Luna Community College
Spring 2019
Policies and Procedures

Creating Opportunities for You!

What's Inside

Spring 2019 Registration Office Hours

Students are able to begin early registration on Monday, November 12, 2018 for Spring 2019. 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 11, 2019. 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
Fiscal Office	505.454.5339	1002
Campus Security	505.454.2577	1108
Counseling and Tutoring Services	505.454.5357	1213
Dual Credit	505.454.5308	1207
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. Serna, Interim 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 and on Probation 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.

Spring 2019 Class Schedule Available Online	Monday, November 5, 2018
Early Registration Begins for Spring 2019	Monday, November 12, 2018
Spring Graduates Begin to Apply to Graduate	Friday, December 7, 2018
Winter Break – **CAMPUS CLOSED**	Monday, December 17, 2018 – Wednesday, January 2, 2019
Classes Begin for Spring 2019	Monday, January 14, 2019
Holiday-Martin Luther King Day – **CAMPUS CLOSED**	Monday, January 21, 2019
Last day to Add courses for Spring 2019	Tuesday, January 22, 2019
Last day to drop without a grade**	Friday, January 25, 2019
Deadline to change from Audit to Credit (Census Day)	Friday, February 1, 2019
Midterm Exam Week	March 4 – March 8, 2019
Spring Break – **LCC Students & Faculty**	March 11 – March 15, 2019
Spring Break – **LCC Staff – CAMPUS CLOSED**	March 14 – March 15, 2019
Midterm Grades Due by Faculty to Registrar	Monday, March 18, 2019 at 12 noon
Midterm Grades Available Online for Students	Wednesday, March 20, 2019
Deadline to change from Credit to Audit	Friday, March 22, 2019
Deadline to Apply to Graduate – **Spring Graduates**	Friday, April 5, 2019
Holiday – Easter Break – **CAMPUS CLOSED**	Friday, April 19, 2019 – Monday, April 22, 2019
Last Day to Withdraw from full term courses	Friday, April 26, 2019
Final Exam Week	Monday, May 6, 2019 – Friday May 10, 2019
Semester Ends	Friday, May 10, 2019
Commencement Exercises	Saturday, May 11, 2019
Final Grades Due by Faculty to Registrar	Monday, May 13, 2019 at 12 noon
Holiday – Memorial Day – **CAMPUS CLOSED**	Monday, May 27, 2019

All students must clear for class prior to the semester start date. Failure to clear for class with the LCC Fiscal Office may subject the student to disenrollment for non-payment and re-enrollment into courses is not guaranteed.
** Full term classes only. Contact Registrar's Office for short non-standard courses.

1st 8-week Session January 14 – March 8, 2019

Last Day to Add Classes	Tuesday, January 22, 2019
Last Day to Drop Classes without a Grade	Friday, January 25, 2019
Deadline to Change from Audit to Credit	Friday, February 1, 2019
Deadline to Change from Credit to Audit	Friday, February 1, 2019
Last Day to Withdraw from classes***	Friday, February 22, 2019

2nd 8-week Session March 18 – May 10, 2019

Last Day to Add Classes	Friday, March 22, 2019
Last Day to Drop Classes without a Grade	Friday, March 29, 2019
Deadline to Change from Audit to Credit	Tuesday, April 5, 2019
Deadline to Change from Credit to Audit	Tuesday April 12, 2019
Last Day to Withdraw from classes***	Friday, April 26, 2019

= Campus Closure

LCC Faculty, Academic Directors & Site Managers

Donnie Adkins	Welding
Angelique Arguello	Wellness Center
Richard Baca	Humanities
Kenneth Bachicha	Media Art and Film Technology
Nathan Baker	Humanities
Clarice Bonney	Cosmetology
Reyes Coca	School of Business
Nichole Collins	STEM
Lucia Gomez-Vaughan	Nursing
Sherry Goodyear	Humanities
Breanna Gould	Allied Health
Leticia Griego	School of Business
Susan Grohman	Nursing
Jason Killian	Humanities
Rachel Lucero	STEM
Angie Manafy	STEM
Joseph Montoya	Building Technology
Dawna Ortega-Gallegos	Dental
Gloria Pacheco	Dental
Andrew Quintana	Barbering
Jackie Romero	Nursing
Betsy Sanchez	STEM
Eugene Sandoval	Automotive Mechanics
Germaine Sandoval	Cosmetology
Kimberly Sena	Nursing
Irma Shrum	Nursing
Terry Stafford	Culinary Arts
Dr. Rita Surdi	STEM/General Education
Tiffany Timmer	Culinary Arts
Daniel Twitchell	Humanities
Carl Vigil	Wellness Center
Sara Vigil	Humanities
Brenda Wagoner	School of Business
Academic Directors	
Francisco Apodaca	STEM
Jessica McGee	Vocational Trades
Maxine Hughes	Nursing
Dr. Rolando Rael	Allied Health
Dr. Anita M. Roybal	Humanities
Brenda Ortega	Education
Lita Bernal	School of Business
Satellites & LCC Sites	
Tina Gallegos	Springer Satellite
Stacy Montoya	Mora Site
Joseph Salas	Santa Rosa Satellite

Don't Get Disenrolled from Spring 2019 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.
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.

Final Exam Schedule for Spring 2019

CLASSES MEETING ON **MONDAYS:**

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 8:50 a.m.	May 10, 2019	7:30 a.m. to 10:30 a.m.
9 a.m. – 9:50 a.m.	May 9, 2019	7:30 a.m. to 10:30 a.m.
10 a.m. – 10:50 a.m.	May 8, 2019	7:30 a.m. to 10:30 a.m.
11 a.m. – 11:50 a.m.	May 7, 2019	7:30 a.m. to 10:30 a.m.
12 p.m. – 12:50 p.m	May 6, 2019	7:30 a.m. to 10:30 a.m.
1 p.m. – 1:50 p.m.	May 10, 2019	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 9, 2019	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 8, 2019	6 p.m. to 9 p.m.
4 p.m. – 4:50 p.m.	May 7, 2019	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 6, 2019	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 6, 2019	2:30 p.m. to 5:30 p.m.
9 a.m. – 9:50 a.m.	May 7, 2019	2:30 p.m. to 5:30 p.m.
10 a.m. – 10:50 a.m.	May 8, 2019	2:30 p.m. to 5: 30 p.m.
11 a.m. – 11:50 a.m.	May 9, 2019	2:30 p.m. to 5:30 p.m.
12 p.m. – 12:50 p.m	May 10, 2019	2:30 p.m. to 5:30 p.m.
1 p.m. – 1:50 p.m.	May 6, 2019	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 7, 2019	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 8, 2019	11 a.m. to 2 p.m.
4 p.m. – 4:50 p.m.	May 9, 2019	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 10, 2019	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.
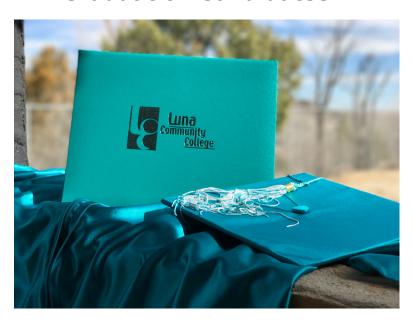
The length of the examination depends on the number of credit hours of the course (one hour of exam time for each credit hour). No exam should be scheduled for more than three hours.

NOTE
Deviations from this schedule must be approved by the VP for Instruction

Attention Spring 2019
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 2019 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 2019.
- Students must also confirm program completion with the Office of the Registrar by submitting the Application for Degree and Graduation Clearance Form.
- Final **deadline** to petition to graduate for completion in May 2019 is **April 5, 2019** in order to be eligible to have your clearance confirmed by the end of May 2019.
    - 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 **April 5, 2019**.
    - Part of the graduation clearance process will require clearance through the Student Success Center, Financial Aid Office, Admissions Office, Preschool and Fiscal Office. Students who do not submit the Graduation Clearance to the Office of the Registrar by the **April 5, 2019** 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 6-8 weeks to the address provided on the student's Application for Degree.

Final Deadline to Apply for Degree is:
Friday, April 5, 2019

LCC Program Offerings

DEGREES	CERTIFICATES
Associate of Arts	**Certificate**
Allied Health	Allied Health
Criminal Justice	Automotive Collision Repair Technology
Early Childhood Multicultural Education (birth-Grade 3)	Automotive Technology
Early Childhood Multicultural	Barbering
General Business	Basic Electronics
Liberal Arts	Building Technology
Teacher Education	Business Management
Associate of Science	Computer Application Specialist
General Science	Cosmetology
Pre-Engineering	Criminal Justice
Mathematics	Culinary Arts
Associate of Applied Science	Dental Assistant
Accounting	Early Childhood Development
Business Administration	Electrical Wiring Technology
Computer Science	Emergency Medical Technician (EMT)
Electronics Engineering Technology	Fire Science
Fire Science	General Education
Media Art and Film Technology	Welding Technology
Nursing	
Vocational/Technical Studies	

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., please visit our website at https://luna.edu/dual-credit

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 Fiscal Office and become valid when a student officially registers for a course and cleared.

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 or 1-800-588-7232 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 by LCC's census date (typically the 3rd Friday of the semester), 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. Students may petition for the next 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. Details and information on what constitutes legal residency can be found in the Office of Admissions.

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 & FEES

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 Fee:---**$7.00**
Community Education Fee:--**$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**
Duplicate Diploma Replacement Fee--------------------------------**$10.00 (per degree)**
Graduation Fee--**$15.00 (per degree)**
Special Course Fee--**$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:

- $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. **Please note:** 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 pertaining to 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 posted in this document.

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%

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 to trigger the refund process (until the online withdrawal system is fully integrated).

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 Student Success Center. 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 or mail email the request to registrar@luna.edu.

COMPLETE WITHDRAWAL - All Courses
Students may completely withdraw from all courses through the end of the withdrawal period as specified in the academic calendar. Students wishing to completely withdraw from all courses may either submit the paper Complete Withdrawal form or withdraw from all courses online. High school students must complete the Complete Withdrawal form with LCC's Student Success Center. All complete 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 or mail email the request to registrar@luna.edu.

Students are encouraged to discuss any intention to drop or withdraw from classes with their academic advisor. 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, grade level (such as freshman or sophomore), 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.

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.

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.
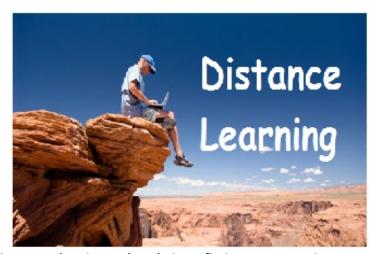
Life Skills

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 2019

For information, please contact Adult Basic Education 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 transmits course 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?

LCC Distance Learning was created to coordinate and support LCC's Distance Learning initiatives. It is the goal of LCC 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 internet and/or course transmission to select sites.

How does a distance learning course work?

LCC offers a multitude of delivery modes for its distance learning courses: Web-based courses are considered online courses that can be synchronous or asynchronous.

Synchronous

Real-time components such as live lecture that require specific meeting times and days 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 discussions, assignments, and posted materials.

Online Courses

These courses are delivered over the internet using Blackboard through LCC's EWEB Campus. Students need access to a computer with reliable Internet access, sound, speakers, and/or headsets. Appropriate browser versions/installations are required in order to access the online course.

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 or a series of meeting times/dates listed on course schedule.

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.

Notice: All online courses require approval of the students academic advisor prior to enrollment. Courses are noted with a restriction of ADVA for advisor approval required.

Transmitted Courses

This mode of delivery offers students an opportunity for collaborative interaction in a classroom setting. This means the students at the receiving site can see and hear the instructor, and students at the transmission site, and the transmission site can see and hear the student at the remote site. Students at the receiving 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**. 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 specific 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.

To Montezuma

65

To Las Vegas

To LCC

One Way

144

N

10 Welding Facility
11 Vocational Agriculture
12 Early Childhood Center
13 Bookstore/SBDC/AHEC
14 CCR&T
15 Wellness Center
16 Solar Building
17 IPC Cafeteria
18 Media Education Center
19 Auto Collision Facility

1 Administration
2 Technologies
3 General Studies
4 Learning Resource Center
5 Student Services Center
6 Business Occupations
7 Allied Health Center
8 Building Trades Facility
9 Automechanics Facility

Luna Community College
Main Campus

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
WLV1-9	West Las Vegas High School

Spring 2019 Schedule

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

Your Spring 2019 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.							