



New Mexico Junior College

Student Handbook

2014-15

**1 Thunderbird Circle
Hobbs, NM 88240
(575) 392-4510**

www.nmjc.edu

NMJC MISSION

New Mexico Junior College, as a comprehensive community college,
promotes success through learning.

Any and all policies and procedures, as well as event dates found in this handbook, may be deleted, revised, or altered as deemed necessary by New Mexico Junior College at any time without prior notice. Please contact the Student Life Office at (575) 392-5366 for further information.

New Mexico Junior College does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

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Section I General Information

The material appearing in this Student Handbook is intended to supplement the material in the current New Mexico Junior College Catalog. All material, information, and dates may change **WITHOUT NOTICE**. Please contact the appropriate department for specific inquiries. It is believed that the answers to questions most frequently asked by students appear here; however **STUDENTS SHOULD BE FAMILIAR WITH ALL POLICIES THAT APPEAR IN THE NMJC PUBLICATIONS**. Students are especially urged to consult the Catalog or make personal inquiry to the specific departments for answers to questions concerning the following: instructional division / departments, student classification, grading system, attendance, dropping / adding of courses, complete withdrawal, refunds, enrollment, counseling, testing / placement, tuition & fees, graduation requirements, and curriculum.

A. College Name, Documents, and Records

The use of the College's name by any person or organization in connection with any program or activity or any unauthorized use of College documents, records, or seal is prohibited without the prior written permission from the Office of the President.

B. Disciplinary Authority

The authority to enact and to enforce regulations of the College is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college officials the President may designate. The Office of the Vice President for Student Services is the principal agency for the administration of student discipline.

C. E-Mail as an Official Means of Communication to Students

New Mexico Junior College (NMJC) provides an e-mail address to all registered students and uses e-mail as an official means of sending information to students. NMJC e-mail shall be considered an appropriate delivery method for official communication by New Mexico Junior College with students unless otherwise prohibited by FERPA regulations. Official communications include reminders of important dates such as deadlines to pay tuition and fees, to apply for graduation, etc.

Student Responsibilities

- Students are responsible for checking their official student e-mail regularly (at least twice a week).
- Students must be aware of mailbox capacity and insure there is sufficient space in their accounts.
- Students must recognize that certain communications may be time-critical.
- Students may forward e-mail from their NMJC account to another e-mail account at their own risk.
- Students will not be held responsible for college e-mail system malfunctions that limit their access to time critical information.

College Responsibilities

- The Computer Services Department is responsible for creating and maintaining e-mail accounts.
- The content of e-mail communications is the responsibility of the originating department.
- The College will not use e-mail to transmit sensitive or confidential information.
- Students should report problems with their student e-mail accounts to the Computer Services Department at (575) 492-2500.

Related Policies and/or Information

- **Student Records Policy (in accordance to confidentiality and privacy of records)** can be found in the NMJC Catalog www.nmjc.edu/aboutnmjc/catalog.asp and NMJC Student Handbook www.nmjc.edu/studentervices/publications/studenthandbook.asp.
- **The Computer Usage Policy** www.nmjc.edu/library/information/policies/computeruse.asp.
- **Steps to check or forward a Student E-mail Account** www.nmjc.edu/currentstudents/studentemail.aspx.

D. Emergency Contact Information

In case of emergency, it is essential that all students have updated emergency contact information on file with NMJC. To assist the college in communicating with students or on their behalf students should update their contact information through the *View Emergency Contacts* link in the Student Tab in the **T-Bird Web Portal**.

Students in residential housing will be asked to complete a medical sheet with emergency contact information during check in. Please make sure all emergency contact information is current.

Personal Address and Telephone Numbers

It is essential that students provide NMJC with current address and telephone information. This can be viewed and updated via the *Update Addresses and Phone* link in the Student Tab in the T-Bird Web Portal.

E. Emergency Notification System

New Mexico Junior College has partnered with Rave Wireless to provide an emergency alert system capable of delivering messages to NMJC e-mail accounts, personal e-mail accounts, land lines and cell phones. All students have been enrolled in the program at no expense to the student. Students are encouraged to login to the Rave Wireless site to confirm their contact information and choose their notification preferences. (Note: cellular phone providers may charge a per-text message fee for the delivery of emergency notifications to cell phones.)

Students are asked to visit: www.getrave.com/login/nmjc and select register. This system will work in conjunction with the emergency speakers that are located throughout the campus. In the event of an emergency or school closure this system allows NMJC to make timely notification to all students, faculty and staff members who have registered. Students are asked to complete the registration process promptly.

In case of difficulties in logging into the system or for more information regarding the system, contact the Director of Administrative Services at (575) 492-2791 or send an e-mail to bmorrill@nmjc.edu.

F. Formal Complaints

In an effort to better serve our students, NMJC will maintain records of formal, written student complaints that are filed with the President of NMJC, the Vice President for Finance, the Vice President for Instruction, or the Vice President for Student Services. All students who wish to make a formal written complaint are encouraged to complete the NMJC Student Complaint form. Complaint forms are available through the Deans and Directors of programs, as well as through the Vice President for Student Services, and may be requested by students, faculty, and/or staff. The completed form should be returned to the faculty/staff assisting the student or to the Vice President for Student Services. Once the complaint form has been completed and submitted to the college official, an investigation will be completed to determine the nature of the complaint and any corrective action that should be taken.

G. Information Technology Acceptable Use Policy

New Mexico Junior College provides numerous information technology resources for use by the College's students, faculty, and staff. Information technology includes, but is not limited to, all College computing equipment, software, systems and networks. These resources are provided to support the College's mission and institutional goals. The use of these systems is a privilege and all users are expected to act responsibly and to follow the College's policies governing the use of these resources. Violations of this policy could result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some portions of the policy may constitute a criminal offense. The College's **Information Technology Acceptable Use Policy** requires that each campus user abide by and agree to the following guidelines:

- **Respect security requirements for computer accounts.**

A computer or electronic mail (e-mail) account assigned to an individual, including student accounts, must not be used by others. Faculty, students, and staff are individually responsible for the proper use of these accounts, including password protection and appropriate use of Internet resources. Making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" password or other security provisions, or assisting others in doing so, threatens the work, privacy, and well-being

of many others and is a serious violation of College policies. Also, faculty, students and staff are responsible for choosing an appropriate password that is difficult for others to guess. If an individual suspects his/her password has been compromised, he/she should change the password immediately.

- **Respect copyright laws**

Computer software use must conform to copyright laws and licensing agreements. Copyright law protects software whether a copyright notice is explicitly stated in the software or its documentation. Software licensed by the College must only be used in accordance with the applicable license. It is illegal to make duplicate copies of software products unless authorized to do so by its author or publisher. Computer users have no right to give or receive duplicates of software without authorization or to install duplicated software onto College computing equipment.

- **Respect the rights of others using the system.**

Computer users shall not use the College's Information technology resources to participate in activities that are harassing in nature or prohibited by law. Sending messages, information, or images that are threatening, harassing, or discriminatory in nature is in violation of College policies and may be in violation of the law. Displaying potentially offensive material in a computer laboratory or other campus location is not allowed. Users are absolutely prohibited from utilizing systems to create, access, store, or disseminate materials that may be sexually or racially offensive, or otherwise insulting or derogatory to persons of a certain race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

- **Respect electronic mail guidelines.**

In support of the College's mission, the College encourages the use of its electronic mail services to share information, to improve communication, and to exchange ideas. Any electronic mail address or account associated with the College is the property of the College. Those who use the College's electronic mail services are expected to adhere to state and federal laws, the policies and procedures of the College, and should follow normal standards of professional and personal courtesy and conduct. Electronic communication under a false name or designation is prohibited. Sending anonymous communications does not disassociate senders from assuming responsibility for their actions.

Electronic mail services should not be used in ways that strain the College's computing resources or interfere with others' use of the electronic mail system. Prohibitive uses include, but are not limited to, sending or forwarding chain letters, exploiting list-serves by amplifying widespread distribution of electronic mail, and sending the same electronic mail message repeatedly.

Confidentiality of electronic mail cannot be assured. The system administrator, technical managers, or other persons may need to view the contents of computer accounts and electronic mail to perform maintenance or to diagnose and correct problems. When performing maintenance, the College will make reasonable attempts to ensure the privacy of computer accounts and electronic mail, but cannot guarantee total privacy of the accounts. The user, however, acknowledges and consents that the College may monitor e-mail communication and internet usage in order to insure compliance with this agreement. If policy violations are discovered, they will be reported immediately and appropriate action will be taken.

- **Respect the operational guidelines governing the use of the information technology facilities.**

Administrators responsible for computer systems may establish more detailed guidelines governing the use of the College's computing equipment and facilities. These guidelines cover such issues as allowable connect time, disk space allocations, handling of un-retrievable mail, responsibility for account approval and other items related to administering the systems. The downloading of any software onto computing equipment owned or operated by New Mexico Junior College (unless downloaded material is considered a faculty resource) without prior written approval is not permitted. During peak system utilization times, computer users engaged in activities which are not directly related to the business of the College may be asked to relinquish their access to the system. Settings on computers are not to be changed. Computer users, whether on campus or accessing NMJC resources remotely, are expected to abide by these rules and use the College's computing resources in a responsible and professional manner.

The College provides information technology resources for users to engage in activities that support the work of the institution. Use of the College's resources for commercial reasons, fundraising, political campaigns, or illegal purposes is not acceptable. Non-authorized solicitations on behalf of individuals, groups, or organizations are prohibited.

- **Agreement**

All users of New Mexico Junior College computing systems must read, understand, and comply with the policies outlined in this document. By using any of the College's information technology resources, users agree to comply with these policies.

H. Liability

The College is not responsible for damage to or loss of personal property in any building or on the grounds of the College, whether the loss occurs by fire, theft, water, or any other cause.

I. Military Recruiting

NMJC provides Military Recruiting and the Reserve Officer Training Corps Program access to students on campus (Solomon Amendment-Military Recruiting, Part 216 Department of Defense). Those students interested in enlisting in the military or transferring to an institution with an ROTC program should contact the Dean of Enrollment Management.

J. Missing Student Notification Procedure

NMJC respects and promotes its students' independence and self-sufficiency. At the same time, NMJC seeks to ensure the safety and security of all persons on its campus. If you have a concern or reason to believe that an NMJC student is missing, you are strongly encouraged to make a report of your concerns.

1. Reporting a Student as Missing

Any person may report any NMJC Student as missing. Concerned persons should contact NMJC Security at 575-399-2033. It is **not** necessary to wait twenty-four (24) hours before making a report to Security. A report should be made if a student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's life, habits, routines or plans. If a report to Security is not possible for some reason, you are encouraged to make a report directly to local law enforcement personnel.

2. What Happens When a Report is Made

Upon receiving a report that a student's whereabouts are unknown under circumstances indicating the student may be missing, NMJC Security will immediately notify the Director of Administrative Services, the Vice President for Student Services and all campus housing staff of the report. Campus Security will check all campus buildings and make a thorough attempt to locate the student on the campus. Housing staff will assist by checking their area of responsibility, including the student's room. Campus Security will also try to contact the student using available information and means of communication and may request the assistance of persons who know the student in such efforts. Other campus personnel as authorized by the Director of Administrative Services or the Vice President for Student Services may pursue additional investigative activities as are reasonable under the circumstances.

3. Further Actions by NMJC

If the initial efforts by NMJC to locate a student are not successful and it is determined either that the student has been missing for twenty-four (24) hours **or** that the available information and circumstances reasonably suggest that the student may be injured or otherwise in danger, NMJC will notify the following persons/agencies: (a) local law enforcement; (b) any Emergency Contact for the student on file with NMJC; and (c) the custodial parents or legal guardians of a student under the age of eighteen (18).

NMJC also reserves the right to notify parents, legal guardians and other family members of any student who may be missing, both in the course of trying to locate the student and upon contacting local law enforcement. Once local law enforcement has been notified, NMJC will coordinate and cooperate with law enforcement regarding all additional steps to be taken in trying to locate a student believed to be missing.

4. Emergency Contacts; Confidentiality

All NMJC students (both those living in student housing and those residing off-campus) can designate one or more confidential emergency contacts to be maintained in NMJC's records for such purposes. All students are encouraged to identify at least two emergency contacts and to keep such information current. Students are also encouraged to provide NMJC contact information for the College to use to reach the student in emergencies or when urgent communications need to be sent to the student. See the Emergency Contact policy elsewhere in this handbook for details regarding how to designate and update your emergency contact.

Emergency contact information will be maintained as a confidential student record by NMJC and will be accessible only by authorized college officials and law enforcement as determined appropriate by the Director of Administrative Services or the Vice President for Student Services.

5. Safety Precautions

All students have an important role to play in keeping themselves, their fellow students and the NMJC campus safe for all. Observing common sense safety precautions can reduce the risks to you and your fellow students.

Housing Safety

- Always keep your housing door locked.
- Do not open your door when you do not know the person knocking.

Vehicle Safety

- Keep all vehicle doors locked at all times.
- Always check your back seat prior to entering your car.
- Park in a well lit area whenever possible.

Personal Safety—Computer and Internet Safety

- Be aware of your surroundings.
- Take at least one other person with you whenever possible, especially at night. NMJC Campus Security provides **free on campus security escorts** to students upon request. This service is available 24 hours a day 7 days a week by calling security.
- Let your friends know where you are, how to reach you and when to expect you back (but be careful about posting such information on social networking sites).
- Put the NMJC campus security phone number in your cellular phone and report all suspicious activity when possible. NMJC Campus Security can be reached 24 hours a day 7 days a week at 575-399-2033.

Computer and Internet Safety

- Do not post information on social networking sites that you would not want a stranger to know about you or your friends, your plans or your location.
- Protect your computer and data with passwords. Always log out of shared computers.

K. Public Information and Advertising

Because the proper handling of publicity is of utmost importance to NMJC, it is imperative that all news releases, PSAs, photographs, ads, and promotional materials are coordinated through NMJC's College Communications Department. Prior to releasing information to off-campus agencies or extending invitations to the media to visit the campus, arrangements should be made through the College Communications Department.

L. Roller Skates, Rollerblades, Scooters, Skateboards and Other Coasting Devices

The responsible use of alternative transportation methods including skateboards, roller skates, rollerblades, scooters, and other coasting devices (hereafter referred to collectively as "coasting devices") are allowed on the campus of New Mexico Junior College as a way of reducing reliance on motorized transportation and promoting healthy exercise. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, subject to the following restrictions:

- Users must yield the right-of-way to pedestrians on foot at all times in addition to golf carts that might be used by employees while working on the interior of the campus

- Coasting devices may not be used in any manner that places pedestrians at risk
- The speed of the device must not exceed 5 miles per hour and the user must remain in control of their coasting device at all times. Riding coasting devices down hills, including the incline at the Western Heritage Center Museum is prohibited
- Coasting devices are not vehicles and their use is prohibited on roadways and in all parking lots on the campus
- The use of the devices for acrobatics, racing or other stunts is strictly prohibited. Riding on any architectural or landscape features other than sidewalks is prohibited. All wheels of the device must be in contact with the ground while in use at all times the operator is using the device.
- The use of coasting devices is prohibited within any building, any covered area and on any artificial turf on the campus.
- Persons using roller skates or rollerblades must remove them before entering all college buildings.

These regulations are effective immediately and will be enforced by the New Mexico Junior College Security Department. The failure to abide by the regulations can lead to the operator being removed from the campus and prohibited from coming back on the campus per the Vice President for Student Services discretion.

Definitions for the terminology used above include;

- Roller Skate: A shoe, or attachment for a shoe, with a set of wheels connected for skating
- Rollerblade: A type of roller skate with in-line wheels
- Scooter: A narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels.
- Skateboard: A board mounted on skate-type wheels
- Acrobatics, recreational use: Any action on roller-equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine”, including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, and so on.

Bicycle Use

Bicycle riders on public roads have the same rights and responsibilities as motorists, and are subject to the same rules and regulations. While on the New Mexico Junior College campus, bicycle use is also allowed on sidewalks and pathways. Bicycles must always yield to pedestrians and are prohibited inside any building or structure.

Cautionary Note

The use of bicycles and coasting devices on the New Mexico Junior College campus carries with it responsibility and potential liability. Please ride carefully and with all due consideration for the rights of others. Accidental collisions may seriously injure pedestrians, bicyclists, or other skaters. A person riding roller skates or a skateboard who strikes anyone could be deemed liable for all medical expenses of that victim and any damage done to the victim’s or college property.

M. Smoking/Use of Tobacco

New Mexico Junior College is cognizant of the health hazards associated with smoking / use of tobacco for the smoker, as well as the non-smoker. In an effort to provide a healthy environment for students, employees, and others who may frequent the campus, NMJC prohibits smoking / use of tobacco inside any campus building, facility or college-owned vehicle. This also pertains to e-cigarettes.

N. Solicitation on Campus

Solicitors who desire to sell merchandise, insurance, stocks, bonds, and similar items are not permitted to solicit on the campus. Exceptions may be made on the sale of merchandise when NMJC serves as a site for events such as trade shows or craft fairs or by special permission from the Vice President for Student Services.

O. Tuition Policy (originally adopted by NMJC Board on 8/19/99)

The New Mexico Junior College Board has the statutory authority to set tuition rates in order to ensure adequate financing of the college. Upon the recommendation of the President, the Board will annually review and consider changes in tuition

rates as part of the budgetary process. Careful attention and planning of tuition increases will include seeking appropriate input from student representatives, the community, staff, and the Board.

Tuition is the student's share of the instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, NMJC will seek to uphold the following principles:

- Citizens who desire a postsecondary education should have access to these educational opportunities at an affordable price.
- Students and their families are entitled to maximum predictability relating to the cost of attending college. Increases in tuition should be gradual and moderate.
- A reasonable and consistent share of the cost of public education should be shared by the state, local taxpayers, and the student.

The New Mexico Junior College Board will take into consideration the following criteria in determining tuition rates:

- The mission and strategic plan of the college
- The availability of state funding
- The formula tuition credit rate and other state initiatives adopted by the legislature
- The district's contribution through local mill levy revenues
- The tuition rates of other two-year institutions
- The financial needs of the college, considering other revenue sources and unrestricted reserve balances
- The sources of need-based financial aid available to students for offsetting tuition increases.

P. Voter Registration

NMJC will make a good-faith effort to distribute a voter registration mail-out form, requested and received from the State of New Mexico, to each student enrolled in a degree or certificate program and physically in attendance at the institution and to make such forms widely available to students (Voter Registration Amendment, section 489 Higher Education Amendment, 1998). Voter registration forms can be picked up at the Student Life Office in the Ben Alexander Student Learning Center. Voter registration information is e-mailed to all enrolled students at the beginning of each fall semester.

Section II Rights, Privileges, and Responsibilities of Students

The College's primary function is to provide education for those persons who enroll within the system. The goal of the College is to provide an educational environment that will include the opportunity for academic, social and personal growth. Enrollment in a state-supported educational institution of higher learning is not compulsory. It is optional and voluntary. By voluntary entrance into the academic community, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions.

Freedom of discussion, inquiry, and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor, and responsibility for maintaining order elsewhere is set forth in the "Code of Conduct and Discipline."

The College assumes that the student has earnest educational purpose and maturity of reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation. The College strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline.

A. Student's Rights

Article I – A student shall have the right to participate in a free exchange of ideas and there shall be no college rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U. S. Constitution. Contact the Vice President for Student Services for approved areas.

Article II – Each student shall have the right to participate in all areas and activities of the College, free from any harassment and any form of illegal discrimination and without regard to any subgroup classification or stereotype.

Article III – A student has the right to personal privacy except as otherwise provided by law. This will be observed by students and College authorities alike.

Article IV – Each student subject to disciplinary action arising from violations of College student rules shall be assured procedural due process. At all judicial hearings, an accused student shall be assumed innocent until proven guilty, and in initial judicial hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed substantive and procedural due process.

B. Student's Responsibilities

Article I – A student has the responsibility to respect the rights and property of others, including other students, staff, faculty, and administration.

Article II – A student has the responsibility to be fully acquainted with the published College Student Handbook and to comply with it and with the laws of the land.

Article III – A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.

Article IV – A student has the responsibility to recognize the College's obligation to provide an environment for learning.

Section III Academic Requirements and Enrollment Management

A Quick Overview of How to Get Started at NMJC

1. **Apply!**
 - **Apply for Admissions!** New Mexico Junior College has an open admissions policy. Fill out our free online application at www.nmjc.edu or in person in the Ben Alexander Student Learning Center. *Upon admission, students are assigned a New Mexico Junior College identification number and an e-mail account. Students can access their records through the T-Bird Web Portal using their NMJC ID and pin.*
 - **Apply for Scholarship!** Complete our scholarship application at www.nmjc.edu. Our scholarships range from general to specific. Check our website for application due dates.
 - **Apply for Financial Aid!** Fill out the FAFSA (Free Application for Federal Student Aid) as soon as possible to see if you are eligible for Federal Aid www.fafsa.ed.gov. To have your FAFSA report sent to NMJC, be sure to use code 002655. This document is also necessary for NMJC scholarships and work study positions on campus. For more information, call our Financial Aid Office at (575) 392-5172.
2. **Take Your Course Placement Test(s)!**
 - Without current ACT or SAT scores, first time degree-seeking or certificate-seeking students are required to take an English, reading, and math assessment prior to enrollment. Students who wish to take the assessment tests should begin the process in the Counseling Office in the Ben Alexander Student Learning Center. To talk to an academic counselor, you can call (575) 392-5081.
3. **Visit with Your Advisor!**
 - Meet with a counselor or your assigned advisor who will help you develop your educational plan, refer you to appropriate services, and answer specific questions and concerns.
 - To find the name of your advisor, log in to the T-Bird Web Portal and select the Student Tab. Scroll down to your Academic Profile and select the appropriate term. Your advisor, if you have been assigned one, will be posted there. Then go to www.nmjc.edu/contacts/staffdirectory.asp to find the office and phone number of your advisor.
 - Counselors are available from 8:00 a.m. – 5:00 p.m. Monday through Friday. Students are seen on a “first-come, first-served” basis in the Ben Alexander Student Learning Center.
 - Call a counselor at (575) 392-5081 or your assigned advisor if you are not able to come to campus.
4. **Register for Courses. Two ways to register!**
 - You can register online through the T-Bird Web Portal.
 - You can also register on campus in the Ben Alexander Student Learning Center, Enrollment Management area.
5. **Pay Your Tuition and Fees!**
 - **Full payment is required to complete registration.** We accept most major credit cards, checks, and cash. A student must pay within 48 hours of registering or enroll in the (FACTS) payment plan through the T-Bird Web Portal at www.nmjc.edu.
6. **Complete New Student Orientation!**
 - Orientation is mandatory for all degree-seeking students. Students may attend an in-person orientation scheduled each month or they may view the online orientation at www.nmjc.edu.
 - **Purchase Your Books!**
Visit our bookstore located in the Ben Alexander Student Learning Center. Regular store hours are Monday – Thursday 8:00 a.m. – 5:00 p.m., Fridays 8:00 a.m. – 4:00 p.m., and closed-Saturday and Sunday. You can also order your books from our Online Bookstore, www.nmjcbookstore.net.
7. **Explore information regarding**
 - On-campus housing. Call (575) 392-4735 or visit www.nmjc.edu/student-services/housing.aspx for an application.
 - Campus activities—Visit the Student Life Office for more information.

Online Registration System Instructions for Students



To Access the Online System

1. Access the online system by going to the NMJC website – www.nmjc.edu
 - Go into the **T-Bird Web Portal**.
 - Enter your **User Name**. This is the student ID number you were issued by the Registrar's Office, e.g., A_____
 - Enter your **Password**, initially set as your birth date. For example, January 5, 1983 = 010583. The first time you log in, you will be required to set up answers to security questions. Then after selecting an option under the Student tab such as "Look Up Classes," you will receive a message that your Password has expired and you will be prompted to create a new password.
 - Select the **Student** tab and look at the **Registration Tools** section.

To Add Classes*

- If you know the CRN numbers for the courses in which you wish to enroll, select **Register Now/Add a Course**. Select the appropriate term and the **Add Classes Worksheet** will appear at the bottom of the next page. Enter the CRN numbers for the classes directly onto the worksheet. When all CRNs are entered, select **Submit Changes**. Your course registration will show on the next screen.
- If you want to see up-to-date listings of the courses offered and search for one or more classes, then select **Look Up Classes** from the **Registration Tools** menu or **Class Search** from the **Register Now/Add a Course** screen. You may choose either the course search or the advanced search feature.
 - For the general **course search**, select the subject and press the Course Search button. Press the View Sections button for the course in which you are interested and if you wish to register, click in the Select box in the left column of the course and click on the **Register** button. Your course registration will show on the next screen. You may then do another class search, check your bill (**Registration Fee Assessment**), and pay (**Pay Now or Set Up a Payment Plan**).
 - The **advanced search** feature lets you limit your search for classes in a variety of ways. Some of the options on the Advanced Search screen include searching for specific course numbers, for classes at specific times, for specific instructors, for instructional methods like distance-web based courses, and for classes that are parts of terms. Use the Control Key (Ctrl) as you select each subject if you are looking for more than one subject at a time. When done, press **Section Search**. Select the class section(s) you want and then select either **Add to Worksheet** or **Register**. If you are using the worksheet, remember to press **Submit Changes** once you have all your classes picked. Your course registration will show on the next screen. You may then do another class search, check your bill (**Registration Fee Assessment**), and pay (**Pay Now or Set Up a Payment Plan**).

To Drop or Withdraw from Classes *

- Select **Drop a Course** from the **Registration Tools** menu. Select the appropriate term and submit. The **Course Drop/Withdrawal** page will appear with courses in which you are already enrolled.
- Please read the explanation of the difference between dropping and withdrawing at the top of the page. Click on the word "Drop" or "Withdraw" in the action column beside the course you wish to drop or from which you wish to withdraw.
- Follow the prompts that are given following each action.

Questions

- If you encounter any problems with online registration, call the Counseling Office at (575) 392.5081.

Payment

- You must make payment or other financial arrangements **within 48 hours of registration** (weekends and holidays not included) or your registration may be voided to allow enrollments by paying students.

Payment Options

- **Payment in person:** You may pay by cash, money order, check, credit card, or debit card at the Cashier's Window in the Ben Alexander Student Learning Center or at the Business Office in the John Shepherd Administration Building.
- **Payment by phone:** You may phone in credit or debit card information to (575) 392.5207 or (575) 492.2772.
- **Payment in full online:** Go to **Pay Now or Set Up a Payment Plan (FACTS/Nelnet)** under **Registration Tools** in the T-Bird Web Portal. There is no additional fee charged when a student is paying in full.
- **Automatic Payment Plan:** NMJC offers a payment plan administered by Nelnet Business Solutions. Students must use a checking or savings account or credit or debit card to set up the plan. Go to **Pay Now or Set Up a Payment Plan (FACTS/Nelnet)** under **Registration Tools** in the T-Bird Web Portal. Two plans are offered:
 - **Installment Plan**—payments are spread out over several months depending on the length of the semester and the date of enrollment in the plan. There is a \$25 enrollment fee per semester. For more details, go to: www.nmjc.edu/student-services/facts-on-line-tuition-payment-options.asp.
 - **Students with Pending Financial Aid**—students with financial aid not finalized at the time of registration must make payment arrangements. Those students with pending financial aid who have a FAFSA on file with NMJC for the appropriate year and with an “eligible” or “new student” status for Satisfactory Academic Progress will have the Pending Aid option when they log into **Pay Now or Set Up a Payment Plan (FACTS/Nelnet)**. There is no up-front cost to students with pending financial aid. For more details, go to: www.nmjc.edu/student-services/facts-on-line-tuition-payment-options.asp.

**If you are unable to add, drop, or withdraw from a course during an appropriate time period, you may have a hold placed on your account. Please view holds under the Student Records section.*

General Academic Information

A. College Transfer Transcripts

Credits earned at other postsecondary institutions may be transferred and applied toward program requirements in accordance with the following guidelines:

- An official transcript from each institution attended must be sent directly to the NMJC Registrar's Office for evaluation.
- International transcripts—Students must provide an evaluation by an approved agency of the National Association of Credential Evaluators. If the original document is in a foreign language, the student must submit an original English translation certified by a member of the American Translators Association (atanet.org). Original or officially certified copies and/or translations must include a grade scale and explanation of academic term. These transcripts may also need to be evaluated by the National Association of Credential Evaluators.
- To receive transfer credit for career and technical courses that are more than 10 years old the student must request that the Registrar's Office refer the transcript(s) to the appropriate department for review. An interview and/or demonstration of competence may be required before the decision regarding credit is made.
- Remedial and upper-division courses are not transferable to NMJC.

B. Academic Honors

It is the policy of New Mexico Junior College to recognize exemplary achievement of its students in the performance of their course work and in their participation in academic and extra-curricular programs. Students who exhibit outstanding personal achievement are eligible for special honors under the various following student honors programs:

Graduation Honors

Graduation with Honors will be calculated by NMJC using the following criteria:

- The GPA will be determined by using only NMJC courses;
- To be considered for honors, students must have completed 30 credit hours of non-developmental courses at NMJC;

- The NMJC cumulative GPA must total 3.5 or higher;
- For the printed commencement program, the calculation will be made only on those courses that have been completed through the end of the fall semester prior to the spring graduation; and
- For posting to the transcript, the cumulative grade point average to determine honors will be calculated at the end of the semester in which students complete degree requirements.

Phi Theta Kappa

Psi Theta Chapter of Phi Theta Kappa was organized in 1972 at NMJC, to recognize and encourage leadership and scholarship among the students. Membership is by invitation, and to qualify, a student must accumulate 12 credit hours, establish a 3.5 grade point average, and maintain at least a 3.2 grade point average. Phi Theta Kappa members may apply for PTK scholarships at various senior colleges. The honor society also hosts social events and special ceremonies to recognize students, faculty, and/or community members.

Honor Lists

New Mexico Junior College recognizes top scholars at the end of each fall and spring semester. Students who have enrolled in and have completed twelve or more semester hours of college-level course work and whose academic achievements are worthy of recognition are honored.

In order to make the President's Honor List, students must

1. Be enrolled in at least 12 semester hours of college-level work; and
2. Earn a grade point average of 4.0.

To make the Vice Presidents' Honor List, students must

1. Be enrolled in at least 12 semester hours of college-level work; and
2. Earn a grade point average from 3.5 to 3.9, with no grade less than a "B".

To make the Deans' List, students must

1. Be enrolled in at least 12 semester hours of college-level work, and
2. Earn a grade point average from 3.0 to 3.49, with no grade less than a "B".

Developmental and transitional courses are not college-level courses and do not count for honors list purposes. Students enrolled in any developmental or transitional courses are not eligible for the honors lists.

Outstanding Student Awards Presentation

Near the end of each academic year, students who have shown exceptional achievement in the various areas of study offered by the College are honored. Students honored in the awards presentation receive recognition for demonstration of outstanding academic ability to specific areas of study.

Who's Who Among Students in American Junior Colleges

The Who's Who honor is based upon scholarship and leadership activities of students. The Student Life Office selects recipients of this prestigious honor. Names and biographical information are published in the yearly edition of *Who's Who among Students in American Junior Colleges*.

C. Academic Policies

The course syllabus is a contract between the professor and the student. Students should read the course syllabus carefully. In all academic matters, policies in the course syllabus may take precedence over the general policies outlined in this handbook. The Vice President for Instruction (VPI) is the final authority for academic policy and discipline in the academic arena.

GRADE APPEALS

If a student has reason to believe that a final grade he/she has received is incorrect, the student must first contact the professor and informally attempt to resolve the issue before beginning a formal, written grade appeal.

If no satisfactory resolution is reached, the student may then proceed with the formal, written, grade appeal process, as noted below.

A formal, written grade appeal must be started no later than the last day of classes of the first long (regular) semester which follows receipt of the disputed grade.

For example, to appeal a grade received for a class completed during the fall semester, the student has until the last day of the following spring semester to begin the written appeal.

The only grounds for a student to appeal a final, semester grade are:

1. The grade is allegedly based on an error in calculation.
2. The grade allegedly did not follow the grading criteria as stated in the course syllabus

It shall be the responsibility of the student to prove that the grade is incorrect or unjustified. Students may not appeal disagreements based on teaching methodologies, attendance policies, or grade weighting methods.

Academic Dishonesty issues go through the Academic Dishonesty process, not through the Grade Appeal Process.

During the term of the course it is the student's responsibility to communicate any concerns he/she may have about the course or grade to the Professor.

An appeal will not be heard at any level unless the proper appeal steps have been followed.

Process for a Formal, Written Grade Appeal

I. Written Appeal to Professor

- a. The student is to obtain the Formal Grade Appeal Form from the Academic Division in which the course was offered or from the Registrar's Office.
- b. The student is to contact the Professor and provide the Formal Grade Appeal Form with the top section already completed by the student. This is to allow written documentation of reasons for the appeal. This contact with the Professor may be by any method including person-to-person, letter or e-mail. If the Professor is not available, the student should submit the Formal Grade Appeal Form to the Dean who supervises the Professor. (This information may be obtained from the Registrar's Office or the Vice President for Instruction's Office.)
- c. The Professor will complete his/her part of the Form within 10 business days (Monday – Friday) following receipt of the form from the student
- d. The Professor agrees with the student request for grade change. Within 5 business days of that decision, a Grade Change Form will be initiated by the Professor and submitted to the Registrar.
- e. If the Professor does not agree with the student, the grade remains unchanged.
- f. The student may either accept the Professor's decision or advance the appeal to the appropriate Academic Dean no later than 20 business days following receipt of the Professor's decision.

II. Written Appeal to the Academic Dean

- a. The student makes a formal, written appeal to the Academic Dean by submitting a copy of the Grade Appeal Form as completed at the previous level, to the appropriate Dean.
- b. The Dean will complete his / her part of the Form within 10 business days of receiving the formal, written request for appeal from the student. If the Academic Dean agrees with the student request for a grade change, within 5 business days of that decision, the Dean will have a Grade Change Form initiated.
- c. If the Dean does not agree with the student, the grade remains unchanged.
- d. The Student may either accept the Dean's decision or advance the appeal to the Vice President for Instruction no later than 20 business days following receipt of the Dean's decision.

III. Written Appeal to the Vice President for Instruction

- a. The student requests a formal, written appeal to the Vice President for Instruction by submitting a copy of the Form, as completed at the previous levels, to the Vice President for Instruction.
- b. The Vice President will complete his / her review of the grade appeal request within 10 business days of receiving the formal, written request for appeal from the student.
- c. If the Vice President agrees with the student request for a grade change, within 5 business days of that decision, the Vice President for Instruction will have a Grade Change Form initiated.
- d. If the Vice President does not agree with the student, the grade remains unchanged.

The decision of the Vice President for Instruction is final. No further appeals of this grade may take place.

ACADEMIC DISHONESTY POLICY

As a college of higher learning, NMJC is concerned that all participants in the learning environment conduct themselves with a high level of academic honesty and integrity. As much as it is the students' responsibility to conduct themselves according to accepted values of honesty and integrity, so too is it the institution's responsibility to provide a fair and equitable process for addressing behavior that falls outside of what has been deemed as acceptable.

ACADEMIC DISHONESTY

Academic dishonesty (commonly known as cheating) is any behavior on the part of a student that results in that student or any other students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Such acts include, but are not limited to:

- Unauthorized aids – Use of material, information, or study aids not permitted by the professor during tests, quizzes, or other graded class activities. This also includes intentional sharing of information or working together on a graded academic exercise when such collaboration is not approved by the professor. The cheating might be premeditated as in the case of preparing "cheat sheets" or securing a copy of the test beforehand or opportunistic as in the case of looking at another student's test.
- Plagiarism – Use of another person or group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's individual work. To avoid plagiarism, a student must give credit when he / she uses:
 - Quotations of another person's spoken or written words.
 - Paraphrases of another person's spoken or written words.
 - Another person's data, solutions, or calculations without permission of the source, including an individual's computerized files.

Students must educate themselves about plagiarism. **Ignorance is not a legitimate defense against a charge of plagiarism.**

- Falsification/Fabrication – Intentional and unacknowledged invention or alteration of any data, incident, quotations, or citations in an academic exercise.
- Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another student to violate any aspect of academic dishonesty.

ACADEMIC SANCTIONS

In all cases of academic dishonesty, the professor should document the suspected event, meet with the student(s) in question and impose an academic sanction at the professor's discretion. The VPI will maintain a centralized report of all cases of academic dishonesty. In cases of repeat offenders or students on probationary status, the student will be summoned to the office of the VPI for a disciplinary hearing and a determination will be made if additional sanctions, including an, "F" in the course or removal from the course of instruction is warranted. The student, professor, and dean are notified of any further academic sanctions rendered by the VPI.

In all cases of disruption of the educational process, the professor should document the suspected event, meet with the student(s) and impose a disciplinary sanction up to removal from the class. The professor may make a recommendation to

the dean (director) and VPI that the student be expelled from the class or program. The professor will provide the dean and VPI a copy of the documentation.

All persons authorized to administer discipline (either academic or behavioral) will establish a course of just cause and due process. Severity of the infraction and prior violations will aid in determining to what extent discipline will be meted.

APPEAL PROCESSES

The student may appeal any academic dishonesty determination or sanction by submitting a written request within one week of receipt of the notification of sanction. The three stage appeal consists of professor, dean, and Vice President for Instruction and the written appeal must include the following:

- The name of the professor who imposed the academic sanction;
- The name of the student requesting the appeal;
- The course number, course name, and section;
- A description of the imposed sanction; and
- The grounds for the appeal.

After reviewing the appeal, the professor, dean, and Vice President will take one of the following actions:

1. Deny the appeal request or
2. Grant the appeal request and refer the matter back to the professor to amend the original decision and sanction.

The student submitting the appeal is notified in writing of the decision by the professor, dean, and Vice President for Instruction regarding the outcome of each stage of the appeal.

Grievance Procedure

Any student with a grievance other than the one relating to academic matters will present his / her grievance in writing for discussion, first to the Vice President for Student Services. If the grievance is still not resolved, the student will send a copy of the grievance for discussion to the College President. The student shall always have the right to appeal to the New Mexico Junior College Board. However, before the Board will hear a grievance, the student must have followed the procedure as outlined herein. When an appeal is to be made to the NMJC Board, the student will address a communication, including a copy of the written grievance, to the Board Chairperson, New Mexico Junior College, 1 Thunderbird Circle, Hobbs, New Mexico 88240. A copy of these materials must be sent to the College President. Upon receipt of an appeal to the Board, the Chairperson, with the membership, will determine if a hearing will be held, and if so, when, where, and under what conditions. The Board will consider an appeal for a hearing only when the request is submitted by the student(s) involved.

Attendance

Regular, punctual attendance is required for classes at NMJC. Students are responsible for assignments given and due in their absence. When students plan to miss class they should notify their professors **prior to missing class**. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors. College-sponsored activities are considered excused absences and instructors will be notified of those students who will be absent from class. Students having absences due to college-sponsored activities will be permitted to make up work. It is the responsibility of the student to communicate with their professors before missing class for college-sponsored activities and to take care of required work.

Online Course Attendance Policy and Participation Expectation

Students are not considered "as attending" an online class until they have actively completed an initial assignment or survey. It is expected that students log in to Canvas at least three times weekly to check the inbox to keep current with messages and updates. Students are expected to complete discussions, quizzes, tests, and assignments before the deadlines expire.

Military Absence

Any student serving as a reservist in the armed forces who is called up for active duty should contact the Office of Enrollment Management to explore potential options to continue or terminate his / her current enrollment. The Dean of Enrollment Management, along with the academic deans, will first explore ways to assist the student in completing his / her classes. If this is not feasible or viable, the College will offer the student a tuition waiver for a subsequent semester when he / she returns from active duty. Documentation of the waiver will be maintained with the student's permanent record. To ensure that NMJC is more than fair in our policies regarding military absence, we will process refunds that go beyond our normal school refunds – on a case-by-case basis.

A student called up for active duty should contact the Dean of Enrollment Management in person or through written means as soon as his / her orders are received. The student will need to provide a copy of his / her orders.

D. Disenrollment Procedures

Registration is not complete until students pay their bill, which is due within 48 hours of registration for classes. If payment is not made, students who have not paid or made a "serious financial commitment" toward registration at NMJC will be disenrolled according to published policy. A student is considered to have made a "serious financial commitment" under any of the following circumstances:

- The student has set up a formal payment plan through FACTS.
- The student has pending financial aid awards and the student has set up payment through FACTS.
- The student has a third-party contract and the institution has reasonable assurance that the payment will arrive shortly after the census date.
- The institution has received a valid purchase order from a third party for which full payment will be received by the end of the semester, regardless of the student's academic outcome; for example, a local school district agrees to these terms.

E. Drop Policy

Students may drop a class through the first five days of each regular fall or spring semester, the first three days of an eight-week session, and the first two days of a four or five-week session. Classes dropped during these time periods will not appear on a student's permanent record. Specific drop deadlines are listed in the Academic Calendar (www.nmjc.edu/academics/calendar.asp) of the NMJC Catalog. Students who register and do not want to be held liable for tuition and fees and / or have a transcript record created must drop the class(es) by these deadlines or they will be liable for all tuition and fees. Students may use the T-Bird Web Portal in order to change their schedule or they may fill out and sign an official add/drop form and submit it to the Registrar's Office. Notifying the instructor, and advisor, or simply not attending class is not sufficient to ensure that students are dropped from class.

Dropping a Class or Withdrawing

Courses may be dropped after the deadlines noted above; however, students will still be liable for tuition and fees and will receive a grade of "W" for the course(s). Students may use the T-Bird Web Portal or if there are holds on their accounts, they may submit a signed official drop or withdrawal form to the Registrar's Office. Students should not assume that they will be dropped for non-attendance. The final deadline to drop or withdraw for each semester or term is printed in the Academic Calendar (www.nmjc.edu/academics/calendar.asp) of the NMJC catalog.

A student who complies with policies to drop a class will receive a grade of "W", and this will be recorded on the student's permanent record but will not be used in the calculation of the student's semester or cumulative grade point average. However, dropping courses may affect current or future financial aid, athletic scholarship, and other scholarships. Students receiving financial aid and / or students participating in intercollegiate athletics should contact Financial Aid to discuss the impact of dropping or withdrawing and, in the case of an athlete, should contact his / her coach to determine the effects dropping will have on eligibility.

Online Course Withdrawal Policy

Students withdrawing from a course after the "Last Day to Receive Refund" will be liable for tuition and fees and will receive a grade of "W" for the course(s). A student who chooses to stop attending class should withdraw from the class by accessing their student account in the T-Bird Web Portal at www.nmjc.edu or by submitting the required paperwork to the

Registrar's Office before the final deadline to withdraw for each semester or term as printed in the Academic Calendar of the NMJC catalog (www.nmjc.edu/academics/calendar.asp). A student who fails to withdraw from a course by this date may receive an "F" in the course. All students are encouraged to discuss their class status with the professor prior to withdrawing from the class. Failure to log on to a Canvas course for one-eighth of a semester term may, at the professor's discretion, result in the professor dropping a student from a course. One-eighth of each term is as follows:

- Full sixteen week term – two weeks
- Eight week term – one week
- Five week term – three days
- Four week term – two days

F. Food and Drinks in the Classroom

Food items and soft drinks may not be consumed in NMJC classrooms. Students are also discouraged from bringing food and drink items into the classroom even though these items remain in sealed packaging. **Bottled water is permissible.**

G. Payment Policy

All amounts owed to the College are payable in full to the NMJC Business Office or through the FACTS online payment solution within 48 hours of registering for classes. The following payment policy applies to all amounts including tuition and fees, housing, meal plans, bookstore charges, checks returned for insufficient funds, and charges for student violations or damages to NMJC property.

Should a student have remaining charges assessed during the semester, a final bill will be mailed to the student's last known address demanding full payment of the balance. Failure to make satisfactory payment for the entire balance within ten (10) days of the final billing may result in the following:

- The student may be withdrawn from all classes.
- The student may be removed from college housing.
- The student's transcript will be placed on "hold" status.
- Legal collection action may be initiated.

In the case of an "insufficient funds" check, the student must remit full payment of the check amount plus a \$25 service charge. The failure of the student to make the payment shall result in possible prosecution as provided under the New Mexico Worthless Check Act.

FUTURE ENROLLMENT WILL BE DISALLOWED UNTIL ALL AMOUNTS OWED BY THE STUDENT ARE PAID IN FULL.

FACTS Payment Plan

To help students meet their education expenses, New Mexico Junior College is pleased to offer FACTS as a convenient online payment option. Students who choose to use FACTS may select installment plans that are spread over several months, depending on the length of the semester. They may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express, or Discover credit cards. In addition to the variety of choices available, the student also has the convenience of paying online as soon as he / she has registered.

The only cost to budget monthly payments through FACTS is a \$25 per semester non-refundable FACTS enrollment fee. If a student wishes to pay in full instead of creating a monthly payment, there is no additional fee charged.

In order to use the payment plan, you must sign up online through the T-Bird Web Portal. Login, select the "Student" tab, and click on the link "Pay Now or Set up a Payment Plan (FACTS/Nelnet). Review your term balance for accuracy, then click on the "Sign up for a Payment Plan". You will be taken to the FACTS payment portal. Select the appropriate term and click "Submit". After clicking the "Sign up for a Payment Plan" button, you will be led through the process of creating a FACTS agreement. You will need to have the following information available:

1. Nine digit Student ID (A#);
2. The name, address, and e-mail address of the person responsible for making the payments;
3. Information to create your FACTS Access Code; and

4. Account information for the person responsible for payment.
 - If paying by automatic bank payments, you will need the bank name, telephone number, account number, and the bank routing number. Most of the information is located on your check.
 - If paying by credit card, you will need the credit card number and expiration date.

You may budget your tuition and fees in one of two ways:

1. **Automatic Bank Payment (ACH)** – ACH payments are those payments you have authorized FACTS to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at New Mexico Junior College. Payments may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance is paid in full.
2. **Credit Card Option** – Many payers have requested the option of charging their monthly tuition payment to their credit card. This enables them to take advantage of various bonus programs offered by their credit card company. If they elect to use this option, their monthly payment, along with a convenience fee, will automatically be charged to the designated credit card. The convenience fee is in addition to the non-refundable FACTS enrollment fee.

H. Study Requirements

Each hour spent in class requires three hours of study outside of class. In other words, if a student takes a three credit hour class, nine hours of outside study will be required in order for the student to be successful in class.

Section IV Student Records

A. Education Records / Custodians of Records

New Mexico Junior College maintains a variety of student records. Students who have questions about records or who wish to access their records should contact the Dean of Enrollment Management.

B. Family Educational Rights and Privacy Act

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 the College receives a request for access. Students should submit to the Office of Enrollment Management a written request that identifies the record(s) they wish to inspect. The NMJC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the student records are not maintained by the NMJC 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 which the student believes are inaccurate or misleading. Students may ask the College to amend a record he / she believes is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part(s) of the record they want changed, and specify why it is inaccurate or misleading. If the College 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.
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by New Mexico Junior 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. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- b. A second exception which allows disclosure without consent of the student is to contact parents of any student under 21 years of age if she / he has violated policies about alcohol or drug use, regardless of whether the parents claim the student as a dependent for tax purposes. Also, information about the results of a disciplinary proceeding can be released to anyone if the student is an alleged perpetrator or a crime of violence or non-forcible sex offense AND if the student violated institutional policies because of the crime.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Mexico Junior 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
600 Independence Avenue SW
Washington, DC 20202-4605

Directory Information is defined as student name, address, telephone, e-mail address, level of education, academic major / degree received, photographs, and height / weight of athletes. This information may be given upon request. A student can request, in writing, that the Enrollment Management office not release this information, and the request will be honored.

C. Sexual Offender Registration

As required by state statute, any person who is required to register in New Mexico as a sex offender must also register at NMJC. The statute states:

1. When a sex offender who is registered or required to register is employed, begins a vocation, or is enrolled as a student at an institution of higher education in New Mexico, the sex offender shall disclose his status as a sex offender in writing to the county sheriff for the county in which the institution of higher education is located, the law enforcement entity responsible for the institution of higher education, and the registrar for the institution of higher education no later than ten days after beginning employment, beginning a vocation, or enrolling at the institution of higher education. The sex offender shall also send written notice of any change regarding his employment, vocation, or enrollment status at an institution of higher education for the county sheriff, the law enforcement entity, and the registrar no later than ten days after the change in his / her employment, vocation, or enrollment status.
2. A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section is guilty of a fourth degree felony and shall be sentenced pursuant to the provision of Section 31-18-15 NMSA 1978. A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section is guilty of a third degree felony and shall be sentenced pursuant to the provisions of Section 11-18-15 NMSA 1978. The willful failure to comply with any registration requirement set forth in this section shall be deemed part of a continuing transaction or occurrence. A conviction pursuant to this subsection shall not be considered a felony for purposes of the imposition of sentencing enhancements pursuant to the provisions of Section 31-18-17 NMDA 1978.

D. Student Right to Know

In compliance with the Student Right to Know and Campus Security Act of 1990, NMJC publishes annual Student Right to Know and Campus Safety Reports. These reports include explanations of campus security support that exists, emergency procedures and phone numbers, procedures regarding access to campus, drug free and alcohol free campus, sexual harassment / sexual assault prevention response program, and procedures for reporting unsafe incidents / situations of concern.

Campus Crime and conduct violation statistics are provided. The reports are accessible on the campus web site (www.nmjc.edu). Hard copy reports are available upon request from the Vice President for Student Services.

Section V Student Services

New Mexico Junior College offers students many types of services in addition to academic programs. Many of the services on campus are designed to make life easier for students while they attend college. Others are designed to help students long after they have graduated. The Student Services division on campus assists students with any problems they may encounter, and provides pertinent information, explanations, and aid for the personal development of students.

A. Academic Success Center

Located in Mansur Hall, room 123, the Academic Success Center offers a variety of academic support resources and services to students, faculty, and staff. The center provides a computer lab with Internet access, Microsoft Office 2010 & 2013 software, educational software programs, audio / visual aids, instructional videos, group study hall facilities, and additional learning resources. Services include free tutoring for NMJC students (including dual-credit students), group supplemental instruction, study skills suggestions / workshops, time management suggestions / workshops, stress management suggestions / workshops, and portfolio building / resume writing assistance. Students can sign up for individual tutoring, online tutoring via Skype, and study groups for numerous subjects including English, English as a Second Language, Lab Sciences, Mathematics, Spanish and transitional studies. Tutoring can also be provided for most other subjects by special request.

Regular operational hours are 8:00 a.m. – 9:00 p.m., Monday through Thursday, 8:00 a.m. – 5:00 p.m. on Fridays, and 10:00 a.m. – 2:00 p.m. on Saturdays. Appointments are recommended, but students can benefit from walk-in tutoring Monday through Friday between the hours of 8:00 a.m. – 5:00 p.m. Appointments are necessary for tutoring during evening hours and on Saturdays. Computer lab use and individual study do not require appointments. For additional information, please call (575) 492-2623.

Online Tutoring / Brainfuse

For students who cannot take advantage of the Academic Success Center located on campus, the online tutoring system, Brainfuse, is available for the distance learner. Live, on-demand tutoring, test prep, and writing assistance are provided in these subjects: College Writing, Algebra, Geometry, Trigonometry, Calculus, Statistics, Accounting, Economics, Finance, Anatomy and Physiology, Biology, Chemistry, and Physics. More information and login instructions are available on the website at www.nmjc.edu/distancelearning/currentstudents/onlinetutoringbrainfuse.aspx.

B. Bookstore

The New Mexico Junior College Bookstore has a complete selection of items for your academic success. All of your textbooks are available, along with study aids, school supplies, computer supplies, NMJC clothing, and gift items. The bookstore also carries laptop computers and other electronic devices. Normal business hours are Monday-Thursday 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:00 p.m. on Friday. The bookstore is closed Saturday and Sunday. There are extended hours during the beginning of each semester.

Bookstore purchases may be made with cash, check (for amount of purchase only), credit, or debit cards. Approved financial aid vouchers may be accepted during the beginning of each semester with a proper picture ID. Bookstore purchases may be included in the FACTS payment plans.

Textbooks are arranged on shelves with tags to identify course and CRN number. Students should always take their schedules with them to purchase books.

A receipt is required for ALL returns. Books may only be returned within one week from the date of original purchase and must be in the original condition to be returned.

The NMJC bookstore hosts a book buy back at the end of each semester. The buyback is held in front of the bookstore in the hallway of the Ben Alexander Student Learning Center. **Students should take any CDs or materials that came with their textbooks.** There is also an online book buyback option through the NMJC bookstore website (www.nmjcbookstore.net).

Books may be ordered online and shipped to the student through our website (www.nmjcbookstore.net). Books usually ship within 1-2 business days and may be purchased with a credit card, financial aid, or by FACTS payment. **Policies and procedures are subject to change. Visit the NMJC Bookstore for current policies and procedures.**

C. Business Office

The Business Office, located in the John Shepherd Administration Building, and a cashier's window in the Ben Alexander Student Learning Center coordinate many faculty and staff services while functioning as the official payment centers for all student tuition and fees. The Business Office is responsible for disbursing financial aid checks to students who present picture identification. Any student who does not present picture identification will not receive his / her check(s). The Business Office also disburses student worker payroll checks. Due to limited cash on hand, the Business Office is unable to cash payroll checks.

The Business Office monitors student accounts to ensure all payments are made when due.

D. Career Services

New Mexico Junior College academic advising counselors review career options with students during the advising process when students seek such services. NMJC offers students an online job placement service to assist in identifying and obtaining employment. The placement service provides students with listings of available jobs both on and off campus and provides resources on resume writing, interviewing techniques, and tips for successful job hunting. There is no charge for the career services. For more information about Career Services, visit the Counseling Office in the Ben Alexander Student Learning Center.

E. Check Cashing

NMJC has a limited check-cashing policy. Students may cash personal checks for up to \$25 at any of the cashier's windows. Checks without personal printed information (counter checks) will not be accepted. The student must have proper identification, and the check must not be a two-party check or a payroll check. There is a \$25 charge for each returned check. ATM's are located on the east side of the campus and in the Ben Alexander Student Learning Center for the student's convenience.

F. Counseling

New Mexico Junior College employs a professional counseling staff to help students plan their academic and professional futures. Counselors assist students in choosing or changing careers, deciding on major fields of study, selecting classes, determining transferability of courses, gaining independence, acquiring study skills, making decisions, exploring ways to deal with problems, and confronting problems that hinder academic progress.

The Counseling Office is located in the Ben Alexander Student Learning Center. Students are assisted on a first-come, first-served basis. The office is open Monday through Friday, 8:00 a.m. – 5:00 p.m.

G. Disability Services

Disability Services is the official contact for students with disabilities who request academic support and accommodations. Through the Disability Services office, students with documented physical learning or psychological disabilities have access to a variety of services including, but not limited to, extended time, textbooks in audio format, note taking assistance, and large print materials. The Disability Services Office is located within the Counseling Office in the Ben Alexander Student Learning Center.

Students must self-identify with Disability Services and may provide documentation of their disability from an appropriately credentialed professional (i.e., physician, psychologist, educational diagnostician, or other qualified provider). The New Mexico Junior College ADA Student Guideline Manual provides comprehensive information as to the eligibility for services. Eligibility for services is based on the effects / limitations and suggestions for reasonable accommodations, and in accordance with the Americans with Disabilities Act, Section 504.

Disability Services is available for consultation concerning eligibility and services Monday through Friday. Students are encouraged to stop by the office or call to make an appointment to discuss services as soon as possible to allow sufficient time to plan for accommodations. For additional information and assistance, contact the Disability Services Coordinator at (575) 492-2576, the Counseling Office at (575) 392-5081, or e-mail krueda@nmjc.edu.

H. Financial Aid Programs

New Mexico Junior College participates in a variety of financial aid programs to assist students who cannot meet the cost of a college education. Financial aid is available in the form of grants, scholarships, work-study, and loans from federal, state, institutional, and private sources. The College also supports programs such as the Workforce Investment Act, the Division of Vocational Rehabilitation, and the Veterans Administration programs. Each program may carry specific requirements for eligibility, such as financial need or academic requirements. To determine eligibility for federal financial aid programs, the student must:

- Demonstrate financial need (for most programs);
- Be a U. S. citizen or an eligible non-citizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federal State of Micronesia, or the Republic of Palau);
- Be registered with Selective Service, if a male (student must register between the ages of 18 and 25);
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain satisfactory academic progress in college or career school;
- Sign statements on the Free Application for Federal Student Aid (FAFSA) stating that he / she is not in default on a federal student loan and does not owe money on a federal student grant and he / she will use federal student aid only for educational purposes; and
- Show he / she is qualified to obtain a college or career school education by having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or completing a high school education in a homeschool setting approved under state law.

Financial need is determined through the submission of a Free Application for Federal Student Aid (FAFSA) to the federal processing center. Some state programs cannot be awarded until financial need is determined through the FAFSA process. For more information regarding financial aid, visit the Financial Aid Office, which is housed in the Ben Alexander Student Learning Center, call (575) 392-5172 or visit the NMJC website (www.nmjc.edu/student-services/financialaid.aspx).

I. Intercollegiate Athletics

New Mexico Junior College's Intercollegiate Athletic programs are rich in tradition and program success. NMJC currently fields teams in the following areas. Please contact the specific coach for more details.

Team	Coach	Phone #
Athletic Training	Nadia Leslie	575-492-2745
Men's Baseball	Josh Simpson	575-492-2753
Men's Basketball	James Miller	575-492-2755
Women's Basketball	Drew Sanders	575-492-2750
Cheerleading	Nelda Helms	575-492-2754
Men's Golf	Vacant	575-492-2746
Men's Rodeo	Marty Eakin	575-492-2744
Women's Rodeo	Marty Eakin	575-492-2744
Women's Track & Cross Country	Keith Blackwill	575-492-2747

NMJC is a member of the Western Junior College Athletic Conference, which includes two-year colleges from Texas and New Mexico. The NMJC Rodeo program competes under the auspices of the Southwest Region of the National Intercollegiate Rodeo Association.

The Athletic Program at NMJC has produced individual and team conference, regional, and national champions throughout its rich history. Scholarships are available. Students endeavoring to become a part of a particular program

are encouraged to contact the respective coach to discuss potential participation in the Intercollegiate Athletic Program. Please check us out at www.go-thunderbirds.com.

J. Library

NMJC's Pannell Library is an excellent resource for doing research, studying, or simply finding answers to questions. The Library has print and online resources such as scholarly books, popular reading, scholarly journals, magazines, newspapers, government documents, and an amazing film collection. The Pannell Library building is located at the center of the NMJC campus. The Pannell Library website gives students and faculty access to millions of articles and information sources at www.nmjc.edu/library. Other library services include research assistance, library instruction, information literacy instruction, and many other services.

K. Lost and Found

To report a "found" item, please take the item to any administrative / departmental office. That office will deliver the item to the Security Office. Persons claiming lost items must provide a description of the items to the Security Department before receiving them. The NMJC Security Department, which is located next to the switchboard in the Ben Alexander Student Learning Center, keeps records of lost and found items and stores "found" items for a one-year period. Periodically, Security will post a list of "found" items on the bulletin boards in an attempt to locate owners prior to disposing of property. Security can be reached by calling (575) 399-2033.

L. NMJC Transcripts

An official transcript is the College's certified statement of your academic record. The official transcript is printed on security sensitive paper and includes the College seal and the signature of the Registrar. Potential employers, graduate schools, other universities or colleges, and professional associations most typically request that the student authorizes release of an official transcript. For your protection, we will not release an official transcript without your signature.

Current students may view and print UNOFFICIAL transcripts free of charge at any time via the T-Bird Web Portal. Once you login, go to the Student Tab and click on the Transcript link. NOTE: If you are a former student you will need to order an official transcript.

NMJC has authorized the National Student Clearinghouse to provide official transcript ordering via the Web. You can access this service at www.nmjc.edu. Transcripts are transmitted through U.S. Mail and FedEx (extra fees apply) only. You will need a valid major credit card and an e-mail account to order a transcript online. You can order official transcripts using any major credit card. Your card will only be charged after your order has been completed. The cost per transcript is \$5.00. There is an additional charge for Federal Express and rush order delivery options.

This service provides the following:

- Convenient access 24 hours a day, seven days a week.
- You can order as many transcripts as you like in a single session.
- Order updates will be e-mailed to you.
- You can also check the order status or history online.

If you do not have access to a computer or do not have a credit card, you may send a letter to NMJC, Office of the Registrar, 1 Thunderbird Circle, Hobbs, NM 88240, including the following information:

1. Your full name as it appears on your record. Indicate any other names you may have used while a student at NMJC;
2. Your date of birth;
3. Your student ID number or Social Security number;
4. Your address and telephone number;
5. The approximate dates you attended NMJC; and
6. Address of transcript recipient.

7. Enclose payment of \$5.00 per transcript ordered. **Do not send cash!** Once your order is received by our office, your transcript will be mailed to recipient via regular 1st class U.S. mail within 3-5 business days of order.
8. Federal Express delivery option is an additional charge of \$20.00 for FedEx United States, \$35.00 for FedEx Canada/Mexico and \$50.00 for FedEx International.
9. Your signature and the date.

We are unable to fulfill transcript requests for students who have a financial hold. College policy prohibits official transcripts for any student indebted to the College.

M. Orientation

Getting the right start at college can improve a student's chances for success. College Orientation (PS110) acquaints students with college services, procedures, and key policies. This is offered both online and on-campus. Check with Enrollment Management for dates and times.

N. Student Insurance

NMJC is not responsible for costs arising from injury and sickness while enrolled. Students are encouraged to purchase their own health insurance and to carry their insurance card with them at all times. NMJC does not endorse a particular student insurance company; however, the Student Life Office has brochures from companies providing student health insurance coverage and insurance to cover loss of personal belongings due to fire or theft. Purchases of these insurance policies are strictly between the student and the insurance company.

O. Student Support Services – TRIO

Student Support Services (SSS) is a federally funded TRIO program designed to help students attain success! SSS helps students identify majors, register for classes, complete financial aid forms, develop goals and degree plans, and explore career choices and transfer options. SSS students enjoy a private computer lab where they can receive help with writing research papers, obtain supplemental instruction, free tutoring and improve reading, math and ESL skills. SSS offers workshops on financial aid and student loans, as well as other student requested workshops on such topics as test anxiety, stress management, conflict resolution, and relationships. Other SSS services include individual personal counseling, cultural activity trips, and campus tours to four-year universities. The program accepts first-generation students (first in the family to attend college), low-income students, and those who are physically or learning challenged. Students who meet one or more of these qualifications may apply at the SSS offices located on the 2nd floor of the Ben Alexander Student Learning Center.

P. Testing Center

NMJC's Testing Center is located on the first floor of the Ben Alexander Student Learning Center, Room 140. The Testing Center offers a variety of services that are available to students, faculty, and the community. The vast majority of usage comes from the NMJC faculty. In addition to classroom exams, the Testing Center administers the Pre-GED exams and the Compass Assessment test. The Testing Center also administers exams for other colleges and universities, as well as various entities.

A picture ID is required for all students taking an exam in the Testing Center—no exceptions! Cell phones are not allowed in the Testing Center. Earplugs are permissible for students taking exams. Surveillance cameras are active in the Testing Center to detect irregularities by students taking exams.

With the exception of holiday weekends, normal operational hours are as follows:

Monday – Thursday 7:30 a.m. – 7:00 p.m.

Friday 7:30 a.m. – 5:00 p.m.

Saturday 10:00 a.m. – 2:00 p.m.

When school is not in session (i.e. between sessions, etc.) hours are Monday – Friday 8:00 a.m. – 5:00 p.m. No Saturdays.

Q. Veterans Administration Benefits

Eligible students may apply for VA benefits through the Enrollment Management Office by submitting the proper forms. The following forms are available:

- Veteran's Application for Program of Education or Training;
- Entrance or Re-entrance into Training;
- Disabled Veteran's Application for Vocational Rehabilitation;
- Requests for Approval of School Attendance;
- Requests for Change of Program or School;
- Statement of Dependence;
- Application for Education Assistance; and
- Spouse or Children of Disabled or Deceased Veteran.

VA Benefits for qualified students are computed on full-time or part-time academic status. Full-time students are those who maintain twelve (12) or more credit hours during a regular semester. Students enrolled for nine (9) to eleven (11) semester credit hours during a regular semester are considered 3/4 time students; students enrolled in six (6) to eight (8) semester credit hours during a regular semester are considered 1/2-time students; and students enrolled in one (1) to five (5) semester credit hours are considered 1/4-time students. During summer sessions, students enrolled in four (4) or more semester hours are considered full-time; students enrolled in three (3) semester hours are considered 3/4 -time students, and students enrolled in two (2) semester hours are considered 1/2-time students.

The VA pays strictly by the actual dates of a student's courses within each term or part of term. For example, a student enrolls only in the minimum hours required for a full-time load for a semester but has a course that ends halfway through the semester. The student is not considered full-time by the VA once the course has ended and is then paid based upon the number of credits still in progress.

Along with the application for Program of Education or Training, the student must include certified copies of discharge (DD-214) and, when applicable, original marriage license and birth certificates of children claimed as dependents.

Veteran Attendance Policy

Veterans who are receiving educational benefits through the Veteran's Administration are expected to attend all class sessions and to complete the assigned work. Any student who does not satisfy faculty standards of attendance and performance in a course may be dropped from the course by the professor. When a veteran's course load changes, either by dropping courses or by being dropped from certain courses, the Veteran's Administration is informed immediately of the status change. This process may create an overpayment, causing the monthly payment to decrease or stop until the overpayment is removed. Veterans are required to keep the VA representative in the Enrollment Management Office informed of any changes to their degree option and course schedule during the drop / add period of enrollment.

Section VI Student Life

New Mexico Junior College offers many opportunities for students to participate in various activities both on and off campus. Students are encouraged to become associated with at least one of the recognized student groups. Participants generally find that they have a great time, learn something new, and create lifelong friendships in the process. Come join the fun!!!! Call (575) 392-5366 for more information.

A. Campus Housing

Campus Housing Requirement

All full-time students are expected to live in student housing with the following exceptions:

- The student’s permanent residence is in Lea County;
- The student is married;
- The student is a veteran;
- The student is 21 years of age or older or will turn 21 during that school term;
- Campus housing is at 100% occupancy; or
- The student has permission from the Vice President for Student Services to live off campus.

NMJC has no co-ed housing options.

New Mexico Junior College has two different building styles available. Each provides modern, comfortable living accommodations that offer convenience and independence. There are 392 beds on campus (200 in residence halls and 192 apartment style).

Glen & Rosemary Houston Thunderbird Hall and Harold Runnels Hall offer traditional residence hall living. Each room consists of 2 beds, 2 desks, shelving and closet space for storage, local phone service, wireless Internet service, and cable TV. Living in either of the residence halls requires that you select either the 15- or 19-meal plan option.

John Watson or Carroll Leavell Student Apartments offer a bit more privacy. Your private, carpeted bedroom, fully equipped with Internet, phone connection in kitchen area (only) and cable TV access in living area (only), will be furnished with an extra-long twin bed, a desk, shelving, and closet space. Bathrooms are shared with one other person. The full kitchen and living area will be shared by four people.

Schedule of Housing Opening / Closing Dates

(Fall 14)	Residence halls open at 9:00 a.m.		August 14, 2014
(Fall 14)	Residence halls close at 5:00 p.m.	(Students must move out)	December 11, 2014
(Spring 15)	Residence halls open at 9:00 a.m.		January 8, 2015
(Spring 15)	Residence halls close at 5:00 p.m.	(Students must move out)	May 7, 2015
(Sum 15)	Residence halls open at 9:00 a.m.		May 23, 2015
(Sum 15)	Residence halls close at 5:00 p.m.	(Students must move out)	July 31, 2015

Schedule of Rates per Semester (per Person)

Rates are for a 16-week semester.

Harold Runnels Hall & Glen & Rosemary Houston Thunderbird Hall

<u>Room</u>		<u>Meal Plan</u>	<u>Rate</u>
Double	\$825	15 meals per week (240 meals)	\$1200
Designated Single	\$1200	19 meals per week (304 meals)	\$1250

By the Week	\$125
Summer Double	\$300 (5 wks.)
Summer Single	\$375 (5 wks.)

Students in residence halls must select a meal plan from above.

Programs / requests consisting of fewer or more weeks than the standard semester will be adjusted accordingly.

John Watson or Carroll Leavell Apartments

Meal Plan Rate

Single Room	\$1700	7 meals per week (112 meals)	\$650
By the Week	\$125		
Summer	\$500 (5 wks.)		

Students in apartments are not required to purchase a meal plan; however, the 7-meal-per-week plan is available to apartment residents only.

Application and Payment

- Residence halls and apartments require a \$25 non-refundable application fee **prior** to room reservation.
- Students who cancel their room before June 1 (for fall) will receive no penalty.
- Students who cancel after the above date will be subject to our cancellation policy.

Cancellation Policy

The student may cancel the agreement without penalty on or before June 1 (**fall term**). Students who cancel their agreement after the above date will be charged according to the schedule below. For cancellation after the applicable deadline but before the beginning of the semester, the student will be charged a \$250 fee for breach of the agreement. Room cancellations made after the beginning of the semester will receive a refund based on the following schedule.

- 70% during the first week of term
- 60% during the second week of term
- 50% during the third week of term
- 40% during the fourth week of term
- 30% during the fifth week of term
- 0% during & after the sixth week of term

Students with extenuating circumstances that may justify canceling the lease must submit a written request for a waiver to the Student Life Office. Such requests may or may not result in waiver of the fee for breach of the agreement, at the discretion of the College.

Should a student be removed from campus housing due to violation(s) of the campus housing policy, the student will not receive a refund for room cancellation.

The Campus Housing Handbook is available at www.nmjc.edu/student-services/housing.aspx or you may contact the Student Life Office for additional information.

B. Food Service

Great Western Dining provides food services on campus, which include a snack bar, cafeteria dining, and catering services. The facilities are located in the Ben Alexander Student Learning Center. The catering service is available for both on and off campus activities. In addition, the cafeteria dining program provides up to nineteen nutritious meals weekly for students participating in the various meal program options. Serving hours and dates for cafeteria dining are determined prior to the beginning of each semester.

C. Intramural Activities

The Student Life Office provides opportunities for students to compete in a variety of Intramural Activities. A schedule will be published at the beginning of each semester and will be distributed to students. Typical events include, but are not limited to, volleyball, basketball, dodge ball, flag football, racquetball, pool, table tennis, and other sports and activities as student demand dictates. NMJC strives to provide positive activities and programs to meet student needs.

D. Performing Arts

New Mexico Junior College’s Performing Arts Department provides a variety of opportunities for students to participate and/or attend music and theatre performances throughout the year. These performances are held in the Watson Hall Auditorium where students may attend free of charge. The dates for performances can be accessed through the NMJC website’s event calendar or by contacting the Professor of Music at (575) 492-2844 or the Professor of Theatre at (575) 492-2846.

E. Recognized Student Clubs

The following clubs are recognized by NMJC as active, productive groups, which have a positive impact throughout the campus community.

- | | |
|----------------------------------|----------------------------|
| Band Club | Mu Alpha Theta (Math) |
| Campus Ambassadors | Phi Beta Lambda (Business) |
| College Republicans | Phi Theta Kappa |
| College Democrats | Short-Go Bible Club |
| Fellowship of Christian Athletes | |

For a description of the purpose and function of any of the above listed clubs, please contact the Student Life Office.

F. Student Organization Guidelines

Various clubs and organizations on the NMJC campus allow students opportunities to explore the various fields of professional and academic life and in our quest to address student needs, new clubs are encouraged and welcomed.

Section VII Campus Traffic and Parking

All state and college traffic and parking regulations governing the use of motor vehicles must be complied with on all parts of the college campus throughout all hours of the day or night. Anyone operating a motor vehicle on the New Mexico Junior College campus found in violation of traffic and/or parking regulations will be subject to various sanctions, which may include temporary vehicle immobilization, payment of fine/fees, vehicle towed from campus at owner/driver expense, and/or suspension of campus driving privileges. NMJC Security, Hobbs Police Department, Lea County Sheriff's Department, and/or New Mexico State Police Officers have jurisdiction and authority to enforce any and all traffic violations.

A. GENERAL TRAFFIC REGULATIONS

All motor vehicles operating on campus must be registered within 10 days of the beginning of the initial semester of attendance. Vehicle registration can be done in the Student Life Office for free. Students must complete a form providing all necessary information to receive their parking permits.

The maximum speed limits on the College campus are 15 miles per hour on the parking lots/pedestrian crossing areas and 25 miles per hour on the circle drive. Vehicles may be operated on the circle drive and within designated parking lots only. Vehicle access to inner campus is prohibited unless prior arrangements have been made through New Mexico Junior College Security or the NMJC Physical Plant.

Students, faculty, and staff may park in any available parking space except for those spaces designated for handicapped, visitors, reserved for college administrators, or clearly marked parking area reserved for other use. Only vehicles displaying an official handicap permit may park within spaces identified for handicapped use. According to New Mexico Motor Vehicle Code 66-7-352.2, it is unlawful for any person to park a motor vehicle not displaying a special registration plate or a parking placard in a designated disabled parking space. NMJC security employees are permitted to issue handicap violations citations. NMJC's parking citation fines are listed in this section under Vehicle Violations.

According to New Mexico Motor Vehicle Code 66-7-352.2, if the handicap citation is issued by a law enforcement agency or non-NMJC security employee, the fine shall not be less than \$250 and not more than \$500 for each offense. A vehicle that blocks any part of a curb cut designed for access by persons with severe mobility impairment is also considered a violation of this statute. The statute also permits the towing of vehicles at the expense of the vehicle owner for violators of this statute.

Students, faculty, and staff are required to comply with the direction of individuals representing NMJC in the enforcement of the NMJC Traffic and Parking Regulations. NMJC assumes no liability and no responsibility for losses from fire, theft, or vandalism when cars are parked on the college campus.

B. VEHICLE VIOLATIONS

The following fine assessment schedule addresses penalties for vehicular violations. The fines listed are only for citations issued by NMJC Security and not for citations that might be issued by the Hobbs Police Department, New Mexico State Police, or Lea County Sheriff's Department. All fines shall be payable directly to New Mexico Junior College. Vehicle owner's failure to find citation on his/her vehicle will not invalidate fine. Failure to pay fine will result in further disciplinary action which may include suspension from NMJC until record is cleared.

Failure to register vehicle	\$10
Failure to stop or yield	\$25
Parking in "No Parking Zone" (yellow curb)	\$10
Parking in fire lane/fire zone	\$25
Parking in handicapped space without proper permits	\$25
Parking outside designated space	\$10
Other (dependent on specific violations)	Up to \$50

Section VIII Crime Awareness & Campus Security

A. Campus Security

The College strives to maintain a safe and secure environment in which to work and study. New Mexico Junior College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. NMJC provides a number of safety services and programs, including twenty-four hour coverage by Security employees. To reach Security, please call **(575) 399-2033 or (575) 492-2789**.

New Mexico Junior College Security is responsible for securing buildings and providing campus-wide patrol. They also perform investigations and document incidents that occur on campus. In the event follow-up is necessary, or an incident constitutes a criminal offense, the Hobbs Police Department, Lea County Sheriff's Department or New Mexico State Police may be notified. NMJC will inform the parents or legal guardians of students under age 21 who have violated laws on the use or possession of alcohol or drugs, as allowed by the Higher Education Amendments of 1998.

Preventing crime is a responsibility shared between the College and its constituents, including students, faculty, and staff. One cannot assume someone else has reported criminal activity. Suspicion is the only reason one needs for contacting a security employee. If you are the victim or witness to a crime, contact Security as soon as possible. It will be helpful to supply Security with as much information as possible. This will allow a campus search to begin immediately and for neighboring law enforcement agencies to be notified.

To avoid becoming a victim, the following tips are offered for your safety and property security:

- Report strangers to proper authorities.
- Avoid getting into vulnerable, not exit situations.
- Call when confronted by suspicious or threatening people.
- Keep your residence hall room locked.
- Walk in groups of at least two or call (575) 399-2033 for an escort.
- Walk with confidence and avoid walking in dark, unlit areas.
- Engrave valuables with identification numbers.
- Identify your textbooks in several places.
- Familiarize yourself with locations of telephones.

Additional information concerning Security services, crime prevention, general safety, and security on and off campus is available through the Security Office. In compliance with the Campus Crime Awareness and Campus Security Act of 1990, the College distributes to all current students and employees descriptions of policies related to campus safety and statistics concerning specific types of crimes.

B. Crime Awareness Statistics

In accordance with the Campus Crime Awareness and Campus Security Act of 1990, New Mexico Junior College provides information relating to crime statistics and security measures to prospective students, matriculated students, and employees. Statistics for reported criminal activities for the previous three school years are posted on the NMJC website at www.nmjc.edu/administration/consumer_information_disclosures.aspx. For additional information and/or further breakdown of incidents reported to the Office of Security, please contact the Director of Administrative Services or the Vice President for Student Services.

C. Sexual Assault

New Mexico Junior College provides programs that can be attended on a voluntary basis by students and staff on request. Topics included in these programs are rape, acquaintance rape, and other forcible or non-forcible sex offenses. The meeting places and times will be posted on public bulletin boards, in the student residence halls, and through campus mailings.

NMJC will not tolerate sexual assault activities of any type, either by staff or student. However, should an incident of sexual assault occur on campus, these procedures should be followed:

- Immediately notify campus Security. The Director of Administrative Services will then notify the proper law enforcement agency. If campus Security cannot be reached for any reason, call 911 for immediate response by law enforcement officials.
- Do not disturb the scene of the crime. Evidence is very fragile; trained evidence technicians will collect it. Do not change clothing, shower, or bathe following a sexual attack. Valuable evidence can be collected and its integrity must be maintained.
- The Director of Administrative Services will notify appropriate NMJC administration members.
- The administration at NMJC wants to maintain a safe campus environment and is concerned about the welfare of all members of the campus community. Should a member become the victim of a sexual assault, the institution will make every effort to insure that the victim receives immediate attention, as well as follow-up counseling and assistance. In Hobbs, counseling can be received through the Guidance Center of Lea County, 920 West Broadway, (575) 393-3168.
- The administration of NMJC will make every reasonable effort to accommodate a change in academic or living arrangements, if requested by the victim.
- Both the accuser and the accused are afforded the opportunity for due process, whether the incident is handled through the court system, or through the campus administrative process. Both parties are entitled to have other individuals present during a proceeding. The parties will be notified of the administration's final determination and imposed sanctions.

D. Sexual Harassment

The New Mexico Junior College sexual harassment policy covers all full-time and part-time employees and students of the College. The policy can also extend to former students and former employees when sexual harassment has resulted in a change of the employee's or student's status to that of a non-employee or non-student prior to resolution of any alleged sexual harassment.

Discrimination on the basis of sex is a violation of the Civil Rights Act of 1964, the Civil Rights Acts of 1991, and Title IX. NMJC prohibits sexual harassment activity, which is a form of sexual discrimination, by any of its employees or students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when any of the following occurs:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or instructional service.
- Such conduct has the purpose or effect of interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive work, classroom, or campus environment.
- Submission to, or rejection of, such conduct by an individual is used as the basis for delivery to, or withholding of, the institution's services.

Unwelcome conduct of a sexual nature and a hostile work, classroom, or campus environment includes, but is not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; flirtations or verbal abuse of a sexual nature; graphic comments regarding physical or personality characteristics of a sexual nature; the display in the workplace of sexually suggestive objects or pictures; and sexually oriented kidding, teasing, and jokes.
- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee or student has indicated, by his/her direct communication or conduct, that it is unwelcome.

- *An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.*

Any student who believes that he/she is the object of sexual harassment or who has knowledge of any sexual harassment of any other student should immediately report it to the Vice President for Student Services or his/her appointed designee. A prompt, confidential investigation will be conducted of any reported sexual harassment. **Charges of sexual harassment must be made no later than fifty (50) days after the alleged occurrence.** Appropriate disciplinary action, up to and including suspension or termination of the student, will be taken against any student who is found to have been responsible for sexual harassment or for knowingly permitting a sexually hostile environment to exist. Confidentiality will be maintained within the limits of an investigation, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of charges. Complaints of sexual harassment by students or unwelcome conduct of a sexual nature by a student are to be formally pursued under the disciplinary procedure and/or the grievance procedure within the NMJC Student Handbook.

E. Student Emergency/Critical Incident Information

New Mexico Junior College is committed to providing a safe environment for all visitors, staff and students. The Emergency/Critical Incident Information sheet is intended to highlight potential areas of risk to campus personnel and facilities. NMJC has identified potential risks and has prepared a plan for emergencies. The plan will not prepare students for all eventualities; however it is intended to give students a basic awareness of disaster preparedness. Students should familiarize themselves with the information provided and be prepared to take action in the event of an emergency. (Students are encouraged to notify faculty and the Coordinator of Special Needs Services at (575) 492-2576, of potential medical conditions that may require emergency response.)

- **Emergency Notification System (RAVE Mobile Safety)**

NMJC has entered into a multiyear agreement with Rave Mobile Safety. This system allows certain key college personnel to send out emergency text, voice, and emails to individuals who work and attend classes on the campus during any type of emergency.

- **Building Evacuation**

In the event an occupied building of New Mexico Junior College has to be evacuated because of an emergency, the emergency notification system will be activated warning occupants of the building that there is a need to evacuate. The person who activates the emergency notification system will give specific instructions as to the immediate actions that should be taken by occupants of the building or campus. Occupants of the building are requested to evacuate in an orderly manner and proceed to the designated area that is announced on the emergency notification system.

If the campus is not being evacuated, the students will be instructed through the emergency notification system that they are to report to a pre-determined "muster area" until emergency can be evaluated and a decision can be made regarding whether to resume or dismiss classes. The "muster areas" are distributed to students in their course syllabi. Maps showing "muster areas" are located on the main hallway wall in each building.

If the campus is being evacuated, students are requested to proceed to their vehicles and drive off campus in an orderly manner observing all traffic rules. Residential students or others not having a vehicle will be provided transportation off campus in the event of an evacuation.

- **Building Safe Areas**

Staff and students are responsible for knowing the location of safe areas in each of the NMJC buildings. Directional signs will be posted in each building. The buildings will be utilized in the event of a tornado, inclement weather, or flash flood situations. Staff and students are also requested to familiarize themselves with the locations of fire extinguishers and fire alarms in the buildings.

Specific Emergencies

- **Tornado:** The best protection is in an interior room on the lowest level of the building. Go to a safe area and stay until the danger has passed. If no building is available, lie in a ditch or low-lying area.
- **Fire:** Know the location of fire extinguishers and fire alarms in buildings. Activate the nearest fire alarm, or call 911. Evacuate the building in a calm, orderly manner. **Your personal safety is more important than fighting the fire.**
- **Inclement Weather:** From time to time inclement weather can pose problems for students and others using the college central campus and outreach centers. Traveling conditions may vary considerably, depending on the individual's home location in relation to the central campus or outreach center. No student or staff member is encouraged to travel when conditions are considered dangerous. If conditions appear to warrant closing, postponing, or restricting college activities, the President or his designee will make the decision. When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the President or his designee will notify the Director of College Communications. This person will then notify the listed county and regional radio stations: (KLEA (101.7 FM), KPER (95.7 FM)/KEJL (100.9 FM), KLMA (96.5 FM), KYKK (11.10 AM) and (100.5 FM), KZOR (94.1 FM)/KIXN (102.9 FM)/KPZA (103.7 FM), KBIM-FM (94.9 FM), KIKZ/KSEM (106.3 FM) and television stations (KOAT, KOBR, KBIM-TV) using a prepared, written statement. The decisions to postpone, cancel, or otherwise restrict college classes/activities will be made by 6:00 a.m. for day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellation. Each supervisor will notify his/her staff of any change in schedule. The Computer Center will also be notified and will post notice on the NMJC homepage. In the event of an emergency or school closure the RAVE system will be utilized to make timely notification to any student, faculty and/or staff member who has registered with the system. RAVE messages will be sent via home phones, cell phones, NMJC emails and personal email accounts if a person has registered with the system.
- **Prison Escape:** In the event of an escape from the Lea County Correctional Facility, notification will be made to classes in progress and decisions will be made whether to dismiss classes. All persons are requested to be good witnesses and to report suspicious activity to Security.

Section IX

NMJC Student Judicial System

New Mexico Junior College is a tax supported educational institution whose mission is to provide an educational opportunity to all who enroll. Attendance is not compulsory, and whether the opportunity to attend is called a “right” or “privilege,” it is optional and voluntary.

The enrollment of a student at the College is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes the obligations of performance and behavior which are imposed by the College relevant to its lawful missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law.

New Mexico Junior College is a learning community consisting of students, faculty, and staff. Just as any community has a culture, along with written and unwritten “expectations” for conduct, we too have a culture with associated expectations for behavior. The community’s expectation is that conduct is marked by integrity. Any student who chooses to enroll at NMJC also chooses to become part of this community and make constructive contributions to its culture. This choice is attended by an obligation to conduct oneself in such a way as to facilitate the mission of the community which is to “...pursue and share knowledge...” The following principles are part of the collective expectation of the members of this community relative to personal conduct. We hope they serve to explain and illustrate our position.

- Civility- Members of a learning community interact with others in a courteous and polite manner. Members of the community have a responsibility to respect values, opinions, or feelings of others.
- Ethical Behavior- The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.
- Morality- Members of a learning community commit to ideals of decent human conduct. This is a lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.
- Respect- Every member of this community should seek to both gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself/herself in a manner worthy of that regard. That regard is gained by decent and correct behavior.

The learning community at New Mexico Junior College does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of New Mexico Junior College to call such conduct into question. The College reserves the right to discipline students or student organizations for inappropriate actions that occur on or off campus which have a direct detrimental impact on the institution’s educational functions. Students failing to maintain these higher obligations may be asked to leave the academic community. Students are expected to comply with all College policies and procedures including the Code of Conduct.

A. Code of Conduct

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct apply whether they are performed singly, within a group, or at a function of an organization. These acts of misconduct could result in arrests and charges being filed under local, state, or federal laws. Finally, the College reserves the right to discipline students for acts of misconduct which have a direct detrimental impact of the institution’s educational functions wherever they occur.

1. Weapons possession and possession of illegal drugs will not be tolerated and may result in expulsion from the College, and loss of scholarship and/or other financial aid.

2. Possession, use, distribution and/or being under the influence of alcoholic beverages, in any form, in or about college grounds, instructional buildings, residence halls, or at any college approved activity on or off campus.
3. Use, manufacture, distribution or possession of illicit drugs, narcotics, synthetic cannabis and/or chemicals.
4. Disruption of the educational process. (This may be administrated by the Vice President for Instruction).
5. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, safety, and/or lewd, indecent, obscene conduct or expression on or off the campus.
6. Unauthorized or illegal entry into a building, classroom, office, room, vehicle or residence hall, and/or unauthorized use or possession of college property.
7. Violation of regulations and policies governing residence in college owned or controlled property.
8. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of college documents or identification.
9. Physical assault (including rape/sexual assault) or harassment (including sexual harassment/verbal abuse), threat of physical harm of any person, self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person.
10. Failure to comply with directions, written or verbal, of College officials, law enforcement agents, or residence hall staff acting in the performance of their duties. Refusing to respond to an official request related to alleged violation of College policy or regulation or giving false testimony or fraudulent evidence in College disciplinary proceedings.
11. Failure to fulfill obligations associated with an official disciplinary sanction.
12. Possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature on College property or at College functions.
13. Theft, attempted theft, possession, sale or barter of, or damage to property of the College or of a member of the College community or campus visitor.
14. Failure to register a motor vehicle operated on the campus or to abide by the stated rules of the College regulating the use of such vehicles.
15. Engaging in overt physical acts which interfere with the normal or sponsored activities of the College on or off the campus, including, but not limited to, the blocking of ingress or egress to the College's facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, College officials, law enforcement agents, faculty members, employees and invited guests.
16. The investigation of false fire, or other emergency alarms, bomb threats, tampering with/ misusing or damaging fire extinguishers, alarms, or other safety equipment.
17. All forms of hazing such as any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person.
18. Violation of policies, procedures or regulations included in official publications of the College such as, but not limited to, the Catalog, Student Handbook, Campus Housing Handbook, bulletins, posted notices, and other departmental publications.
19. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the College or another user without permission.
20. Violation of local, state, or federal law, and/or conduct which adversely affects the student's suitability as a member of the College community.
21. Students are responsible for the conduct of their guests on or in College property and at functions sponsored by the college or any recognized College organization.
22. Gambling on College property or at any College function.
23. Theft or abuse of computer time, including but not limited to unauthorized file entry, unauthorized file transfer, unauthorized use of screen name and/or password, using computing facilities to interfere and/or disrupt the work

of anyone in the College community, and using computing facilities to send/receive obscene and/or abusive messages; and

24. Communications on social media sites such as Facebook, MySpace, Twitter, YouTube, etc. generally are not, but can be, monitored by New Mexico Junior College official(s); however, communications and information on such sites may be brought to the attention of and considered by the Office of the Vice President for Student Services or its designees when it appears that such communications constitute possible violations of the Code of Conduct, particularly those policies relating to harassment or discrimination.

Students should be aware that anything posted online is available to anyone in the world. Any text or photo placed online may become the property of the site(s) and may be completely out of the student's control the moment it is placed online- even if access to a site is limited by a student.

The websites are also regularly monitored by many potential employers, internships supervisors, graduate programs, and scholarship committees as a way of screening applicants. You should be very careful when using online social networking and think about not only your image today among your College peers but who you might want to be in the future.

B. Judicial Process

Students are expected to comply with all College policies and procedures. Students are also advised that violations of policy are cumulative in nature. Although the New Mexico Junior College Student Disciplinary System may have some terminology and actions that mirror the legal system, it should not be confused with the criminal justice system,

The NMJC Judicial Process follows the basic fundamentals of due process when used to adjudicate student violations of college regulations. Procedural due process does not require legal representation, a public hearing, confrontation and cross-examination of witnesses, warnings about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of criminal jurisprudence. Circumstances, however, may require provision of one or more of these features in a particular case to guarantee the fundamental concepts of due process.

The Vice President for Student Services (VPSS) is charged with the administration of the discipline system at the College. The Vice President for Instruction (VPI) is charged with the administration of discipline in all academic matters. Faculty may impose penalties for acts of cheating and plagiarism by students on any graded work or exam. Department heads, in coordination with program sponsors/coaches may impose penalties for violations in cooperation with the VPSS.

All persons authorized to administer discipline will use discretion in all disciplinary matters, giving consideration to the particular circumstances. Severity of the misconduct and prior violations will aid in determining to what extent discipline will be meted. **Students who have an alcohol violation on campus but are not in housing may be given the same sanctions as a resident student.**

C. Possible Disciplinary Sanctions

1. Educative Sanctions- Papers, counseling, alcohol/drug evaluations, tasks or series of tasks that are educational in nature and/or serve to benefit the group or community at large.
2. Reprimand--(a) Oral reprimand- An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand- A statement of disapproval prepared by a designated person and delivered to the student in writing.
3. Restrictions- as appropriate to the violation.
4. Restitution- Compensation for loss or damage incurred to the College, or a member/guest of the College community.
5. Probated Suspension- Notice that further convictions of major offenses, as specified, may result in suspension. The period of probation shall be specified in the decision.
6. Suspension- Temporary severance of the student's relationship with New Mexico Junior College, entirely or in part, for a specified period of time. The period of time is to be specified in the decision.

7. Probated Expulsion- Notice that further convictions of major offenses, as specified in the decision, may result in expulsion.
8. Expulsion- Severance of the student's relationship with New Mexico Junior College for a specified amount of time (Only by the authority of the Vice President for Student Services or the Vice President for Instruction in cases of academic infractions). In order to return to NMJC, the student must first appeal to the appropriate Vice President **in writing**. This will take place only after the time specified has passed.

D. Interim Suspension

An interim suspension is a temporary removal of the student based upon the facts which show the student constitutes a danger to property, to self, or to others. The student will immediately be given notice of reason(s) for the interim suspension. Such notice shall be given in writing and hand delivered whenever possible. An interim suspension is not based upon the presumption of the student's guilt. It is a measure to provide safety to all parties involved.

E. Procedural Guidelines

The following procedural guidelines are established for the handling of disciplinary matters. The Vice President for Student Services is made aware of an incident where a student's conduct may have violated College conduct regulations. The New Mexico Junior College official must make supervisors aware of violation and communication must continue up to and including the Vice President for Student Services (VPSS).

1. Upon receipt of this information, prior to the completion of the investigation, the VPSS will make a determination regarding the threat to property, self, or others and may impose interim suspension sanctions.
2. Upon completion of investigation and documentation of such by the appropriate department head, consequences will be determined by the Vice President for Student Services.
3. Student in question will meet with the appropriate department head. The department head will provide the following information to the student both verbally and in writing;
 - a. The specific charges against them;
 - b. The results of the investigation; and
 - c. The consequences resulting from the investigation;

Students shall sign for and take possession of copies of pertinent information which were utilized in the disciplinary decision. (Investigative records/copies will be maintained at the department level as well as with the Office of the VPSS.)

If the student chooses to challenge the disposition (ruling), he/she may appeal the decision to the Vice President for Student Services. This request must be submitted in writing to the VPSS no later than 3 (three) business days after the student takes possession of all investigative documents.

F. Disciplinary Hearings

Disciplinary hearings may be requested when students are given suspension or expulsion as sanctions. The student must request a hearing no later than 3 (three) business days after being notified of the suspension or expulsion. During the disciplinary hearings, the accused student should be aware of his/her rights in the judicial process. A student has a right to:

1. Have the violation or charges explained;
2. Appear in person and present his/her defense;
3. Receive copies of all information which will be used during their judicial hearing;
4. Present any other pertinent information including witnesses to the alleged violation (not "character" witnesses). The accused student is responsible for ensuring that witnesses are available for the hearing;
5. Be informed of possible penalties;
6. Hear all testimony and ask questions of witnesses;
7. Remain silent throughout the hearing proceedings;

8. Receive a verbal explanation by the panel chairman and a written summary of the reasons for any decision rendered within five working days;
9. Receive an explanation of the appeal process, the procedure for making such an appeal, and the appropriate deadline; and
10. Neither the student nor the College shall be represented by legal counsel.

A hearing panel will be convened, generally within 7 (seven) business days, of the request by the student. However, when deemed necessary by the Vice President for Student Services, the hearing may be scheduled any time after such request. The student will be notified in writing of the date and time of hearing.

The panel will consist of:

1. The student government president (or designee);
2. A full-time faculty member appointed by the Vice President for Student Services (This person will chair the panel for the academic year);
3. A full-time faculty member appointed by the accused student;
4. A full-time NMJC employee appointed by the VPSS;
5. A full-time NMJC employee appointed by the accused student; and
6. A hearing recorder (for clerical purposes only).

All panelists must be identified and notification of selection made to the Vice President for Student Services at least 24 hours before the hearing is to be held. Each party, the Vice President for Student Services and the accused student, is responsible for contacting and communicating the time and date for the hearing to their respective panelists. Failure to do so will result in the hearing panel being comprised of those parties whose attendance is not optional (Student government president or designee, panel chairman, Vice President for Student Services, accused student, and recorder).

The hearing panel will:

1. Review written information concerning the incident;
2. Review proposed disciplinary action; and
3. Hear other information by all parties pertinent to the case.

At the conclusion of the presentation of information, the hearing panel will render a decision on the matter. The decision will consist of one of the following:

1. Uphold disciplinary decision in its entirety;
2. Uphold disciplinary decision in some, but not all, aspects and provide alternative action, if needed; or
3. Reverse disciplinary decision.

At the conclusion of the hearing, the chairperson will:

1. Provide a verbal explanation of any decision rendered;
2. Agree to provide a written summary to student and Vice President for Student Services of the reasons for any decision rendered, within five working days, and;
3. Provide explanation of the appeal process, the procedure for making such an appeal, and the appropriate deadline.

G. Appeal Process

Notice to appeal the decision of the hearing panel concerning suspension or expulsion must be submitted to the President of the College within 3 (three) business days of the decision of the hearing panel.

The President of the College is the appellate entity for any student who is suspended or expelled from New Mexico Junior College and the information to be considered for appeal shall be limited to information previously accumulated in the

course of the original investigation and disciplinary hearing. The decision of the President regarding the case shall not result in further disciplinary sanction brought against the student.

The purpose of the appeal is to:

1. Determine if procedure has been followed;
2. Determine whether the decision was based on sufficiently substantial evidence; and
3. Determine whether disciplinary sanctions were appropriate for the particular student misconduct.

The decision of the President is final.

Section X Drug Free Schools and Communities

Information regarding the use / abuse of drugs and alcohol by employees and students is provided pursuant to public law 101-226, The Drug Free Schools and Communities Act Amendments of 1989.

Although every effort is made to update and present current information in this booklet, some information may be dated at the time of printing.

New Mexico Junior College students and their health and welfare are of serious concern. NMJC recognizes that the use of illicit drugs and / or the abuse of alcohol is a persistent health problem of major proportion affecting our society physically, mentally, and socially. Illicit drug use and/ or alcohol abuse can adversely affect an individual's personal life, safety, health, and mental or physical performance.

It is the intent of NMJC to provide students with pertinent information related to illicit drug use and / or alcohol abuse in an effort to prevent such abuse.

As a recipient of federal funds, the College is obligated to inform all students that the possession, use or distribution of illicit drugs and alcohol on its property or as part of any of its activities is prohibited, and is a violation of policy. Students who violate the prohibition will be subject to appropriate disciplinary action. It is also a federal requirement and a College policy that, as a condition of employment, any student worker will notify his or her immediate supervisor within five (5) days of conviction of a criminal drug offense occurring in the workplace.

NMJC is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state, and local laws.

Students, employees and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of alcohol / illegal drugs or engaging in improper self-medication while on College property or conducting College business. Any member of the College community who violates this policy is subject to both prosecution and punishment under federal, state, and local laws and to disciplinary proceedings by the College.

This alcohol / drug policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis of disciplinary action or be used against an individual in any way.

College employees and students who violate the alcohol / drug policy shall be informed about and referred to services to assist them in determining whether they are abusing drugs and alcohol or are chemically dependent. If a problem is found to exist, the individual will be referred to resources to assist him / her in overcoming the drug or alcohol abuse pattern.

The College will review its Alcohol and Drug Abuse Prevention Program every 2 years to determine its effectiveness and implement changes to the program as needed and to ensure that the disciplinary sanctions applied by the College are consistently enforced. The last review was during 2012.

A. CONSEQUENCE OF ABUSE ASSOCIATED WITH THE USE OF STIMULANTS, ILLICIT DRUGS, AND ALCOHOL.

TYPES & MOST COMMON DRUG OF ABUSE

GENERAL CONSEQUENCE OF ABUSE

STIMULANTS

Caffeine
Nicotine Products

Moderate dosages cause increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and dietary loss of appetite.

Cocaine Overdoses can cause agitation, increase in body temperatures, hallucinations, convulsions, and possible death. Sudden withdrawal can cause apathy, long periods of sleep, irritability, depression, disorientation, hallucinations, convulsions, and possible death.

MARIJUANA

Hashish Symptoms include euphoria, relaxed inhibitions, increased appetite, and disoriented behavior. Marijuana impairs judgment, reduces reaction time and coordination. Overdoses can cause fatigue, paranoia, and possible psychosis. Withdrawal can cause insomnia, hyperactivity, and decreased appetite.

SYNTHETIC CANNABIS

Spice
Amazing J's
Game Over
Herbal Incense
Moderate dosages can cause negative effects that are not noted in marijuana users such as agitation and vomiting. Use can also cause psychosis in a higher manner than with use of cannabis. Adverse health effects associated with its use include seizures, hallucinations, paranoid behavior, agitation, anxiety, nausea, vomiting, racing heartbeat and elevated blood pressure. Users can also suffer from effects of withdrawal symptoms similar to those associated with withdrawing from the use of narcotics.

DEPRESSANTS, NARCOTICS, AND OPIATES

Codeine
Heroin
Opium
Morphine
Methadone
Moderate dosages cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose can cause slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Sudden withdrawal results in watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and sweating, cramps, and nausea. NOTE: Depressants combined with alcohol can result in magnified negative effects.

PSYCHEDELIC DRUGS

LSD (lysergic acid)
Mescaline
PCP (phencyclidine)
Moderate dosages can result in illusions, hallucinations, and poor perception of time and distance. Overdose can result in longer, more intense "trip" episodes, psychosis and possible death.

INHALANTS

Gasoline & Kerosene
Glues & Organic Cements
Aerosol Propellants
Lighter Fluid
Lacquer & Varnish
Thinners
Moderate dosages cause excitement, euphoria, giddiness, loss of inhibitions, aggressiveness, delusions, depression, drowsiness, headache, and nausea. Overdose can cause loss of memory, confusion, unsteady gait, and an erratic heartbeat and pulse are possible. Sudden withdrawal results in insomnia, decreased appetite, depression, irritability, and headache. Death can result from suffocation.

ALCOHOL

Beer
Wine
Alcohol depresses the central nervous system. Initial effect may relax and gives a mild feeling of euphoria. It also impairs judgment, while reducing reaction time and coordination. Prolonged abuse may produce brain atrophy and dysfunction. Very large quantities and/or prolonged abuse may result in death. Sudden withdrawal by an alcoholic may produce serious problems such as delirium tremors. NOTE: Alcohol in combination with other depressants can result in magnified negative effects.

HUMAN GROWTH HORMONE

HGH
Prolonged use of HGH for achieving weight loss, increasing mass, and reversing the signs of aging, often leads to side effect that involve muscle and joint pain, abnormal bone growth, tissue edema, and altered glucose metabolism. Other side effects include Carpal tunnel syndrome, swelling in arms and legs, excess body hair, and enlargement of breast tissue in men. There is also an increased risk for diabetes, heart enlargement, liver damage, hardening of the arteries, and hypothyroidism.

B. NEW MEXICO JUNIOR COLLEGE SANCTIONS

New Mexico Junior College will impose sanctions for failure to maintain standards of conduct regarding illicit drug use and/or alcohol abuse as may apply to students and/or employees consistent with local, state and federal law, up to and including expulsion from school or termination of employment and referral of violations of the standards of conduct.

C. STUDENT VIOLATIONS

In case of alleged violations against local, state, and/or federal law(s), the following actions may result:

1. Off-campus – Any actions by the College may be postponed until the appropriate court has adjudicated the matter, unless the act committed presents a clear and present danger; and
2. On College-owned or College-leased property while representing the College, NMJC may institute its own independent investigation and proceed with appropriate disciplinary action independent of any possible action by criminal courts.

Student violators are subject to the following types of institutional discipline:

- Educative sanctions;
- Reprimand;
- Restrictions;
- Restitution;
- Probated suspension;
- Suspension;
- Probated expulsion; and/or
- Expulsion.

Possession/consumption of alcohol by persons not 21 years of age violates New Mexico law, and can be punishable by up to six (6) months in the county jail and a \$500 fine.

3. LEGAL SANCTIONS

Federal trafficking penalties for methamphetamine, heroin, cocaine, PCP, LSD, Fentanyl, and Fentanyl Analogue vary depending on the quantity of drugs involved and whether the offense is the first or a repeat offense. Prison sentences range from five (5) years to life. Fines for trafficking in these drugs range from \$2 million to \$8 million. Federal trafficking penalties for marijuana range from ten (10) years to life. Fines for trafficking in these drugs range from \$2 million to \$8 million.

The New Mexico Legislature has enacted numerous laws concerning possession and trafficking of controlled substances. The most abused controlled substances are marijuana, cocaine, heroin, LSD, and methamphetamines. Fines and prison sentences vary according to the quantity of drugs involved and whether first or repeat offense.

Fines for possession of marijuana range from not less than \$50 to \$5,000. Prison sentences range from fifteen (15) days to eighteen (18) months. The fine for trafficking marijuana is \$5,000; prison sentences for trafficking range from eighteen (18) months to three (3) years.

The fine for possession of cocaine and heroin is \$5,000, and the prison sentence is eighteen (18) months. Fines for trafficking cocaine and heroin range from \$10,000 to \$15,000. Prison sentences for trafficking are nine (9) years for a first offense and eighteen (18) years for a repeat offense.

The fine for possession of LSD and amphetamines is \$1,000 and the prison sentence is up to one (1) year. Trafficking LSD and amphetamines carries a fine of \$5,000 and a prison sentence of three (3) years.

Alcohol abuse is subject to penalties specified by the Liquor Control Act. A DWI (Driving While Under the Influence) conviction can result in a fine up to \$1,500 and/or imprisonment up to 364 days for a 1st offense, prosecution for vehicular homicide, and/or license revocation and vehicle impoundment.

4. COMMUNITY RESOURCES

The following programs or organizations are currently providing information and/or services for individuals needing assistance as a result of the use of illicit drugs and/or the abuse of alcohol:

Alcoholics Anonymous
(575) 397-7009

Description: Alcoholics Anonymous is a support group for recovering alcoholics and is also adaptable to persons recovering from other forms of dependencies. Al-A-Teen is a group for teenagers of relatives who drink; and Al-A-Non is a group for family members of those who drink. Spanish-speaking and non-smoking AA meetings are available. Call any time for information regarding place and time of meetings and/or assistance. There is no charge for participation in AA.

1. Guidance Center of Lea Co., Inc.
920 W. Broadway, Hobbs, NM 88240
(575) 393-316824-hour (575) 393-6633

Description: The Guidance Center provides 24-hour crisis intervention services, which include marriage, family, child, individual, and alcohol/drug counseling, as well as psychological testing and assessment. Narcotics Anonymous meeting information is also available. The cost is based on individual's ability to pay.

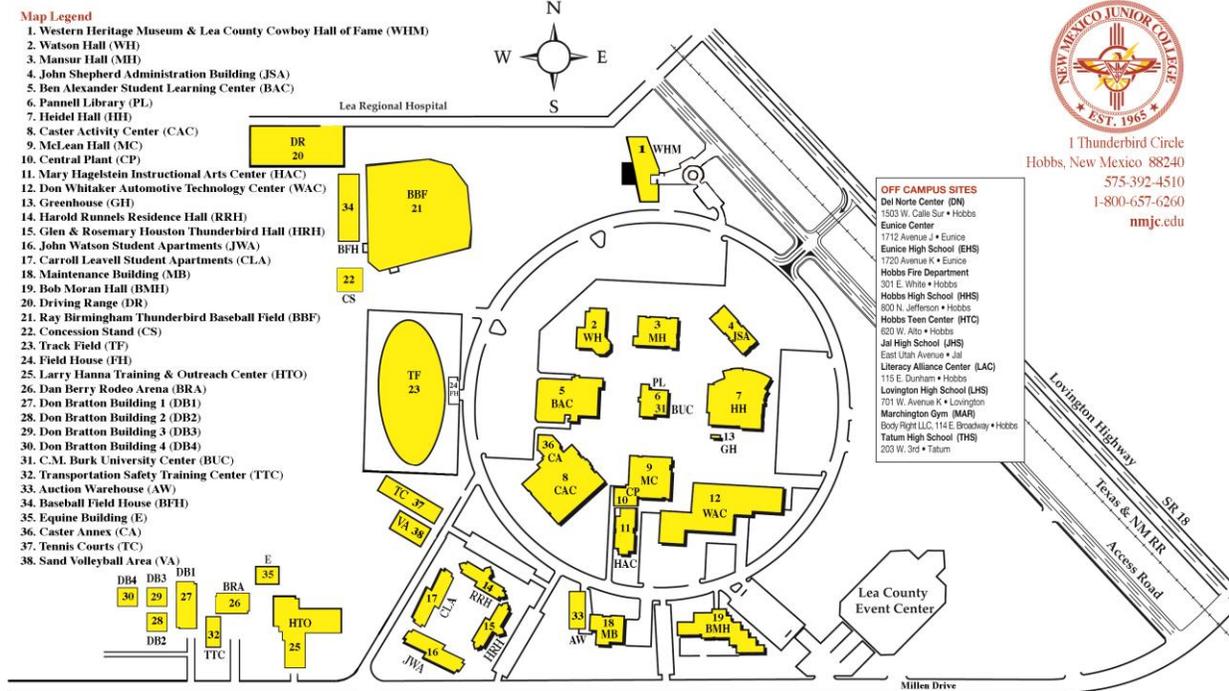
2. Lea Regional Mental Health Services
Box 3000, 5419 Lovington Highway, Hobbs, NM 88240
(575) 492-5000

Description: Lea Regional Mental Health Services treat acute mentally ill patients and drug/alcohol abuse when secondary to mental illness. Patients are referred to appropriate facilities for additional rehabilitation. Payment may be made through appropriate insurance.

3. Palmer Drug Abuse Program
200 E. Snyder, Hobbs, NM 88240
(575) 397-6333 or (575) 397-6237

Description: The Palmer Drug Abuse Program provides substance abuse counseling for individuals twelve (12) years through twenty-five (25) years of age. Family counseling is also available. PDAP counselors are available and on call. There is no charge for the service.

SECTION XI Campus Locator/Facilities



A. Campus Buildings/Facilities

The main campus of New Mexico Junior College is composed of several building complexes that contain the primary services and departments of the College. Within these buildings are faculty offices, classrooms, laboratories, and other facilities. This section of the Student Handbook is designed to help you locate the different campus facilities.

1. Western Heritage Museum – Completed in the fall of 2005, this structure opened in January 2006. In addition to offering world-class exhibits throughout the year that exemplify the diversity, beauty, and rich cultural traditions that have shaped the American Southwest, the Museum also serves as home to the renowned Lea County Cowboy Hall of Fame.
2. Watson Hall – Watson Hall houses the Music and Drama programs at NMJC and features a performance space as well as classrooms and lab spaces for instruction of instrumental, vocal, and theory courses in music. This facility also houses the Cosmetology lab and classrooms.
3. Mansur Hall – This facility serves as the primary residence for the Division of Arts and Humanities. English, German, Spanish, Education, and Interpersonal and Speech Communications are taught in Mansur Hall. The building is also home to the NMJC Learning Resource Center and Tutoring Services, as well as the Office of the Dean of Arts & Humanities.
4. John Shepherd Administrative Center – The Administrative Center houses the offices of the NMJC President, the Vice President for Finance, the Vice President for Instruction, and the Vice President for Student Services, as well as the Business Office, the Human Resource Office, the NMJC Foundation Office, the College Communications Department, and the Office of Institutional Effectiveness.
5. Ben Alexander Student Learning Center –The Ben Alexander Student Learning Center was designed to offer a convenient “one-stop shopping” experience for students by providing recruiting, registration, counseling, and financial aid services, as well as a bookstore, a testing center, classrooms, and labs. The second floor of the student

center houses the TRIO Programs and Adult Basic Education. There is also an Internet café, student lounge, game room, and outdoor seating. The Security Office, which houses campus security officers available for 24-hour response to campus situations, is also located here.

6. Pannell Library – NMJC’s research collections, microforms, media materials, and active serials (periodicals, newspapers, indexes, and abstracts) are housed in this centrally located facility on campus. Other library resources include current university and college catalogs, career materials, telephone directories, annual corporation reports, indexes, pamphlets, an extensive business library, and access to FirstSearch databases. Inter-library loan service is also available. Services include reference and research assistance, library instruction, bibliographic instructions/information literacy, library tours, reserve reading, photocopying, and bibliography preparation.
7. Heidel Hall – Heidel Hall houses most of the science and mathematics instructional classrooms, laboratories, and faculty offices, as well as the Office of the Dean of Business, Math and Sciences.
8. Caster Activity Center – This structure houses recreational/athletic facilities for students, staff and members of the general public. The CAC also houses the Athletic Department offices and the Thunderbird Booster Club. The Activity Center combines some of the finest equipment and conveniences with an active calendar of intercollegiate and other athletic events. Users may access basketball courts, racquetball courts, dry saunas, a fitness classroom, a fully equipped weight room, a cardio room, and an indoor golf driving range, as well as office, locker, and shower facilities. Just west of the CAC are outdoor tennis courts and an all-weather track facility.
9. McLean Hall – This building complex houses facilities for Nursing, the Student Health Clinic, and the campus Computer Center.
10. Central Mechanical – This building houses the central plant, which contains the main mechanical infrastructure for the entire campus.
11. Mary Hagelstein Instructional Arts Center – This facility contains the Fine Arts classrooms as well as the Document Center.
12. Don Whitaker Automotive Technology Center – Located in this building are NMJC’s state-of-the-art automotive and welding laboratories and classrooms.
13. Greenhouse – This area is utilized by grounds personnel to grow in-house plants for campus landscapes.
14. Harold Runnels Hall – Harold Runnels Hall provides comfortable, convenient dormitory living for NMJC students.
15. Glen & Rosemary Houston Thunderbird Hall – Glen & Rosemary Houston Thunderbird Hall provides comfortable, convenient dormitory living for NMJC students.
16. John Watson Student Apartments – The John Watson Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available 24/7 is a laundry facility located on the second floor. The complete area comprising the dorms and apartments is known as Thunderbird Village.
17. Carroll Leavell Student Apartments – The Carroll Leavell Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available 24/7 is a laundry facility located on the second floor. This building also houses the office of the Housing Coordinator and student mailboxes.
18. Warehouse/Maintenance – This building is utilized by the Maintenance Department and houses the motor vehicles utilized for company travel, as well as the office of the Physical Plant Director.
19. Bob Moran Hall – This facility houses instructional classrooms and laboratories for a variety of disciplines such as business, computer sciences, and public safety. It also houses a variety of meeting areas and offices, including the office of the Dean of Public Safety and Career Technology.
20. Driving Range – Students enrolled in a golf class and/or the members of the NMJC Golf team have access to the on-campus driving range. (The driving range is not open to the public).

21. Ray Birmingham Thunderbird Baseball Field – NMJC’s collegiate baseball field for practice and games was named for the legendary coach who, among other honors, led the T-Birds to a national championship in 2005. The facility has a seating capacity of 700.
22. Concession Stand for Baseball Field
23. Track Field – This newly refurbished facility is primarily utilized by Cross Country/Track & Field teams and Intramural activities, but is open to the public year round.
24. Field House
25. Larry Hanna Training & Outreach Center – The Larry Hanna Training & Outreach Center is a full-service training and education conference center uniquely designed to facilitate training seminars, continuing education programs, conferences, business meetings, sales meetings, marketing presentations, and networking meetings. The Division of Training & Outreach includes the following departments which are housed in this facility: Workforce Training, Professional Development, Continuing Education, the Energy Technology Degree Program, Events, New Horizons Foundation, and the Small Business Development Center (SBDC). This division provides credit and non-credit courses for professional development and life-long learning. The facility also houses the Office of the Vice President for Training & Outreach and the Dean of Training & Outreach.
26. Dan Berry Arena – NMJC’s intercollegiate rodeo practice facilities are located here. Included in the Dan Berry Rodeo facilities are an indoor Arena and an Equine Building, which houses classroom, lab, and office areas for the Equine Program.
27. Don Bratton Building 1 (DB1)—A training facility to meet the needs of area oil and gas producers and alternative energy workers in the Permian Basin. It houses both corporate and traditional classrooms as well as outdoor labs.
28. Don Bratton Building 2 (DB2)—Same as DB1
29. Don Bratton Building 3 (DB3)—Same as DB1
30. Don Bratton Building 4 (DB4) – Same as DB1
31. C.M. Burk University Center – The C.M. Burk University Center, located on the 2nd floor of Pannell Library, provides space for NMJC’s four year university partners, which include Eastern New Mexico University, the University of New Mexico, New Mexico State University, and New Mexico Institute of Mining and Technology. These partnerships were designed to provide educational opportunities and to enhance the transfer rates and completion rates of two year students in their pursuit of advanced degrees. The University Center also houses the offices of Distance Learning, whose staff works with students and faculty in a support role for online and ITV classes and offices and classroom space for the Business Department.
32. Transportation Safety Training Center – This building houses the Transportation Safety staff and registration services for CDL programs, Defensive Driving, DWI, and Driver’s Education. It also contains the classrooms for CDL training.
33. Industrial Building (Northwest) IBNW
34. Warehouse (W) – This is a storage and large shipping/receiving area that is utilized solely by the warehouse personnel.
35. Baseball Fieldhouse (BF) – The newly constructed Baseball Fieldhouse has an enclosed practice area, locker rooms, referee’s locker rooms / shower area and will house the Baseball Hall of Fame.
36. Caster Annex (CA) – This add-on to Caster Activity Center has 3 smart classrooms and 3 offices which are utilized mostly by the community.
37. Tennis Courts (TC)
38. Sand Volleyball Area (VA)