

# LCC CE/DC ENROLLMENT GUIDE



*“The People’s College”  
Becoming The Premier Rural Community College in America*

## CONCURRENT ENROLLMENT/DUAL-CREDIT STUDENT CHECKLIST

1. Meet with your high school counselor regarding eligibility criteria. Must have completed 10th grade and taken Reading, Writing and Mathematics Modules in COMPASS Assessment or taken ACT/SAT.
2. Complete Application Packet for LCC CE/DC Program
  1. Application for Admission
  2. Dual Credit Request Form
  3. Concurrent Enrollment Registration Card
  4. CE/DC Student Interest Card
  5. Career Cluster Survey
3. Submit your official high school transcript, SAT/ACT Scores if taken to the LCC CE/DC Office. (Transcript must be in the original sealed envelope to be considered official.)
4. Complete COMPASS Assessment requirements if ACT/SAT have not yet been taken.

Please come by the CE/DC office for a referral to take the COMPASS Assessment.  
Before assessment you will need to know your social security number and bring in a picture i.d.  
The assessment is untimed; therefore, you are encouraged to take as much time as possible on each assessment.  
Students are encouraged to take one module within COMPASS at a time.
5. New Students.

Bring in completed CE/DC Application Packet to the Concurrent Enrollment/Dual-Credit (CE/DC) Office, Technologies Building Room TE-144.; Fax Number: (505) 454-2520.

Continuing Students:  
Bring in your completed dual-credit request form or concurrent enrollment registration card to the CE/DC Office , Technologies Building Room TE-144 for advisement.
6. Register at the Office of Registrar (located in the Student Services Building). You must turn in your dual-credit request form and/or concurrent enrollment card in order to be officially registered for your course (s). For specific information regarding transcripts and registration, please call (505) 454-454-5313; (505) 454-5314; or (505) 454-2596.
7. Pick up your schedule and make payment on tuition and general fees at the Fiscal Office in the Administration Building by the payment deadline. Students will not be completely registered until they have cleared with the Fiscal Office. For specific information regarding payment, please call (505) 454-2506.
8. Attend Class-Please verify your course dates, days and times on your LCC Schedule.
9. Please meet with your high school counselor regarding textbooks for dual-credit courses. Any textbooks not purchased by the high school will need to be purchased by student/parent. The LCC bookstore contact number is (505) 454-2569.
10. Family Educational Rights and Privacy Act of 1974 (FERPA): all rights of access to students educational records transfer from parents to the students when the students become 18 years of age OR are enrolled in an institution of postsecondary education.

## STUDENT SUPPORT SERVICES

### TESTING INFORMATION

1. All students must complete the COMPASS ASSESSMENT unless students have already completed the ACT or SAT.
2. For testing days and hours, please contact the ACCESS Center at (505) 454-2546.
3. You can access COMPASS Study Guides with the following link: <http://www.act.org/compass/sample/>
4. COMPASS Policy:
  - First assessment session = No Charge
  - Retest Session = \$10 for full battery (Reading, Writing, and Mathematics)
  - = \$5 per unit
  - = \$5 e-Write

Students will only be allowed one (1) retake of the COMPASS per semester.
5. All students must bring a photo ID with them prior to being assessed.
6. For testing days and times, please contact the ACCESS Center at (505) 454-2546 or 1-800-588-7232 ext. 1215 for main site in Las Vegas. Please contact the LCC Satellite/Site Director in your specific areas for testing days and times.

### STUDENT ID

Students may purchase a student ID for \$5.00 in the LCC Fiscal Office located in the LCC Administration Office. Please call (505) 454-2506 regarding any questions concerning Student ID.

Student Replacement Card Fee = \$5.00

### FEES

LCC waives tuition and general fees for **Dual Credit** to eligible high school students in which LCC has a Memorandum of Understanding in place with the school district. LCC will waive up to 8.0 credit hours for **Concurrent Enrollment**.

Students taking a distance learning course of either WEBCT, online or ITV, Interactive Television, receiving site course will be assessed a distance learning fee of \$25, which is the financial responsibility of student/parent unless the school district is willing to pay the fee. The distance learning fee is a nonrefundable per course fee. Only courses with an E or R code in the course number are charged this fee. Please call (505) 454-2506 regarding any questions concerning Fees.

### OFFICE HOURS:

#### **Concurrent Enrollment/Dual Credit Office**

Technologies Building, Rm TE-144  
505-454-5377 or 1-800-588-7232 ext. 1075; 505-454-5374 or 1-800-588-7232 ext. 1076; or 505-454-5316 or 1-800-588-7232 ext. 1077  
[cedc@luna.edu](mailto:cedc@luna.edu)

Monday through Friday 8:00a.m.—5:00p.m. CE/DC Office is open during the noon hour.

## LCC CE/DC Informational Center

### CE/DC STUDENT ORIENTATION

Attending Orientation is required before you may register for classes. You may use the following link to access the CE/DC online Orientation: [www.luna.edu](http://www.luna.edu) and look under Dual-Credit Tab. In order to finalize your orientation session, you and your parent will need to fill out the Orientation Completion Form below and submit to receive your certificate of completion for the CE/DC Orientation.

### STUDENT SUPPORT SERVICES

**Counseling** and guidance services are available to all students. Professional staff is available to assist students in exploring their interests and needs, educational plans, identifying possible career, vocational and academic choices. The following resources are available in the ACCESS Center: CHOICES (a computerized career-decision making program), program of study sheets, career publications, Department of Labor publications and other career related periodicals. Internet access is also available.

**Career Placement** assists students with job search strategies, resume writing, interviewing techniques, job retention, and information relevant to the labor market. Individuals are encouraged to visit the ACCESS Center. Other resources available are: Winway Resume software, web-site addresses and an employment information bulletin board. An employer career fair is sponsored annually.

**Tutoring Services** are available in most academic areas. Any student registered at LCC is eligible for tutorial program services. A tutor schedule is printed every semester and posted throughout the LCC campus. Services for specific areas not listed on the tutor schedule can be requested by contacting an advisor at the ACCESS Center. The Tutoring Center is located in the Student Services Building, Room 111.

### Assessment and Academic Placement Testing Services (COMPASS)

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 make scores available to the ACCESS Center who will review the scores for placement purposes.

COMPASS testing is offered Monday through Friday at 8:30am, 10:00am, 1:30pm and 3:00pm. For more information call 454-5347, or visit [www.act.org/compass/sample](http://www.act.org/compass/sample) for a COMPASS study guide.

**Services for Students with Disabilities** include counseling, advisement, classroom accommodations, and adaptive equipment and liaison services between LCC and community agencies. Request for such services can be made by contacting the Cynthia Branch in the Office of Disabilities Support Services at (505) 454-5303.

**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.

**Early Alert** is an intervention process whereby students who are performing below average and/or have excessive absences are referred by their instructors to the ACCESS Center for advisor follow-up.

## **ADMISSION**

All students admitted to Luna Community College must meet the required academic standards for admission. A prospective student with disabilities is not required to disclose his/her disability nor may any staff/faculty inquire about the disability.

## **DOCUMENTATION OF DISABILITY**

Declaring self to the Disability Support Services Office (DSS) is on a voluntary basis. Services are only available after a student has declared him/herself and presented current documentation of the disability from a medical health professional and/or professional agency. Once the documentation is received and accepted as complete, the student will be eligible to receive academic accommodations. All information is kept confidential.

This documentation must show the history of the disability and how it limits the student. LCC requires documentation prepared by an appropriate licensed professional that clearly diagnoses a disability and/or provides records showing history of the disability. Medical doctors, psychiatrist, psychologist and school psychologist are among the professionals who routinely evaluate, diagnose, and treat disabilities.

## **STUDENT RESPONSIBILITIES**

- Identify self to the Disability Support Services Office (DSS)
- Provide documentation
- Meet with DSS two weeks prior to each semester
- Meet with Instructors
- Attend class
- Maintain academic and instructional standards
- Don't rely on others to do it for you. Students with a disability should process their own registration, follow through and do all paper work required. It is important to keep the DSS Office informed of all changes.

\*Students with disabilities are encouraged to be self-advocate.

## **SERVICES PROVIDED**

- Maintains confidential student records regarding disabilities.
- Receives and evaluates documentation provided by the student verifying disability.
- Consults with student about appropriate individual academic accommodations based on documentation.
- Arranges academic accommodations for students.
- Serves as an advocate for students.
- Arranges for assistive technology

**Provides and conducts disability information and training to staff/faculty.**

## **ACADEMIC ACCOMMODATIONS**

Academic Accommodations may include but are not limited to the following:

- Extended time
- Note taking
- Taped texts (if available)
- Use of tape recorder
- Uninterrupted test environment
- Calculator
- Oral exams
- Reasonable/excused absences
- Large print for exams
- Preferential seating
- Other accommodations as deemed appropriate

**The ACCESS Center Disability Support Services Office will determine appropriate and reasonable academic accommodations.**

**ACCOMMODATIONS NOT MADE**

ADA does not require colleges to provide personal assistants or personal assistive technology. Accommodations are not made which would decrease academic standards of program.

**FACULTY RESPONSIBILITIES**

- Provide atmosphere conducive to learning.
- Provide a disability statement in Syllabus.
- Inform DSS office of any student who has declared self as having disability.

\*LCC is committed to complying with the American with Disabilities ACT (ADA), which prohibits discrimination based on disability by private employers, state and local governments, mass transit agencies and public accommodations. The ADA applies to qualified individuals with disabilities. To have a covered disability under the ADA, a person must have a condition that substantially limits a major life activity, a history of such a condition, or be regarded as having such a condition.

ADA-1-800-514-0301

**Tutoring Center**

**Location: Student Services Building Room 111**

**Contact: Janice Medrano (Room 110)**

**Telephone: (505) 454-2546**

**Hours: Monday - Thursday - 8:00am - 8:00pm**

**Friday - 8:00am - 5:00pm**

The LCC Tutoring Center is located in room 111 in the Student Services building. It is currently open from 8:00am to 8:00pm on Monday through Thursday, and from 8:00am to 4:00pm on Friday. The first tutor arrives at 9:00 a.m. daily. Tutoring services are available to all who are currently enrolled in at least one class at LCC.

Tutoring schedules are printed and distributed in the beginning of every semester. The schedule includes the tutors' names, the times they will be in the Center, and the subjects tutored. Students are asked to read the schedule before seeking tutoring help, so that they can be aware which tutors teach which subjects.

The Tutoring Center operates on a drop-in basis, which means that students do not have to make appointments; they can simply visit the Center when there are tutors available to help with the subjects that the students need help with. If the tutor is not busy helping another student, the student can get help immediately. If the tutor is busy, then the student should let the tutor know that he or she needs help, and the tutor will try to help the student as soon as possible (within 10 or 15 minutes). Because of this, students are asked to visit the Center with plenty of time, so that they can be sure to receive help. Since the LCC tutors are responsible for helping all of the students on campus, the amount of tutoring time available to individual students may be limited.

Students should be aware that the role of the tutor is not to do students' work for them, but rather to help students understand the material, so that they will better be able to do their own work. It is not allowable to leave papers or homework assignments for tutors to check; the student must be physically present. It is a good idea to bring in your textbooks and assignments to tutoring sessions, so that the tutors can get a clear idea of the material you are having difficulty with.

The Tutoring Center can also be used as a study area. It includes materials like computers, a printer, dictionaries, and pamphlets on study habits. Many students use the Center to do their homework and other studying, asking the tutors when they get stuck or find material that they don't understand.

## OVERVIEW OF STUDENT CODES AND POLICIES

### DISCLOSURE

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

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

General information on these policies is located in the LCC 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.

## **OVERVIEW OF STUDENT CODES AND POLICIES**

### **DISCLOSURE CONT.**

#### **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., cap stone) 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 extracurricular learning activities shall serve to enhance and broaden educational experiences. Procedures are defined in the LCC Student Handbook.

## **OVERVIEW OF STUDENT CODES AND POLICIES (CONT.)**

### **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.

### **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.

## **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:

#### **1. 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.



## OVERVIEW OF STUDENT CODES AND POLICIES (CONT.)

### COMPLETE WITHDRAWAL

High school students must notify LCC's Concurrent Enrollment/Dual-Credit Office at (505) 454-5377 or (505) 454-5374.

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.

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.

### GRADING STANDARDS

Final grades are mailed to each enrolled student at the end of each term. Theory and non-credit laboratory co requisites 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

**NOTE:** A grade of "D" is accepted in some general education requirements for certificates and associates 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.

#### **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.

## **STUDENT CLUBS AND ORGANIZATIONS**

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) 454-5303.

### **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) 454.5368.

### **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.

### **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.

## STUDENT CLUBS AND ORGANIZATIONS, CONT. & STUDENT RESOURCES

### 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.

### SKI CLUB

The purpose of the organization is to promote collegiality through the participation in extra-curricular alpine snow sports

For more information, contact Ski Club sponsor at (505) 454-5306.

### 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 Concurrent Enrollment/Dual-Credit Office for more information. DLN course offerings are published in the schedule of classes each term and are also available on the website.

## LCC Mid-Term and Final Grades

Beginning with Spring 2010, grades will no longer be mailed but can be viewed and printed online via **LCC Pathways**. You may logon to LCC Pathways at <https://pathways.luna.edu> using your student username and password and click on the **My Grades** tab.

### How to Create an LCC Student Account

[http://www.luna.edu/create\\_student\\_account/](http://www.luna.edu/create_student_account/)

By creating an LCC student account, you are agreeing to the [LCC Student Account Acceptable Use Policy](#).

This form will create an account for you if you don't have one, and reset your password if you do.

<b>First name:</b>	<input type="text"/>
<b>Last name:</b>	<input type="text"/>
<b>Last 4 digits of your SSN:</b>	<input type="text"/>
<b>Birthdate:</b>	<input type="text"/> <b>Month</b> <input type="text"/> <b>Day</b> <input type="text"/> <b>Year</b> <input type="text"/>

If you have an exiting email address that you use, please enter it here. This email address will be used to reset your password should you forget it, and optionally allow you to forward all of your LCC email to this account.

<b>Alternate email address:</b>	<input type="text"/>
<b>Forward LCC email to alternate email address?</b>	<input type="checkbox"/>

**NOTE:** Please click the "Create Account" button only once! Do not double-click on it. Creating your account can take up to a minute. Please wait until it has completed as you will need the username and password that it gives you.

Luna Community College  
Concurrent Enrollment/Dual-Credit Office  
Office #: TE-144 (In Technologies Building)  
366 Luna Drive  
Las Vegas, NM 87701

(505) 454-5377 or 1-800-588-7232 ext. 1075; (505) 454-5374 or 1-800-588-7232 ext. 1076

Fax: (505) 454-2520