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Important Dates for Summer 2009

Early Registration for Summer 2009	April 20 - May 29
Campus Closed - Memorial Day.....	May 25
Classes Begin	June 1
Early Registration for Fall 2009	June 1
Last Day to Add Classes.....	June 5
Last Day to Drop Classes	June 5
Deadline to Change from Audit to Credit	June 12
Deadline to Change from Credit to Audit	June 19
Campus Closed - Independence Day.....	July 3
Last Day to Withdraw from Full-term Classes	July 10*
Final Examinations.....	July 22 - 23

* The last day to withdraw from short courses will be the end of the week before the final examination is held. This is not the same day as the last day for a refund.

Who's the Faculty

BUSINESS/PROFESSIONAL STUDIES

Renee Garcia, Director
Elaine Ortega

EDUCATION

Debbie Trujillo, Director

HEALTH SCIENCES

Conni Reichert, Director
Denise Fox
Sharon Holguin
Maxine Hughes
Susan Olson
Gloria Pacheco
Betty Ray
Jacque Romero
Annette Weinkauff

HUMANITIES

Eloy Garcia, Director
Cindy Armijo
Thomas Garcia
Jacque Hampleman
Jeanette Nolan
Dr. Julian Vigil

TECHNOLOGIES

Dr. Andrew Feldman, Director
Radu Alexandrescu
Fereshteh Amirhosseini
Francisco Romero
Dr. Samuel Stockett
Dr. Rita Surdi
Jeff Thomson

VOCATIONAL EDUCATION

Dan Romero, Director
Anthony Baca Rosalie Ortega
Kathleen Leger Connie Ortiz
Frank Madrid Eugene Sandoval
Gilbert Martinez Germaine Sandoval
Adrienne O'Brien

SANTA ROSA SATELLITE

Albert Campos, Coordinator
Eugenio Perez

SPRINGER SATELLITE

Louise Fernandez, Coordinator
Sherry Goodyear Patricia Kuhlman
Bill Jump

MORA OFFICE

Wanda Martinez, Coordinator



APPLICATION FOR ADMISSION

Office Use:

ID#: _____

- Social Security Number: _____ / _____ / _____
- Full Legal Name: _____

Last Name
First Name
M.I.
- Other name used on educational records: _____
 (if different from above, such as maiden name)
- Telephone Numbers: Home (____) _____ - _____ Work (____) _____ - _____
- Mailing Address: _____

City
State
Zip Code
- Physical Address: _____

City
State
Zip Code
- How long have you lived at the above physical address: _____

Years/Months
- County and State of legal residence: San Miguel Mora Guadalupe Colfax Other _____
 State _____

The following voluntary information is needed to aid in establishing and maintaining educational programs with equal opportunity for all groups. All information will be kept confidential and will not be used for admission purposes.

- Gender: Female Male
- Date of Birth: _____ / _____ / _____

Month
Day
Year
- Marital Status: (Check one) Married Single Separated Widow
- Check appropriate ethnic origin: (Check one)

<input type="checkbox"/> White, Non-Hispanic	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Black, Non-Hispanic	<input type="checkbox"/> Non-Resident Alien	<input type="checkbox"/> Asian American/Pacific Islander
<input type="checkbox"/> Unknown/No Response		

- Are you a U.S. citizen? Yes No If foreign, indicate country: _____
 Visa Type: _____ (Provide Documentation)
 If immigrant or permanent resident give your Alien Registration No. _____ Expiration Date _____
- Semester you plan to enroll: Fall (Aug-Dec) Spring (Jan-May) Summer (June-July) Year: 20 _____
- What is your educational goal at LCC? (Check only one)

<input type="checkbox"/> Certificate <input type="checkbox"/> Associate Degree <input type="checkbox"/> Undeclared (Pre-Nursing, Etc.) (Specify) Program of Study: _____	<input type="checkbox"/> Community & Continuing Education <input type="checkbox"/> Professional/Personal Enrichment <input type="checkbox"/> Transfer courses to another college
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- Have you previously attended LCC? Yes No If so, when: _____
- Which site do you plan on attending?
 Las Vegas Main Campus Springer Satellite Santa Rosa Satellite Off Site _____


Identify Site
- High school last attended: _____

Name of High School
City
State
- High school diploma or GED?

<input type="checkbox"/> HS diploma	<input type="checkbox"/> NM	<input type="checkbox"/> Out of State
<input type="checkbox"/> GED	<input type="checkbox"/> NM	<input type="checkbox"/> Out of State
<input type="checkbox"/> Home School diploma	<input type="checkbox"/> NM	<input type="checkbox"/> Out of State
Graduation or Completion:	Month: _____	Year: _____
<input type="checkbox"/> None		

20. List all technical schools, colleges and universities you attended after high school graduation or after obtaining your GED. Include enrollment at LCC.

Full Name of School	City and State	From (month/year) To (month/year)	Certificate/Degree



If you graduated from an Out-of-State high school OR **did not** graduate from West Las Vegas Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, Mora Independent Schools, Springer Municipal Schools, Maxwell Municipal Schools or Wagon Mound Public Schools, you must complete questions 21-30 to be considered for in-state/in-district tuition classification. Failure to do so will result in an automatic non-resident/out-of-district tuition classification.

21. What state do you regard as your permanent home? _____

22. How long have you lived in LCC's participating school district? _____
Years / Months

**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.

23. Have you lived in New Mexico for the past 12 consecutive months? Yes No

24. Are you a registered voter? Yes No If yes, in which county?
 San Miguel Guadalupe Mora Colfax Other _____ State _____

25. Do you have a current driver's license? Yes No If yes, list state and date issued: _____

26. Do you have a current state issued ID card? Yes No If yes, list state of ID: _____

27. Do you have a vehicle registered in your name? Yes No If yes, list state and date of registration: _____

28. Did you file a New Mexico personal income tax report in the immediate past year? Yes No

29. If younger than 23 years of age, did your parent(s) or legal guardian claim you as a dependent on their federal tax return in the immediate past tax year? Yes No

a. If yes, have your parents/guardians lived in New Mexico for the past 12 consecutive months? Yes No
 (A duplicate copy of pages one and four of the 1040, 1040A or 1040EZ and additional documentation may be required.)

30. Do you intend to maintain permanent New Mexico residence, thereby relinquishing residence in all other states? Yes No

31. List names of employers, locations and dates of employment during the **past two years**:

Employer	City and State	Dates of Employment

STATEMENT OF NONDISCRIMINATORY POLICIES

Luna Community College is in compliance with Title VI & VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Luna Community College does not discriminate on the basis of age, race, color, national origin, disability, religion, or gender in its policies, practices or procedures. This provision includes, but is not limited to: admissions, employment, financial assistance, and educational services.

STATEMENT OF APPLICANT

I certify that the information furnished on this application is true and correct to the best of my knowledge; I agree that once I am admitted to Luna Community College, I will become familiar with and observe the school's policies and regulations.

Signature: _____ Date: _____

Office Use Only

Reviewed by: _____ Date _____

Received by: _____ Date _____ Entered by: _____ Date _____

8/06

Summer 2009 Final Examination Schedule

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 9:15 a.m.	July 22, 2009	7:30 a.m. to 10:30 a.m.
9:30 a.m. – 10:45 a.m.	July 23, 2009	11 a.m. to 2 p.m.
11 a.m. – 12:15 p.m.	July 22, 2009	2:30 p.m. to 5:30 p.m.
12:30 p.m. – 1:45 p.m.	July 23, 2009	7:30 a.m. to 10:30 a.m.
2 p.m. – 3:15 p.m.	July 22, 2009	11 a.m. to 2 p.m.
3:30 p.m. – 5:50 p.m.	July 23, 2009	2:30 p.m. to 5:30 p.m.

Evening classes (6 p.m. or later) will have their final exams the last week of class during their last regular class session. Also, classes meeting once a week, one credit hour classes, short term and weekend classes should also have final exams during their last regular class session.

The length of the examination depends on the number of credit hours of the course (one hour of exam time for each credit hour). No exam should be scheduled for more than three hours. Deviations from this schedule must be cleared by the VP for Academics.

Attention Summer 2009 Graduation Candidates!!!!

Follow the steps below to apply for graduation:

- Pick-up a Petition to Graduate from the Office of the Registrar.
- Meet with your faculty advisor and schedule an appointment for a Degree Audit/PASSport to ensure you are on track to graduate in July 2009.
- Submit your Petition to Graduate and Degree Audit/PASSport to the Office of the Registrar in one complete packet by the final deadline below. However, you are strongly encouraged to meet our EARLY deadline of May 15, 2009 to receive an official review by the Registrar's Office of your final graduation requirements. If you are planning on participating in the May 9th Commencement Ceremony, you must meet with the Registrar no later than April 9, 2009. See page 43 of the 2006-2009 catalog for details.
- Pay your graduation fee (\$15 for each degree or certificate) and submit a Graduation Clearance to the Office of the Registrar by July 24, 2009. Part of the graduation clearance process will require you to clear through the ACCESS Center, Admissions Office, Business Office and Library.

Once the semester is over and the Office of the Registrar has verified your completion and conferred your certificate or degree, your diploma will be mailed to you within 6-8 weeks to the address you provided on your Petition to Graduate.

Final Deadline to Petition to Graduate is Friday, July 10, 2009



LCC Program Offerings

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

Associate of Applied Science

- Business Accounting
- Business Administration
- Computer Information Systems
- Drafting and Design Technology
- Electronics Engineering Technology
- Equine Science
- Fire Science
- Horticulture
- Manufacturing Technology
- 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
- Community College Teaching
- Computer Application Specialist
- Cosmetology
- Criminal Justice
- Culinary Arts
- Dental Assistant
- Early Childhood Development
- Equine Science
- Fire Science
- Furniture and Cabinet-Making
- General Education
- Horticulture
- Math, Science and Engineering Tech.
- Nail Technology
- Office Administration Assistant
- Political Science
- Practical Nursing
- Small Business Management
- Welding Technology

Applying for Admission

Applications for admission are reviewed on a first-come, first-served, space available basis. Preference is given to applicants who are bona fide residents of one of LCC's participating school districts. Some programs have specific requirements that have to be met 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 or the Office of Admissions for information about application procedures.

CERTIFICATE OR DEGREE STUDENT ADMISSION POLICY

Any student wishing to obtain a Certificate or an Associate Degree at LCC must first apply for regular admission and submit an official transcript showing graduation from an accredited secondary school or submit a General Education Development (GED) diploma. Proficiency requirements must also be met.

See the current school catalog for other admission categories.

ADMISSIONS STATEMENT TO ALL REGISTRANTS

Federal law prohibits LCC from making pre-admission inquiry about disabilities. Any information received regarding disabilities will not adversely affect admissions decisions. Students requiring special services because of a disability should notify the ACCESS Center's Office of Disability Support Services. This voluntary self-identification allows Luna Community College to prepare appropriate support services to facilitate student learning. This information will be kept in strict confidence and has no effect on admission to LCC.

HIGH SCHOOL DUAL-CREDIT ENROLLMENT

TRACK A – General Education/Academic Dual-Credit

The General Education/Academic track is offered to high school students currently attending a recognized New Mexico high school within a participating school district to obtain both high school and college credit for college level courses towards an associate's degree. These courses may be transferable to other colleges and universities.

TRACK B – Vocational Occupation Dual-Credit

The Vocational Occupation track is designed to give high school students currently attending a recognized New Mexico high school within a participating district the opportunity to enroll in vocational career oriented courses to obtain both high school and college credit that may be applied towards a certificate in a qualifying program. Credit for these courses may not be transferable to a university. However, they may

be transferable to another two-year college or vocational institute.

TRACK C – Credit Recovery/Special Circumstances

As agreed upon by Luna Community College and respective high schools, Track C is offered to high school students in need of credit recovery to meet high school graduation requirements. Courses taken may include those offered after 3 p.m. or on weekends. Determination of appropriate classes may be at the discretion of the respective high school administration. Other special circumstances may also apply to high school students and will be addressed on an individual basis. Pre-requisite requirements, including assessment (ACT, SAT or COMPASS), must be met.

COMMONALITIES BETWEEN TRACKS A AND B

- The courses in which a high school student may receive both high school and college credit will be limited to only those courses offered at their respective high school or at an approved site as agreed upon by the respective high school and Luna Community College (LCC) and offered during the high school's regularly scheduled hours.
- High school students may apply for enrollment in a dual-credit course if they are a junior or senior, have the minimum required G.P.A. of 2.0 or as mandated by their respective high school for the requested course, and are at least 16 years old. The student must be in good standing with their high school. Pre-requisite requirements, including assessment (ACT, SAT or COMPASS), must be met.
- Under exceptional circumstances, psychologically/emotionally prepared and mature students under the age of 16 who are currently high school freshman or sophomores may also apply and be considered for dual-credit enrollment in college level courses. Their high school counselor must properly file a *High School Enrollment Petition Form* signed by the appropriate officials for review and approval by the LCC Dual-Credit Committee.

Note: Contact the Office of Recruitment and Admissions for complete policy.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Luna Community College is committed to providing equal education and employment opportunity regardless of gender, marital status, sexual orientation, color, race, religion, age, national origin or disability. Equal educational opportunity applies to admission, recruitment, extracurricular programs and activities, access to course offerings, educational

counseling, testing, financial assistance and employment.

COLLEGE REGULATIONS

Students are solely responsible for complying with all regulations and policies of the College as well as those of the departments from which they take courses. Students are also responsible for fulfilling all certificate and degree requirements. Therefore, students are advised to familiarize themselves with the regulations of the College. These regulations are contained in the school catalog and the student handbook that are available at the ACCESS Center.

STUDENT RIGHT-TO-KNOW ACT

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, the graduation rate data of the full-time certificate 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 LCC Office of the Registrar.

STUDENT ID CARD

A student ID card is required to buy items at the bookstore, to check out books at the Learning Resource Center (LRC), to pick up financial aid disbursements and to use certain LCC services. ID cards may be obtained at the Business Office and become valid when a student officially registers for a course.

ASSESSMENT AND ACADEMIC PLACEMENT

The testing center offers Course Placement Evaluation (COMPASS) to determine skill levels in reading, writing and mathematics. COMPASS results indicate where students should begin coursework in English and math, and which pre-requisites have already been met. A determination for assessment will be made by a counselor or educational advisor during the admission process. The testing center is located in the Student Services Building, room 117.

Tuition and Fees

Upon registering for courses, students receive a student data sheet. This data sheet/BILL reflects current charges. In order to complete registration and be **financially cleared**, all charges must be paid or arrangements for payment for qualifying students must be made through the Fiscal Office as outlined in LCC's Promissory Note. It is the student's responsibility to adhere to the terms agreed upon in the promissory note. Delinquent accounts are subject to collection measures.

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. The Office of Student Financial Assistance issues credit authorizations.

Residency Requirements for Tuition Purposes

LCC is supported by a local, three-mill levy assessed to those school districts that have elected to be a part of the LCC service area. 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. Tuition calculations are based upon the student's residency status. Residency is initially determined from information provided on the completed application for admission as defined below:

Resident In-District: Students whose legal state of residency is New Mexico and live within the boundaries of one of the participating school districts.

Resident Out-of-District: Students whose legal state of residency is New Mexico, but do not live within the boundaries of one of the participating school districts.

Out-of-State: Students whose legal state of residency is not New Mexico.

A non-resident student who has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" from the Office of Admissions. 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.

TUITION

Vocational and Academic Level Courses: Tuition will be assessed for Resident In-District, Resident Out-of-District and Out-of-State students who enroll in vocational or academic level courses regardless of the student's major course of study.

SUMMER 2009 TUITION RATES

CREDIT HOUR	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen
	Vocational/Academic	Vocational/Academic	Vocational/Academic	
1	\$28.00	\$28.00	\$28.00	\$5.00
2	\$56.00	\$56.00	\$56.00	\$10.00
3	\$84.00	\$84.00	\$84.00	\$15.00
4	\$112.00	\$112.00	\$112.00	\$20.00
5	\$140.00	\$140.00	\$140.00	\$25.00
6	\$168.00	\$168.00	\$168.00	\$30.00
7	\$196.00	\$280.00	\$553.00	See last row in related column for additional credit hours
8	\$224.00	\$320.00	\$632.00	
9	\$252.00	\$360.00	\$711.00	
10	\$280.00	\$400.00	\$790.00	
11	\$308.00	\$440.00	\$869.00	
12-18	\$336.00	\$480.00	\$948.00	
Each Add'l Credit Hour & Full Rates	\$28.00	\$40.00	\$79.00	

Note: 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 AND LABORATORY FEES

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

Registration/Activity Fee..... \$13.00

A **non-refundable** registration/activity fee is assessed to all students each term.

Laboratory Fee\$10.00

A **non-refundable** laboratory fee is assessed to all students each term. 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 Fee..... \$2.00

Community Education.....\$Variable

Non-credit courses designed primarily for community education & personal enrichment. Community education fees are **non-refundable**.

COMPASS Retake Fees

- **Full Battery..... \$4.00**
- **Per Unit..... \$2.00**
- **e-Write..... \$5.00**

Credit by Examination Fee\$Variable

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

Distance Learning Fee.....\$25.00

A non-refundable per course fee is applied to all WebCT and ITV receiving site courses. Courses with an E or R code in the course # are charged this fee. For example, ART210E and EDUC214R.

Graduation Fee.....\$15.00

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

Health Clinic Fee\$30.00

Assessed to students enrolled for three (3) or more credit hours at the Las Vegas MAIN campus.

Special Course Fee\$Variable

Fees vary and are dependent on course offered.

Student ID Card Replacement Fee.....\$5.00

DELINQUENCIES AND PARTIAL PAYMENT

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

Partial Payment: Requirements for partial payment of new charges are as follows:

- \$13.00 Registration/Activity Fee,
- \$10.00 Laboratory Fee,
- 33% of assessed tuition charges,
- 25% of total bookstore charges; and,
- Student agrees to Promissory Note terms

Refund Policy

Students who officially withdraw from courses at LCC may qualify for a tuition refund, either in full or in part. Refunds will be calculated according to the following guidelines:

1. Course fees, such as the registration fee and lab fee, are non-refundable. The only exception to this 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 drop period will receive full reimbursement of tuition only. See school catalog or schedule of classes for specific dates of the drop period.
3. Once the drop period has expired, there will be **NO REFUND** of tuition associated with dropped courses unless the student **completely withdraws** from LCC using the Complete Withdrawal Form.
4. A student who completely withdraws from all courses at LCC after the drop period has expired will receive a partial tuition reimbursement according to the refund schedule outlined below. Students must submit a written refund request to the LCC Fiscal Office.

TUITION REFUND SCHEDULE FOR COMPLETE WITHDRAWAL

Fall & Spring Terms

Drop period	100%
First 5 days after expiration of drop period	90%
6 to 15 days after expiration of drop period	50%
16 to 25 days after expiration of drop period	25%
After 25 th day.....	0%

Summer Term

Drop period	100%
First 3 days after expiration of drop period	90%
4 to 10 days after expiration of drop period	50%
11 to 16 days after expiration of drop period	25%
After 16th day.....	0%

NOTE: The following conditions apply to all students who withdraw from all courses at LCC:

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 the school catalog as well as the schedule of classes.
2. Any student requesting a refund must submit a Complete Withdrawal Form, obtained from the Office of the Registrar. On the form, the student must designate whether a refund should be processed or if the credit is to remain on the student's 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 school are not entitled to any refund.

CANCELLED CLASSES

A class may be cancelled because of low enrollment. Students in cancelled classes may select another class if one is available during the late registration/add period, or receive a 100% tuition refund. Community education course fees are refundable only if the course is cancelled.

Changes in Enrollment

Adding courses

Students may add courses through the end of late registration as specified in the current semester course schedule. Degree and certificate students wishing to add courses must complete the Add/Drop Form with their program advisor. Non-major students must complete the Add/Drop Form with an ACCESS Center educational advisor. All adds must be submitted with proper signatures to the LCC Office of the Registrar by the published deadline.

Withdrawing from Courses

Students are officially withdrawn 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. Students who are unable to complete the process personally may download a form from LCC's web site at <http://www.luna.edu> and fax in their request to 505.454.5348.

2. 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 must notify the office clerk or coordinator. A student not attending the main campus or one of the satellites can notify the ACCESS Center or the Office of the Registrar by calling 1.800.588.7232, ext. 1222.

Students are also able to download a form from LCC's web site at <http://www.luna.edu> and fax in their request to 505.454.5348. 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, and the day the Complete Withdrawal Form is submitted or received will be the date of withdrawal used for the calculation of Return of Title IV Funds and an institutional refund.

After a student notifies the appropriate office of an intention to withdraw, he/she is urged to discuss the decision with college personnel. A student may rescind the intention to withdraw by not returning 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 provide a written notification to the Registrar and complete a Petition for Course Reinstatement for each course. If a student who rescinded an intention to withdraw does not complete the term, the official date of withdrawal will be the later of the date the withdrawal form was obtained or the last date of documented class attendance.

Unofficial Withdrawal

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 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 may determine the date of withdrawal.

IMPORTANT

The deadline for withdrawing from courses under either procedure is listed in the official academic calendar located in the Important Dates section of this booklet. If withdrawal from a course occurs within the drop period, that course will not appear on the transcript. If withdrawal 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 quit attending in the middle of a term and do not officially withdraw, run the risk of earning failing grades at the end of the term.

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day LCC receives a request for access.

Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the LCC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask LCC to amend a record that they believe is inaccurate or misleading. They should write the Registrar for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If LCC decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Luna Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Privacy Act

All other uses of student records will be in accordance with the Family Educational Rights and Privacy Act of 1974 and its amendments. The 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." Such information may be disclosed for any purpose, at LCC's discretion.

- | | |
|-------------|--|
| Category 1. | Name, address, telephone number, dates of attendance, class. |
| Category 2. | Previous institution(s) attended, major field of study, awards, honors (includes President's/Dean's Academic Honors list), degree(s) conferred, including dates. |
| Category 3. | Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth. |

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. Policies and procedures are available at the Office of the Registrar.

Student Financial Assistance

ESTIMATED STUDENT EXPENSES

Based on federal regulations, the Office of Student Financial Assistance is required to publish cost of attendance (COA) budgets to assist all students in making sound financial planning decisions when considering attending Luna Community College. Listed below are the estimated direct and indirect costs for attending LCC for the 2009 Summer session. Estimates are based on an anticipated enrollment of 6 credit hours.

	<u>Not W/Parent</u>	<u>W/Parent</u>
	\$Variable	\$Variable
1. Tuition & Fees *		
2. Books & Supplies	200	200
3. Housing & Living	1,495	576
4. Personal	515	515
5. Transportation	300	150

* Students are assessed tuition based on the rates previously outlined. Please note that the above figures only represent estimated costs for the 2009 Summer session for all students whether or not they expect to receive financial assistance. In addition, students must consider the purchase of any special tools, supplies or uniforms required for their program of study. The above figures are subject to change.

Items 3-5 are not costs paid to LCC, they only represent indirect costs associated with post-secondary education.

CLASSES REGISTERED FOR OR ADDED AFTER JUNE 12, 2009

The Office of Student Financial Assistance (OSFA) will be taking a "snap shot" on June 12, 2009 of class schedules for all students who have applied for student financial assistance for the 2009 Summer session and whose files are ready for award processing. Student financial assistance for the 2009 Summer session will only be processed for those classes appearing on class schedules as of June 12, 2009. NO exceptions will be made. All other students will have their aid processed based on the hours enrolled when their award is calculated.

CLASSES THAT BEGIN AFTER JUNE 12, 2009

Students who have applied for student financial aid and are enrolled in classes that do not begin on or before June 12, 2009, may experience a delay in receiving their full entitlement of SFA funds for those specific classes. Any necessary adjustments to a student's financial aid package due to enrollment in a "short course" will be submitted to the Business Office for processing on July 1, 2009 provided the class has begun. All other adjustments will take place at the end of the summer session.

AUDITED/CHALLENGED CLASSES

Classes that are audited or challenged via Credit by Exam are not eligible for financial assistance. Additionally, any student who changes an enrolled course from credit to audit or to Credit by Exam may have their student financial assistance recalculated and owe money back to the Title IV program.

CREDIT AUTHORIZATIONS

Financial aid applicants who are eligible to receive a credit authorization may pick one up at the LCC Office of Student Financial Assistance beginning May 20, 2009. Any student who is issued a credit authorization must not assume eligibility for student financial assistance for the 2009 Summer session.

FINANCIAL ASSISTANCE ENROLLMENT STATUS

Awards will be calculated and based on the enrollment statuses listed below:

1-5	credit hours =	less than ½ time enrollment status
6-8	credit hours =	½ time enrollment status
9-11	credit hours =	¾ time enrollment status
12+	credit hours =	full time enrollment status

NOTE: Any student who charges expenses to their student account will be responsible for paying all incurred charges in the event the student is subsequently deemed ineligible for aid or does not receive adequate aid to cover charges. FAILURE TO PROPERLY CLEAR THROUGH THE FISCAL OFFICE WILL CAUSE A DELAY AND/OR CANCELLATION OF FINANCIAL AID.

Adult Basic Education

The ABE program offers adults the opportunity to begin and/or complete a basic education through the twelfth grade. It also provides a variety of educational experiences. Adult Basic Education will improve opportunities for obtaining employment or going to college. Included in the adult basic education offerings are ESL, GED-High School Diploma Equivalency and Life Skills.

The process of the Adult Basic Education program requires an application and an initial assessment. Results are then shared with each individual student regarding their academic level, educational needs, strengths and progress. All services are FREE OF CHARGE, inclusive of books.

Classroom Programs

Each semester, LCC offers General Education Development (GED) classes. Depending on funding, these classes are offered at several other locations throughout the service area including the communities of Mora, Santa Rosa, Springer, San Miguel Detention Center, Raton and others as needed.

For off-site and night classes, there is no pre-registration; students are registered in the classroom. Attendance is taken at each class. Students who transfer or drop a GED class need to notify the instructor.

Students Age 16-18

Students 16-18 years of age who do not have a high school diploma, with special permission can attend GED classes at Luna Community College or its satellites in preparation for the mathematics, reading, writing, social studies, and science high school equivalency tests.

Underage students are required to present documentation from a public school authority and have a parent present during the enrollment process. Permission can be obtained from the superintendent or his/her designee, of the last high school district attended.

High School Equivalency

Students will be pre-tested to determine the amount of help that is needed before they take the official tests. Upon successful completion, students will be awarded a New Mexico High School Diploma.

ESL – English as a Second Language

Our English classes can help improve English language abilities. In these classes, students learn basic reading, writing and communication. Additionally, skills are increased in listening and comprehension. Learning English as a second language will increase opportunities for finding work or for continued education.

Life Skills

This class helps students with ways to manage their everyday life. Topics covered in this class include money management, work-readiness, filling out forms, employability skills and more. Student input and needs are considered in formulating this class. This program provides adults a new opportunity to learn basic reading and writing skills.

Contract Services and Collaborative Programs

Special contract services or collaborative relations can be arranged with community-based groups or employers who are interested in providing related basic education services to their employees or clients. To arrange services, interested parties may call the Adult Basic Education Coordinator at 505.454.2531.

GED/ESL Offerings

Adult Basic Education Program Summer 2009

LOCATION	COURSE TITLE	DAYS OFFERED	BEGIN TIME	END TIME	BLDG./ROOM
LCC Main	GED Prep (Mathematics & Language Arts)	- M T W R --	9 a.m.	12 noon	Student Services Room 206
LCC Main	GED Prep	- M T W R --	1 p.m.	3 p.m.	Student Services Room 206
LCC Santa Rosa Satellite	GED Prep	-- T W ---	5 p.m.	8 p.m.	Santa Rosa Main Room 103
LCC Springer Satellite	GED Prep	-- T W ---	3 p.m.	6 p.m.	Forrester Room 108
Mora	GED Prep	-M - W---	5 p.m.	8 p.m.	David Cargo Library
Raton	GED Prep	--T - R --	5 p.m.	8 p.m.	Alternative School
Wagon Mound	GED Prep	-- T - R --	5 p.m.	6:30 p.m.	Wagon Mound High School

At minimum, students should attend 12 hours that are inclusive of orientation, enrollment, assessment and placement. Depending upon individual assessment, every student will be placed in an academically appropriate level of instruction. Once the student is ready to take the official GED, the student will be given a post-test.

Students register at the Adult Basic Education Department located in the Developmental Studies Building on the LCC campus, or at the supplemental off-site location with the instructor during the specified class time. **Dependent upon funding, all classes and hours are subject to change.** For additional information, please call:

505.454.2531
1.800.588.7232 ext. 1238 or 1239



LUNA COMMUNITY COLLEGE (LCC), LAS VEGAS, NEW MEXICO

Are you having a hard time fitting courses into your schedule? Would you like to take a course from home or work? Are you interested in new ways of learning?

If you answered yes to any of these questions, LCC has the solution. LCC offers courses via distance learning. You can take courses online over the Internet from anywhere you have Internet access. In addition, LCC offers two-way interactive television (ITV) courses transmitted to our satellites in Santa Rosa and Springer as well as Mora and Wagon Mound.

What is the LCC Distance Learning Network (DLN) all about?

The LCC Distance Learning Network (DLN) was created in order to coordinate and support LCC's Distance Learning initiatives. It is the goal of the DLN to provide greater course access to students in outlying rural areas of the LCC servicing area. The achievement of this goal is being pursued through the delivery of on-line courses over the World Wide Web and interactive television (ITV) courses being delivered to select sites.

How does a distance learning course work?

LCC offers two modes of delivery for its distance learning courses: Online and ITV.

On-line Courses:

These courses are delivered over the World Wide Web using WebCT through LCC's EWEB Campus. Students need access to a computer with Internet access and with the appropriate browser versions installed in order to access the course.

Visit the Distance Learning Network web page by going to LCC's website at www.luna.edu and then clicking on the Distance Learning link.

By nature, online courses will consist of both synchronous and asynchronous components. Thus, the scheduled course meeting times may indicate the first class meeting only.

The online instructor will determine actual meeting times for the synchronous components while logging in for asynchronous components will be at the student's discretion. Be sure to check the course homepage for details and announcements.

Synchronous - real-time components such as live chat sessions that require specific meeting times for students to log on to the course.

Asynchronous - non-live components that can be accessed at any time of day or night such as self-paced assignments and posted materials.

Interactive Television (ITV) courses:

This mode of delivery offers students at the receiving end of ITV courses to interact with a course that is being telecast live with students and an instructor located at the transmission site. This means the students at the receive site can see and hear the instructor and students at the transmission site via television and the transmission site can see and hear the student at the remote site via television. Students at the receive site will be supported and monitored by a technical assistant.

Special Fees and Distance Learning Course Codes:

All distance learning courses are designated with an E, R or T in the course #. For example, ECON208E, CJ111R or EDUC214T. WebCT courses are coded with an E, ITV receiving sites are coded with an R and ITV transmitting classrooms are coded with a T. Students registering for E and/or R coded courses are charged a \$25 per course distance learning fee. See Tuition and Fees section for details.

Contact LCC's Distance Learning Office at 505.454.5361 or 800.588.7232 ext. 1206 for more information regarding WebCT student orientation, passwords, user id's and access codes. Or, visit the DLN office in room 118 in the Student Services Building.

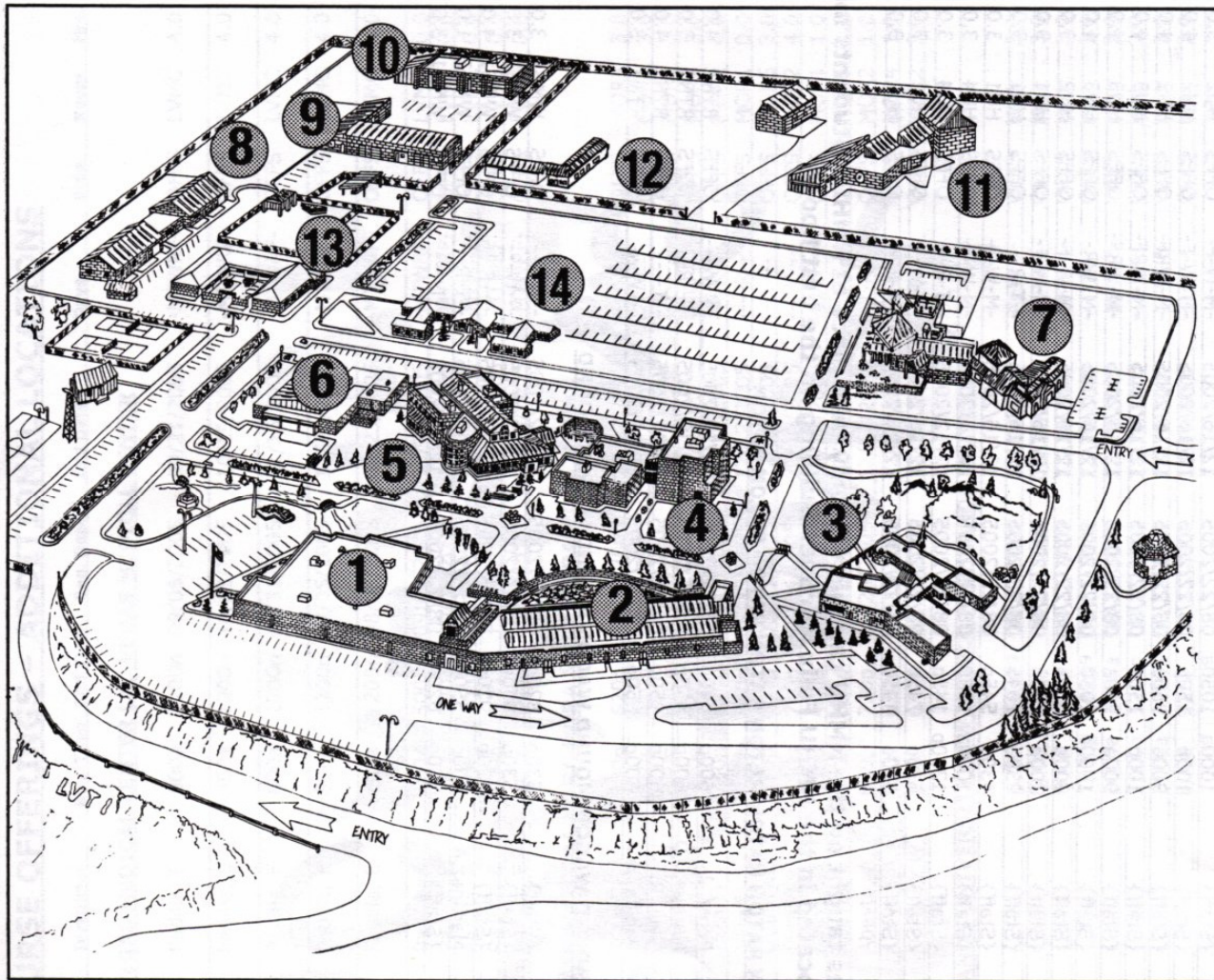
Distance Learning WebCT Course Offerings

SUMMER 2009 WebCT COURSES

<u>Course #/Sec</u>	<u>Course Title</u>	<u>Instructor</u>	<u>Time</u>	<u>Begin/End Dates</u>	<u>Days</u>	<u>Hrs</u>
ANTH221E 20	Cultures of the World (DL)	Beil, J.	600p-850p	06/01/09 07/24/09	-M-W---	3.0
BIO103E 01	Medical Terminology (DL)	Romero-Ar	TBA-TBA	06/02/09 07/24/09	--T-R--	2.0
BIO210E 01	Nutrition (DL)	Hughes, R	TBA-TBA	06/02/09 07/24/09	--T-R--	3.0
CIS100E 01	Computer Fundamentals (DL)	Stark, V	500p-850p	06/01/09 07/24/09	-M-W---	3.0
CIS215E 01	Database Design and Prgrmnq (DL)	Coca, E.	TBA-TBA	06/01/09 07/24/09	-M-W-F-	4.0
ECON208E 01	Principles of Macroeconomics (DL)	{Staff}	530p-820p	06/02/09 07/24/09	--T-R--	3.0
ENG104E 01	Grammar Usage & Writing (DL)	Gallegos,I	900a-1040a	06/01/09 07/24/09	-MTW---	3.0
ENG111E 20	Freshman Composition I (DL)	Goodyear,S	300p-550p	06/01/09 07/24/09	-M-W---	3.0
ENG115E 01	Freshman Composition II (DL)	Hoppe, B	530p-820p	06/01/09 07/24/09	-MT----	3.0
HIST161E 20	American History I (DL)	Beil, J.	600p-850p	06/02/09 07/24/09	--T-R--	3.0
LAW242E 01	Business Law (DL)	{Staff}	TBA-TBA	06/04/09 07/24/09	----R--	3.0
OADM206E 01	Business Writing (DL)	Thomas, G.	530p-820p	06/01/09 07/24/09	-M--R--	3.0
PHIL101E 01	Introduction to Philosophy (DL)	Griego,J.S	230p-520p	06/02/09 07/24/09	--T-R--	3.0
PSYC101E 01	Introduction to Psychology (DL)	Griego,J.S	230p-520p	06/01/09 07/24/09	-M-W---	3.0
PSYC242E 01	Developmental Life Span (DL)	Hughes, R	TBA-TBA	06/01/09 07/24/09	-M-W---	3.0
PSYC263E 20	Human Sexuality (DL)	Robbins, J	600p-850p	06/02/09 07/24/09	--T-R--	3.0
READ105E 01	Developmental Reading (DL)	Martinez,V	TBA-TBA	05/30/09 07/24/09	-----S	3.0
SOC101E 01	Introduction to Sociology (DL)	Lopez, J	700p-950p	06/02/09 07/24/09	--T-R--	3.0
THEO222E 01	History of Christianity (DL)	Griego,J.S	100p-215p	06/01/09 07/24/09	-MTWR--	3.0

NOTE: Contact instructor or academic department for courses with a meeting time of TBA. A \$25.00 fee is assessed to each WebCT Distance Learning course. For information regarding WebCT orientation, passwords, user id's and access codes, call LCC's Distance Learning office at 505.454.5361 or 800.588.7232 ext. 1206. Or, visit them in room 118 in the Student Services Building.

Las Vegas Main Campus Map



Legend:

- | | | |
|---|---|--|
| <p>1. ADMINISTRATION BUILDING
 President's Office
 VP for Academics
 VP for Budget and Finance
 Business/Fiscal Office
 Cosmetology Classroom and Lab
 Student Financial Assistance Office
 LCC Foundation</p> | <p>5. STUDENT SERVICES CENTER
 Admissions & Recruitment
 Student Educational Counseling
 Computer Services Center
 ACCESS Center and Testing
 Title V
 ABE/GED Department
 Office of the Registrar
 Tutoring Lab
 Distance Learning Office</p> | <p>11. ALTERNATIVE ENERGIES BUILDING</p> |
| <p>2. TECHNOLOGIES CENTER
 Computer Info. Systems Department
 Electronics Technology Department
 Drafting Technology Department
 Manufacturing Technology Department
 Human Resource
 Dual-Credit Office</p> | <p>6. BUSINESS OCCUPATIONS FACILITY
 Business & Professional Studies Department</p> | <p>12. NICK SALAZAR EARLY CHILDHOOD EDUCATION CENTER
 Early Childhood Education Department
 Teacher Education Department
 LCC Preschool</p> |
| <p>3. HUMANITIES/GENERAL STUDIES
 Humanities Department
 Warehouse
 Motor Pool
 Purchasing Department
 Campus Security Office
 Maintenance/Operations Department</p> | <p>7. ALLIED HEALTH CENTER
 Culinary Arts Department
 Cafeteria
 Dental Assistant Department
 Nursing Department</p> | <p>13. BOOKSTORE/SBDC/AHEC CENTER
 Small Business Development Center
 Area Health Education Center
 Bookstore</p> |
| <p>4. SAMUEL F. VIGIL LEARNING RESOURCE CENTER
 Library
 Audio-Visual
 Copy Center
 VP for Students Services</p> | <p>8. BUILDING TRADES FACILITY
 Vocational Education Department
 Building Trades
 Furniture and Cabinet-Making</p> | <p>14. VACANT
 <i>Currently Off-line</i></p> |
| | <p>9. AUTOMOTIVE MECHANICS FACILITY
 Automotive Mechanics Technology
 Collision Repair Technology</p> | |
| | <p>10. WELDING FACILITY
 Welding Technology Department</p> | |