

Luna Community College

SPRING 2017

POLICIES & PROCEDURES



Photo Courtesy of Michael Montoya

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Spring 2017 Registration Office Hours

Students are able to begin early registration on Monday, November 14, 2016 for Spring 2017. The online course schedule will be available for viewing on Monday, November 7, 2016. The Office of the Registrar is open Monday-Friday from 8:00am – 5:00pm with the exception of observed holidays when the campus is closed. Early registration will continue to until Friday, January 13, 2017. Online registration is also open 24/7 at <https://pathways.luna.edu>

Frequently Contacted Departments

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

	Direct Line 800	Extension
Student Success 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
Office of the 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
Mr. Sanchez, 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 2017

Spring 2017 Class Schedule Available Online	Monday, November 7
Early Registration	Monday, November 14-Friday, January 13
Spring Graduates Begin to Apply to Graduate	Friday, December 9
Holiday-Martin Luther King Day – CAMPUS CLOSED	Monday, January 16
Classes Begin	Tuesday, January 17
1 st Deadline to Make Financial Arrangements to Avoid Disenrollment*	Friday, January 13 @ 5pm
Last Day to Add**	Tuesday, January 24
2nd Deadline to Make Financial Arrangements to Avoid Disenrollment*	Friday, January 27 @ 5pm
Last Day to Drop without a Grade**	Friday, January 27
Deadline – Change from Audit to Credit	Friday, February 3
Midterm Week	March 6-March 11
Spring Break – LCC Students	March 13-March 18
Midterm Grades Due by Faculty in Registrar	Monday, March 13 by 12 noon
Midterm Grades Available Online	Wednesday, March 15
Deadline - Change from Credit to Audit	Friday, March 24
Deadline to Apply to Graduate – Spring Graduates	Monday, April 3
Holiday-Easter Break – CAMPUS CLOSED	Friday, April 14-Monday, April 17
Last Day to Withdraw from Full term classes	Friday, April 28
Final Examination Week	Monday, May 8– Friday, May 12
Semester Ends	Friday, May 12
Commencement	Saturday, May 13
Final Grades Due by Faculty in Registrar	Monday, May 15 by 12 noon
Holiday-Memorial Day – CAMPUS CLOSED	Monday, May 29th

* 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 17-March 10

Last Day to Add Classes	January 20
Last Day to Drop Classes without a Grade	January 20
Deadline to Change from Audit to Credit	January 27
Deadline to Change from Credit to Audit	February 3
Last Day to Withdraw from Classes	February 24

2nd 8-week Session March 20-May 12

Last Day to Add Classes	March 24
Last Day to Drop Classes without a Grade	March 24
Deadline to Change from Audit to Credit	March 31
Deadline to Change from Credit to Audit	April 7
Last Day to Withdraw from Classes	April 28

LCC Faculty, Academic Directors & Site Managers

Donnie Adkins	Welding
Daniel Atencio	Drafting Tech/Fire Science/Video Game Design
Cindy Armijo	Criminal Justice
Kenneth Bachicha	Media Art and Film Technology
Clarice Bonney	Cosmetology
Carolyn Chavez	Accounting
Nichole Collins	STEM/General Education
Erin Gilland	Allied Health
Sherry Goodyear	Humanities
Dolores Gutierrez	General Business
Maxine Hughes	Nursing
Dr. Vidal Martinez	Vocational/Technical Studies
Angie Manafy	STEM/General Education
Jessica McGee	Culinary Arts
Joseph Montoya	Building Technology
Dawna Ortega-Gallegos	Dental
Gloria Pacheco	Dental
Andrew Quintana	Barbering
Sequoia Romero	STEM/General Education
Jacque Romero-Arguello	Nursing
Betsy Sanchez	STEM/General Education
Eugene Sandoval	Automotive Mechanics
Germaine Sandoval	Cosmetology
Terry Stafford	Culinary Arts
Dr. Rita Surdi	STEM/General Education
Carl Vigil	Wellness Center
Deborah Worthy	Nursing
Academic Directors	
Francisco Apodaca	STEM
Dr. Vidal Martinez	Vocational Education
Susan Olson	Nursing
Dr. Rolando Rael	Allied Health
Dr. Anita M. Roybal	Humanities/School of Business/Wellness Center
Debbie Trujillo	Education
Satellite/Site Managers	
Keith Gutierrez	Springer Satellite
Wanda Martinez	Mora Site
Aurora Sisneros	Santa Rosa Satellite



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

Don't Get Disenrolled from Spring 2017 Classes

Failure to make financial arrangements with the college will 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 disenrollment deadlines.

See page 3 or contact the Fiscal Office

For additional information, the Fiscal Office may be contacted at:

505-454-2506, 505-454-5339 or 1-800-588-7232, ext. 2001.

Financial Assistance is available to those who qualify.

Check Your Grades Online!!

View and print grades online by accessing LCC Pathways

Students may log-on to Pathways at <http://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.

Spring 2017

Final Examination Schedule

CLASSES MEETING ON MONDAYS:

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 8:50 a.m.	May 12, 2017	7:30 a.m. to 10:30 a.m.
9 a.m. – 9:50 a.m.	May 11, 2017	7:30 a.m. to 10:30 a.m.
10 a.m. – 10:50 a.m.	May 10, 2017	7:30 a.m. to 10:30 a.m.
11 a.m. – 11:50 a.m.	May 9, 2017	7:30 a.m. to 10:30 a.m.
12 p.m. – 12:50 p.m.	May 8, 2017	7:30 a.m. to 10:30 a.m.
1 p.m. – 1:50 p.m.	May 12, 2017	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 11, 2017	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 10, 2017	6 p.m. to 9 p.m.
4 p.m. – 4:50 p.m.	May 9, 2017	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 8, 2017	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 8, 2017	2:30 p.m. to 5:30 p.m.
9 a.m. – 9:50 a.m.	May 9, 2017	2:30 p.m. to 5:30 p.m.
10 a.m. – 10:50 a.m.	May 10, 2017	2:30 p.m. to 5:30 p.m.
11 a.m. – 11:50 a.m.	May 11, 2017	2:30 p.m. to 5:30 p.m.
12 p.m. – 12:50 p.m.	May 12, 2017	2:30 p.m. to 5:30 p.m.
1 p.m. – 1:50 p.m.	May 8, 2017	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 9, 2017	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 10, 2017	11 a.m. to 2 p.m.
4 p.m. – 4:50 p.m.	May 11, 2017	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 12, 2017	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 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 2017 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 2017 must schedule an appointment to meet with their academic advisor to submit a completed Application for Degree and receive an official review of their Degree Audit/PASSport and ensure graduation eligibility in May 2017. Students are strongly encouraged to also confirm program completion with the Office of the Registrar by submitting the Application for Degree.
- Final **deadline** to petition to graduate in May 2017 is **April 3, 2017** in order to be eligible to participate in the Spring 2017 graduation ceremony.
- Spring 2017 and Fall 2016 graduates are eligible to participate in LCC's May 13, 2017 Commencement Ceremony once your clearance has been confirmed by the Office of the Registrar.
 - Students must pay a graduation fee (\$15 for each degree or certificate) and submit an Application for degree and Graduation Clearance to the Office of the Registrar by **May 12, 2017**.
 - Part of the graduation clearance process will require clearance through the Student Success Center, Financial Aid Office, Admissions Office, Preschool and Business Office. Students who do not submit the Graduation Clearance to the Office of the Registrar by the **May 12, 2017** 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 of graduation requirements. Diplomas will be mailed within 7-9 weeks to the address provided on the student's Application for Degree.

Final Deadline to Apply for Degree is:

Monday, April 3, 2017

LCC Program Offerings and Advisors

DEGREES	CERTIFICATES
Associate of Arts	Certificate
Allied Health – Dr. Rolando Rael or Erin Gilland	Allied Health – Dr. Rolando Rael or Erin Gilland
Criminal Justice – Cindy Armijo	Automotive Collision Repair Technology – Dr. Vidal Martinez
Early Childhood Multicultural Education (birth-Grade 3) – Debbie Trujillo	Automotive Technology – Eugene Sandoval
Early Childhood Multicultural Education (Family, Infant, and Toddler) – Debbie Trujillo	Barbering – Germaine Sandoval
General Business – Dolores Gutierrez	Basic Electronics – Sequoia Romero
Liberal Arts – Dr. Anita Roybal	Building Technology – Joseph Montoya
Teacher Education – Debbie Trujillo	Business Management - Dr. Anita Roybal
Associate of Science	Computer Application Specialist – Nichole Collins
General Science – Angie Manafy, Betsy Sanchez, Sequoia Romero	Cosmetology – Clarice Bonney
Pre-Engineering – Betsy Sanchez, Sequoia Romero	Criminal Justice – Cindy Armijo
Mathematics – Dr. Rita Surdi	Culinary Arts – Jessica McGee
Associate of Applied Science	Dental Assistant – Gloria Pacheco
Accounting – Carolyn Chavez	Early Childhood Development – Debbie Trujillo
Business Administration – Dr. Anita Roybal	Electrical Wiring Technology – Dr. Vidal Martinez
Computer Science – Nichole Collins	Emergency Medical Technician (EMT) – Dr. Rolando Rael
Drafting Technology – Daniel Atencio	Fire Science – Daniel Atencio
Electronics Engineering Technology – Sequoia Romero	General Education – Francisco Apodaca, Sequoia Romero, Betsy Sanchez, Angie Manafy, Dr. Rita Surdi, Nichole Collins, Daniel Atencio
Fire Science – Daniel Atencio	STEM – Francisco Apodaca, Sequoia Romero, Betsy Sanchez, Angie Manafy, Dr. Rita Surdi, Nichole Collins, Daniel Atencio
Media Art and Film Technology – Kenneth Bachicha	Welding Technology – Donnie Adkins
Nursing – Vanetia Gonzales or Maxine Hughes	
Vocational/Technical Studies – Dr. Vidal Martinez	
Video Game Design & Development – Nichole Collins or Daniel Atencio	
Associate of General Studies	
General Studies – Dr. Anita Roybal	

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 High School Equivalency/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 Student Success 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:

-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 ACCUPLACER Assessment Exam or provide a copy of ACT/SAT scores.

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 Student Success 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 ACCUPLACER placement test to determine skill levels in Reading, Writing and Mathematics. ACCUPLACER 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. Students wishing to take the ACCUPLACER Placement test should contact the Student Success Center at [\(505\) 454-2500](tel:5054542500) or [1-800-588-7232](tel:18005887232) extension 2005. The Student Success Center is located in the Student Services Building, rooms 109, 108, and 110.

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 Aid 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.

TUITION RATES

CREDIT HOUR	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen
1	\$38.00	\$38.00	\$38.00	\$5.00
2	\$76.00	\$76.00	\$76.00	\$10.00
3	\$114.00	\$114.00	\$114.00	\$15.00
4	\$152.00	\$152.00	\$152.00	\$20.00
5	\$190.00	\$190.00	\$190.00	\$25.00
6	\$228.00	\$228.00	\$228.00	\$30.00
7	\$266.00	\$364.00	\$693.00	See last row in related column for additional credit hours
8	\$304.00	\$416.00	\$792.00	
9	\$342.00	\$468.00	\$891.00	
10	\$380.00	\$520.00	\$990.00	
11	\$418.00	\$572.00	\$1,089.00	
12-18	\$459.00	\$624.00	\$1,188.00	
Each Add'l Credit Hour & Full Rates	\$38.00	\$52.00	\$99.00	

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/ACTIVITY AND LABORATORY FEES

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

Registration/Activity Fee-----\$15.00

Laboratory Fee-----\$10.00

ADDITIONAL FEES

Academic Transcript Fax Fee:-----\$10.00

Academic Transcript Fee:-----\$2.00

Community Education Fee:-----\$Variable

Placement Assessment Exam Retake Fee

- **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

Graduation Fee -----	\$15.00
Special Course Fee -----	\$Variable
Fees vary and are dependent on the course offered.	
Student ID Card Replacement Fee -----	\$5.00
Student Sticker Fee -----	\$5.00

DELINQUENCIES

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

PAYMENT PLAN

Payment plan requirements for new charges are as follows:

- \$15.00 Registration Fee
- \$10.00 Laboratory Fee
- \$25.00 of assessed tuition charges
- 25% of total bookstore charges
- Student agrees to LCC Promissory Note terms

Note: Fees are subject to change without notice. In some programs, supplies/equipment are required and should be purchased by the student at the beginning of each term. Students are strongly encouraged to contact course instructors regarding any potential additional costs.

SENIOR CITIZEN REDUCED TUITION

A person that has reached their fifty-fifth (55) birthday by the third Friday of classes may request a reduction in tuition. The senior citizen charge will be five dollars (\$5.00) per credit hour **up to 6 credit hours each semester**. The student is responsible for payment of all registration, course, and laboratory fees. The senior citizen reduced tuition does not apply to community and continuing education courses.

REFUND POLICY

Students that officially withdraw from courses may qualify for a refund, either in full or in part. This refund policy is applicable to standard duration courses. Complete withdrawal refunds will be calculated on a case-by-case basis for short-term courses. Refunds will be calculated according to the following guidelines:

1. Fees linked to a course are generally non-refundable. The only exception to this rule 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 add/drop period will receive full reimbursement of tuition. Refer to the academic calendar or schedule of classes for specific dates of the add/drop period.
3. Once the add/drop period has expired, **there will be NO REFUND of tuition or fees associated with dropped courses unless the student completely withdraws from LCC.**
4. A student who completely withdraws from all courses after the add/drop period has expired will receive a partial tuition reimbursement according to the refund schedule outlined below.

TUITION REFUND SCHEDULE FOR COMPLETE WITHDRAWAL

Spring Semester

Disenrollment period:	100%
First five days after expiration of disenrollment period:	90%
Six to fifteen days after expiration of disenrollment period:	50%
Sixteen to twenty-five days after expiration of disenrollment period:	25%
After twenty-fifth day:	0%

Summer and Eight-Week Sessions

Disenrollment period:	100%
Three days after expiration of disenrollment period:	90%
Four to ten days after expiration of disenrollment period:	50%
Eleven to sixteen days after expiration of disenrollment period:	25%
After sixteenth day:	0%

The following conditions apply to students who completely withdraw from all courses:

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 this catalog as well as the schedule of classes.
2. Any student requesting a refund must submit a Complete Withdrawal form. Refunds will be mailed unless the student notifies the Fiscal Office the credit is to remain on the account.
3. Refunds will be based on the official withdrawal date posted by the Office of the Registrar.
4. Students who have been dismissed or suspended from the college are not entitled to any refund.
5. This refund schedule does not apply to NON-REFUNDABLE registration and laboratory fees.
6. Students withdrawing online from all courses through the Pathways website must notify the Fiscal Office as the online withdrawal system is not integrated and there is no other notification to trigger the refund process.

CANCELLATION OF COURSES

Scheduled courses may be necessary to cancel due to low enrollment or the unavailability of an instructor to teach the course. LCC's academic departments will make every effort to notify students of cancellations prior to the last day to add courses in order to give students ample time to register for an alternative course. Course cancellations are posted on LCC's website under the Course Schedule link.

DROPPING/WITHDRAWING FROM COURSES

Students are officially dropped/withdrawn from courses by one of two procedures:

PARTIAL DROP/WITHDRAWAL - Some Courses

Students may drop/withdraw from courses through the end of the drop and/or withdrawal period as specified in the academic calendar. 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. High school students must complete the Schedule Change form with LCC's Concurrent Enrollment/Dual-Credit Office. All drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. 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 and fax in their request to 505.454.5348. For transactions processed in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses using the Schedule Change form.

COMPLETE 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 academic calendar. Students wishing to completely drop/withdraw from all courses may either submit the paper Complete Withdrawal form or drop/withdraw from all courses online. High school students must complete the Complete Withdrawal form with LCC's Concurrent Enrollment/Dual-Credit Office. All complete drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. 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 and fax in their request to 505.454.5348. For transactions processed in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses using the Complete Withdrawal form.

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 and submit the form to the Office of the Registrar for processing.

Students who stop attending classes in the middle of a term and do not officially drop/withdraw, run the risk of earning failing grades at the end of the term. 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 Site.

Student Educational Records-Access and Privacy

Notice to Students:

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). Students have the following rights in regards to their educational records:

1. The right to inspect and review their education records within a reasonable time, not to exceed 45 working days, upon making an official written request and obtaining an appointment to do so.
2. The student may challenge inaccurate or misleading information contained in their educational records. Challenges must be made in writing and forwarded to the Office of the Registrar.
3. The right to consent to disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes exceptions without consent. Exceptions include but are not limited to: school official's with a legitimate educational interest, compliance with a judicial order or lawfully issued subpoena, officials for audit or evaluation purposes, in an emergency involving the health or safety of a student or other person and directory information*.
4. The right to file a complaint with the U.S. Department of Education Family Compliance Office concerning alleged failures by the college to comply with the requirements of FERPA.

Complaints may be forwarded to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

*Directory information at Luna Community College is the students' name, address and telephone number, place and date of birth, dates of attendance, grade level (such as freshman or sophomore), enrollment status, previous institutions attended, major field of study, Degrees/Certificates conferred and date or anticipated date of graduation, awards and honors received (including academic honors list), Individually identifiable photographs and electronic images, past and present participation in officially recognized sports and activities, weight and height of members of athletic teams. Directory information may be published or released unless the student has requested in writing that directory information be withheld and forwarded to the Registrar's Office within two weeks after the first day of class of each term and will be maintained for one academic year.

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.

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.

A decorative graphic in the top left corner consisting of overlapping teal and light blue geometric shapes, including triangles and trapezoids, creating a layered effect.

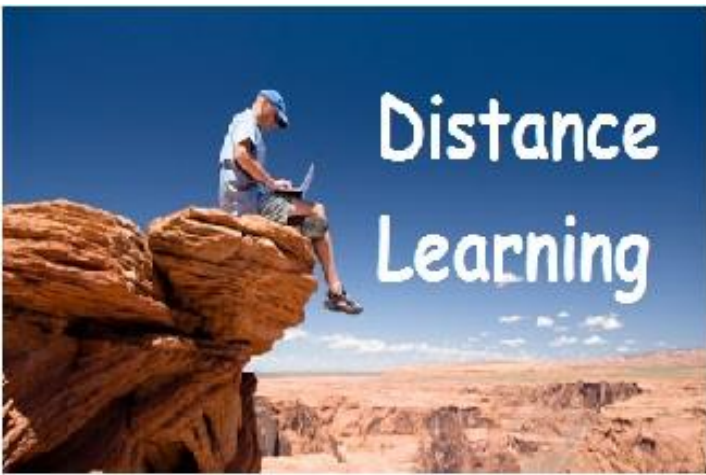
GED/ESL Offerings Adult Basic Education Program

Spring 2017

As of the release date of this online publication, no GED/ESL classes have been scheduled for Spring 2017.

For information, please contact Rock Ulibarri at:

505.454.2531 or
1.800.588.7232 ext. 1238 or 1239



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**, NRS220**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.



Luna Community College
Main Campus



- | | |
|----------------------------|----------------------------|
| 1 Administration | 10 Welding Facility |
| 2 Technologies | 11 Vocational Agriculture |
| 3 General Studies | 12 Early Childhood Center |
| 4 Learning Resource Center | 13 Bookstore/SBDC/AHEC |
| 5 Student Services Center | 14 CCR&T |
| 6 Business Occupations | 15 Wellness Center |
| 7 Allied Health Center | 16 Solar Building |
| 8 Building Trades Facility | 17 IPC Cafeteria |
| 9 Automechanics Facility | 18 Media Education Center |
| | 19 Auto Collision Facility |

Designated Tobacco
Use Areas

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
 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
 WL1-9 West Las Vegas High School

Spring 2017 Schedule

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

Your Fall 2016 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.							