

# 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, high school equivalency (HSE), or Success Assessment/Placement Test results.

All students who wish to be admitted to Mesalands must submit a completed application for admission to the Office of Enrollment Management. Students may also apply online at [my.mesalands.edu](http://my.mesalands.edu).

### Degree/Applied Science Certificate Programs

Submit an official transcript from an accredited secondary school or high school 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 high school program, showing date of graduation,

Or

Complete the Success Assessment/Placement Test, and score at a level which demonstrates an ability to benefit from the desired certificate program.

*Note: these students will not qualify for Federal Financial Aid.*

### Admission to Full-Time Occupational Technical Programs

Students interested in applying for admission to the Wind Energy Technology Degree Program must complete the Success Assessment/Placement Test for admission. The math score must establish eligibility to enroll in MATH 107, or in the freshman year the student must take and pass MATH 101. The English score must establish eligibility to enroll in ENG 102, or in the freshman year the student must take and pass ENG 100. If the student's scores do not meet program requirements, he or she must complete all required pre-collegiate courses as prescribed by test

scores with a grade of "C" or higher. Students in this program must also complete the required physical exam. All Wind Energy Technology students must enroll in courses according to the published Plan of Study. For more information, contact the Wind Energy Department at (575) 461-4413, ext. 156, or visit: [mesalands.edu/wind](http://mesalands.edu/wind).

### Provisional Admission

Students may be provisionally admitted while requirements are pending for regular admission. If regular admission requirements have not been received by the fifth week of enrollment, a student is subject to disenrollment and may not be permitted to register for the subsequent semester. If all official college transcripts have not been received by the end of the first semester, a hold will be placed on the student's account.

### Undeclared

Students who wish their major to be considered "undeclared" must conform to regular admissions requirements and state their purpose for taking a course(s) on their admissions application.

### Program Admission

Mesalands Community College adheres to an open admissions policy, admitting any student to the College who is a high school graduate, HSE 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 who do not demonstrate a minimum proficiency will be required to successfully complete prescribed pre-collegiate programming before they may gain admission to programs or collegiate level classes.

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 must:

- Complete an application for admission from the Office of Enrollment Management.

- Submit transcripts demonstrating satisfactory grades which are the equivalent of a U.S. primary and secondary education; that is, 12 years of academic work.
- Provide verification of satisfactory performance on the Test of English as a Foreign Language (TOEFL).
- 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 who are neither high school graduates nor high school equivalency (HSE) recipients must provide proof of current high school enrollment each semester to attend Mesalands. For more information on dual enrollment, contact the Vice President of Academic Affairs.

## 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 (who are not interested in pursuing a certificate or degree), the College will allow admission on a non-degree basis.

Students admitted to Mesalands on a non-degree 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 to enroll 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" to a 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 rather than non-degree status.*

## Readmission

Students who wish to return after leaving Mesalands must contact the Office of Enrollment Management and update their admission form.

## Under-age Admission

Individuals under the age of 15 who seek 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 Vice President of Academic Affairs.

Students should be aware of 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 (FERPA) of 1974. See Family Educational Rights/Privacy Act in the Student Affairs Office.

## 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. Transcripts for courses completed at other colleges may be obtained by contacting the respective Enrollment Management Offices at those institutions.

## MAILING ADDRESS FOR OFFICIAL TRANSCRIPTS

Official high school, college or university transcripts 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 the College to provide the highest quality of instruction at the lowest possible cost. Tuition is based on a student’s state of residence.

Students who wish to be classified as in-state residents for tuition purposes must conform to the New Mexico Higher Education Department standards. See the Office of Enrollment Management for guidelines.

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 may pay for tuition and fees in installments. The payment plan allows up to three tuition and fees installments. Students who elect 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 and this service will be denied to the student in the future.

## TUITION REFUND POLICY

### REGULAR SEMESTER

Students who withdraw 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% and through the second day of the fourth week 25%. After the first day of the fourth week there is no refund for students who withdraw.

Note:

- Refund checks will not be processed for any class until after the end of the refund period.

### Tuition:

State Resident: \$60.00 per credit hour

Non-Resident: \$110.00 per credit hour

### College-wide Fees:

(The following fees are non-refundable)

- Course and Laboratory Fees -- Varies by Course
- \$18 Drop/Withdrawal Fee
- \$35 Dishonored Check Fee
- \$30 Distance Education Site Fee (per course)
- \$30 Graduation Fee, Degree or Certificate (each)
- \$55 Graduation Fee, Late Charge
- \$30 Deferred Payment Plan Fee
- \$10 Deferred Payment Plan Fee Late Charge
- \$30 Institutional Enrollment Fee
- \$10 Institutional Enrollment Fee, Late Charge
- \$10 Security Photo ID
- \$3 Student Activity Fee (per credit hour)
- \$6 Outdoor Activity Fee (per credit hour)
- \$25 Success Assessment/Placement Test
- \$7 Technology Fee (per credit hour)
- \$5 Transcript Fee (mailed)
- \$12 Transcript Fee (faxed) *and mailed to same location*
- \$200 Housing Deposit

- In cases of disciplinary suspension or dismissal, the eligibility for refund will be entirely at the discretion of the College.
- Mailed notices of withdrawal must include the appropriate withdrawal fee. The rate of refund will be based upon the date the notice is received by the College.

All students who receive financial aid must go through the Financial Aid Office before withdrawing from any college course or courses.

## SHORT TERM COURSES/COMMUNITY EDUCATION COURSES

There is no refund after the class begins.

### 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.

## FINANCIAL AID

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

- Pell Grant
- Federal Student Loans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- College Work Study (state and federal)
- New Mexico College Affordability Grant
- New Mexico State Student Incentive Grant (SSIG)
- New Mexico 3% Scholarship
- New Mexico Legislative Lottery Scholarship
- Legislative Endowment Scholarship
- Veteran's Benefits (Students who wish 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 in order to meet educational expenses have specific Rights and Responsibilities accompanying their offer. These Rights and Responsibilities are 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 FERPA.
4. Examine records in the Financial Aid Office which relate to your financial aid file according to FERPA, within two weeks of request.
5. Know on what basis your financial need was determined such as the 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 the necessary forms.
2. Acquire the necessary information to apply for aid, Mesalands' aid policies, and important dates by reviewing Mesalands' Financial Aid Office publications.
3. Submit all forms by the advertised deadline.
4. Read materials sent to you thoroughly.
5. Keep copies of all relevant documentation for financial aid consideration.
6. Comply with all rules governing the aid received.
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 (withdrawal from the College, dropping below half-time, or transferring to another college).
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 in order 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.

Summer terms are treated the same as fall and spring semesters for the purpose of Satisfactory Academic Progress.

In order to remain in good standing for financial aid, students must meet the following standards:

- 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.
- Quantitative Progress – Maximum Time Frame Federal regulations require a student to complete all 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 may attempt 66 credits multiplied by 150% or 99 credit hours before they are ineligible for financial aid.
- Pace of Progression – Students must complete 67% of the semester hours (registered credit hours) attempted at Mesalands Community College. Any course with a grade of Withdrawal (W), Incomplete (I), Audit (AU), or Fail (F), is not considered completed course work.

Semester	Earned/ Attempted Credit Hours	Total Earned Hours	Total Attempted Hours	Percent Completed (Cumulative)
1	10/15	10	15	66.7
2	15/18	25	33	75.8
3	6/9	31	42	73.8
4	18/18	49	60	81.7
5	18/18	67	78	85.9

If a student withdraws from a course(s) or takes an incomplete in a course, the credit hours will count as hours attempted, rather than hours completed. This may affect a student's quantitative progress, both in the maximum timeframe and pace of progress. When an incomplete grade changes, the student may request that their satisfactory academic progress be re-evaluated at that time. If there is not a request, then it will automatically be re-evaluated after the student completes the next semester.

Required pre-collegiate courses for credit do affect a student's enrollment status, GPA, and completion rates. Non-credit courses are not reflected on a student's transcripts and therefore, are not calculated into the enrollment status, GPA or completion rate. Students are allowed up to a maximum of 30 credit hours for pre-collegiate courses.

Students are allowed to repeat courses that meet prerequisite or degree requirements while they are

receiving financial aid. The new grade will replace the old grade when calculating the cumulative GPA, regardless of any improvement in the grade. The credit hours for the original course and repeated course will be counted in the earned and attempted hours for completion rate calculation.

Students who transfer into a degree program at Mesalands Community College will have the transfer hours calculated with the attempted and earned hours for purposes of Satisfactory Academic Progress.

Students who change their degree program or pursue a second degree at Mesalands must request a transcript evaluation to determine how many hours will be needed to earn the new degree before they will be considered for financial aid. Once the number of remaining hours needed is determined, the student will be allowed 150% of that total to obtain the degree while being eligible for federal financial aid.

If a student fails to meet the requirements of satisfactory academic progress, he or she will be placed on Financial Aid Warning for one semester and will be able to receive financial aid the next semester. If a student fails to meet requirements during the second semester, he or she will be denied financial aid. A student may be released from Financial Aid Warning or become eligible again by reestablishing satisfactory academic progress.

Once a student has been denied financial aid for adverse academic progress, the student may submit a Petition for Reinstatement of Financial Aid if there were unusual, mitigating, or extreme circumstances beyond the student's control. Examples may include, but are not limited to, prolonged and/or severe illness under a physician's care for the student or a dependent, accidents requiring hospitalization, or death of an immediate family member. Documentation is required to support the circumstance. The petition will be presented to the Financial Aid Appeals Committee for a decision. Applications must be received ten days prior to the start of a semester for consideration.

If an appeal is denied or a student does not have unusual or mitigating circumstances, the student remains ineligible to receive financial aid. He/she may reestablish eligibility for federal and state financial aid programs by successfully meeting the Satisfactory Academic Progress requirements based on his/her cumulative hours and GPA.

The student will not be able to receive financial aid beyond the 150% of the degree program after they have reestablished other requirements of satisfactory academic progress.

If the student's petition is approved by the committee, the student will be placed on Financial Aid Probation for one semester. If the student cannot re-establish Satisfactory Academic Progress after the probationary semester, he/she will be placed on an Academic Plan until he or she has met the Satisfactory Academic Progress requirements. The

student must then follow all terms of the Academic Plan in order to continue to receive financial aid. If the student does not meet the Academic Plan requirements, the student will be denied all financial aid at the College.

## **RETURN TO TITLE IV FUNDS POLICY**

If a student receiving federal Title IV funds completely terminates enrollment (begins the official withdrawal process) or ceases to attend classes (unofficially withdraws) before the end of a payment period, a recalculation of Federal Financial Aid is required by federal regulations to determine the earned and unearned portions of Title IV aid (Student Loans, Pell Grant and/or Federal Supplemental Educational Opportunity Grant [FSEOG]).

A student may officially withdraw from Mesalands Community College by completing a "Withdrawal Form" from the Student Affairs Office. The student must complete and sign the form. The form must then be signed by the student's faculty advisor, a staff member from the Business and Financial Aid Office. The form must then be turned into Student Affairs for processing. This process must be completed by the published withdrawal deadline on the Institutional Calendar found in the College Catalog and/or current Course Schedule. A copy of the form will be sent to Financial Aid, the instructor, and the Business Office for notification. The withdrawal date will be the date processed by Student Affairs.

Up through the 60% point in the payment period, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. The amount of Title IV aid earned or unearned is determined by using the Return of Title IV Funds software provided by the U.S. Department of Education. All calculations are based on credit hour term programs.

After the 60% point in the payment period, a student has earned 100% of Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point, there are no unearned funds.

For students who unofficially withdraw, the 50% point of the payment period will be used for calculation. If there is proof that a student was academically involved in a class after this point, the provided date will be used in the calculation.

A letter will be mailed to students with notification of a recalculation. The amounts due to the school and/or the United States Department of Education will be included in this letter. A copy of the letter, the recalculation worksheets, and any withdrawal information will then be placed in the student's financial aid file.

The unearned aid portion due from the College is returned within 45 days of the determination of withdrawal date.

Federal regulations specify the order in which unearned funds are to be returned. Funds are turned as follows:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Pell Grant
4. FSEOG

The earned portion of the awards will be posted to the student's account, thus reflecting the new amount owed by the student. The student will be billed for the amount owed to the Title IV programs and any amount due to the College resulting from the return of Title IV funds used to cover College charges.

If a student has a credit balance after the calculation the student will be notified to pick up their check from the business office. If the check is not picked up within 14 days, the student's check will be mailed to address on file. If the check is not cashed or deposited within 365 days, a stop payment will be placed on the check and the funds will be returned to the appropriate Federal financial aid program.

## **VETERAN'S BENEFITS**

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## **SCHOLARSHIPS**

### **INSTITUTIONAL SCHOLARSHIPS**

Mesalands Community College is very fortunate to have a number of institutional, Foundation and community-based scholarships available for students.

Each scholarship has specific qualification requirements. Students interested in applying for scholarships should contact the Financial Aid Office for the following scholarship opportunities:

**Bridge to Success and High School Equivalency (HSE) 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.

**Dual Enrollment Success Scholarship** was created for New Mexico High School graduates who successfully complete courses at Mesalands Community College while in high school and who choose to further their education at Mesalands Community College.

**HSE Presidential Scholarship** was created to benefit the recipients of the HSE through the Educational Services Center at Mesalands Community College who have a FAFSA on file in the Financial Aid Office.

**Rodeo Non-Resident Grant** was established for Rodeo students residing outside of New Mexico. The award is calculated as the difference between in-state and out-of-state tuition.

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

## MESALANDS COMMUNITY COLLEGE FOUNDATION, INC., SCHOLARSHIPS

**Alta McClelland Scholarship** was established by her husband, Bob McClelland, Sr., in loving memory of Alta. She believed in post-secondary school education and firmly believed it was necessary for success.

**Bernard Franz Fine Arts Scholarship** is a scholarship established by Bernard Franczek to make it possible for others to enhance their visual and spiritual lives, as well as to spread the joy of the Fine Arts Department.

**C.W. and Sara Dee McMullen Scholarship** serves underrepresented, low-income or educationally disadvantaged New Mexico students. Dual enrollment in-state high school students with a minimum GPA of 2.0 may apply.

**Chili Currier Endowed Scholarship Fund** is a scholarship established by the New Mexico Land Title Association. It honors "Chili Currier's" long-time support of New Mexico residents seeking a college education. Applicant must be a U.S. Citizen and New

Mexico resident, a New Mexico high school or HSE graduate with a 3.0 or better GPA, and must demonstrate significant financial need.

**Dr. Muriel Latham-Pfeifer Scholarship** for Women was established by Dr. Latham-Pfeifer as a "revolving scholarship" for women returning to college to finish their education.

**G. Wilbur Jones Memorial Scholarship** was established by H. Barton Jones in memory of the late G. Wilbur Jones, who founded The First National Bank of Tucumcari in 1901. As G. Wilbur Jones was a graduate of Tucumcari High School. The scholarship is offered only to Tucumcari High School graduates seeking an associates degree at Mesalands Community College.

**George and Aurora Barry Memorial Scholarship** was established by Dr. Phillip O. Barry and his wife April. The scholarship was established in memory of Dr. Barry's parents. Recipient must be at least 25 years of age and carry six or more credit hours per semester. Continuation is based on a minimum 2.5 GPA.

**Hispanic Opportunity Grant** was established by the Mesalands Community College Foundation, Inc. Annual Hispanic Scholarship Fundraiser. This grant is available for full-time (15 credits) or part-time (6 credits) freshmen at Mesalands. The recipient must be a New Mexico high school or HSE graduate with a 2.0 GPA, who is of 25% or greater Hispanic descent.

**Ingram Family Scholarship** was established by the children and families of Herbert W. and Hazel R. Ingram to honor their memory and recognize the family's 65-year role in the life of the community of Tucumcari. The recipient must be a New Mexico resident, but preference will be given to a Quay County resident with a 2.5 GPA or higher.

**Meagan McCain Memorial Endowed Rodeo Scholarship** is for female rodeo students. Meagan was an outstanding student and competitor who epitomized what the Mesalands Community College Rodeo Program strives for in their student athletes. This scholarship was established to build and maintain the integrity of the Mesalands Rodeo Team.

**Shrimp Boil Scholarship** is general in nature and includes funds raised from the Mesalands Shrimp Boil. It is a one-year scholarship for freshmen who are full-time students (15 credits) and high school graduates with a minimum 3.0 GPA.

**Mesalands Rodeo Scholarship** was established for full-time (15 credits) Mesalands Community College students with previous rodeo experience and a 3.0 GPA. There is a preference for freshman students.

**Murphy Scholarship in Geology and Paleontology** was established by David Murphy after he visited the Mesalands Community College's Dinosaur Museum. Preference may be given to high school students who volunteer at the Museum, and who are taking dual credit courses and are Geology or Paleontology majors.

**New Mexico Student Loans Endowed Scholarship** was established to provide financial assistance to students who demonstrate financial need.

**New Mexico Outdoor Drama Association, Inc.** established a scholarship to enable students to pursue a career in Drama or the Arts. It may also be used by those 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.

**Shanks Family Scholarship** was established by Howard and Laura Shanks to provide scholarships in Geology or Physical Sciences. The Shanks are long-time supporters of Mesalands Community College's Dinosaur Museum. Applicants must be full time students (15 credit hours), have a 2.0 or better GPA, and be a Northeastern New Mexico high school or HSE graduate.

**Steve Legion Memorial Scholarship** was established in memory of Steve Legion, a graduate of the Class of 1963 at Tucumcari High School. The applicant must be a graduate of Tucumcari High School with a GPA of 2.5 or better. Preference is given to students involved in athletics, student government or other activities demonstrating leadership and/or involvement.

**Tex E. Haase Memorial Scholarship** was established in memory of Tex. E. Haase, who served on the College's Board of Trustees. Mr Haase believed that anyone interested in pursuing an education should have the opportunity to do so. The scholarship is for a resident and a graduate of Quay County who has a 2.8 or better GPA. The recipient must maintain a minimum 2.0 GPA while attending Mesalands Community College.

**THS Class of 1960 Rattler Scholarship** was established to benefit low income Rattler alumni (or members of their immediate family) who wish to pursue a degree of higher education at Mesalands Community College. The recipient must maintain a 2.5 GPA or better.

**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 with a 2.0 or better GPA. It may be applied for dual enrollment expenses at Mesalands Community College.

## 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 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 PO Box 243 in Tucumcari for further information.

**Citizens Bank Scholarship Trust** provides scholarships for tuition or books to citizens of Quay County who wish to attend Mesalands Community College. The applicant must be a full time student in order 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 those who receive service from Farmers' Electric Cooperative, Inc. of NM and their immediate family members. 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 Tucumcari High School who attend college in New Mexico and are members of St. Anne's Catholic Church. For more information and for an application, please contact C.J. Wiegel, Tucumcari General Insurance, P.O. Box 1304, Tucumcari, NM 88401, (575) 461-1623.

**House Cooperative** offers a \$500 scholarship for House High School seniors who are members of the House Cooperative and who plan to attend a vocational school, two-year college, or four-year university upon graduation. A separate \$150 scholarship is also offered to 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 who wish to further their education at Mesalands. It is primarily for New Mexico residents and covers up to \$50 for textbooks. 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 who wish to attend Mesalands Community College. Contact the College's Office of Financial Aid for further details.

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

## **FINANCIAL AID DISBURSEMENT**

Financial Aid checks are disbursed twice each semester by the Business Office. Students who withdraw from classes after they have received 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. 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 DISBURSEMENT TIMELINE FALL**

Student must be enrolled in courses, complete all necessary paperwork, and be verified by Financial Aid in order to receive their disbursements as follows:

#### **Disbursement - Mid September**

Three-quarters of the student's financial aid award will be disbursed first to the student's account with any remaining credit amount to be disbursed to the student.

Students must pick up their check within 14 days of disbursement date. If check is not picked up within 14 days, the student's check will be mailed to mailing address on file. If the check is not cashed or deposited within 365 days, a stop payment will be placed on the check and the funds will be returned to the appropriate federal financial aid program.

#### **Disbursement - Mid November**

The remaining quarter of the student's financial aid award will be disbursed to the student's account with any remaining credit amount to be disbursed to the student.

Students must pick up their check within 14 days of disbursement date. If check is not picked up within 14 days, the student's check will be mailed to mailing address on file. If the check is not cashed or deposited within 365 days, a stop payment will be placed on

the check and the funds will be returned to the appropriate federal financial aid program.

Students who have not completed all necessary paperwork or who have been chosen for verification will be processed as follows:

- Students completed and verified by the second week of the semester will have three-quarters of their funds disbursed mid September. The remaining quarter of their funds, will be disbursed mid November.
- Students completed and verified after the second week of the semester will have their funds disbursed mid November.

### **FINANCIAL AID DISBURSEMENT TIMELINE SPRING**

Student must be enrolled in courses, complete all necessary paperwork, and be verified by Financial Aid in order to receive their disbursements as follows:

#### **Disbursement - Mid February**

Three-quarters of the student's financial aid award will be disbursed first to the student's account with any remaining credit amount to be disbursed to the student.

Students must pick up their check within 14 days of disbursement date. If check is not picked up within 14 days, the student's check will be mailed to mailing address on file. If the check is not cashed or deposited within 365 days, a stop payment will be placed on the check and the funds will be returned to the appropriate federal financial aid program.

#### **Disbursement - Mid April**

The remaining quarter of the student's financial aid award will be disbursed to the student's account with any remaining amount to be disbursed to the student.

Students must pick up their check within 14 days of disbursement date. If check is not picked up within 14 days, the student's check will be mailed to mailing address on file. If the check is not cashed or deposited within 365 days, a stop payment will be placed on the check and the funds will be returned to the appropriate federal financial aid program.

Students who have not completed all necessary paperwork or who have been chosen for verification will be processed as follows:

- Students completed and verified by the second week of the semester will have three-quarters of their funds disbursed mid February. The remaining quarter of their funds, will be disbursed mid April.
- Students completed and verified after the second week of the semester will have their funds disbursed during mid April.

## FEDERAL DIRECT STUDENT LOANS

**Subsidized:** Direct subsidized loans are federally guaranteed loans based on financial need. Interest does not accrue on the loan while you are in school at least half time, or during any future deferment periods. The federal government “subsidizes” (or pays) the interest during this time. Subsidized Loans cannot exceed the Cost of Attendance.

**Unsubsidized:** Direct unsubsidized loans are federally guaranteed loans that are not based on financial need. Interest does accrue from the time the loan is disbursed to the school. Unsubsidized Loans cannot exceed the Cost of Attendance.

\*\*Direct Loan Program regulations provide that a new borrower on or after July 1, 2013, is subject to a Maximum Eligibility Period which is equal to 150% of the published length of the student’s academic program.

Student loans are not automatically awarded, students who are interested in receiving a student loan to assist with educational costs, must contact the Financial Aid office. Students must complete a Master Promissory Note (MPN) and Entrance Counseling prior to disbursement of funds. If student has not received federal student loan funds before, there is a mandatory 30-day waiting period, before funds can be disbursed, not prior to first regular disbursement.

To be eligible for Federal Student Loans students must meet the following criteria:

- Student must have a valid and complete financial aid file, including a current FAFSA application and necessary verification documents.
- Official high school transcript or high school equivalency transcript must be received by Student Affairs.
- Student must be making Satisfactory Academic Progress in order to be awarded a loan, and have a minimum cumulative GPA of a 2.0.
- Student cannot be in DEFAULT on a Federal Education Loan or owe a repayment of Federal Title IV aid.
- Transfer students must complete a NEW Master Promissory Note (MPN). These requirements can be completed at [www.studentloans.gov](http://www.studentloans.gov).
- Deadlines to apply for federal student loans are as follows:
  - o Fall Semester – October 15th
  - o Spring Semester – March 15th
  - o Summer Semester - June 15th

## ENTRANCE COUNSELING

Students who are interested in obtaining a federal student loan to assist with educational costs must complete entrance counseling prior to disbursement of funds. Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

To complete entrance counseling, visit [www.studentloans.gov](http://www.studentloans.gov), you will need:

- Approximately 20-30 minutes to complete.
- An FSA ID (same as used to complete your FAFSA).
- List Mesalands Community College to be notified of counseling completion.

## EXIT COUNSELING

Federal Government requires you to complete exit counseling upon leaving school, graduating or dropping below half time enrollment.

Exit counseling provides important information you need to prepare to repay your federal student loan(s). If you have received a subsidized, unsubsidized or loan under the Direct Loan Program, you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave School

To complete exit counseling, visit [www.studentloans.gov](http://www.studentloans.gov), you will need:

- Approximately 20-30 minutes to complete.
- An FSA ID (same as used to complete your FAFSA).
- List Mesalands Community College to be notified of counseling completion.

Note: Students must log in using their own FSA ID to complete Exit Counseling. Use of another person’s FSA ID constitutes fraud. Use only your own FSA ID information.

## PRIVATE LOAN DISBURSEMENT

All private loans received on behalf of a student will be processed within five business of receipt.

### ANNUAL LOAN LIMITS PER GRADE LEVEL

	Dependent			Independent		
	Subsidized	Unsubsidized	Total	Subsidized	Unsubsidized	Total
Freshman (0-30)	\$3,500	\$2,000	\$5,500	\$3,500	\$6,000	\$9,500
Sophomore (30+)	\$4,500	\$2,000	\$6,500	\$4,500	\$6,000	\$10,500