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**FALL 2015  
Registration Office Hours**

April 15 - August 18	8 a.m. - 5 p.m.
May 25	Campus Closed - Memorial Day
July 3	Campus Closed - Independence Day
August 18	Campus Closed - 8am to 12noon ONLY for Staff Meeting
August 19 - 20	8 a.m. - 6 p.m.
August 21	8 a.m. - 5 p.m.
August 24 - 25	8 a.m. - 6 p.m.
August 26 - 31	8 a.m. - 5 p.m.



Register **ONLINE 24/7** at <https://pathways.luna.edu>

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

	<u>Direct Line</u>	<u>800 Extension</u>
ACCESS Center	505.454.5355	1216
Admissions & Recruitment	505.454.5312	1201
Adult Basic Education	505.454.2531	1239
Allied Health	505.454.5340	1804
Assessment & Testing	505.454.2546	1215
Blackboard/Distance Education	505.454.5361	1206
Bookstore	505.454.2569	1750
Business - School of	505.454.2557	1256
Business/Fiscal Office	505.454.5339	1002
Campus Security	505.454.2577	1108
Counseling and Tutoring Services	505.454.5357	1213
Dual Credit	505.454.5374	1217
Education - Early Childhood and Teacher	505.454.2504	1551
Financial Assistance	505.454.2534	1034
Humanities	505.454.2565	1122
Learning Resource Center	505.454.5320	1150
Nursing	505.454.2521	1808
Operator/Switch Board	505.454.2500	1000
Registrar	505.454.2548	2006
Science, Technology, Engineering and Math	505.454.5370	1051
Vocational Education	505.454.2522	1401
Wellness Center	505.425.8767	1652
Dr. Pete Campos, President	505.454.2501	1015
Vice President for Instruction	505.454.5378	1013
Vice President for Budget and Finance	505.454.5328	1017
Santa Rosa Satellite	575.472.1400	1951
Springer Satellite	575.483.5009	1901
Mora Office	575.387.6760	1926



By proper administrative procedure, this publication is subject to modification as well as changes to all course offerings, instructors, course meeting dates/times published by the college at any time.

**ACCREDITATION**

Luna Community College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602.

## Important Dates for Fall 2015

Early Registration for Fall 2015 .....	April 15 - August 21
Campus Closed - Memorial Day .....	May 25
Campus Closed - Independence Day .....	July 3
Campus Closed - 8am to 12noon ONLY for Staff Meeting.....	August 18
<b>1<sup>st</sup> Deadline</b> to Make Financial Arrangements to Avoid Disenrollment.....	August 20 @ 5pm*
Classes Begin .....	August 24
Last Day to Add Classes .....	August 31
<b>2<sup>nd</sup> Deadline</b> to Make Financial Arrangements to Avoid Disenrollment .....	September 4 @ 5pm*
Last Day to Drop Classes without a Grade.....	September 4**
Campus Closed - Labor Day .....	September 7
Deadline to Change from Audit to Credit .....	September 18
Midterm Week .....	October 12 - 17
Midterm Grades Available Online .....	October 20
Deadline to Change from Credit to Audit .....	October 23
Early Registration for Spring 2016 .....	November 16 - January 15
Last Day to Withdraw from Full-term Classes .....	November 25***
Campus Closed - Thanksgiving .....	November 26 - 27
Final Examination Week .....	December 7 - 11
Semester Ends .....	December 11
Final Grades Available Online .....	December 17
Campus Closed - Christmas Break .....	December 22 - January 1

\* Failure to make financial arrangements by the deadline could result in a student losing their place in class.

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

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

### 1<sup>st</sup> 8-week Session August 24<sup>th</sup> - October 16<sup>th</sup>

Last Day to Add Classes .....	August 28
Last Day to Drop Classes without a Grade.....	August 28
Deadline to Change from Audit to Credit .....	September 4
Deadline to Change from Credit to Audit .....	September 11
Last Day to Withdraw from Classes .....	October 2

### 2<sup>nd</sup> 8-week Session October 19<sup>th</sup> - December 11<sup>th</sup>

Last Day to Add Classes .....	October 23
Last Day to Drop Classes without a Grade.....	October 23
Deadline to Change from Audit to Credit .....	October 30
Deadline to Change from Credit to Audit .....	November 6
Last Day to Withdraw from Classes .....	November 25



# LCC Faculty and Academic/Site Directors

## FACULTY

Donnie Adkins - Vocational Education  
Cindy Armijo - Humanities  
Clarice Bonney - Vocational Education  
Nichole Collins - Science, Tech., Engineering & Math  
Leslie Dennis - Humanities  
Erin Gilland - Allied Health  
Sherry Goodyear - Humanities  
Dolores Gutierrez - School of Business  
Maxine Hughes - Nursing  
Patricia Kuhlman - Vocational Education  
Angie Manafy - Science, Tech., Engineering & Math  
Gilbert Martinez - Vocational Education  
Joseph Montoya - Vocational Education  
Jeanette Nolan - Humanities  
Elaine Ortega - School of Business  
Rosalie Ortega - Vocational Education  
Dawna Ortega-Gallegos - Allied Health  
Gloria Pacheco - Allied Health  
Sequoia Romero - Science, Tech., Engineering & Math  
Jacque Romero-Arguello - Nursing  
Betsy Sanchez - Science, Tech., Engineering & Math

Eugene Sandoval - Vocational Education  
Germaine Sandoval - Vocational Education  
Terry Stafford - Vocational Education  
Dr. Rita Surdi - Science, Tech., Engineering & Math  
Deborah Worthy - Nursing

## ACADEMIC DIRECTORS

Andrellita Chavez - Allied Health  
Shirley Marlow - Humanities  
Gary Martinez - Vocational Education  
Dr. Vidal Martinez - School of Business  
Dr. Vidal Martinez - Science, Tech., Engineering & Math  
Susan Olsen - Nursing  
Debbie Trujillo - Education

## SATELLITE / SITE DIRECTORS

Albert Campos - Santa Rosa Satellite  
Keith Gutierrez (**Interim**) - Springer Satellite  
Wanda Martinez - Mora Office



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



Luna  
Community  
College

## CAMPUS ALERTS

**DON'T GET UP!  
CLASS IS CANCELED**

# Get Notifications

**Weather Emergencies**  
Delays  
Cancellations

**Campus Emergencies**  
Fire  
Evacuations  
Dangerous Situations

**Crime Warnings**  
Robberies  
Suspicious Activity  
Suspicious Persons

**Campus Activities**  
Important Dates  
Special Events



**ATHLETICS!  
IT'S GAME TIME!!!**

**EMERGENCY!  
EVACUATE THE CAMPUS!**

**Get Started Today... It's Easy!!!**

**Just go to:**

**[www.getrave.com/login/luna](http://www.getrave.com/login/luna)**

Get text messages and/or email messages with important information. Any member of the LCC community should go to [www.getrave.com/login/luna](http://www.getrave.com/login/luna) and follow the simple instructions. The only cost to registrants is the standard text messaging costs in accordance with your chosen carrier's calling plan.





.....go to <https://pathways.luna.edu>



## Check Your Grades Online !!

View and print grades online by accessing LCC Pathways.

Students may log-on to Pathways at <https://pathways.luna.edu> using their student username and password and clicking on the **My Grades** tab. Computer labs are available at the Main Campus, Satellites and the Mora Office for students who do not have a computer and/or Internet access.

## Don't Get Purged/Disenrolled from Fall 2015 Classes !!

Failure to make financial arrangements with the college could result in a student losing their place in class. Students are **not fully registered** until financial arrangements have been made. It is important to know LCC's purge/disenrollment deadlines.

See page 3 above or contact the Business Office for these important dates.....

For additional information, the Business Office may be contacted at 505.454.2506, 505.454.5339 or 1.800.588.7232, ext. 2001.

# Fall 2015 Final Examination Schedule

## CLASSES MEETING ON MONDAYS:

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 8:50 a.m.	December 11, 2015	7:30 a.m. to 10:30 a.m.
9 a.m. – 9:50 a.m.	December 10, 2015	7:30 a.m. to 10:30 a.m.
10 a.m. – 10:50 a.m.	December 9, 2015	7:30 a.m. to 10:30 a.m.
11 a.m. – 11:50 a.m.	December 8, 2015	7:30 a.m. to 10:30 a.m.
12 p.m. – 12:50 p.m.	December 7, 2015	7:30 a.m. to 10:30 a.m.
1 p.m. – 1:50 p.m.	December 11, 2015	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	December 10, 2015	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	December 9, 2015	6 p.m. to 9 p.m.
4 p.m. – 4:50 p.m.	December 8, 2015	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	December 7, 2015	6 p.m. to 9 p.m.

## CLASSES NOT MEETING ON MONDAYS:

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 8:50 a.m.	December 7, 2015	2:30 p.m. to 5:30 p.m.
9 a.m. – 9:50 a.m.	December 8, 2015	2:30 p.m. to 5:30 p.m.
10 a.m. – 10:50 a.m.	December 9, 2015	2:30 p.m. to 5: 30 p.m.
11 a.m. – 11:50 a.m.	December 10, 2015	2:30 p.m. to 5:30 p.m.
12 p.m. – 12:50 p.m.	December 11, 2015	2:30 p.m. to 5:30 p.m.
1 p.m. – 1:50 p.m.	December 7, 2015	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	December 8, 2015	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	December 9, 2015	11 a.m. to 2 p.m.
4 p.m. – 4:50 p.m.	December 10, 2015	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	December 11, 2015	6 p.m. to 9 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 Instruction.



# Attention Fall 2015 Graduation Candidates!!!!

Follow the steps below to apply for graduation:

- Student should meet with their faculty advisor for advisement and a PASSport review.
- Students who are on track to graduate in December 2015 must schedule an appointment to meet with the Registrar to submit a completed Petition to Graduate **and** receive an official review of their Degree Audit/PASSport to formally petition and ensure graduation eligibility in December 2015. Students are strongly encouraged to meet LCC's EARLY petition deadline of July 31, 2015. See the 2015-2018 catalog for details upon its release in Fall 2015.
- **Fall 2015 graduates are eligible to participate in LCC's May 14, 2016 Commencement Ceremony.**
- Students must pay a graduation fee (\$15 for each degree or certificate) and submit a Graduation Clearance to the Office of the Registrar by December 11, 2015. Clearance forms will be mailed to graduation candidates one week prior to the end of the semester of graduation. Part of the graduation clearance process will require clearance through the ACCESS Center, Admissions Office and Business Office. **Students who do not submit the Graduation Clearance to the Office of the Registrar by the December 11, 2015 deadline, will experience a delay in the final processing, posting and mailing of their diploma.**

Once the semester is over and the Office of the Registrar has verified/confirmed each individual student's completion, including miscellaneous graduation requirements, diplomas will be mailed within 7-9 weeks to the address provided on the student's Petition to Graduate.

## Final Deadline to Petition to Graduate is Wednesday, November 25, 2015



# LCC Program Offerings and Advisors

## DEGREES

### Associate of Arts

- Criminal Justice – **Cindy Armijo**
- Early Childhood Multicultural Education – **Debbie Trujillo**
- General Business – **Dolores Gutierrez**
- Liberal Arts – **Leslie Dennis**
- Teacher Education – **Debbie Trujillo**

### Associate of Science

- General Science – **Angie Manafy**
- Pre-Engineering – **Betsy Sanchez**

### Associate of Applied Science

- Accounting – **Vidal Martinez**
- Business Administration – **Elaine Ortega**
- Computer Science – **Nichole Collins**
- Drafting Technology – **Dr. Vidal Martinez**
- Electronics Engineering Technology – **Sequoia Romero**
- Fire Science – **Dr. Vidal Martinez**
- Media Art and Film Technology – **Kenneth Bachicha**
- Nursing - **Susan Olsen**
- Vocational/Technical Studies – **Gary Martinez** – Vocational Programs  
**Gloria Pacheco** – Dental Assistant

### Associate of General Studies

- General Studies – **Shirley Marlow**

## CERTIFICATES

- Accounting – **Vidal Martinez**
- Allied Health – **Andrellita Chavez**
- Automotive Collision Repair Technology – **Anthony Baca**
- Automotive Technology – **Eugene Sandoval**
- Barbering – **Germaine Sandoval** – Main Campus  
**Rosalie Ortega** - Offsite
- Building Technology – **Joseph Montoya**
- Computer Application Specialist – **Nichole Collins**
- Cosmetology – **Clarice Bonney**
- Criminal Justice – **Cindy Armijo**
- Culinary Arts – **Terry Stafford**
- Dental Assistant – **Gloria Pacheco**
- Early Childhood Development – **Debbie Trujillo**
- Electrical Wiring Technology – **Gary Martinez**
- Fire Science – **Dr. Vidal Martinez**
- General Education – **Shirley Marlow**
- Practical Nursing – **Susan Olsen**
- Small Business Management – **Elaine Ortega**
- Welding Technology – **Donnie Adkins**

# Applying for Admission

Applications for admission are reviewed on a first-come, first-served 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 Adaptive Education 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.

## **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 505.454.5374 or via e-mail at [cedc@luna.edu](mailto:cedc@luna.edu).

**Note: Luna Community College credits may not count towards high school credits. Contact high school counselor for more information.**

## **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**

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

## Fall 2015 TUITION RATES

CREDIT HOUR	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen
1	\$35.00	\$35.00	\$35.00	\$5.00
2	\$70.00	\$70.00	\$70.00	\$10.00
3	\$105.00	\$105.00	\$105.00	\$15.00
4	\$140.00	\$140.00	\$140.00	\$20.00
5	\$175.00	\$175.00	\$175.00	\$25.00
6	\$210.00	\$210.00	\$210.00	\$30.00
7	\$245.00	\$336.00	\$637.00	See last row in related column for additional credit hours
8	\$280.00	\$384.00	\$728.00	
9	\$315.00	\$432.00	\$819.00	
10	\$350.00	\$480.00	\$910.00	
11	\$385.00	\$528.00	\$1,001.00	
12-18	\$420.00	\$576.00	\$1,092.00	
Each Add'l Credit Hour & Full Rates	\$35.00	\$48.00	\$91.00	

**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 tuition costs, each student is assessed a **non-refundable** registration/activity fee and a **non-refundable** laboratory fee per term, as well as other applicable fees.

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

**Laboratory Fee .....\$10.00**

**ADDITIONAL FEES - See LCC Catalog for details.**

**Academic Transcript Fee .....\$2.00**

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

**Community Education.....\$Variable**

**COMPASS Retake Fees**

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

**Credit by Examination Fee.....\$Variable**

**Dishonored Check/Charge Card Fee .....\$15.00**

**Distance Learning Fee ..... \$25.00/Course**

**Graduation Fee.....\$15.00/Diploma**

**Special Course Fee .....\$Variable**

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

**Student Sticker 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 may qualify for a tuition refund, either in full or in part. Refunds are calculated based on 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 either in person or online.
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 on the next page.

## TUITION REFUND SCHEDULE FOR COMPLETE WITHDRAWAL

### Fall and 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 <sup>th</sup> day.....	0%

### Summer and Eight-Week Sessions

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. Refunds will be based on the official withdrawal date posted by the Office of the Registrar or the date the student completely withdraws online.
3. 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.

## Adding/Dropping Courses

### Adding courses

Students may add courses through the end of late registration as specified in the current semester course schedule. Students wishing to add courses may either complete the paper Schedule Change form or add courses online. All adds, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by the published deadline. Students who are unable to complete the process in person or online, may download a form from LCC's web site at <http://www.luna.edu> and email it to [registrar@luna.edu](mailto:registrar@luna.edu) or fax in their request to 505.454.5348.

### Dropping/Withdrawing from Courses

#### 1. Partial Drop/Withdrawal

Students may drop/withdraw from courses through the end of the drop and/or withdrawal period as specified in the current semester course schedule. Students wishing to drop/withdraw from some but not all courses may either complete the paper Schedule Change form or drop/withdraw from

courses online. All drops, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by the published deadline. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a W. Students who are unable to complete the process in person or online, may download a form from LCC's web site at <http://www.luna.edu> and email it to [registrar@luna.edu](mailto:registrar@luna.edu) or fax in their request to 505.454.5348.

#### 2. Complete Drop/Withdrawal - ALL COURSES

Students may completely drop/withdraw from **all** courses through the end of the drop and/or withdrawal period as specified in the current semester course schedule. Students wishing to completely drop/withdraw from all courses may either submit the paper Complete Withdrawal form or drop/withdraw from all courses online. All complete drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by the published deadline. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a W. Students who are unable to complete the process in person or online, may download a form from LCC's web site at <http://www.luna.edu> and email it to [registrar@luna.edu](mailto:registrar@luna.edu) or fax in their request to 505.454.5348.

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

Students wishing to add, drop or withdraw from courses in person may submit the necessary forms to the Office of the Registrar at the Las Vegas Main Campus, Santa Rosa Satellite, Springer Satellite or the Mora Office.

### IMPORTANT

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." 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:

1. Name, address and telephone number;
2. Place and date of birth;
3. Dates of attendance;
4. Grade level (such as freshman or sophomore);
5. Enrollment status;
6. Previous institutions attended;
7. Major field of study;
8. Degrees/Certificates conferred and date or anticipated date of graduation;
9. Awards and honors received (including academic honors list);
10. Individually identifiable photographs and electronic images;
11. Past and present participation in officially recognized sports and activities; and
12. Weight and height of members of athletic teams.

Students may withhold disclosure of public directory information under the Family Educational Rights and Privacy Act 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.

## Student Financial Assistance

### Financial Aid is Available to Eligible Students Attending LCC !!

LCC's Office of Student Financial Assistance provides financial aid to students who demonstrate need. Contact the Office of Student Financial Assistance at 505.454.2534 for detailed information, eligibility requirements and application procedures.

### Credit Authorizations

Financial aid applicants who are eligible to receive a Credit Authorization for tuition, fees, books and/or supplies may pick one up at LCC's Office of Student Financial Assistance.

Contact the Office of Student Financial Assistance for eligibility requirements and details at 505.454.2534.

Any student issued a Credit Authorization must not assume eligibility for student 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 Fall 2015**

As of March 27, 2015, the release date of this online publication, no GED/ESL classes have been scheduled for Fall 2015. For additional information, please contact Ron Ortega at:

**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 Blackboard 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](http://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, H, R or T in the course #. For example, ECON208E, NRSG220H, CJ111R or EDUC214T. Blackboard courses are coded with an E, Hybrid courses are coded with an H, ITV receiving sites are coded with an R and ITV transmitting classrooms are coded with a T. Students registering for E, H 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 Online Student Orientation, passwords, user id's and access codes. Or, visit the DLN office in room 118 in the Student Services Building.**

# Fall 2015 Schedule

Course Dept.	Course Number	Section Number	Course Title	Days Offered						Beg Time	End Time	Credit Hours
				M	T	W	R	F	S			

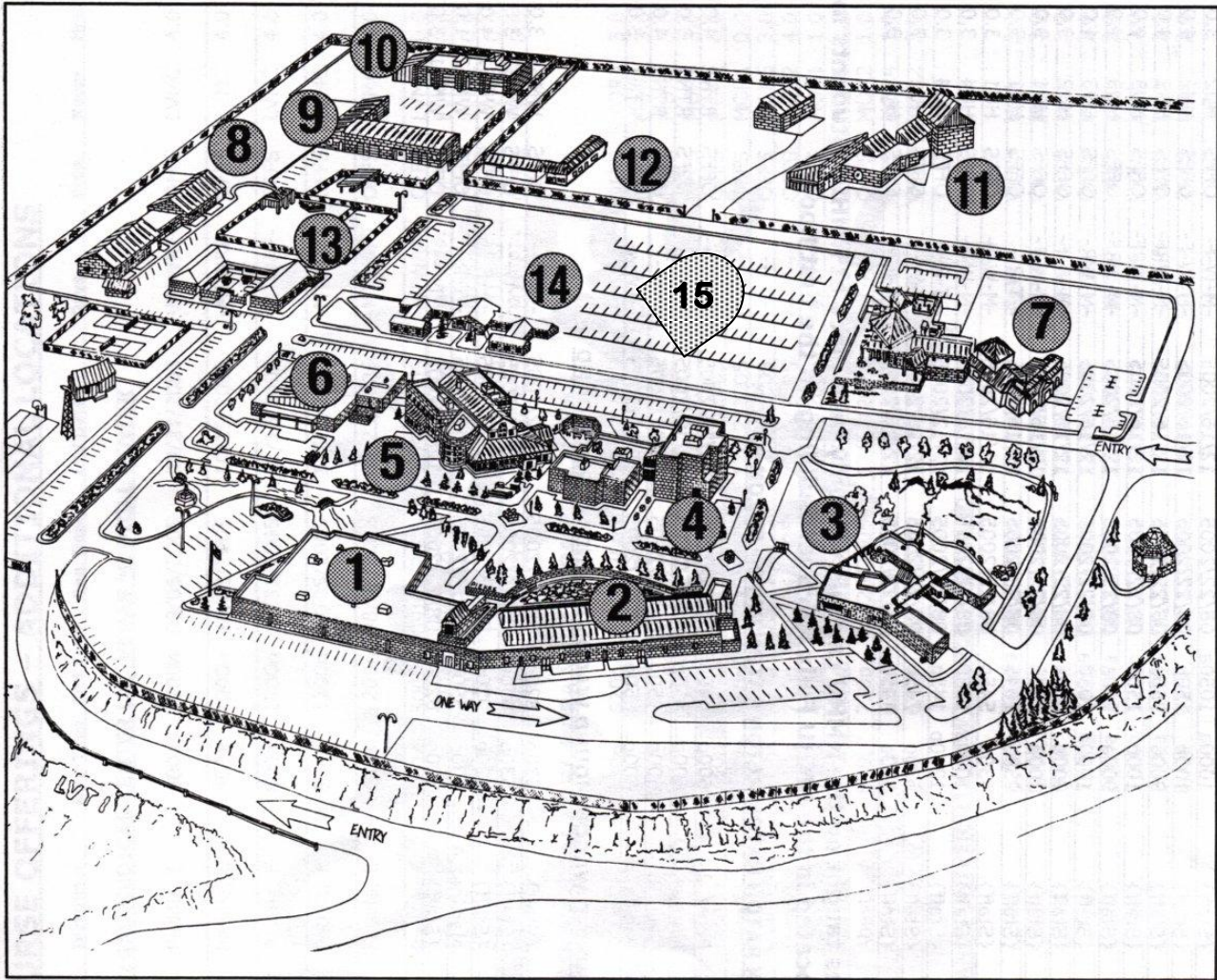
## Your Fall 2015 Weekly Schedule

While completing your worksheet for your schedule, consider how your course(s) will fit into your personal schedule and lifestyle (job, home, recreation). On this time-management chart, fill in the hours of the week to reflect your personal schedule. Use the codes below to show your plan for use of time:

W = work hours      C = class hours      O = other scheduled hours  
 S = study hours (plan two hours for each hour of class)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
Midnight							

# Las Vegas Main Campus Map



**Legend:**

- |  |  |   |
|--|--|---|
| <p>1. <b>ADMINISTRATION BUILDING</b><br/>Business/Fiscal Office<br/>Cosmetology Classroom and Lab<br/>Financial Aid Office<br/>Institutional Research<br/>LCC Foundation<br/>President's Office<br/>VP for Budget and Finance<br/>VP for Instruction</p> | <p>5. <b>STUDENT SERVICES CENTER</b><br/>ABE/GED Department<br/>ACCESS Center and Testing<br/>Admissions &amp; Recruitment<br/>Distance Learning Office<br/>Dual Credit<br/>Office of the Registrar<br/>Student Educational Counseling<br/>Tutoring Lab<br/>Veterans Resource Center</p> | <p>10. <b>WELDING FACILITY</b><br/>Welding Technology Department</p>  |
| <p>2. <b>TECHNOLOGIES CENTER</b><br/>Computer Science Department<br/>Drafting Technology Department<br/>Electronics Technology Department<br/>Human Resource<br/>IT/Computer Services Center</p>   | <p>6. <b>BUSINESS OCCUPATIONS FACILITY</b><br/>School of Business</p>  | <p>11. <b>ALTERNATIVE ENERGIES BUILDING</b></p>   |
| <p>3. <b>HUMANITIES/GENERAL STUDIES</b><br/>Campus Security<br/>Humanities Department<br/>Motor Pool<br/>Purchasing Department<br/>Warehouse</p>   | <p>7. <b>ALLIED HEALTH CENTER</b><br/>Allied Health<br/>Culinary Arts Department<br/>Cafeteria<br/>Dental Assistant Department<br/>Nursing Department</p>  | <p>12. <b>NICK SALAZAR EARLY CHILDHOOD EDUCATION CENTER</b><br/>Early Childhood Education Department<br/>LCC Preschool<br/>Teacher Education Department</p>     |
| <p>4. <b>SAMUEL F. VIGIL LEARNING RESOURCE CENTER</b><br/>Audio-Visual<br/>Library</p>   | <p>8. <b>BUILDING TRADES FACILITY</b><br/>Building Trades<br/>Furniture and Cabinet-Making<br/>Vocational Education Department</p>   | <p>13. <b>BOOKSTORE/SBDC/AHEC CENTER</b><br/>Area Health Education Center<br/>Bookstore<br/>Mail Room<br/>Small Business Development Center<br/>Copy Center</p> |
|  | <p>9. <b>AUTOMOTIVE MECHANICS FACILITY</b><br/>Automotive Mechanics Technology<br/>Collision Repair Technology</p>   | <p>14. <b>VACANT</b><br/><i>Currently Off-line</i></p>  |
|  |  | <p>15. <b>MULTI-EDUCATION CENTER</b><br/>Athletics<br/>Maintenance/Operations Department<br/>Media Art and Film Technology</p>                                  |

# Building Codes

## **EWEB**      **LCC's Online Virtual Campus**

EWEB      Online Course

## **MAIN**      **Main Campus**

ADMN      Administration Building  
 AHC      Allied Health Center  
 ALT      Alternative Energies Building  
 AUTO      Automotive Mechanics Facility  
 BTRD      Building Trades Facility  
 BUS      Business Occupations Facility  
 CAFE      Culinary Arts Cafeteria  
 EARL      Nick Salazar Early Childhood Education Center  
 GEN      Humanities/General Studies Building  
 LRC      Samuel F. Vigil Learning Resource Center  
 MEC      Multi-Education Center  
 OFF      Off-Campus/Off-Site Location  
 STU      Student Services Building  
 TECH      Technologies Center  
 WELD      Welding Facility  
 WELL      Wellness Center

## **SPRG**      **Springer Satellite Campus**

AUTO      Automotive Mechanics Building  
 BTRD      Building Trades  
 FORR      Forrester Building  
 WELD      Welding Building

## **SROS**      **Santa Rosa Satellite Campus**

MAIN      Main Santa Rosa Satellite Office  
 SRHS      Santa Rosa High School  
 WELD      Welding Building

## **OFFS**      **Off-Site**

BHI1-9      Behavioral Health Institute (Medical Center)  
 BVS1-9      Buena Vista (Mora County)  
 CHS1-9      Cimarron Schools  
 COR1-9      Coronado Schools  
 CYF1-9      CYFD Area-1 (Springer)  
 DCL1-9      David Cargo Library (Mora)  
 ELV1-9      East Las Vegas Schools (Robertson)  
 GCF1-9      Guadalupe County Correctional Facility  
 MAX1-9      Maxwell High School  
 MOR1-9      Mora High School  
 PEC1-9      Pecos High School  
 REC1-9      Las Vegas Recreation Center  
 RAT1-9      Raton  
 RTN1-9      Raton High School  
 SFE1-9      Santa Fe  
 SCF1-9      Springer Correctional Facility  
 SHS1-9      Springer High School  
 TAO1-9      Taos  
 UNM1-9      UNM Hospital - Albuquerque  
 VLY1-9      Valley-West Las Vegas Schools  
 WMS1-9      Wagon Mound Schools  
 WLV1-9      West Las Vegas High School