terminology in Spanish translations. It also assists the student with basic communication for conversational Spanish with patients and co-workers through the use of scenarios in group activities.







## **WELDING TECHNOLOGY (WELD)**

**WELD100**                      **Oxyacetylene Cutting and Welding**                      **4;(2,4)**

This course includes the safety and operating procedures in the use of oxyacetylene equipment; fusion of metals and steel, brass, and solder in the following positions; flat, horizontal, vertical, and overhead. Practical applications are covered and pipe welding will be introduced.

**WELD102**                      **Shielded Metal Arc Welding**                      **3;(2,2)**

This course includes the power supplies, identifying electrodes by the American Welding Society numbering system. Surface padding in designated positions is covered.

**WELD103**                      **Basic Metallurgy**                      **3;(2,2)**

This course includes the mechanical and physical properties of metal. Use numbering systems to identify metals, and conduct magnet, spark and chisel tests to identify metals; the use of drills, tapes, and discs used in manufacturing and assembly procedures; the use of basic math in measuring and layout procedures. Hands-on applications are covered.

**WELD104**                      **Surface Padding**                      **3;(2,2)**

This course includes the application of surface padding in designated positions using oxyacetylene and abrasives in the preparation of metals for this application. Practical shop procedures are covered.

**WELD106**                      **Blueprint Reading and Math for Welders**                      **3;(3,0)**

This course includes print reading, layout methods, and proper joint design necessary for various welding processes, welding symbols and safety in the welding industry. Applied math for welders will be covered. Procedures for obtaining State Certification are covered.

**WELD108**                      **Pipe and Plate Code Testing**                      **4;(2,4)**

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. Practical procedures are covers pipe welding.

**WELD112                      Gas Tungsten and Gas Metal Arc Welding                      4;(2,4)**

Students learn Gas Tungsten Arc Welding and how to apply the process of fusion welding and low carbon steel aluminum/lap, tee, and butt joint using the appropriate power supply and accessories. Course includes Gas Metal Arc and flux core arc welding on carbon steel plates and pipe in all positions. The application of theories and safety are stressed.

**WELD116                      Advanced Layout and Fabrication                      3;(2,2)**

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 practices.

**WELD118                      Ornamental Art Welding                      3;(2,2)**

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.

**WELD295                      Welding Technology Capstone                      1;(1,0)**

This course is for students in their final semester of the Welding Technology Program. In this course the student would prepare to take the American Welding Society (AWS) certification test. Information/content will come from the 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. *Prerequisites: WELD100, WELD102 and instructor approval.*

# ADMINISTRATION, STAFF AND FACULTY

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## ADMINISTRATION:

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Pete Campos	President B.A., University of New Mexico M.A., New Mexico Highlands University EdD., University of New Mexico
Donna Flores-Medina, CPA	Vice President of Finance B.A., New Mexico Highlands University
Vidal Martinez	Vice President of Instruction B. A., New Mexico Highlands University M.A., New Mexico Highlands University EdD., New Mexico State University
Mary Ward	Vice President of Student Services B.A., New Mexico Highlands University M.A., New Mexico Highlands University

## ADMINISTRATIVE SUPPORT:

---

Mike Adams	Director, Information Systems
Mathew Bowie	Coordinator, Information Systems
Donald Bustos	Director, Small Business Development Center
Albert Campos	Director, Santa Rosa Satellite
Ronald Duran	Manager, Bookstore
Dawnette Garcia	Coordinator, Wellness Center
Ron Gonzales	Director, Maintenance and Operations
Rick Jaramillo	Coordinator, Network Operations Systems
Elaine Luna	Director, Area Health Education Center
Regina Madrid	Director, Student Financial Assistance
Janet Maes	Director, Learning Resource Center
Peter Manthei	Director, Institutional Research
Terri Mares	Controller
Moses Marquez	Interim Director, Recruitment and Admissions
Lorraine Martinez	Director, Title V
Miguel Martinez	Director, Purchasing
Wanda Martinez	Director, Mora Office
Johnathan E. Ortiz	Registrar
Louise Portillos	Director, Springer Satellite
Lawrence Quintana	Director, Human Resources
Geraldine Romero	Coordinator, Adult Basic Education
Patricia Romero	Director, Concurrent Enrollment/Dual-Credit
Veronica Serna	Director, ACCESS Center
Theresa Vigil	Liaison, LCC Foundation

## **BUSINESS AND PROFESSIONAL STUDIES:**

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Elaine Ortega, Instructor  
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M.B.A., New Mexico Highlands University

## **EDUCATION:**

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## **HEALTH SCIENCES:**

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M.S.N., University of New Mexico  
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B.S.N., University of New Mexico  
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Maxine Hughes, Instructor  
B.S.N., West Texas State University  
M.S.N., University of New Mexico  
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A.D.N., Cochise College  
B.S.N., University of Phoenix  
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Certificate, NM Board of Dental Health  
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Jackie Romero-Arguello, Instructor  
A.D.N., Luna Community College  
B.S., University of Central Oklahoma  
M.S.N., University of New Mexico



## **HUMANITIES:**

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M.A., New Mexico Highlands University

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B.A., New Mexico Highlands University  
M.A., New Mexico Highlands University

Thomas Garcia, Instructor  
B.A., New Mexico Highlands University  
M.A., New Mexico Highlands University

Jacqueline Hampleman, Instructor  
M.S., Western New Mexico University

Jeanette Nolan, Instructor  
B.A., New Mexico Highlands University

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M.A., University of Wyoming  
Ph.D., Oklahoma State University

## **MATH, SCIENCE, AND ENGINEERING TECHNOLOGY:**

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Ph.D., Florida State University

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B.S., Polytechnic University  
M.S., Polytechnic University  
M.E.E., University of Houston

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M.S., New Mexico Highlands University

Francisco Romero, Instructor  
B.S., New Mexico Highlands University

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M.S., University of Idaho  
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B.A., San Jose State University  
M.A., Indiana University  
Ph.D., Indiana University

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B.S., Weber State University  
M.S., Brigham Young University

## **VOCATIONAL EDUCATION:**

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Vacant, Academic Director

Anthony Baca, Instructor

ASE Certified

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M.A., New Mexico Highlands University

Frank Madrid, Instructor

Certificate, Luna Community College

Gilbert Martinez, Instructor

Diploma, Houston Texas

Adrienne O'Brien, Instructor

B.A., Bard College

Rosalie Ortega, Instructor

Licensed Cosmetologist, N.M. Board of Cosmetology

Connie Ortiz, Instructor

Licensed Cosmetologist, N.M. Board of Cosmetology

Eugene Sandoval, Instructor

Master ASE

Germaine Sandoval, Instructor

Licensed Cosmetologist, N.M. Board of Cosmetology

## **SANTA ROSA SATELLITE:**

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## **SPRINGER SATELLITE:**

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Sherry Goodyear, Instructor

B.A., University of New Mexico

M.A. Suffield University

Bill Jump, Instructor

Certificate, Luna Community College

Patricia Kuhlman, Instructor

Certificate, Luna Community College

A.A., New Mexico Highlands University

# MAIN CAMPUS MAP

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