

# Academic Affairs

## Library and Media Services

### HOURS OF OPERATION

Monday - Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

The Library is located on the main campus in Building A. The Library conforms to the accessibility requirements of the Americans with Disabilities Act. Study tables and computer stations are ADA compliant.

The mission of the Library is to provide a vital collection of materials to meet the needs of students, faculty and staff and to offer user-oriented library services which contribute to the growth and development of its patrons.

### SERVICES AND MATERIALS

The College Library offers a wide range of services and materials including computers with Internet access, Wi-Fi access, audio-visual materials, online databases and electronic books (eBooks), college catalogs, newspapers, magazines and reference material.

To augment the Library's holdings, networking relationships are established with various consortia. Material is available via interlibrary loan from ILLiad (Interlibrary Loan Internet Accessible Database) with the New Mexico State Library. The College belongs to AMIGOS/OCLC FirstSearch, a resource-sharing network which serves more than 600 libraries in the Southwestern United States. Mesalands Community College is one of 55 library members in New Mexico.

Along with the State Library and the New Mexico Consortium of Academic Libraries (NMCAL), the College subscribes to over 70 online databases. Many of these databases contain full-text newspapers, popular magazines, scholarly journals and online films. The Library also subscribes to nearly 200,000 eBooks. Users may choose from a variety of document delivery choices: online, email, fax, download and/or mail from document suppliers. Some of the database vendors include Gale Infotrac, Facts on File, CQ Researcher and EBSCOhost. All databases and eBooks are available to Mesalands' students, faculty and staff.

The Library is open to the public for in-library use of materials. All Library users must obtain an identification card from Student Affairs in order to check out materials and use the computers. Students must be currently enrolled at the College.

Articles not held locally are often available on most databases. Users may choose from a list of document delivery choices including: online, email, fax, and mail from a variety of document suppliers. Also, Infotrac through the State Library gives the College access to journals and newspapers from 1999 to the present. Searches may be conducted by word publication, or topic. Articles may include an abstract, full text and photos.

The Library has computer work stations with Internet access for students, faculty, and staff. The Library is open to the public for in-library use of materials. In order to check out materials, students must be currently enrolled at the College.

## Educational Services Center

The Educational Services Center is a multifaceted department that provides a broad spectrum of learning services and resources for all qualified learners. The center provides students with opportunities to develop or expand educational skills at a number of levels. This includes the most basic areas, from literacy and citizenship, to post-graduation and career services.

## Math-Science Learning Center

### HOURS OF OPERATION

Monday - Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

The Math and Science Learning Center is located in Room A110. The Learning Center is a community resource dedicated to enhancing the learning of math and science through curriculum development and best-practices training for college faculty, as well as in-service to K-12 teachers. The Center provides student tutoring and tutor training. The Learning Center is a unique destination in our region for those interested in learning and teaching science and math. The Center seeks to support learning at all age levels and abilities.

The Center offers many services to the Mesalands community including:

- Tutoring in core math and sciences courses
- A venue for professional development using model lab demonstrations, current technology and hands-on techniques
- A research laboratory for observing how math and science are learned
- A library of teacher and student resources
- Workshops that deal with math anxiety, summer Math Camp, etc.

## PRE-COLLEGIATE SERVICES

### Adult Basic Education (ABE)

The ABE program offers a variety of services for building basic skills. The program offers free materials and instruction in the following areas:

**Literacy** -- A program designed to help people who cannot read or write the English language.

**Citizenship** -- To become a United States citizen, it is necessary to pass the Citizenship Test. Instruction is provided in government, United States history, citizenship requirements, citizen rights, conversational English, and basic reading and writing.

**English as a Second Language (ESL)** -- This program provides basic skills for improving spoken English. Students have access to basic, intermediate, or advanced classes to practice basic English. Students are taught basic reading, writing, and conversational skills.

**Career Guidance** -- Students are screened in an effort to determine basic career interests. Guidance in careers, career information, educational opportunities, and employability trends is provided. A primary focus is the selection of career interests.

### General Education Development Testing Service

**(GED)** -- The General Education Development testing service offers students 16 years of age or older an opportunity to earn a high school diploma.

**Five Core Subject Areas** -- The curriculum consists of mathematics, literature, reading and writing, social studies, and science on a level comparable to what is required for a high school education.

**GED Testing Service** -- Students are pre-tested using the Test of Adult Basic Education, in an effort to deter-

mine specific areas which will require review and work prior to beginning the curriculum. Upon satisfactory completion of the GED the student is awarded a New Mexico high school diploma. Testing is provided monthly in Tucumcari.

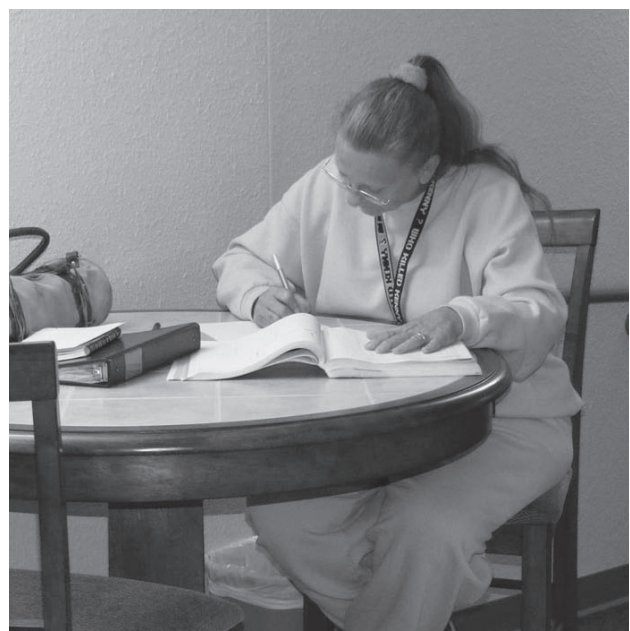
**GED Presidential Scholarship** -- Individuals who pass the GED are eligible for the Presidential GED Scholarship, covering tuition up to 15 credit hours, to attend Mesalands Community College the semester following the successful completion of the exam. Students must complete a Free Application for Student Aid (FAFSA) and in the event that he or she is eligible to receive the Federal Pell Grant, the Presidential Scholarship will be used to supplement Federal funding up to the cost of tuition, required fees, and books.

### Pre-Collegiate Studies

Pre-Collegiate Studies courses are offered at an introductory level to help students improve their academic abilities to succeed in college-level courses. The primary goal of Pre-Collegiate Studies is to help students acquire the skills and aptitude necessary for college success.

Placement in Pre-Collegiate Studies courses will be determined by scores on the Success Assessment/Placement Test. A student must have a grade of "C" or better in the Pre-Collegiate Studies course in order to qualify for enrollment in the next sequential class in that subject.

Students testing into any pre-collegiate level courses must take at least one pre-collegiate level course per



semester. Additionally, students testing into pre-collegiate reading must take reading their first semester.

**Basic Grammar and Usage** (ENG 099) -- Basic grammar offers intensive instruction in capitalization and punctuation, grammar and usage.

**Basic Writing Skills** (ENG 100) -- This course places emphasis on writing well-developed, grammatically correct essays.

**General Math** (MATH 099) -- Beginning level course includes operations with whole numbers, fractions, mixed numbers, decimals, ratios and percents. MATH 099 ATP lab accompanies this course.

**Pre-Algebra** (MATH 100) -- Pre-Algebra is designed to review operations on fractions and decimals, and introduce students to elementary algebra.

**Fundamentals of Reading and Vocabulary Development** (RED 099) -- This course is designed to develop vocabulary skills and fundamental reading skills.

**Basic Reading Skills** (RED 100) -- This course is designed to improve reading skills and provides the student with reading practice and critical thinking skills.

## COLLEGE SUCCESS SERVICES

Mesalands Community College is dedicated to helping students succeed with their college endeavors. The Educational Services Center assists in providing the following services:

**Success Workshops** -- Various workshops are provided each semester for the students' enrichment. Topics include note-taking skills, academic success strategies, time management and others.

**Individual Instruction** -- Individual instruction is available in the Educational Services Center. Students can speak with any one of the staff members to arrange a schedule.

**Study Skills** -- A variety of individual instructional methods on study skills are available. Audio-visual materials, software programs, and individual assistance are available for student use in the Educational Services Center.

**Peer Tutoring** -- Peer tutoring is available each semester. Hours are posted in the Educational Services Center. Peer tutoring provides students with additional help in specific subject areas offered through the Pre-

Collegiate program. Peer tutors are qualified individuals who have progressed through their studies and are willing to help fellow students. Computer software and other learning aids are available for some programs.

**Mentoring** -- Returning students are matched with new students who provide informal support and guidance.

**Self-Paced Programs** -- Self-paced programs, which are available in a number of areas, consist of computer software, audio-visual materials, learning aids, and textbooks.

**Testing Services** -- Testing services are available to students in the Educational Services Center. The center provides scheduled standardized testing in the following areas:

ACT COMPASS Placement Test

College Assessment of Academic Proficiency (CAAP)

General Education Development exam (GED)

Test of Adult Basic Education (TABE)

**Special Testing** -- Testing accommodations are available for challenged students with special needs. Contact the Educational Services Center to schedule an exam. Verification must be on file in the Office of Student Affairs prior to scheduling the exam.

**Make-up Exams** -- Students may take make-up exams through the Educational Services Center with instructor approval.

**Intervention Support** -- Intervention support takes place when individual faculty members or advising staff feel that a student is in need of additional assistance in academics, basic skill building, or other related areas.

**Faculty/Adviser Referral** -- Referrals are initiated by faculty members or Student Affairs personnel in order to facilitate contact with a student who may need assistance in his/her class work.

## CAREER CENTER SERVICES

### Guidance

The Career Center is located in the Educational Services Center and is open Monday, Tuesday, Wednesday and Friday, 8:00 a.m. to 5:00 p.m., and Thursday from 8:00 a.m. to 8:00 p.m. The Career Center is staffed by Academic Affairs personnel who assist students in career choices, prospects, trends, and educational requirements.

The Career Center staff works actively with students and groups to assist them in finding employment and investigating areas of interest as possible career choices. Access to a number of resources is available to students who

wish to investigate career and educational opportunities, develop job-seeking skills, and to learn how to compete for jobs.

## Resources

The Career Center contains resources for students seeking information on job search skills, the labor market, employment trends, or educational programs. Computers are available with multimedia career software for career exploration and resume preparation. Career assessment is available through a state-of-the-art software program. This assessment instrument provides a number of career inventories for student use. It also allows students to identify their career interests by taking a self-guided interest/skills inventory. Specific job descriptions are available for most jobs in the United States. After a student determines his or her specific career interests, a list of information on colleges and other programs offering training in those fields is provided.

Students may select career interest videos from a library of more than 200 titles. Reference books are available on topics such as job retention, labor market trends, interviewing skills, resume writing, and transitioning assistance. In addition, employer data files and job postings are maintained for students who need job placement assistance.

## Computer Services

Mesalands Community College maintains networked computer locations for student use to complement practical applications of techniques taught in the classroom. These systems may be found in two computer classrooms, the Science Laboratory, the Wind Energy Technology classroom, the Library, and the Educational Services Center. These labs provide students with the ability to stay in practice with application packages even after they have completed a course.

These locations provide state-of-the-art computers with high speed Internet access. In addition, all computers are equipped with current word processing, graphics, spreadsheet, database, and office systems software, which are utilized by business and industry. Each computer can print to a networked laser printer and may be accessed by any computer on campus. In addition, instructional support is provided by means of a video projection system that projects the instructor's computer screen movements on a large screen. Students may see instructional commands as they are demonstrated. This enhances the learning process.

The Library features four computer sites for student research. Each computer prints to a laser printer and has

high-speed Internet access. In addition, access to a wide variety of periodicals is available via the Internet.

## STUDENT EMAIL

Every student enrolled in at least one regular course receives a student email account via the mesalands.net services. This email account provides students and their instructors a consistent means of communication. Students are required to use their mesalands.net account when corresponding via email with their instructors.

## Health and Wellness Center

Mesalands Community College is proud to present its state-of-the-art Health and Wellness Center located in the southwest corner of Building A. The Health and Wellness Center includes a Fitness Center, weight and exercise rooms, and locker rooms with showers.

Community members and students may access the Fitness Center 24 hours per day, seven days per week, 365 days a year. The clean and safe facility is continually monitored by video surveillance.

The 2,522 square foot Fitness Center houses a large selection of aerobic training equipment (including treadmills, elliptical cross trainers, recumbent and upright bikes, rowing machines and a stair stepper) numerous Hoist and Freemotion resistant training machines, a treadwall climbing wall, and an exercise area with wood flooring.

Group exercise courses are held in the 709 square foot specialized exercise room with state-of-the-art rubberized Mondo flooring.

A weight room including barbell and dumbbell free weight equipment with two weight benches, squat rack/power rack and leg press/hack squat is available.

Men and women's locker rooms with showers are also located within the Fitness Center. Lockers are available for rental on a semester-by-semester basis.

Health and physical education (HPE) credit courses are offered each semester. Cardio Kickboxing, Pilates-Style Mat Training, Fitness Yoga, Zumba, Body Sculpting, Circuit Training, Weight Training for Women, Fitness for Older Adults, Personal Training Assessment, and Quick Start Fitness are a few of the courses offered.

A facility of this caliber is rarely found in a small community setting. The reasonable monthly membership



fee makes joining the Mesalands Community College Fitness Center an ideal way to improve your overall health and wellbeing.

The College also offers a significantly reduced membership rate for businesses that enroll 5 or more employees for one year.

## High School Students

### DUAL ENROLLMENT

Mesalands Community College works with a number of area school districts to dually enroll students in high school and college.

Qualified high school students attending these high schools can dually enroll in general education or technical courses for college credit at Mesalands Community College while also earning credit for high school graduation requirements.

## Community Education

Mesalands Community College has a consistently successful history of delivering quality service and educational programs to its community. The College considers these programs to be a substantial contribution to the economic development of the area and to the education, future employability and higher education of the community.

The College currently offers fall and spring semesters of community education for adults, and a Summer Adventure Camp for children. A variety of classes are offered each semester. Instructors with diverse talents, skills, and knowledge are drawn from the community. Classes are developed according to demand. Most community education classes take place in the evening,



while the Summer Adventure Camp is held during a two-week period in June or July. Classes and workshops are also available from the College's Small Business Development Center throughout the year.

The College has conference areas capable of seating between 50 and 400 people. In addition, break-off rooms with an average seating of 35 can accommodate most civic, community, or education groups. Non-profit organizations are not charged for these support services during regular College hours.

## SUMMER JUMP START PROGRAM

Mesalands Community College offers a variety of transferable general education courses each summer. Qualifying high school students may enroll in these courses over the summer and earn college credit. Credit will apply to degrees at Mesalands and other colleges and universities, both in and out of the state.

## Distance Learning

The College provides a variety of distance learning courses. Distance Education allows students to take college courses at their own convenience. Final examinations in all distance learning courses must be proctored per the College's Distance Learning Test Proctoring Procedures. Please contact the Director of Academic Affairs for more information.

Modes of Instruction:

- Internet
- Webcast/Video
- Digital ITV
- Podcasting-Audio and Video

**Internet** courses are taught using the Internet and Moodle. Courses are similar to in-class courses with assignments or homework, quizzes and exams. Students have more of an opportunity to work within their own time frame. A computer with Internet access is necessary to enroll in these courses.

**Webcast/Video College Courses** are courses delivered through the Internet via an integrated instructional system that generally includes lectures, a textbook, and a variety of other instructional materials. Course materials are picked up from the class facilitator or the Director of Academic Affairs.

**Digital ITV** is a digital interactive television course similar to video conferencing. This two-way video instruction has audio and visual capabilities.

**Podcasting** offers a new and exciting method of taking classes. Students watch professionally produced video lectures on an iPod, personal video player, personal computer, or in the College's computer lab.