What's Inside

SPRING 2015
Registration Office Hours

November 17 - December 19	8 a.m. - 5 p.m.
December 22 - January 2	Campus Closed - Christmas Break
January 5 - 6	8 a.m. - 5 p.m.
January 7 - 8	8 a.m. - 6 p.m.
January 9	8 a.m. - 5 p.m.
January 12 - 13	8 a.m. - 6 p.m.
January 14 - 20	8 a.m. - 5 p.m.
January 19	Campus Closed - Martin Luther King Day

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:

	Direct Line	800 Extension
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	1217
Dual Credit	505.454.5374	1213
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 Spring 2015

Early Registration for Spring 2015 ....November 17 - January 9
Campus Closed - Christmas Break ....December 22 - January 2
1st Deadline to Make Financial Arrangements to Avoid Disenrollment.......................................January 8 @ 5pm*
Classes Begin .... January 12
Campus Closed - Martin Luther King Day .... January 19
Dual-Credit Registration Deadline for Courses at the High School (sections 60+) ....January 20 @ 3pm
Last Day to Add Classes .... January 20
2nd Deadline to Make Financial Arrangements to Avoid Disenrollment ....January 23 @ 5pm*
Last Day to Drop Classes without a Grade...January 23**
Deadline to Change from Audit to Credit...February 6
Midterm Week ....March 2 - 7
Spring Break .... March 9 - 14
Midterm Grades Available Online ....March 10
Deadline to Change from Credit to Audit...March 20
Early Registration for Summer 2015 ....April 1 - May 29
Campus Closed - Easter ....April 3 - 6
Early Registration for Fall 2015 ....April 15 - August 14
Last Day to Withdraw from Full-term Classes .... April 24***
Final Examination Week .... May 4 - 8
Semester Ends .... May 8
Commencement.. May 9
Final Grades Available Online ....May 14
Campus Closed - Memorial Day ....May 25

*   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.

1st 8-week Session January 12th - March 6th

Last Day to Add Classes .... January 16
Last Day to Drop Classes without a Grade... January 16
Deadline to Change from Audit to Credit... January 23
Deadline to Change from Credit to Audit... January 30
Last Day to Withdraw from Classes ....February 20

2nd 8-week Session March 16th - May 8th

Last Day to Add Classes ....March 20
Last Day to Drop Classes without a Grade...March 20
Deadline to Change from Audit to Credit...March 27
Deadline to Change from Credit to Audit...April 2
Last Day to Withdraw from Classes ....April 24

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
Adrienne O'Brien - Vocational Education
Elaine Ortega - School of Business
Rosalie Ortega - Vocational Education
Dawna Ortega-Gallegos - Allied Health
Gloria Pacheco - Allied Health
Geraldine Romero - School of Business
Sequoia Romero - Science, Tech., Engineering & Math
Jacque Romero-Arguello - Nursing
Betsy Sanchez - Science, Tech., Engineering & Math

Eugene Sandoval - Vocational Education
Germaine Sandoval - 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
Conni Reichert - Nursing
Debbie Trujillo – Education

SATELLITE / SITE DIRECTORS

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

Luna Community College

CAMPUS ALERTS

DON'T GET UP!
CLASS IS CANCELED

Get Notifications

ATHLETICS!
IT'S GAME TIME!!!

EMERGENCY!
EVACUATE THE CAMPUS!

Weather Emergencies
Delays
Cancellations

Campus Emergencies
Fire
Evacuations
Dangerous Situations

Crime Warnings
Robberies
Suspicious Activity
Suspicious Persons

Campus Activities
Important Dates
Special Events

Rave
ravewireless.com

Get Started Today... It's Easy!!!
Just go to:
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 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.

Register for classes

Online………

…….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 Spring 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.

Spring 2015
Final Examination Schedule

CLASSES MEETING ON MONDAYS:

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 8:50 a.m.	May 8, 2015	7:30 a.m. to 10:30 a.m.
9 a.m. – 9:50 a.m.	May 7, 2015	7:30 a.m. to 10:30 a.m.
10 a.m. – 10:50 a.m.	May 6, 2015	7:30 a.m. to 10:30 a.m.
11 a.m. – 11:50 a.m.	May 5, 2015	7:30 a.m. to 10:30 a.m.
12 p.m. – 12:50 p.m.	May 4, 2015	7:30 a.m. to 10:30 a.m.
1 p.m. – 1:50 p.m.	May 8, 2015	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 7, 2015	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 6, 2015	6 p.m. to 9 p.m.
4 p.m. – 4:50 p.m.	May 5, 2015	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 4, 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.	May 4, 2015	2:30 p.m. to 5:30 p.m.
9 a.m. – 9:50 a.m.	May 5, 2015	2:30 p.m. to 5:30 p.m.
10 a.m. – 10:50 a.m.	May 6, 2015	2:30 p.m. to 5: 30 p.m.
11 a.m. – 11:50 a.m.	May 7, 2015	2:30 p.m. to 5:30 p.m.
12 p.m. – 12:50 p.m.	May 8, 2015	2:30 p.m. to 5:30 p.m.
1 p.m. – 1:50 p.m.	May 4, 2015	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 5, 2015	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 6, 2015	11 a.m. to 2 p.m.
4 p.m. – 4:50 p.m.	May 7, 2015	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 8, 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 Spring 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 May 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 May 2015. Students are strongly encouraged to meet LCC's EARLY deadline of December 5, 2014. Fall 2014 graduates are eligible to participate in LCC's May 9, 2015 Commencement Ceremony. See page 45 of the 2012-2015 catalog for details.

- Students must pay a graduation fee ($15 for each degree or certificate) and submit a Graduation Clearance to the Office of the Registrar by May 8, 2015. Clearance forms will be mailed 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 May 8, 2015 deadline, will experience a delay in the final processing, posting and mailing of their diploma.**

- Attend graduation practice at 2 p.m. on May 8, 2015 in the big white tent in front of the General Studies/Humanities Building.

- Arrive by 9 a.m. on May 9, 2015 for graduation line-up. Commencement begins at 10 a.m.

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
Friday, April 10, 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 – **Geraldine Romero**

- 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 – **Conni Reichert**

- Vocational/Technical Studies –
  Gary Martinez – Vocational Programs
  Gloria Pacheco – Dental Assistant

Associate of General Studies

- General Studies – **Shirley Marlow**

CERTIFICATES

- Accounting – **Geraldine Romero**

- 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 – **Adrienne O'Brien**

- 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 – **Conni Reichert**

- 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.

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.

Spring 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 25th 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 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 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 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. See pages 57-67 of the 2012-2015 LCC Catalog for details or contact the Office of Student Financial Assistance at 505.454.2534.

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 prior to the beginning of the semester.

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
Spring 2015

LOCATION	COURSE TITLE	DAYS OFFERED	BEGIN TIME	END TIME	BLDG./ROOM
LCC Main Campus	ABE/GED Prep Classes A/D	- M T W R F -	9 a.m.	12 noon	Student Services Room 206
LCC Main Campus	ABE/GED Prep Classes E/M	- M T W R F -	1 p.m.	3 p.m.	Student Services Room 206
LCC Main Campus	ABE/GED Prep English Literacy	-M-W ----	5:30 p.m.	7:30 p.m.	Student Services Room 206
LCC Springer Satellite	GED Prep	--T - R --	8 a.m.	11 a.m.	Forrester Room 108
Mora Office	GED Prep	-M-W ----	5:30 p.m.	8:30 p.m.	David Cargo Library

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 Student Services 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 and/or cancellation.**

For additional information, please contact Ron Ortega at:

505.454.2531

1.800.588.7232 ext. 1238 or 1239

DISTANCE LEARNING NETWORK

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 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, ECON208**E**, NRSG220**H**, CJ111**R** or EDUC214**T**. 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.

Spring 2015 Schedule

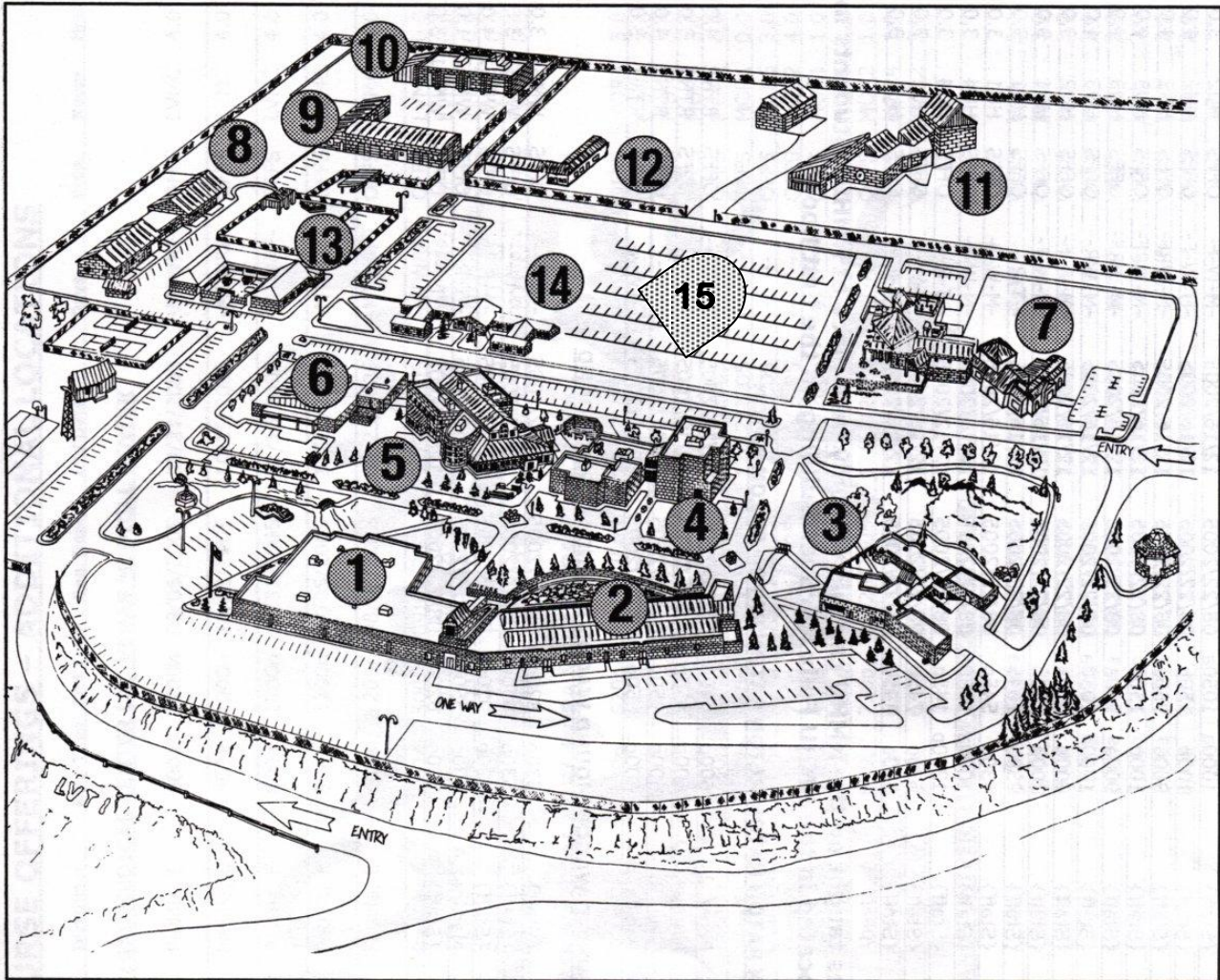| Course Dept.	Course Number	Section Number	Course Title	Days Offered						Beg Time	End Time	Credit Hours
				M	T	W	R	F	S			

Your Spring 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:

1. **ADMINISTRATION BUILDING**
   Business/Fiscal Office
   Cosmetology Classroom and Lab
   Financial Aid Office
   Institutional Research
   LCC Foundation
   President's Office
   VP for Budget and Finance
   VP for Instruction

2. **TECHNOLOGIES CENTER**
   Computer Science Department
   Drafting Technology Department
   Electronics Technology Department
   Human Resource
   IT/Computer Services Center

3. **HUMANITIES/GENERAL STUDIES**
   Campus Security
   Humanities Department
   Motor Pool
   Purchasing Department
   Warehouse

4. **SAMUEL F. VIGIL LEARNING
   RESOURCE CENTER**
   Audio-Visual
   Library

5. **STUDENT SERVICES CENTER**
   ABE/GED Department
   ACCESS Center and Testing
   Admissions & Recruitment
   Distance Learning Office
   Dual Credit
   Office of the Registrar
   Student Educational Counseling
   Tutoring Lab
   Veterans Resource Center

6. **BUSINESS OCCUPATIONS FACILITY**
   School of Business

7. **ALLIED HEALTH CENTER**
   Allied Health
   Culinary Arts Department
   Cafeteria
   Dental Assistant Department
   Nursing Department

8. **BUILDING TRADES FACILITY**
   Building Trades
   Furniture and Cabinet-Making
   Vocational Education Department

9. **AUTOMOTIVE MECHANICS FACILITY**
   Automotive Mechanics Technology
   Collision Repair Technology

10. **WELDING FACILITY**
    Welding Technology Department

11. **ALTERNATIVE ENERGIES BUILDING**

12. **NICK SALAZAR EARLY
    CHILDHOOD EDUCATION CENTER**
    Early Childhood Education Department
    LCC Preschool
    Teacher Education Department

13. **BOOKSTORE/SBDC/AHEC CENTER**
    Area Health Education Center
    Bookstore
    Mail Room
    Small Business Development Center
    Copy Center

14. **VACANT**
    Currently Off-line

15. **MULTI-EDUCATION CENTER**
    Athletics
    Maintenance/Operations Department
    Media Art and Film Technology

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