

# Admission and Registration

## Admission

### OPEN ADMISSIONS STATEMENT

Mesalands Community College has an open admissions policy which allows students to enroll in degree and certificate programs. In accordance with the College's mission, Mesalands Community College seeks to provide instruction and services to qualified individuals. The determination of services provided is based upon the individual's ability to benefit. The ability to benefit is based on completion of high school, General Equivalency Diploma or Success Assessment/Placement Test results.

### ADMISSION

All students who wish to be admitted to Mesalands Community College must submit a completed application for admission to the Office of Enrollment Management.

#### Degree/Applied Science Certificate Programs

Submit an official transcript from an accredited secondary school or GED program, showing date of graduation,  
**And**

Submit official transcripts from all prior colleges, universities and other post-secondary institutions attended.

#### Occupational Certificate Programs

Submit an official transcript from an accredited secondary school or GED program, showing date of graduation,  
**Or**

Complete the Success Assessment/Placement Test, scoring at a level demonstrating an ability to benefit from the desired certificate program.

#### Note:

Certificate students who are receiving financial aid will also be required to submit official transcripts from all prior colleges, universities and other post-secondary institutions attended.

#### Provisional Admission

Students may be provisionally admitted while requirements are pending for regular admission. If regular admission requirements have not been met by the eighth week of enrollment, a student is subject to disenrollment and may not be permitted to register for the subsequent semester.

#### Undeclared

Students who wish their major to be considered "undeclared," must conform to regular admissions require-

ments and state the purpose for taking the course(s) on the admission application.

#### Program Admission

Mesalands Community College adheres to an open admissions policy, admitting any student to the College who is a high school graduate, GED recipient or who has otherwise demonstrated the ability to benefit as demonstrated by the Success Assessment/Placement Test.

However, a student may be required to demonstrate certain proficiencies in math, English and reading before admission to specific programs or classes is permitted. Students not demonstrating minimum proficiencies will be required to successfully complete prescribed pre-collegiate programming before gaining admission to programs or collegiate level classes.

Also, Federal Financial Aid may not be awarded to a student enrolled exclusively in pre-collegiate courses or for enrollment in certain pre-collegiate courses with curriculum content below minimum levels as per Federal Financial Aid regulations.

#### International Student Admission

Mesalands Community College is authorized under Federal law to enroll non-immigrant alien students. An international student requesting admission to Mesalands Community College must:

Complete an application for admission from the Office of Enrollment Management,

**And**

Submit transcripts demonstrating satisfactory grades which are the equivalent of a U.S. primary and secondary education; that is, 12 years of academic work,

**And**

Provide verification of satisfactory performance on the Test of English as a Foreign Language (TOEFL),

**And**

Provide documentation of adequate financial resources to cover tuition and living expenses for the duration of the student's projected enrollment.

#### Dual Enrollment

Mesalands Community College cooperates with a number of area high schools in a dual enrollment program which allows qualified high school students to take courses at the College which will meet requirements for graduation from the high school, while simultaneously earning credit at the College.

Individuals under the age of 18 who are neither high school graduates nor GED recipients must provide proof of current high school enrollment for each semester to attend Mesalands Community College. For more information on concurrent enrollment, contact the Director of Instructional Services.

### **Non-Degree Status Admission**

To facilitate those individuals age 18 or older who are interested in taking individual courses for the purposes of professional development or personal enrichment and are not interested in pursuing a certificate or degree, the College will allow admission on a non-degree-seeking basis.

Students admitted to Mesalands Community College on a non-degree-seeking status do not have to provide proof of high school graduation. However, such students are not eligible for Federal Financial Aid programs and must take the Success Assessment/Placement Test if enrolling in core math, English or reading courses. Although credit earned under non-degree status may later be applied to a plan of study, the student is not “locked in” on the plan of study until he/she meets requirements for regular degree-seeking admission and files a plan of study with the Office of Enrollment Management (see Educational Plan of Study). *Students who anticipate ever pursuing a certificate or degree are strongly encouraged to apply for regular admissions status initially, rather than non-degree status.*

### **Readmission**

Students desiring to return after having left Mesalands Community College must contact the Office of Enrollment Management and update their admission form.

### **Under-age Admission**

Individuals under the age of 15 desiring admission to the College should inquire at the Office of Enrollment Management regarding Under-age Admissions.

### **Registration**

Mesalands Community College publishes an annual institutional calendar (page ii) that specifies major dates and events at the College. This information, including registration dates, is provided for fall, spring and summer semesters. Information on short courses, workshops and seminars is available from the Office of the Dean of Instructional Services.

Students should be aware of the College policies, procedures and options regarding course registration.

*Note: Students are considered fully enrolled when all tuition, fees and financial obligations have been paid or arranged and approved through the Business Office.*

## **Student Records**

It is the policy of Mesalands Community College to ensure the right of privacy and access to the student of his or her educational records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. See Family Educational Rights/Privacy Act.

### **ORDERING OFFICIAL TRANSCRIPTS**

The Office of Enrollment Management issues official Mesalands Community College transcripts. Students must complete a written transcript request form or make a formal written request for a transcript with the required fee (see fee schedule), and allow 48 hours for processing.

Transcripts reflect only course work completed at Mesalands Community College. Students desiring transcripts for courses completed at other colleges must contact the respective Enrollment Management Offices at those institutions.

### **MAILING ADDRESS FOR OFFICIAL TRANSCRIPTS**

Official high school and college or university transcripts which are required for admission must be mailed directly to: Office of Enrollment Management, Mesalands Community College, 911 South Tenth Street, Tucumcari, NM 88401. Transcripts which are hand-carried to the College by the student are not considered official.

### **EDUCATIONAL PLANS OF STUDY**

Educational Plans of Study are kept on file in the Office of Enrollment Management. An Educational Plan of Study lists specific courses which are required to earn a degree or certificate. An Educational Plan of Study may reflect changes which have occurred within the discipline.

Additional information about student records, policies, and procedures is detailed in the “Educational Requirements” section of the College catalog.

## **Tuition and Fees**

It is the policy of Mesalands Community College to provide the highest quality of instruction for students at the lowest possible cost. Tuition is based on where the student resides.

For students to be classified as in-state residents for tuition purposes, students must conform to Higher Education Department standards.

As previously stated, tuition and fees are subject to change. Students should refer to the current semester course schedule for more current information.

## PAYMENT OF FEES

Tuition and fees are due and payable in full before classes begin. Payment can be made by check, money order, cash, or credit card at the Business Office/Cashier's window in Building A. Payment by mail may be made by check or money order payable to Mesalands Community College. For payment by credit card, please contact the Business Office. Students will be dropped from registered classes if all tuition and fees have not been paid by the end of regular enrollment.

## DEFERRED PAYMENT

For an additional fee, students can pay for tuition and fees in installments. The payment plan allows up to three installments for students to pay their tuition and fees. Students electing to use the deferred payment plan must complete and sign a plan agreement (available from the Business Office). If a student defaults on the deferred plan, a late fee will be applied per the agreement.

## Tuition Refund Policy

### REGULAR SEMESTER

Students withdrawing from a course will receive a 100% tuition refund through the last day of the week of regular enrollment. The refund for students withdrawing through the last day of the first week of the semester is 75%, through the last day of the second week 50%, through the second day of the fourth week, 25%. After the second day of the fourth week there is no refund for students who withdraw.

#### Note:

- Refund checks will not be processed until after the end of the refund period for any class.
- In case of disciplinary suspension or dismissal, eligibility for refund will be entirely at the option of the College.
- If you mail a notice of withdrawal, the withdrawal fee must be included and the rate of refund will be based upon the date the notice is received by the College.

All students receiving financial aid must go through the Financial Aid Office before withdrawing from one or all college courses.

### SHORT TERM COURSES/COMMUNITY EDUCATION COURSES

There is no refund after the classes begin.

## CANCELLATION OF CLASS

In the event that a class is cancelled after payment is made, a refund will be issued no later than two weeks after the class would have started.

### Tuition:

- State Resident
  - \$39.50 per credit hour
- Non-Resident
  - \$70.50 per credit hour

### Business Office Hours:

8am-3pm  
4pm-5pm

### College-wide Fees:

(The following fees are non-refundable)

- \$17 Add/Drop/Withdrawal Fee
- \$65 Additional Degree Fee
- \$30 Certificate Graduation Fee
  - Course and Lab Fee -- Varies by Course
- \$12 Credit Card Transcript Fee
- \$35 Dishonored Check Fee
- \$30 Distance Education Site Fee (per course)
- \$12 Faxed Transcript Fee
- \$65 Graduation Fee
- \$30 Installment Contract Fee
- \$28 Institutional Enrollment Fee
- \$32 Late Enrollment Fee
- \$55 Late Graduation Fee
- \$100/\$250 Non-refundable deposit to reserve space in applied science programs and specialty programs
- \$10 Security Photo ID
- \$10 Security Photo ID Replacement
- Student activity fee, \$2/credit hour
- \$25 Success Assessment/Placement Test
- \$6 Technology Fee per credit
- \$4 Transcript Fee

## FINANCIAL AID DISBURSEMENT

Financial Aid checks are disbursed twice each semester by the Business Office. Please refer to the current Student Handbook for dates of disbursement. Students withdrawing from classes after receiving financial aid may be entitled to a disbursement of their educational expenses. A portion of the disbursement may have to be returned to the financial aid programs. Students who receive Federal Title IV funds will be subject to the Federal Return of Title IV Funds Policy and students who receive state or institutional aid will be subject to the Mesalands Community College refund policy. The calculation of the return of these funds may result in the student owing a balance to the College and/or the Federal Government. Further details and examples can be obtained at the Financial Aid Office.

## Financial Aid

Students seeking financial aid must apply each year in order to qualify for available funding. Information and forms can be obtained from the Financial Aid Office. Although applications are accepted on a revolving basis,

the recommended deadlines are March 31 for the fall semester and Oct. 31 for the spring semester. For further information, contact the Financial Aid Office, which is open from 8 a.m. to 5 p.m. weekdays.

## FINANCIAL AID PROGRAMS

Most of these programs require the completion of the Free Application for Federal Student Aid (FAFSA) which is available on the Internet at: <http://www.fafsa.ed.gov/>. You may qualify to receive funding from more than one of these sources:

- Academic Competitiveness Grant (ACG)
- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- College Work Study (state and federal)
- New Mexico State Student Incentive Grant (SSIG)
- New Mexico 3% Scholarship
- New Mexico Legislative Lottery Scholarship
- Legislative Endowment Scholarship
- Veteran's Benefits (Students desiring to certify for Veteran's Benefits must submit a written request to the Office of Enrollment Management prior to the beginning of each semester)

## STUDENTS' RIGHTS AND RESPONSIBILITIES

Your Mesalands Community College Letter of Award is based on three things:

1. Information you submit to the Financial Aid Office.
2. Estimates of available funds.
3. Anticipated number of applicants applying for financial assistance.

Students seeking financial assistance to meet educational expenses have specific Rights and Responsibilities accompanying their offer. These Rights and Responsibilities have been identified as follows:

### Rights:

As a financial aid applicant, you have the right to:

1. be informed of financial aid deadlines for submitting the necessary applications and supporting documents
2. expect equitable treatment under the College's policy prohibiting discrimination on the basis of race, creed, age, sex, handicap, or national origin
3. expect that all information reported by you and/or your family will remain confidential and cannot be released without your written consent according to the Privacy Act
4. examine records in the Financial Aid Office which relate to your financial aid file according to the Privacy Act, within two weeks of request
5. know on what basis your financial need was

determined -- elements considered in estimating your cost of attendance and expected family contribution

6. request a review of any decision you feel warrants consideration due to circumstances beyond your control
7. know the cost of attendance
8. know how much aid you are eligible for by semester and when/how it will be disbursed
9. be informed of financial aid programs which are available to you
10. be informed of the financial aid awarding procedure
11. know the terms of any employment programs you are offered
12. be informed of the College's refund policy
13. know Mesalands' definition and determination of Satisfactory Academic Progress
14. know our appeals process

### Responsibilities:

As a financial aid applicant, you have the responsibility to:

1. acquire necessary forms
2. acquire necessary information about applying for aid, Mesalands' aid policies, and important dates by reviewing Mesalands' Financial Aid Office publications
3. submit all forms to meet advertised deadlines
4. read thoroughly materials sent to you
5. keep copies of all relevant documentation for financial aid consideration
6. comply with all rules governing the aid which you receive
7. apply annually for each year you wish to receive financial aid
8. notify the Financial Aid Office of changes of information you supplied on application materials
9. notify the Financial Aid Office of any scholarship awards or other extended tuition aid
10. notify the Office of Enrollment Management of any name and/or address changes
11. acquire and complete job application for work study positions, if awarded
12. contact the Financial Aid Office for changes in enrollment status, withdrawing from school, dropping below half-time, or transferring to another school
13. return all missing and incomplete documentation to the Financial Aid Office upon receiving a letter requesting the information
14. read and understand Mesalands' Satisfactory Academic Progress Policy

## SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that students meet certain academic standards to be eligible for federal financial aid. To ensure financial aid recipients are making Satisfactory

Academic Progress, academic transcripts are reviewed at the end of each semester to determine eligibility for the next semester. All terms of attendance are reviewed, including periods in which the student did not receive financial aid.

Students will be placed on Financial Aid Probation or Financial Aid Suspension if they do not meet the following standards:

### 1. Qualitative Progress

Students must maintain a cumulative grade point average (GPA) of at least a 2.0. Withdrawals and audited classes are not used for determining GPA.

### 2. Quantitative Progress

Federal regulations require a student to complete the course work for their program within 150% of the published length of the educational program. This includes credit hours for transfer courses, withdrawals or repeat courses. For example, if a degree requires 66 credit hours, the student can attempt 66 credits times 150%, or 99 credit hours before they are ineligible for financial aid.

### 3. Incremental Progress

Students must complete 67% of the cumulative hours (registered credit hours) attempted at Mesalands Community College. Any course with a grade of Withdraw (W), Incomplete (I), Audit (AU), or Fail (F) is not considered completed course work.

Students will be placed on Financial Aid Probation for one semester if they fail to meet any of the requirements as listed above. If the student meets academic progress (Qualitative and Incremental Progress) for the second semester, but not cumulatively, they will continue on probation. The second semester that a student fails to meet the requirements will result in Financial Aid Suspension. A student may be released from Financial Aid Suspension or Probation by reestablishing satisfactory academic progress.

Once a student has been placed on Financial Aid Suspension for adverse academic progress, the student may submit a Petition for Reinstatement of Financial Aid if there were unusual or mitigating circumstances. Without unusual or mitigating circumstances, a student must successfully complete a minimum of 12 credit hours with a minimum 2.0 GPA at Mesalands Community College without receiving Financial Aid to reestablish eligibility for federal and state financial aid programs.

## SCHOLARSHIPS

Mesalands Community College is very fortunate to have a number of institutional, Foundation and community-based scholarships for students. Each scholarship has specific requirements for a student to qualify. Students interested in applying for scholarships should contact the Office of Financial Aid for the following scholarship opportunities:

**Alta McClelland Memorial Scholarship** is a general scholarship established by her husband, Bob McClelland Sr., in loving memory of Alta. It provides for full-time tuition, fees and books.

**George and Aurora Barry Memorial Scholarship** was established by Dr. Phillip O. Barry and his wife April. Dr. Barry was the President who transformed the College to Mesalands Community College with national accreditation. This general scholarship was established in memory of Dr. Barry's parents. His mother taught him the value of excellence while his father instilled patience.

**Bridge to Success and General Education Development (GED) Scholarship** was created for New Mexico high school graduates entering Mesalands Community College the semester following graduation. The scholarship is a stepping-stone to the New Mexico Legislative Lottery Scholarship.

**C.W. and Sara Dee McMullen Scholarship** The purpose of this scholarship is to serve under-represented, low-income or educationally disadvantaged students.

**Chili Currier Endowed Scholarship Fund** is a general scholarship established by the New Mexico Land Title Association.

**G. Wilbur Jones Memorial Scholarship** is a general scholarship established by H. Barton Jones in memory of the late G. Wilbur Jones. Since G. Wilbur Jones was a graduate of Tucumcari High School, it is offered only to Tucumcari High School graduates.

**GED Presidential Scholarship** was created by the President of Mesalands Community College, Phillip O. Barry, Ph.D., to benefit the recipients of the GED through the Educational Services Center at Mesalands Community College who have a FAFSA on file in the Financial Aid Office. The scholarship will pay up to 15 credit hours of tuition for students who enter Mesalands Community College the following semester upon earning a GED.

**Hispanic Opportunity Grant** is a grant established as a result of the Mesalands Community College Foundation, Inc.'s Hispanic Scholarship Fundraisers.

**Ingram Family Scholarship** is a general scholarship established by the children and families in memory of Herbert W. and Hazel R. Ingram. Mr. and Mrs. Ingram were firm believers in the importance of having an education, and this scholarship was established to recognize the family's 65-year role in the life of the community of Tatum.

**Livestock Judging Scholarship** was created for students who are members of the Mesalands Community College Livestock Judging Team.

**Mardi Gras Cajun Shrimp Boil Scholarship** is general in nature and includes funds raised from the Annual Shrimp Boil. It is a one-year scholarship for full-time (15 credits) freshmen.

**Mesalands Rodeo Scholarship** is for full time (15 credits) Mesalands Community College students, with a preference to freshmen having previous rodeo experience.

**Murphy Scholarship in Geology and Paleontology** was established by David L. Murphy. He set up this scholarship after visiting the Mesalands Community College Dinosaur Museum.

**New Mexico Outdoor Drama Association, Inc.** A scholarship for students pursuing a career in Drama or the Arts or pursuing an Associate of Arts degree. Preference is given first to Quay County students, then to New Mexico students, then to out-of-state students.

**Rodeo Talent Grant** was created for students who are members of the Mesalands Community College Rodeo Team.

**Shanks Family Scholarship** was established by Howard and Laura Shanks for students majoring in Geology or Physical Sciences. The Shanks are long time supporters of Mesalands Community College's Dinosaur Museum.

**Steve Legion Memorial Scholarship** is a general scholarship in memory of Steve Legion who was a graduate of the Class of 1963 at Tatum High School. He was a good student, a member of the Student Council, and an outstanding athlete.

**Tex E. Haase Memorial Scholarship** has been established as a general scholarship in memory of Tex E. Haase who served on the College's Board of Trustees and believed that anyone interested in pursuing an education should have the opportunity to do so.

**THS Class of 1960 Rattler Scholarship** is a general scholarship established to benefit Rattler Alumni or members of their immediate family.

**Title V General Scholarship Fund** was established in part by the U.S. Department of education under the Higher Education Act, Title V and community donations. The purpose is to serve underrepresented, low-income or educationally disadvantaged students.

### **Community-Based Scholarships**

Mesalands Community College works closely with many community-based organizations to provide the best resources for our students. Following is a list of those organizations and contact information.

**Altrusa International of Tatum Vocational Scholarship** is a scholarship designed to assist with vocational study/training and is awarded on the basis of need, academic performance, leadership, and other personal factors. Contact Altrusa International at (575) 461-3639 for further information.

**Citizens Bank Scholarship Trust** is to provide scholarships for tuition or books to citizens of Quay County to attend Mesalands Community College. The student must be full-time to be awarded this scholarship on a per semester basis. Contact the College's Office of Financial Aid for further details.

**Eastern Plains Community Action Agency (EPCAA) Book Scholarship** is a \$100 scholarship to be used to help students purchase required books. Contact EPCAA at (575) 461-1914 for more information.

**Farmers' Electric Education Foundation Scholarship Fund** was created to benefit active members receiving service from Farmers' Electric Cooperative, Inc. of NM and their immediate family members. The applicant must maintain a 2.5 GPA and be a full-time student in good standing. The applicant must be of good character as evidenced by a minimum of two (2) letters of recommendation of which at least one (1) must be from a teacher, principal, counselor, etc., from the institution they are currently attending. Contact the Farmers' Electric Foundation at (575) 762-4466 or 1-800-445-8514.

**Father Robert Hammond Scholarship** was created to benefit the graduates of Tatum High School who attend college in New Mexico and are members of St. Anne's Catholic Church. The applicant must demonstrate financial need, complete the application prior to July 1 of the academic year, and enroll in the fall semester. The scholarship is administered by contacting the District Court of the Tenth Judicial District, State of New Mexico, P.O. Box 1067, Tatum, NM 88401, (575) 461-4422.

**House Cooperative** offers a \$500 scholarship for House High School seniors who are members of the House Cooperative and plan to attend a vocational school, two-year college, or four-year university upon graduation. A separate \$150 scholarship is also being offered for any student interested in attending Mesalands Community College. Contact the House Cooperative at (575) 279-6477 or (877) 279-6744 for more information.

**Marty Samson Scholarship** was established to assist students wishing to further their education at Mesalands Community College and is primarily for New Mexico residents for up to \$50 for books. Contact the College's Office of Financial Aid for further details.

**Ralph B. Drake Memorial Scholarship** was created to provide funds for tuition, fees, or books to New Mexico residents to attend Mesalands Community College. Con-

tact the College's Office of Financial Aid for further details.

Brochures describing current assistance, grants, and scholarships are available from the Financial Aid Office.

## FINANCIAL AID REPAYMENT

Recipients of financial aid grants and scholarships who completely withdraw officially or unofficially from classes may be required to repay financial aid. Students who decide to withdraw after the beginning of a semester are required to contact the Financial Aid Office prior to official withdrawal. The Financial Aid Office staff will determine how student awards are affected and the amount that may have to be repaid.

