

# How to register for classes

If you are a first-year student at Luna, you can apply online at <https://luna.edu/application> or contact the admissions office via telephone, e-mail or in person and complete the admissions process. After you have been admitted, please contact the Student Success Center, also via telephone, e-mail or in person, for registration and the Accuplacer. Telephone numbers are listed below.

If you are a returning student, you can register online through your portal.

For advisement about the courses to take in your program, please contact the student support specialists or your faculty advisor.

If you have declared a major, please contact the student support specialists or your faculty advisor. If you have not declared a major, are a transfer student or are a first-time freshman, please contact the Student Success Center. No answer? Leave a clear message with your name and telephone number. An advisor may be busy assisting another student but will return your call as soon as possible. You may also visit with them in person on campus.

Student Support Specialist for all programs, Renee Maestas	505-454-5355	<a href="mailto:rmaestas@luna.edu">rmaestas@luna.edu</a>
Student Support Specialist for all programs, Jonathan Lujan	505-454-2513	<a href="mailto:jolujan@luna.edu">jolujan@luna.edu</a>
Student Support Specialist for all programs, Pablo Hernandez	505-454-2537	<a href="mailto:pfernandez@luna.edu">pfernandez@luna.edu</a>
Sonya Castillo, Admissions Counselor,	505-454-5335	<a href="mailto:admissions@luna.edu">admissions@luna.edu</a>
Financial Aid Office, Gayle Martinez	505-454-2534	<a href="mailto:finaid@luna.edu">finaid@luna.edu</a>
Cashier's Office, Ida Valdez	505-454-2506	<a href="mailto:fiscaloffice@luna.edu">fiscaloffice@luna.edu</a>
Registrar's Office, Alicia Chacon	505-454-5314	<a href="mailto:registrar@luna.edu">registrar@luna.edu</a>
Student Success Center Office/Accuplacer Testing, Renee Maestas	505-454-5355	<a href="mailto:studentsuccess@luna.edu">studentsuccess@luna.edu</a>
Veterans Resource Center; Ray Varela	505-454-5343	<a href="mailto:rvarela@luna.edu">rvarela@luna.edu</a>
Dual Credit Office; Cindy Branch	505-454-2541	<a href="mailto:cbranch@luna.edu">cbranch@luna.edu</a>
Bookstore; Ron Duran, manager	505-454-2569	<a href="mailto:rduran@luna.edu">rduran@luna.edu</a>
Academic and Career Planning Director, Inca Garduño Crespin	505-454-5312	<a href="mailto:icrespin@luna.edu">icrespin@luna.edu</a>



# Spring semester 2023 important dates

Registration for spring 2023 term begins	Monday, November 14, 2023
Winter break, campus closed	Monday, December 19 to Monday, January 2, 2023
Classes begin	Tuesday, January 17, 2023
Late registration period	Monday, January 23 to Friday, January 27, 2023
Last day to add courses	Friday, January 27, 2023
Last day to drop without a grade	Monday, January 23, 2023
Deadline to change from audit to credit	Friday, February 3, 2023 (Full Term Courses)
Deadline to change from credit to audit	Friday, March 24, 2023
Last day to withdraw from full-term classes	Friday, April 21, 2023
Final exam week	Monday, May 8 to Friday, May 12, 2023
Semester ends	Friday, May 12, 2023
Final grades due by faculty to registrar	Monday, May 15, 2023
Final grades available to students	Friday, May 19, 2023

## How to order books

Visit the Luna online bookstore at [bookstore.mbsdirect.net/luna.htm](http://bookstore.mbsdirect.net/luna.htm). Select your courses from your schedule. View your course materials and select your preferred format. Check out. Select Guaranteed Buyback titles and save up to 70 percent off your course materials. Our customer contact center is open 24/7, ready to take your order or answer your questions. Call 1-800-325-3252 or e-mail [customerservice@mbsdirect.net](mailto:customerservice@mbsdirect.net).

## Student payment options

**By phone with a debit/credit card:** You may leave a message at 505-454-2506 or e-mail [fiscaloffice@luna.edu](mailto:fiscaloffice@luna.edu) with your name, ID number and a callback number. Your call will be returned, and someone will assist you in processing the payment. You may also visit the fiscal office on campus and pay with a check, money order, debit or credit card.

**By mail with check/money order (payable to Luna Community College):** Students can mail their payments to

Luna Community College  
c/o Business Office  
366 Luna Drive  
Las Vegas, NM 87701

(Be sure to include your name and ID number)

Please remember disenrollment will take place if you do not make arrangements. Spring 2023 disenrollment will take place at 5 p.m. on Friday, January 20, 2023.

**For additional information and enrollment policies and procedures,  
please visit us at [luna.edu/schedule](http://luna.edu/schedule)**