

# STUDENT HANDBOOK

2019 - 2020



# Student Handbook 2019-2020



Mesalands Community College  
911 South Tenth Street  
Tucumcari, NM 88401  
(575) 461-4413

Approved by Board of Trustees:  
September 9, 1997

Revised:

July 1998

July 1999

July 2000

July 2001

June 2002

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July 2004

July 2005

June 2006

June 2007

July 2008

June 2009

June 2010

June 2011

July 2012

July 2013

July 2014

July 2015

July 2017

July 2018

July 2019

# STUDENT HANDBOOK 2019-2020

Dear Student,

Welcome to Mesalands Community College. As your community college, we are here to meet your educational goals and aspirations. Whether you are interested in improving your pre-collegiate skills, training for a technical career, or preparing to transfer to a four-year institution, we can fulfill your needs. As a small college, we can provide personal attention and a caring atmosphere that is difficult to find elsewhere. Our small classes and caring faculty create a learning environment designed to make our students successful.

This handbook is designed to assist you in becoming more familiar with the programs and services at Mesalands Community College and as a resource rich with information that can guide you to a successful college experience and improved life choices for the future.



Aaron A. Kennedy, Ph.D.  
Vice President of Student Affairs  
Mesalands Community College

Every effort has been made to ensure the accuracy of the information available at the time this handbook was prepared. However, all information is subject to change at any time by proper administrative procedure without prior notice, obligation, or liability (including statements on tuition, fees, programs, course offerings, and graduation requirements).

Mesalands Community College is accredited by The Higher Learning Commission  
a Commission of the North Central Association of Colleges and Schools  
230 South LaSalle St., Suite 7-500  
Chicago, IL 60604  
800-621-7440; [info@ncacihe.org](mailto:info@ncacihe.org)

# **STUDENT AFFAIRS DIVISION**

## **Mission Statement**

The mission of the Mesalands Community College Student Affairs Division is to uphold the mission of the College and to support both in-class and out-of-class learning, while fostering personal growth, leadership, engagement, and critical thinking skills, culminating in the students' persistence and future success.

## **The Goals of**

## **THE STUDENT AFFAIRS DIVISION**

### **are to:**

1. Provide skills to further students' education.
2. Promote strategic and critical thinking skills.
3. Graduate students and aid in their transition to career, further education, or personal goals.
4. Create a fun and safe environment.
5. Entertain and engage students.
6. Provide opportunities for students to grow as students and as people.
7. Offer opportunities for students to engage in cultural and diverse programming.



## 2019-2020 Academic Calendar

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 College Closed

Approved February 19, 2019, by the Board of Trustees

### FALL SEMESTER 2019

August 15	Enrollment (9 am - 6 pm)
August 16	Last day for 100% refund
	Late enrollment fees assessed
August 19	Classes Begin
August 20	Student Orientation
August 23	Last day for 75% refund
August 30	Last day to add/drop
	Last day for full textbook refund
	Last day for 50% refund
September 2	Labor Day (College closed)
September 6	Last day for 25% refund
	NO refunds after this date
October 7-11	Mid-terms week
October 11	Last day to petition to graduate
October 14-18	Mid-terms advisement
October 25	Last day to withdraw
October 31	Assessment Day
November 12	Early registration for spring semester
November 25-26	Student Fall Break (no classes)
November 27-29	Thanksgiving (College closed)
December 2-5	Finals week
December 9	Grades due by 5 pm
December 16-January 2	Holiday Break (College closed)

### SPRING SEMESTER 2020

January 16	Enrollment (9 am - 6 pm)
January 17	Last day for 100% refund
	Late enrollment fees assessed
January 20	Martin Luther King, Jr. Day (College closed)
January 21	Classes Begin
January 22	Student Orientation
January 24	Last day for 75% refund
January 31	Last day to add/drop
	Last day for full textbook refund
	Last day for 50% refund
February 7	Last day for 25% refund/no refunds after this date
March 9-13	Mid-terms week
March 13	Last day to petition to graduate
March 16-20	Mid-terms advisement
March 30-April 3	Spring Break (College closed)
April 9	Assessment Day
April 9	Last day to withdraw
April 10	Spring Holiday
April 14	Early registration of summer I, II, and III
	Early Registration for fall semester
May 4-7	Finals week
May 8	Graduation
May 11	Grades due by 5 pm
<b>SUMMER SEMESTER 2020</b>	
Summer 1	4 Week Session, May 26-June 19
Summer II	8 Week Session, May 26-July 17
Summer III	4 Week Session, June 22-July 17
May 21	Summer I and II enrollment (9 am - 5 pm)
May 22	Late enrollment fees assessed for
	Last day for 100% refund for Summer I and II
	Memorial Day (College closed)
May 25	Classes begin for Summer I and II
May 26	Last day to add/drop for Summer I
May 29	Last day to withdraw for Summer I
June 1	Last day to add/drop for Summer II
June 5	Summer III enrollment (9 am - 5 pm)
June 18	Last day of classes for Summer I
June 19	Late enrollment fees assessed for Summer III
	Last day for 100% refund for Summer III
June 22	Classes begin for Summer III
	Grades due by 5 pm
June 26	Last day to withdraw for Summer II
	Last day to add/drop for Summer III
June 29	Last day to withdraw for Summer III
July 3	Independence Day observed (College closed)
July 17	Last day of classes for Summer II and III
July 20	Grades due by 5 pm for Summer II and III

**MESALANDS COMMUNITY COLLEGE**  
**Student Handbook**

**Table of Contents**

Academic Integrity.....	1
Academic Standards.....	1
Cheating.....	1
Plagiarism .....	1
Violation of Copyright.....	1
Penalties for Academic Dishonesty.....	2
Academic Standing .....	2
Academic Probation.....	3
Academic Suspension .....	3
Appeals.....	3
Accreditation .....	3
Admission Procedures .....	4
Open Admissions Statement.....	4
Degree/Applied Science Certificate Programs .....	4
Occupational Certificate Programs .....	4
Admission to Full-Time Occupational Technical Programs.....	4
Program Admission.....	5
Provisional Admission.....	5
Undeclared.....	5
International Student Admission .....	5
Dual Enrollment .....	6
Non-Degree Status .....	6
Re-Admission.....	6
Underage Admission.....	7
Advising.....	7
Academic Advising.....	7
Faculty Advising.....	7
Assessment of Student Learning .....	7
Attendance Policy .....	8
Bookstore .....	9
Cancellation of Classes.....	9
Class Cancellation .....	9

College Closing .....	9
Career Services .....	9
Cell Phones .....	10
Change of Address Or Name .....	10
Children in Classes .....	10
Computer Services .....	10
Computer Use .....	11
Consumer Information .....	11
Course Load .....	12
Credit For Advanced Placement (AP) Examinations .....	12
Directed Studies .....	12
Disciplinary Suspension and Dismissal .....	12
Distribution/Posting of Materials .....	13
Dropping or Adding a Course .....	13
Drug-Free Campus .....	13
Legal Sanctions .....	14
Health Risks Associated With Use of Illicit Drugs and the Abuse of Alcohol .....	15
Resources .....	15
Educational Plans of Study .....	16
Educational Services Center .....	16
Pre-Collegiate Services .....	16
College Success Services .....	16
Math-Science Learning Center .....	16
Emergency Alert System .....	17
Emergency Telephone Messages .....	17
Enrollment .....	17
Equal Opportunity/Non Discrimination Policy .....	17
Fees .....	18
Payment of Tuition And Fees .....	19
Deferred Payment Plan .....	19
Financial Aid .....	19
Satisfactory Academic Progress .....	20
Withdrawal .....	20
Pre-Collegiate Courses .....	20
Repeated Courses .....	21



Transfer Students .....	21
Degree Plans .....	21
Financial Aid Warning .....	21
Petitions For Reinstatement of Financial Aid .....	21
Return to Title Iv (R2t4).....	22
Scholarships .....	24
Disbursements .....	25
Federal Direct Loans.....	26
Direct Subsidized/Unsubsidized Loan.....	26
Federal Direct Parent Plus Loan .....	26
Fitness Center .....	28
Food Service .....	29
Full Or Part-Time Students.....	29
Grading System .....	29
Audit.....	30
Incomplete .....	30
Pass/Fail Grading .....	30
Change of Grading Option .....	31
Withdrawal .....	31
Grade Appeal.....	31
Grade Point Average .....	31
Grade Reports .....	32
Graduation .....	32
Grade Point Average .....	32
On-Campus Requirement .....	32
Eng 299: Capstone Portfolio Course and Student Artifacts .....	32
Indebtedness to The College .....	32
Minimum Requirements for Subsequent Degrees .....	33
Application for Graduation.....	33
Guests.....	33
Health Services .....	34
Honors.....	34
Vice President's List.....	34
President's Citation .....	34
Graduating with Honors .....	34
Housing .....	35
Stampede Village .....	35
Library .....	35
Hours of Operation.....	35
Services and Materials.....	35

Littering .....	36
Loitering .....	37
Lost And Found .....	37
Student Orientation .....	37
Online Access .....	37
Parking Availability and Parking .....	38
Restrictions .....	38
Vehicle Registration .....	38
Where to Park .....	39
Parking Lots .....	39
Citations and Payment .....	40
Appeals .....	40
Long-Term Parking .....	40
Pets .....	40
Photocopying .....	40
Prerequisites .....	41
Re-Admission .....	41
Repeating Courses .....	41
Tuition Refund Policy .....	41
Regular Semester .....	41
Short-Term Courses/Community Education Courses .....	42
Cancellation of Class .....	42
Safety/Security .....	42
Campus Safety and Security .....	42
Campus Safety Awareness .....	43
Crime Prevention .....	43
Emergency Alert System .....	43
Security Access .....	44
Student Responsibility .....	44
Support Services for Crime Victims .....	44
Sound Amplification .....	44
Student Classification .....	45
Student Code of Conduct and Procedures .....	45
Student Concerns/Issues .....	50
Student Affairs Committee .....	51
Student Photo Identification Cards .....	51
Student Information System (SIS) .....	51

Student Organizations, Activities and Sports .....	51
Clubs and Organizations.....	51
Sports .....	53
Student Records .....	53
Family Education Rights and Privacy Act (FERPA) .....	53
Release of Student Information.....	54
Students With Special Needs.....	54
Tobacco-Free Environment.....	55
Tours .....	55
Transcripts .....	55
Transfer Credit From Other Institutions .....	55
Transfer Among New Mexico Higher Education Institutions.....	56
Student Responsibility .....	56
Transferable Lower-Division General Education Common Core .....	56
New Mexico Common Course Numbering System .....	57
The Lower-Division General Education Common Core .....	57
Articulation Agreements and Inter-Institutional Transfer Guides .....	59
Complaint Procedures for Transfer Students .....	59
Underage Enrollment .....	59
Veterans' Assistance.....	60
Withdrawal From Courses.....	60
Withdrawal From The College.....	60
Room Locations .....	62
Glossary .....	66

# **MESALANDS COMMUNITY COLLEGE STUDENT HANDBOOK**

## **ACADEMIC INTEGRITY**

The integrity of an academic program rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, and examinations.

## **ACADEMIC STANDARDS**

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own, or the act of seeking unfair academic advantage through cheating, are violations. The general descriptions below emphasize those boundaries of academic conduct which are essential to the learning environment.

The following acts of academic dishonesty are among those which may lead to College disciplinary action or possible dismissal:

### **CHEATING**

Cheating is defined as submitting assignments, examinations, or other work which is based upon sources or activities forbidden by the instructor. Cheating includes the furnishing of materials to another person for purposes of aiding that person to cheat. When an unfair academic advantage is gained by a person through deception or other means, that action is defined as cheating.

### **PLAGIARISM**

Plagiarism is defined as submitting assignments, examinations, or other academic work which is not entirely the work of the student. This may include, but is not limited to, such practices as 1) quoting without giving proper credit to a source, 2) expanding someone else's work without giving proper credit, 3) adopting as one's own an actual document (including the copying of computer or other electronic media), and 4) directly using someone else's ideas rather than words without giving proper credit.

### **VIOLATION OF COPYRIGHT**

Mesalands Community College does not allow for the reproduction or distribution of copyrighted material. Mesalands Community College expects each member of the

community to use Mesalands Community College's technology resources responsibly, ethically, and in compliance with the policy, relevant laws, and all contractual obligations to third parties. The holders of copyright possess the exclusive right to authorize reproduction and distribution which all faculty, students, and employees must adhere to.

The unauthorized copying of copyrighted material, whether print or computer media, is illegal and is considered an act of academic dishonesty; moreover, such practice makes the violator subject to legal penalty:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **PENALTIES FOR ACADEMIC DISHONESTY**

The following penalties may be applied in instances of academic dishonesty:

A student caught in the act of academic dishonesty of an assignment or exam shall, at the discretion of the instructor, be assigned a grade of "F" for that assignment or exam, or for the entire class.

A student found to have committed an act of academic dishonesty may be dismissed from Mesalands Community College. The length of the dismissal will depend upon the nature of the offense and may include a permanent dismissal of the student.

## **ACADEMIC STANDING**

In order to be in good academic standing, a student must maintain a cumulative grade point average of at least 2.0 ("C" average). Students not meeting these standards will be placed on academic probation.

## **ACADEMIC PROBATION**

Any student whose cumulative grade point average (GPA) drops below 2.0 will be placed on academic probation. The student must bring the cumulative GPA up to at least 2.0 during the following semester in order to avoid being placed on academic suspension.

## **ACADEMIC SUSPENSION**

Students in their first semester of academic suspension are not allowed to enroll in classes, except for pre-collegiate courses, or to repeat one or more courses with unsatisfactory grades in order to improve their cumulative grade point average.

If a student completes limited enrollment under academic suspension with a cumulative GPA of less than 2.0 for that semester, the student will not be allowed to enroll in any courses the following semester. If the GPA for that semester is 2.0 or higher, but the cumulative GPA is still below 2.0, the student may continue on limited enrollment while under academic suspension. If the cumulative GPA becomes 2.0 or higher, the student will be released from probation and suspension.

Students who are placed on complete academic suspension for a second time are not automatically re-admitted after one semester. Instead, after one semester of suspension, the student must submit a written petition to the Academic Standards and Issues Committee requesting re-admission. The committee may grant re-admission at this time or may choose to require a suspension of a full year or longer or may deny any future admission altogether.

Students re-admitted after suspension may also be required to follow additional stipulations such as periodic meetings with an advisor, tutoring, attendance requirements, or GPA requirements. Students re-admitted after suspension who do not follow these stipulations will be subject to immediate dismissal from the College.

## **APPEALS**

Students wishing to appeal academic probation or suspension must do so in writing to the Vice President of Academic Affairs prior to the first day of regular registration for the following semester.

## **ACCREDITATION**

Mesalands Community College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 North La Salle St., Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440; [info@ncacihe.org](mailto:info@ncacihe.org).

## **ADMISSION PROCEDURES**

### **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 or a High School Equivalency test (GED or HiSet) and Success Assessment/Placement results.

All students who wish to be admitted to Mesalands must submit a completed application for admissions to the Office of Enrollment Management or online at [my.mesalands.edu](http://my.mesalands.edu). Additional requirements must be met for students enrolling in certain programs.

### **DEGREE/APPLIED SCIENCE CERTIFICATE PROGRAMS**

Submit an official transcript from an accredited secondary school or a high school equivalency 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 a high school equivalency program showing the date of graduation  
*or*

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

### **ADMISSION TO FULL-TIME OCCUPATIONAL TECHNICAL PROGRAMS**

Students interested in applying for admission to the Wind Energy Technology Degree Program may complete the Success Assessment/Placement Test for admission. The math score must establish eligibility to enroll in MATH 108. 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, they must complete all required pre-collegiate courses as prescribed by their 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 additional information, contact the Wind Energy

**NOTE:** Certificate students receiving financial aid will also be required to submit official transcripts from all prior colleges, universities, and other post-secondary institutions



attended. For more information, contact the Wind Energy Technology Department at (575) 461-4413, ext. 156, or visit [www.mesalands.edu/wind](http://www.mesalands.edu/wind).

Please note that a transcript is only considered official when it is mailed from the institution to Mesalands Community College. Copies of transcripts and/or transcripts mailed to the student will not be accepted by Mesalands Community College as official transcripts.

## **PROGRAM ADMISSION**

Mesalands Community College adheres to an open admissions policy, admitting any student to the College who is a high school graduate, high school equivalency 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.

## **PROVISIONAL ADMISSION**

Students may be provisionally admitted while requirements are pending for regular admission. If regular admissions 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 requirements and state their purpose for taking a course(s) on the admission application.

## **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.
- Submit transcripts demonstrating satisfactory grades which are the equivalent of

- 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) where the students' first language is not English.
- Provide documentation of adequate financial resources to cover tuition and living expenses for the duration of the student's projected enrollment.
- Complete an international student admissions packet.

## **DUAL ENROLLMENT**

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

Individuals under the age of 18 who are neither high school graduates nor High School Diploma Equivalency recipients must provide proof of current high school enrollment for each semester they attend Mesalands Community College. For more information on dual enrollment, contact the Vice President of Academic Affairs or the Director of Academic Affairs.

## **NON-DEGREE STATUS**

To facilitate those individuals age 18 or older who are interested in taking individual courses for the purposes of professional development or personal enrichment rather than for a certificate or degree, the College will allow admissions 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 may be required to 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" to 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 on page 32). Students who anticipate pursuing a certificate or degree are strongly encouraged to apply for regular admissions status initially, rather than non-degree status.

## **RE-ADMISSION**

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

## **UNDERAGE ADMISSION**

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

## **ADVISING**

### **ACADEMIC ADVISING**

Mesalands Community College realizes the importance of decisions students make which affect their educational pursuits. An advisor is available to assist students in making decisions involving matters related to their education, assessments, skill levels, educational planning, transfer options, and career planning.

The advisor can assist students with resolving problems and finding alternate solutions. The advisor can provide referrals for study skills, tutoring, stress, and adjusting to college life. These services are provided to full-time, part-time, and potential students.

### **FACULTY ADVISING**

Although some entering students may be relatively sure about their career goals, a number of others need assistance in developing educational plans. Therefore, one of the first steps Mesalands Community College implements after admission is designating a faculty advisor for each student. Degree seeking and Dual Enrollment student students cannot enroll in classes without meeting with an academic advisor.

Faculty advisors assist both new and returning students in choosing classes to fulfill degree plans. In addition, Student Affairs staff are available to provide assistance and support if students need career information, testing, etcetera. All students are ultimately responsible for decisions regarding their own course selections and degree plans.

## **ASSESSMENT OF STUDENT LEARNING**

Effective assessment of student learning is a matter of commitment, not a matter of compliance. To that end, Mesalands Community College is dedicated to establishing a culture of assessment embedded in every aspect of the educational process. Assessing, understanding, and improving student learning is an ongoing, institution-wide process that involves all stakeholders, both internal and external.

The first stated “goal” of Mesalands Community College is to provide “(a)n environment where learning is appreciated, encouraged, and assessed.” The Student Learning Assessment Committee (SLAC) is responsible for facilitating the assessment of both the General Education Core Competencies and Program Objectives.

The College has identified six General Education Competencies that all Mesalands Community College graduates will demonstrate upon completion of a degree. These competencies represent the most deeply held values of the College and are as follows: Writing, Oral Communication, Information Technology, Mathematical Reasoning, Scientific Reasoning, and Critical Thinking.

General Education Competencies are assessed (utilizing rubrics) wherever and however courses are taught. Simply put, a rubric is a scoring tool that identifies specific expectations for a task or an assessment. Rubrics divide tasks into their component parts and provide a detailed description of what constitutes an acceptable or unacceptable level of performance for each of those parts.

In support of the College's attempt to assess General Education Competency attainment, students in their last semester prior to graduation with a degree are required to successfully complete the ENG 299: Capstone Portfolio Course. This course assists students in documenting general education competency achievements in communication (writing, oral presentation, and information technology), critical thinking, and scientific and mathematical reasoning during their program of study through the use of artifacts. A portfolio reflecting signature works will be submitted to a faculty committee for review and evaluation. This course must be completed during the student's last semester prior to graduation.

Degree and certificate programs of study have identified program-specific objectives. These program objectives reflect the competencies that students will possess and demonstrate upon graduation. The program objectives reflect the knowledge, skills, and professional dispositions valued by workplace employers and other stakeholders.

Degree programs measure both General Education Competency and program-specific objective attainment while certificate programs measure program-specific objective attainment only.

Students who plan to graduate with a degree by the end of a given semester are required to take the ACT National Career Readiness Certificate (NCRC) assessment when it is scheduled that semester. The NCRC is an industry-recognized, portable, evidence-based credential that documents essential skills needed for workplace success and includes assessment of applied mathematics, reading for information, and locating information.

## **ATTENDANCE POLICY**

Mesalands Community College holds to the philosophy that students who attend classes regularly are better prepared to learn. If a student stops attending a class, it is

his/her responsibility to officially withdraw from it. Some courses may require attendance as part of the grading process. Please see instructor's syllabus.

## **BOOKSTORE**

The College provides a unique bookstore for student, faculty, staff, and community convenience, with a pleasant and relaxing atmosphere. The goal of the College Bookstore is to provide necessary and supplementary educational materials needed to enhance learning. Textbooks, school and office supplies, art supplies, farrier tools, and sundry items are available in the College Bookstore. The College Bookstore also offers clothing and gift items featuring the College logo, as well as refreshments.

The College Bookstore offers a book buyback as a courtesy to the students in the fall and spring semesters. Students may bring their textbooks in Wednesday and Thursday during finals week of fall or spring semesters to see if textbooks are eligible for buyback.

## **CANCELLATION OF CLASSES**

### **CLASS CANCELLATION**

A class may be canceled if an insufficient number of students register for the course. The decision to cancel or close a class can only be made by the Vice President of Academic Affairs or his/her designee.

### **COLLEGE CLOSING**

Mesalands Community College may announce a specially adjusted schedule or closure due to snow, inclement weather, or other special circumstances.

The Vice President of Academic Affairs or his/her designee will make the decision for an adjusted schedule or closure by 6:00 a.m. for day classes and 3:00 p.m. for evening classes. On the adjusted schedule, classes will begin at 10:00 a.m. and continue thereafter as a regularly scheduled day. The decision to adjust the schedule or close will be provided to the KTNM/KQAY radio stations in Tucumcari, as well as KOAT-TV, Albuquerque; KRQE-TV, Albuquerque; and KFDA-TV, Amarillo for announcement to the public, and via Mesalands Alerts.

## **CAREER SERVICES**

The Career Services Center provides the following services to empower students and first-year alumni to achieve their career related goals by identifying interests, skills,

strengths, and values to explore and choose academic majors and career options through the use of personalized services, resources, and technology: assistance with individual and group career guidance, résumé and cover letter critiques, presentations and workshops, job search strategies, on-campus recruiting events and information sessions, assessment inventories, interview preparations, and career expos.

## **CELL PHONES**

Staff and students may have cell phones on campus, but are not to be engaged in cell phone use in class. Cell phones in class must be on silent or vibrate mode only. Cameras and other similar devices are not allowed in classroom areas or where testing activities are conducted.

## **CHANGE OF ADDRESS OR NAME**

If you change your local or permanent address or phone number, it is your responsibility to report these changes to the Student Affairs Office. To change your name, you must provide appropriate documentation of the name change to the Student Affairs Office. Name changes will only be honored for currently enrolled students.

## **CHILDREN IN CLASSES**

In keeping with a proper academic learning environment, children are not allowed anywhere learning may be acquired. This includes, but is not limited to, classrooms and other service areas, unless the child has met the criteria for underage admissions and has paid to enroll in a class or program. In no case are children to be left unsupervised anywhere on campus.

## **COMPUTER SERVICES**

Mesalands Community College maintains a number of computers for student use around campus. The location of these computers are the following:

<b>Building</b>	<b>Classroom</b>	<b>Operating System</b>	<b>Availability</b>
A	114	Windows 10	When classes not in session
A	Library	Windows 10	When Library is open
E	704	Windows 10	When classes not in session
G	608	Windows 10	When classes not in session

These locations provide state-of-the-art computers with high-speed internet access. In addition, all computers are equipped with current word processing, graphics,

spreadsheets, database, and office systems software utilized by business and industry and each computer can print to a network laser printer.

## **COMPUTER USE**

Students using computers at Mesalands Community College are expected to follow the Computer Use Guidelines. Failure to follow the guidelines (or any other unethical use of computing equipment) may result in loss of one's computer account and access to all computing resources. The use of the College's technology resources is a privilege. If a member of the College community fails to comply with this Policy or relevant laws and contractual obligations, that member's privilege to access and use the College's technology resources may be revoked. In addition, users should be aware that their right to privacy in electronic records may be subject to the College's obligation to respond to subpoenas or other court orders, reasonable discovery requests, and requests for documents pursuant to Federal and New Mexico laws.

Some courses (computer and otherwise) require Internet access for research and other course assignments. All students may have internet access through the computer labs. Mesalands Community College Institutional Technology further enforces this policy by utilizing next generation technologies and firewalls as means of enhanced security through application, network and system visibility and access control. In order to access campus technology sources, students must use their My.Mesalands username and password.

Username consists of FirstnameLastname (no spaces)

Initial Passwords consist of Uppercase first initial Lowercase last initial hyphen student ID number

Email Address – FirstnameLastname@mesalands.edu. In the event that a new username would conflict with an existing username, Institutional Technology Department will attempt to use the middle initial or last three digits of the student ID.

Students are encouraged to change their passwords frequently. Passwords can be changed by logging into my.mesalands.edu and selecting the Password Management link.

Wi-Fi access is available on campus, including the Mesalands Community College's Dinosaur Museum and Natural Sciences Laboratory.

## **CONSUMER INFORMATION**

Consumer Information is available at <http://www.mesalands.edu/about/consumer-information/> and in the Student Affairs Office.



## **COURSE LOAD**

A student may not enroll in more than 18 credits for a regular semester or 9 for a summer semester unless he/she had a GPA of 3.0 or higher the previous semester and has completed at least 12 credits. First-time freshmen and high school dual enrolled students may not enroll in more than 18 credits.

Students meeting the above criteria wishing to enroll for 22 credits or more in a fall or spring semester (or 10 credits or more in the summer) must have the approval of the Vice President of Academic Affairs.

## **CREDIT FOR ADVANCED PLACEMENT (AP) EXAMINATIONS**

Credit is awarded for those who have attained qualifying scores on Advanced Placement (AP) examinations. Credit will be awarded only upon receipt of an official AP score report from the College Board. For more information or complete Advanced Placement policy, see the Office of Enrollment Management.

## **DIRECTED STUDIES**

A Directed Study is permitted under the following conditions:

- A required class cannot be taken due to a scheduling conflict which is no fault of the student
- or
- A student wishes to pursue a project for elective credit which is related to his/her program of study, but not part of the content of an existing class.

Students wishing to take a class as a Directed Study must have completed at least 30 credits with a minimum cumulative GPA of 3.0. Directed Study must be approved by the instructor as well as the Vice President of Academic Affairs. No more than one class per semester may be done as Directed Study, nor more than a total of 7 credits for the duration of the student's educational experience at Mesalands Community College. The student will be responsible for the same fees and tuition as for a traditional class.

## **DISCIPLINARY SUSPENSION AND DISMISSAL**

In an effort to create the best possible learning environment, Mesalands Community College requires students to respect individual rights and to exercise reasonable and responsible judgment while on the College campus or while participating in College activities.

Written policy has been formulated regarding standards of student conduct. These policies are listed under the Student Code of Conduct in this handbook. It is a condition

of enrollment for all students to abide by the policies established by the Mesalands Community College Board of Trustees regarding behavioral standards and the code of conduct.

Failure to comply with these written policies may result in disciplinary suspension or dismissal from the institution. Further, Mesalands reserves the right to involve law enforcement agencies in any violation of city or county ordinances and state or federal law.

## **DISTRIBUTION/POSTING OF MATERIALS**

All posting or distribution of materials must be approved in advance by Student Affairs. Personal distribution of materials of any kind is prohibited on campus without prior approval. All materials submitted for posting must be initialed by the appropriate Student Affairs representative. Any unauthorized materials will be removed immediately. All posted materials come under College control and may be disposed of at the discretion of the Vice President of Student Affairs. Materials may be posted in approved locations only. Tape or any other adhesive material may not be used to secure any postings.

## **DROPPING OR ADDING A COURSE**

Students desiring to add or drop a course may do so only during the time specified in the College calendar. Students cannot add courses after the late enrollment deadline without the consent of the instructor and the Director of Enrollment Management. Classes that are dropped during the add/drop period are not recorded on the student's academic transcript. If a student withdraws from a class after the add/drop period and prior to the withdrawal deadline, that course will be recorded on the transcript with a grade of "W" with no penalty to the student's GPA. A drop fee may apply. Changes in a student's course load may also impact their financial aid.

Add/Drop/Withdrawal deadlines for short courses are calculated on a pro-rated basis, based upon full semester deadlines. See the Office of Enrollment Management for more information.

## **DRUG-FREE CAMPUS**

It is Mesalands Community College's policy to provide a safe environment for its employees, students and members of the public. Accordingly, the College adheres to the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of 1991, and any state and local laws regarding the use, sale or possession of alcohol and controlled substances on College property.

## LEGAL SANCTIONS

Students are required to comply with institutional, state and federal laws regarding the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drugs and/or drug associated paraphernalia, except as expressly permitted by law. Student organizations or individual students who violate College policies or state or federal laws may be subject to civil, criminal and College proceedings and sanctions. All violations will be presented to the appropriate authorities for prosecution.

Controlled substances include, but are not limited to, marijuana, cocaine, amphetamines, heroin, PCP, hallucinogens, and certain prescription drugs. Illegal uses of alcohol include, but are not limited to, serving, buying, or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license; and driving while under the influence. This is not intended to supersede or negate any existing policies on substance abuse, student discipline, or any additional requirements imposed on Mesalands Community College or its students, faculty, or staff by federal or state law.

Depending on the facts relating to the unlawful possession, use or distribution of illicit drugs or alcohol, the student may be subject to the following sanctions:

- Possible notification to the parents of students under the age of 21 years
- Placed on probation for specified period of time
- Suspended for a specified period of time
- Expelled from the College
- Subject to any combination of the above listed sanctions

This is subject to change in order to comply with new local, state, or federal laws, or changes in the College's procedures pertaining to the possession and consumption of alcoholic beverages. New Mexico State law supersedes any policy developed and/or in place by the College with regard to alcohol or illicit drug use or possession.

In the State of New Mexico, you must be 21 to purchase or drink beer, wine, or liquor. The punishment for buying, drinking or possessing an alcoholic beverage as a minor is a misdemeanor offense punishable by fines, which increase with each prior conviction. The court can also suspend your driver's license and/or require community service work. In addition, the court may require that you attend an alcohol awareness course. Giving alcohol to a minor and making or applying for a fake ID are felonies.

Punishment for a drug possession arrest depends on the type and the amount of drugs, as well as other factors. Possessing some drugs, like marijuana, may either be a misdemeanor or felony, depending on the amount. Possessing other drugs, such as cocaine or methamphetamine, is a felony. Any conviction, for drug possession or drug related offenses may affect a student's eligibility for federal student loans.

## **HEALTH RISKS ASSOCIATED WITH USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL**

Excessive alcohol consumption and abuse of illicit drugs causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Continued abuse may lead to dependency which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Alcohol and drugs are also a major factor in homicides, assaults, rapes, suicide, family and date violence, and motor vehicle accidents. Unintended pregnancies and sexually transmitted diseases are often associated with alcohol or other drug abuse, as well as relationship, academic, or work problems.

### **RESOURCES**

The College is prepared to help students find appropriate assistance in dealing with alcohol and drug-related problems. It is each student's responsibility to seek assistance before the problem affects their judgment, performance or behavior.

Telephone numbers of agencies that provide counseling, treatment, education and other alcohol-and drug-related services are:

#### **National Hotline Numbers**

Addiction Center	1-800-COCAINE (262-2463) 1-800-662-HELP (4357)
National Drug Abuse Hotline	1-800-241-9746
National Clearinghouse for Alcohol and Abuse	1-800-SAY-NO-TO (729-6686)
Nationwide Addiction Assistance Helpline	1-800-559-9503
National Suicide and Crisis Hotline	1-800-SUICIDE (784-2433) 1-800-273-TALK (8255)

#### **Tucumcari Hotline Numbers**

Dr. Dan C. Trigg Memorial Hospital	575-461-7000
Mental Health Resources	575-461-3013
Quay County DWI Program	575-461-6096

#### **Directory of Local Resources**

[www.mesalands.edu/about/campus-safety/directory-of-local-resources](http://www.mesalands.edu/about/campus-safety/directory-of-local-resources)

## **EDUCATIONAL PLANS OF STUDY**

Educational Plans of Study list specific courses which are required to earn a degree or certificate. An Educational Plan of Study may reflect changes that have occurred within that discipline. Students are encouraged to discuss degree options with a Student Affairs Advisor or their faculty advisor. A student's Plan of Study remains valid only as long as the student remains continuously enrolled at Mesalands Community College after signing the Plan of Study (which will include at least one course per fall and spring semesters). In addition, the College makes no assurances that courses needed for completion of a given Plan of Study will be offered beyond three years from the date of signing for Associate degree plans, or one year beyond the date of signing for certificate plans. A student must have a signed degree plan on file in order to qualify for financial aid.

## **EDUCATIONAL SERVICES CENTER**

The Educational Services Center is a multi-faceted department that provides a broad spectrum of learning services and resources for all qualified learners. Students who use the Center can develop and expand their educational skills at a number of levels. This includes most basic areas, such as English Language Acquisition (ELA), Literacy, and Citizenship.

### **PRE-COLLEGIATE SERVICES**

Pre-Collegiate Services include assessment through the Test of Adult Basic Education (TABE), Adult Education (AE Services, Literacy and Citizenship, English Language Acquisition (ELA), High School Equivalency (HSE) test, and individualized instruction.

### **COLLEGE SUCCESS SERVICES**

College Success Services include Success Assessment/Placement testing, tutoring, special testing services, and intervention support.

To obtain assistance with any of the services listed above, students may contact any staff member in the Educational Services Center.

## **MATH-SCIENCE LEARNING CENTER**

The Math-Science Learning Center is located in Room A110. The Learning Center offers tutorial services designed to enable students to successfully complete courses which will result in transfer and self-improvement development. These services are offered through individual or small group tutoring activities and online tutoring designed to develop effective, efficient, independent, and self-directed learning.

## **EMERGENCY ALERT SYSTEM**

In the event of on-campus emergencies, the College utilizes a variety of technologies to notify students and staff of the emergency and to advise them of what actions to take.

Emergency alerts are displayed on the Student Information System screens and messages are put on campus voicemail and phone intercoms. Also, emergency alerts are sent to students' email addresses and text messages are sent to students' cell phones.

*Students should register to receive emergency emails and text messages at [www.my.mesalands.edu/alerts](http://www.my.mesalands.edu/alerts) at the beginning of each semester.*

## **EMERGENCY TELEPHONE MESSAGES**

The Mesalands Community College switchboard is unable to take personal messages or to relay calls of a personal nature for students; however, the College will assist in transferring messages to students regarding emergencies. The College defines emergency as an immediate medical crisis and will require the caller to specify the nature of the emergency prior to contacting the student.

## **ENROLLMENT**

Enrollment is final and official when a registration form and required documents are received and all tuition and fees have been paid.

## **EQUAL OPPORTUNITY/NON DISCRIMINATION POLICY**

Mesalands Community College is committed to the policy of equal opportunity in employment and education regardless of race, color, ancestry, religion, national origin, sex, age, physical or mental disability, serious condition, veteran status, spousal affiliation, sexual orientation, gender identity, or any other basis prohibited by federal, state, or local law.

In compliance with Titles II, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the

Rehabilitation Act of 1973, the Age Discrimination in Employment Act, Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the New Mexico Human Rights Act, Mesalands Community College does not discriminate against any applicant, employee or student. This policy covers admission, access, and services in College programs and activities, and application and treatment in College employment.

Note: Mesalands Community College makes reasonable accommodations to allow qualified applicants and employees with disabilities an equal opportunity for employment, and qualified students who have the ability to benefit with equal educational opportunities.

## FEES

In addition to standard enrollment and tuition fees, certain other non-refundable fees apply. These fees are defined as follows:

- \$18 Drop/Withdrawal Fee
- \$5/per credit hour, Course Fees
- Laboratory Fees – Varies by Course
- \$35 Dishonored Check Fee
- \$30 Distance Education Site Fee (per course)
- \$30 Graduation Fee, Degree or Certificate (each)
- \$55 Late Graduation Fee
- \$30 Deferred Payment Contract Fee
- \$10 Deferred Payment Contract Fee, Late Charge
- \$30 Institutional Enrollment Fee
- \$10 Institutional Enrollment Fee, Late Charge
- \$10 Security Photo ID
- \$3/per credit hour, Student Activity Fee
- \$6/per credit hour, Outdoor Activity Fee
- \$25 Success Assessment/Placement Test
- \$7/per credit hour, Technology Fee
- \$5 Transcript Fee, Mailed
- \$12 Transcript Fee, Faxed (and then mail official to the same destination)
- \$150/semester College Internet Use (Must be enrolled in 3 or more credit hours for no charge. Otherwise, non-enrolled person must pay fee)
- \$200 Stampede Village Housing Deposit

Course and Lab Fee – Varies by course

*These fees are subject to change.*

*For current tuition rates, please see the current Catalog.*



## **PAYMENT OF TUITION AND FEES**

Tuition and fees are due and payable in full before classes begin. Payment can be made by check, money order, cash, debit or credit card at the 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 or payment arrangements have not been made with Business Office by the end of regular enrollment. Holds will be placed on student accounts and records for unpaid balances until such balances have been cleared.

## **DEFERRED PAYMENT PLAN**

For an additional fee, students may pay for tuition and fees in installments. The payment plan allows for 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) prior to the first day of classes. If a student defaults on the deferred plan, a late fee will be applied per the agreement.

## **FINANCIAL AID**

Financial aid is available to students that qualify. Students must complete a Free Application for Federal Student Aid (FAFSA) to determine the student's eligibility for federal, state and institutional funds. Students must complete a FAFSA each academic year that they plan to attend school. The Mesalands Community College priority deadline is March 31<sup>st</sup>.

Students may qualify for one or more of the following:

- Federal Pell Grant
- Federal Student Loans
- Federal Supplemental Education Opportunity Grant (SEOG)
- On Campus Student Employment/Work-Study (Federal, State & Institutional)
- New Mexico State Student Incentive Grant (SSIG)
- New Mexico 3% Scholarship
- Veteran's Education Benefits (students desiring to certify for Veteran's Benefits must submit a written request to the Student Affairs Office prior to the beginning of each semester)
- New Mexico Legislative Endowment Scholarship
- New Mexico Legislative Lottery Scholarship
- Numerous College and Mesalands Foundation Scholarships

For a complete list of financial aid options, consumer information, gainful employment regulations and financial aid policies please view our website at [www.mesalands.edu](http://www.mesalands.edu).

## 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 on the same merits 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 to determine a student's GPA.
- **Quantitative Progress - Maximum Time Frame** – 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 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.

## WITHDRAWAL

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 maximum time frame and pace of progression. When an incomplete grade changes, the student may request that their satisfactory academic progress be re-evaluated at that time. If the student does not submit a request, their academic progress will be automatically re-evaluated after the student completes the following semester.

## PRE-COLLEGIATE COURSES

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 transcript and 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.

## **REPEATED COURSES**

Students are allowed to repeat courses to meet prerequisite or degree requirements while receiving financial aid. The new grade will replace the old grade for the purposes of calculating the student's 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.

## **TRANSFER STUDENTS**

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

## **DEGREE PLANS**

A student who changes his or her degree program or pursues 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 allotted 150% of that total to obtain the degree while being eligible for federal financial aid.

## **FINANCIAL AID WARNING**

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 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.

## **PETITIONS FOR REINSTATEMENT OF FINANCIAL AID**

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;
- death of an immediate family member.

Documentation is required to support the circumstance(s). The petition will be presented to the Financial Aid Appeals Committee for a decision. Applications must be received ten (10) days prior to the start of 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 or she may reestablish eligibility for federal and state financial aid programs by successfully meeting the Satisfactory Academic Progress requirements based on their cumulative hours and GPA. The student will not be able to receive financial aid beyond 150% of the degree program until 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 or 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 future financial aid at Mesalands Community College.

## **RETURN TO TITLE IV (R2T4)**

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

## **Official Withdrawal from Classes**

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

## **Semester Completion**

- 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 will have earned 100% of the Title IV funds he or she was scheduled to receive during the period. There are no unearned funds for a student who withdraws after the 60% point.

### **Unofficial Withdrawal from Classes**

When a student fails all of the courses they attempted in a semester, a R2T4 calculation must be completed to determine a student's last date of attendance.

- The 50% point of the payment period will be used for the calculation for students who unofficially withdraw.
- If a student can prove that he or she attended an academic class after the 60% point, the provided date will be used in the calculation.

### **Notification**

Letters are mailed to students to notify them that a recalculation has been performed. Any remaining amount due to the school and/or the United States Department of Education are included in the letter. A copy of the letter, along with recalculation worksheets and withdrawal information, is placed in the student's financial aid file.

### **Return of Title IV Funds**

The unearned aid portion due from the College is returned within 45 days of the determination of withdrawal date. The unearned aid will be returned in the following order:

- Unsubsidized Federal Student Loan,
- Subsidized Federal Student Loan
- Pell Grant
- FSEOG (Federal Supplemental Educational Opportunity Grants)

### **Recalculation**

The earned portion of the awards will be posted to the student's account, thus reflecting the new amount owed. Students will be billed for the amount owed to the Title IV programs as well as 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 post calculation, they will be notified that they must pick up their check from the Business Office.

### **Holds**

If a recalculation causes a student to have a balance at the Business Office, a hold will be placed on the student's account. The student will have to pay the balance owed, before they are able to register for classes, request transcripts to be sent to another college or university or receive their diploma.

## **Satisfactory Academic Progress**

Regardless of a Return to Title IV calculation, student's must meet all required satisfactory academic progress requirements. 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 following semester. A student may be released from Financial Aid Warning or become eligible again by reestablishing satisfactory academic progress. If a student fails to meet requirements during the second semester, he or she will be denied financial aid and placed on Financial Aid Suspension.

Students placed on Financial Aid Suspension due to adverse academic progress may submit a Petition for Reinstatement of Financial Aid. The Petition should explain any unusual or mitigating circumstances that have affected the student's academic performance. Examples of mitigating circumstance include—but are not limited to—prolonged and/or severe illness that results in the student or their dependent being placed under a doctor's care, accidents requiring hospitalization, or death of an immediate family member. Documentation is required to support the circumstance(s). The petition will be presented to the Student Appeals Committee for a decision.

If an appeal is denied or the student does not have unusual or mitigating circumstances, the student will remain ineligible for financial aid. He or she may reestablish eligibility for federal and state financial aid programs by successfully meeting the Satisfactory Academic Progress requirements based on their cumulative hours and GPA. The student will not be able to receive financial aid beyond 150% of the degree program until they have reestablished other requirements of satisfactory academic progress.

## **SCHOLARSHIPS**

Mesalands Community College and the Mesalands Foundation host numerous scholarships available to students. Students complete one application to be considered for all scholarships. Eligibility is determined in the Financial Aid office, many scholarships are determined by need, a FAFSA must also be on file in the Financial Aid Office. The priority deadline is March 31. Applications are still accepted after the priority deadline. Scholarships that are funded by the Mesalands Community College Foundation, Inc., are subject to funds availability and Foundation Board approval. There is no guarantee that Foundation Scholarships will be awarded.

Outside scholarships are always accepted at Mesalands. Students should notify the Financial Aid office of anticipated scholarships to be reflected in the student's award. Students should also inform the Financial Aid Office of all extenuating requirements such as enrollment verification and G.P.A. requirements for each outside scholarship. It is the student's responsibility to send required documentation to outside organizations.

For a complete list of potential scholarships, please visit our website: [mesalands.edu](http://mesalands.edu).

## DISBURSEMENTS

Financial Aid checks are disbursed twice during each fall and spring semester by the Business Office and once during the summer semester. To receive a disbursement refund, students must have a credit balance at the time of disbursement and have completed all required verification documentation, student loan processing documentation, and have a finalized financial aid award.

Funds cannot be disbursed if the student is missing necessary documentation. Students are also required to have an “official” high school or high school equivalency transcript sent to the admissions office, which will be verified through the financial aid office, to finalize eligibility for financial aid.

Students that do not provide required documentation prior to the standard disbursement schedule will have a modified disbursement schedule based upon completion of necessary documentation and verification.

### Standard Semester Disbursement Schedule

<b>Grants &amp; Scholarships</b>	<b>Fall</b>	<b>Spring</b>
75% of the student's award is posted to student account to pay educational expenses	4 <sup>th</sup> Week of Semester	4 <sup>th</sup> Week of Semester
25% of the student's award is posted to student account to pay any new educational expenses	12 <sup>th</sup> Week of Semester	12 <sup>th</sup> Week of Semester

<b>Student Loans</b>	<b>Fall</b>	<b>Spring</b>
100% of the student's award is posted to the student's account	4 <sup>th</sup> Week of Semester	4 <sup>th</sup> Week of Semester
<i>First time borrower 30 day wait period coincides with Mesalands regular disbursement schedule.</i>		

### Summer Semester Disbursement Schedule

<b>Grants, Scholarships &amp; Student Loans</b>	<b>Summer</b>
100% of the student's award are posted to the student's account to pay educational expenses	4 <sup>th</sup> Week of Semester

### Post Withdrawal Disbursement

Students who wish to withdraw from classes after receiving financial aid may be entitled to a disbursement of their educational expenses. Recipients of Federal Title IV funds are subject to the Federal Return of Title IV Funds 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. Once re-calculation is completed the student will be notified if a there is a refund or balance owed.



## **FEDERAL DIRECT LOANS**

Mesalands Community College participates in the William D. Ford Federal Direct Loan Program. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include Subsidized, Unsubsidized, and PLUS Loans.

You repay these loans directly to the loan servicer assigned by the US Department of Education.

### **Direct Subsidized/Unsubsidized Loan**

- The FAFSA application is used to determine a student's eligibility for Federal Direct Loans. [Complete a FAFSA.](#)
- Direct Loans (Subsidized and Unsubsidized) are given to students attending school at least half-time.
- The U.S. Department of Education is the lender, and you receive the loan money through your school.
- You may receive a Direct Subsidized Loan, a Direct Unsubsidized Loan, or both for the same academic year.
- A student qualifies for a Direct Subsidized Loan based on financial need, as determined under federal regulations.
- A student's need is not a factor in determining eligibility for a Direct Unsubsidized Loan. Students may qualify for a Direct Unsubsidized Loan regardless of their financial need.

If you are interested in a Direct Student Loan, please contact the financial aid office.

### **Federal Direct Parent PLUS Loan**

The Federal Direct Parent PLUS Loan is an Unsubsidized Direct Loan for parents of dependent students. A Federal Direct Parent PLUS Loan enables parents with good credit histories to borrow money. The Federal Direct Parent PLUS Loan does not require demonstrated financial need. Repayment begins 60 days after the last loan disbursement. To apply, parents must complete a separate Federal Direct Parent PLUS Loan Application provided on the Department of Education's website.

### **Subsidized Direct Loan Eligibility is Limited to 150% of an Academic Program**

Effective for new Direct Loans for which the first disbursement is made on or after July 1, 2013: Subsidized Direct Loan eligibility is limited to a maximum of 150% of the student's current academic program length.

- Borrowers may receive Subsidized Direct Loans for no more than 150% of the length of the current academic program (ex: 3 years for a 2-year degree)
- Once a borrower has received Subsidized Direct Loans for 150% of the length of their program, the borrower's future Subsidized Loan eligibility will end.
- A student who has received Subsidized Direct Loans for 150% of the length of their program and continues enrollment beyond that point will lose all subsidies on previously received Subsidized Direct Loans and would be required to pay all accumulated interest.

This policy is in addition to, and not in place of, the lifetime aggregate loan limits currently in place.

<b>ANNUAL LOAN LIMITS PER GRADE LEVEL</b>			
<b>CLASS LEVEL</b>	<b>CREDIT HOURS</b>	<b>SUBSIDIZED (Max Per Semester; Dependent &amp; Independent Students)</b>	<b>UNSUBSIDIZED (Max Per Semester; Dependent &amp; Independent Students)</b>
<b>Freshman</b>	0-29	Maximum \$3,500/annual (\$1,750/semester)	Dependent - \$2,000/annual Independent - \$6,000/annual
<b>Sophomore</b>	30 +	\$4,500/annual (\$2,250/semester)	Dependent - \$2,000/annual Independent - \$6,000/annual
<b>Loan refund checks will not be disbursed without a Master Promissory Note and Entrance Counseling on file with the Department of Education</b>			

## Private Loans

The terms and conditions of Federal Student Loans may be more favorable than the provisions of Private Educational (alternative) loans. Students are encouraged to exhaust all Federal grants, loans, and any scholarship opportunities before considering a Private Educational (alternative) loan.

Private Educational Loans are private lender loans and are not part of the William D. Ford Direct Loan Program. The following are stipulations that students should consider when applying for alternative loans:

- Each lender/loan may have different eligibility requirements and terms (repayment, interest rates, etc.)
- Eligibility for private educational loans often depends on a borrower's credit score and application, and/or credit-worthiness of the student's co-signer.
- Private educational loans require a school certification. The Certification request is sent to Mesalands Community College directly.

Mesalands Community College is required by law to ensure the sum of private educational loans and other financial aid does not exceed your cost of attendance. If

this total exceeds your cost of attendance, your loan may not be certified for the full requested amount, and /or a portion of your loan funds may be returned to your lender.

### **Questions to ask before selecting a lender/Private Loan**

#### **Lenders Policies**

- Does the lender offer Electronic Funds Transfer (EFT)?
- Can I apply for a private loan to pay past-due charges?
- Can I apply for a private loan after the term has ended? How long after?

#### **Interest rates**

- What is the interest rate? Is the interest rate fixed or variable?
- Would a co-signer lower the interest rate?
- Is there a co-singer release option?
- How often interest is added (capitalized) to the principal amount?

#### **Repayment**

- Can payment be deferred while in school?
- Are there any prepayment fees?

#### **Disclaimer**

Mesalands Community College does not have a preferred lender list for private student loans. You are free to borrow from any lender of your choice. Furthermore, not all the lenders lend to all students at all schools. The borrower should confirm any and all loan terms with the lender PRIOR to accepting the loan.

### **FITNESS CENTER**

Mesalands Community College is proud of its state-of-the-art Fitness Center located in the southwest corner of Building A.

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), 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, complete with state-of-the-art Mondo flooring, located in Room A238. Barbell and dumbbell free weight equipment housed in Room A239 includes two weight benches, squat rack/power rack and leg press/hack squat.

Students and community members can access the Fitness Center 24 hours per day, 365 days a year for a low monthly fee.

Fitness credit courses are also 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 mandatory, 20-minute orientation session is required of all students and community members joining the Fitness Center. A schedule of the orientation sessions is available upon request.

## **FOOD SERVICE**

In Fall of 2019, Mesalands opened a grab and go café. The cafe (located in Building A) is for students to buy grab and go items, soft drinks and water, and a small assortment of hot and fresh items. This is also a gathering spot for students to take a break, catch up with friends, and work on homework.

## **FULL OR PART-TIME STUDENTS**

Students taking 15 credit hours or more during a regular semester are classified as full-time students, and students taking fewer than 15 credit hours per semester are classified as part-time students. Students taking a minimum of six (6) credit hours during a summer session are considered full-time students, and students taking fewer than six (6) credit hours during a summer session are considered part-time.

## **GRADING SYSTEM**

The following letter grades and points are used at Mesalands Community College.

<u>Grade</u>	<u>Description</u>	<u>Grade Points</u>
A	Excellent	4
B	Better than Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
P/F	Pass/Fail	0

## **AUDIT**

Auditing a course gives a student an opportunity to attend a class as a non-graded, non-credit participant. Auditing is usually done by students for reviewing a subject area, as a refresher, or for general interest. Students must register for audited courses in the same manner as for regular courses. Standard tuition and fees apply to all audited courses and are due and payable at the time of enrollment.

Audited courses are recorded on the College transcript as "AU" and cannot be changed to a credit course or grade at a later date. Students who desire to do so may repeat the course for credit at a later date.

## **INCOMPLETE**

An "I" is issued when unforeseeable circumstances beyond the student's control prevent the student from completing course requirements by the end of the semester.

Incomplete grades will not be authorized when the student has failed to complete course requirements or has failing grades due to personal negligence. To apply for a grade of "I," the student must complete an Incomplete Grade Form with their instructor. A student may only apply for an incomplete grade after the deadline for withdrawing and before the last week of class. If an emergency arises prior to the withdrawal deadline that prevents a student from completing a course, he/she should withdraw from the class. An incomplete will not be awarded.

A student who applies for an Incomplete grade must attend class up until the time of applying for the Incomplete, or up until the time a legitimate, documented emergency occurs. Those in distance education courses must make progress in their class and maintain contact with their instructor.

A student must have maintained a passing grade in the course up until the time of applying for an incomplete grade. A grade of incomplete cannot be replaced by repeating the course. If a student takes an incomplete and repeats a course the following semester, he/she will still be expected to complete the requirements of the incomplete course. Upon completion, an appropriate grade will be issued. A student who receives an Incomplete or grade of "I" will be given five weeks from the date the Incomplete was issued to complete their course work.

## **PASS/FAIL GRADING**

At the direction of the Vice President of Academic Affairs, courses which are not prescribed in a specified Plan of Study may be offered on a Pass/Fail grading basis. Also, students may opt to take courses on an individual Pass/Fail basis. However, a maximum of seven credits of Pass/Fail may be used toward their Plan of Study at

Mesalands Community College. Students must maintain a 75% average to receive a grade of "P." Any lower average will be recorded as an "F."

## CHANGE OF GRADING OPTION

Students may elect to change from conventional grading to "Audit" or "Pass/Fail" at any time during the drop/add period by notifying the Office of Enrollment Management. A drop/add fee will be assessed.

## WITHDRAWAL

Students are allowed to withdraw from a course without academic penalty up to the established withdrawal date, which is established in the institutional calendar and published in the class schedule, the Student Handbook, and the College Catalog.

## GRADE APPEAL

Any student who feels his or her final grade is incorrect may appeal for a grade change through the following steps:

- Discuss the grade with the instructor involved
- If you are unable to reach an agreement, make an appointment with the Vice President of Academic Affairs and present all the evidence relating to the final grade and requested change. The Vice President of Academic Affairs' decision is final.

## GRADE POINT AVERAGE

Here is an example of how to determine your GPA based on the courses below and the grades as shown:

Total Credits = 16

Total Quality Points = 32

Quality Points divided by Credits = Grade Point Average (32 divided by 16 = 2.00)

<u>Course</u>	<u>Final Grade</u>	<u>Grade Points</u>	<u>Credits</u>		<u>Quality Points</u>
ENG 102	A	4	x 3	=	12
MATH 101	B	3	x 3	=	9
BIO 113	C	2	x 4	=	8
SOC 101	D	1	x 3	=	3
ART 101	F	0	x 3	=	0
16	32				

## **GRADE REPORTS**

Grades are available online. Grades are not given out over the telephone.

## **GRADUATION**

### **GRADE POINT AVERAGE**

To be eligible for graduation, a student must complete all courses of study with a Cumulative Grade Point Average (CGPA) of 2.0 or better.

### **ON-CAMPUS REQUIREMENT**

A student must complete 15 credit hours of a degree and six credit hours of a certificate at Mesalands Community College in order to be eligible to petition for graduation/conferral.

### **ENG 299: CAPSTONE PORTFOLIO COURSE AND STUDENT ARTIFACTS**

Student artifacts are various student work documents (research papers, homework assignments, projects, oral presentations, tests and exams, laboratory write-ups, math assignments showing your work, etc.) that you will create and complete during your time here at Mesalands Community College. These student works demonstrate to the instructor that you have successfully completed the requirements for the course as well as for the College. During your last semester prior to graduating with a degree, you will be required to enroll in ENG 299: Capstone Portfolio Course. This capstone course utilizes the College's rubrics to assess the general education competencies (writing, oral communication, information technology, critical thinking, scientific and mathematical reasoning) using student artifacts. A portfolio reflecting your best work will be submitted to a faculty committee for review and evaluation. Therefore, it is strongly recommended that you save (both electronically and hard copy) the work you complete in this course (as well as all the courses you take during your enrollment at Mesalands Community College). You will need to submit some of these documents in ENG 299 as your artifacts to prove your attainment of those previously listed general education competencies.

### **INDEBTEDNESS TO THE COLLEGE**

No degree or certificate will be awarded until all student indebtedness to Mesalands Community College has been satisfied. Library and tool inventories must be cleared, and all other obligations to the College satisfied.

## **MINIMUM REQUIREMENTS FOR SUBSEQUENT DEGREES**

Students may qualify for more than one Associate of Applied Science (AAS) degree by completing the requirements for the subsequent degree(s) and by earning at least an additional 15 collegiate- level credits after receiving the previous degree.

This applies to different degrees, not options within a degree. For example, a student may qualify for degrees in both Business Administration and Farrier Science, but cannot earn degrees for both Elementary Education and Secondary Education, since these are simply options under the Education degree. Students may qualify for more than one certificate within a department by completing the requirements with at least an additional six (6) credits beyond the requirements for the first certificate.

Students may not qualify for more than one Associate of Arts (AA) degree. The AA degree is a single degree with various options and concentrations designed for students anticipating transfer to a four-year college to complete a Bachelor's degree.

Students who plan to graduate with a degree by the end of a given semester are required to take the ACT National Career Readiness Certificate (NCRC) assessment when it is scheduled that semester. The NCRC is an industry recognized, portable, evidence-based credential that documents essential skills needed for workplace success and includes assessment of applied mathematics, workplace documents, and graphic literacy.

## **APPLICATION FOR GRADUATION**

Students who plan to graduate should submit a completed "Application for Graduation" form to the Office of Enrollment Management prior to the deadline as listed in the institutional calendar. Students should pick up an advisement copy of their transcript, Plan of Study, current schedule, pay graduation fees, and schedule an appointment with their advisor. Graduation fees are identified under the section of this handbook entitled "Fees."

## **GUESTS**

It is requested that all campus guests check in with the Student Affairs Office in an effort to prevent any unnecessary interruption of scheduled classes. Enrolled students will be personally responsible for the behavior of their guests. All invited guests visiting the campus are expected to comply with campus rules and regulations.



## **HEALTH SERVICES**

The College provides a list of physician referrals for student needs. In addition, the community hospital is available for emergencies 24 hours per day. Students interested in health insurance may obtain information from Student Affairs.

## **HONORS**

### **VICE PRESIDENT'S LIST**

At the end of the fall and spring semesters, the Vice President's List is announced as the official recognition of outstanding academic accomplishments. Qualifications are as follows:

- Students must maintain a grade point average of 3.5 or higher for courses taken at Mesalands Community College (excluding pre-collegiate courses).
- Students must successfully complete 15 or more credit hours and have no grade listed below a "C" in the given semester.
- Students must have no outstanding grade of "I" during the given year.

### **PRESIDENT'S CITATION**

At the end of the spring semester, the President's Citation is announced as official recognition of exceptional academic achievement. Qualifications are as follows:

- Students must maintain a cumulative grade point average of 3.75 or better (excluding pre-collegiate courses).
- Students must successfully complete 30 or more credits in the fall/spring semesters and have no grade below a "C" in the given year.
- Students must have no outstanding grade of "I" during the academic year.

## **GRADUATING WITH HONORS**

At commencement, students with high cumulative grade point averages who are receiving associate degrees will be recognized for Graduating with Honors. Summa Cum Laude means a student has graduated with a CGPA of 3.80 or higher. Magna Cum Laude signifies a CGPA of 3.50 to 3.79. Cum Laude means a student has a GPA of 3.25 to 3.49. (Pre-collegiate course grades are not included in these grade point averages.)

Honors graduates will wear a gold honors cord during commencement ceremonies. Only students graduating from programs with general education requirements (associate degree programs) are eligible for graduation with honors.

## **HOUSING**

### **STAMPEDE VILLAGE**

For residents, a complete housing manual will be available upon move-in. Students who are interested in living at Stampede Village should contact the Student Affairs Office for updates.

The Student Affairs Office maintains an online Student Housing Opportunities directory, but the College cannot approve or recommend any specific housing units on this list. The directory is available on the College website at [www.mesalands.edu/housing](http://www.mesalands.edu/housing) and includes a number of hotels and motels designating special rates for students in need of housing.

## **LIBRARY**

### **HOURS OF OPERATION**

The Library facility at the College is designed to provide the services and resources for a wide range of student needs. The Library is open from 8 a.m. to 8 p.m. Monday through Thursday and from 8 a.m. to 5 p.m. on Friday. These hours are subject to change. The Library is located on the main campus in Building A. The Library conforms with the accessibility requirements of the Americans with Disabilities Act (ADA); 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.

The Library features a computer lab for student research. Each computer can print to a laser printer and has high-speed Internet access. In addition, access to a wide variety of periodicals is available via the internet.

### **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.

In cooperation with the New Mexico State Library and the New Mexico Consortium of Academic Libraries (NMCAL), the College subscribes to over 70 online databases. Many of these databases contain the full-text of newspapers, magazines, scholarly journals, and online films. Articles and papers not held locally are often available through these databases and may include an abstract, full-text, illustrations, and/or photos. Some of the database vendors are Gale Info Trac, EBSCOhost, Facts on File, CQ Researcher, Films on Demand, and InfoBase. The Library also subscribes to nearly 200,000 eBooks. 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. Computer workstations, available for students, faculty, and staff, are equipped with current word processing, graphics, spreadsheet, database and office systems software, and Internet access. In order to check out material, students must be currently enrolled at the College and have a valid student ID.

### **Assessment of charges**

Charges are assessed to encourage prompt renewal and return of materials. Charges apply all days and all hours, even if the Library is closed, and are assessed after an item is overdue. Fees are levied to defray the costs incurred by the Library in billing, processing and other activities related to the recovery of material. All charges will be required to be settled in the Business Office.

### **Standard book or video checkout**

Standard Book Checkout: 14 days  
Video Checkout: 4 days

### **Damage Charges**

Damage charges are levied to repair material or to compensate for the decreased value of materials due to irreparable damage. Damage charges will be assessed at actual replacement cost. A standard replacement charge is assessed when the damaged item cannot be circulated any longer or is replaced.

### **Replacement Charges**

Items belonging to the College have a standard replacement charge. Standard replacement charges are actual costs to replace the item.

## **LITTERING**

Students and employees should be conscious of the need to maintain a healthy atmosphere and a clean, litter free campus. Please dispose of all trash, including paper,

cans, food items, and cigarettes in proper waste receptacles. All tables in student break areas and the student Commons areas should be cleared by those who use them.

## **LOITERING**

Mesalands Community College's campus is for the benefit of enrolled students, staff, invited guests, and others engaged in official business with the College. Other individuals on College property may be asked to leave and/or prosecuted for trespassing.

## **LOST AND FOUND**

Mesalands Community College is not responsible for lost or found property. However, for student convenience, the College will keep items turned in as lost property in the Student Affairs Office for 30 days. Items left more than 30 days will be disposed of in a manner the College considers appropriate. Contact the Information window in Student Affairs to claim lost property or to turn in found items.

## **STUDENT ORIENTATION**

Students who have applied for admission are encouraged to attend an orientation session at the beginning of the fall and spring semesters. This orientation introduces students to the College, campus resources, the Student Handbook, and faculty and staff.

Students are provided with a substantial amount of information regarding registration, available services, policies, student organizations, and other student information. This orientation is provided as a way of keeping students informed and to encourage them to become involved in college life. The online Student Orientation is available at [www.mesalands.edu/current-students/student-orientation](http://www.mesalands.edu/current-students/student-orientation).

## **ONLINE ACCESS**

Mesalands Community College provides secure, online access to student's academic and financial records at the College via <https://my.mesalands.edu>. This service enables students to access information, such as a listing of all the courses students have taken at Mesalands, final grades for completed courses, the student's current class schedule, current bill and past transactions, and the ability to update contact information.

All currently enrolled students of Mesalands can access the Internet in on-campus computer labs. If you have not already done so, you will first need to read the "Computer Use Guidelines" before logging in.

Students can also find the current Mesalands catalog and current and upcoming class schedules on the College's website at [www.mesalands.edu](http://www.mesalands.edu). These features are available directly from Mesalands' home page—students do not need to log on to their My.Mesalands.edu account to access these features.

Also, at appointed times prior to the beginning of a semester, existing students may pre-register for classes by going to the same website and following the log in instructions given above.

If you should have any questions or problems accessing your records, assistance is available in the College's computer labs or by calling the Student Affairs Office at 461-4413, extension 153.

## **PARKING AVAILABILITY AND PARKING**

### **RESTRICTIONS**

#### **Policy**

College personnel and the Tucumcari Police Department have jurisdiction to enforce the regulations and the right to remove or impound any vehicle operated or parked in violation of the regulations. In such cases, the vehicle's owner will be required to pay towing and storage charges. The Vice President of Student Affairs has the discretionary power to enforce a policy or traffic control on the campus when it is not specifically covered by these regulations. Students, faculty, and staff are expected to be familiar with and abide by these regulations. The fact that a violation notice is not issued to a vehicle that is illegally parked does not mean or imply that the regulation or law is no longer in effect.

Students, faculty and staff are expected to be familiar with and abide by the New Mexico Criminal and Motor Vehicle Laws in addition to College Regulations, which are in effect on Mesalands Community College property 24 hours a day. Strict adherence to all regulations is required to protect pedestrians and vehicles and to provide access for emergency vehicles.

### **VEHICLE REGISTRATION**

All motor vehicles, motorcycles, and bicycles must have a valid College parking permit to park on campus at any time. A permanent registration permit is properly displayed when hung from the rear view mirror of the vehicle. Motorcycle, motor scooter, motorbike, and bicycle decals will be placed on the front fender, or on the front fork.

Students, faculty, and staff may obtain parking permits at the College Student Affairs Office. There is no charge for registering vehicles. This permit is valid as long as the

student is registered at the College and no changes have been made in regards to vehicle ownership.

Visitor and special parking permits shall be issued by the College at no charge. Such permits shall not be issued to persons who are students, faculty, staff, or who are otherwise receiving compensation for their work on campus. Visitor and special permits shall be limited to the dates and times on the permit.

## **WHERE TO PARK**

Only between lined spaces.

Painted Curbs:

- Yellow curbs: Do not park.
- Blue curbs: Do not park, except with New Mexico handicap parking permit.

## **PARKING LOTS**

- General Use. All College parking lots are open during operational hours for parking for students when a valid College parking permit is displayed on their vehicle.
- Guest and Special Use. College parking lots are open to guests and temporary permit holders as stated on the permits.
- Special Events. For special events (e.g. Board meetings, College events, community events) parking lots may be opened for general use without permits for the duration of any such event.
- Dinosaur Museum. Students attending class are not allowed to park in the Dinosaur Museum's visitor-only parking lot directly in front of the Museum. Students may park in the lot to the west, the lot on the east side of Adams Street, or on Laughlin Street.

## **Suspension of privilege to drive and park on campus**

When a permit holder has accumulated three or more parking violations, the College may prohibit the permit holder from driving or parking on campus for a period of 30 days. At the end of said period, he/she will be eligible to apply for reinstatement of all parking and driving privileges. Any person who drives or parks on campus while on suspension may have his/her vehicle impounded.

## **Regulations for the use of Motor bikes, Motorcycles and Motor scooters on campus**

- These vehicles are subject to the same regulations as four-wheeled motor vehicles.
- These vehicles may not be parked in entryways, on sidewalks or pedestrian paths and must not be brought in to College buildings.
- These vehicles may not be driven on any walkway, road, or drive-way not authorized for use by a four-wheeled vehicle.

## **CITATIONS AND PAYMENT**

College personnel and student employees are authorized to issue parking citations for violations of parking regulations, in the amount of \$10 per violation.

Any person who receives a parking citation is required to pay the citation at the College Business Office or by mail to Mesalands Community College, 911 South Tenth Street, Tucumcari, NM 88401 no later than 15 days from the date of the citation.

Fines must be paid by the due date even if an appeal is pending. Fines will be doubled if the driver fails to pay the fine. Appeals must be filed within 15 days of the date of the citation. Failure to pay the fine will result in the vehicle being banned from parking on campus and will also result in a hold being placed on the student's records.

## **APPEALS**

All parking citations may be appealed to the Vice President of Student Affairs. The decision of the Vice President of Student Affairs is final. Contact the Student Affairs Office for more information.

## **LONG-TERM PARKING**

Any vehicles left on campus for longer than 48 hours will be subject to towing.

## **PETS**

The presence of dogs, cats, and other pets is prohibited on all College property, except when necessary for instructional purposes. Service dogs are permitted.

## **PHOTOCOPYING**

Mesalands Community College adheres to the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material. Mesalands reserves the right to deny an order for copying if, in its judgment, fulfilling the requested order would involve a violation of copyright law.

## **PREREQUISITES**

A number of courses at Mesalands Community College are dependent upon knowledge gained in preceding classes. Students should receive at least a grade of “C” in all prerequisite courses prior to proceeding in the course sequence.

## **RE-ADMISSION**

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

## **REPEATING COURSES**

Courses may be repeated only once to improve a grade. Students who wish to take advantage of this policy should notify the Office of Enrollment Management and complete an “Application to Repeat” form. Grades in both classes will appear on the transcript, but only the last grade earned will be used to calculate the cumulative grade point average (CGPA).

## **TUITION REFUND POLICY**

### **REGULAR SEMESTER**

Students dropping from a course will receive a 100% tuition refund through the last day of the week of regular enrollment. The refund for students dropping 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 last day of the third week 25% (tuition only, no fees). There is no refund after the third week.

#### ***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 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 canceled after payment is made, a refund will be issued no later than two weeks after the class would have started.

## **SAFETY/SECURITY**

Mesalands Community College strives to maintain a safe and secure environment in which individuals can work, learn, and study. Mesalands Community College's Division of Student Affairs is here to help students with campus safety in the event of an accident, vandalism, theft, emergency situations, or lost and found items.

The cooperation and involvement of the student population in campus safety is an absolute necessity. Students assist in assuming responsibility for their personal safety and the security of personal property by taking basic crime prevention precautions. All members of the College community should secure valuable personal items such as calculators and computers in order to avoid loss. Vehicles should be locked at all times and valuable personal items should be locked in the trunk. Students should report any individuals behaving suspiciously to College staff. All vehicles must be parked or operated in accordance with parking regulations of the College, and operated in accordance with City Ordinance and New Mexico State Law. Campus safety is the concern of the entire College community.

## **CAMPUS SAFETY AND SECURITY**

Mesalands Community College is committed to ensuring the personal safety and well-being of all its students and staff on campus. An Emergency Procedures Plan is located by each office phone for quick reference, and the Emergency Alert System (EAS) is the on-campus system for notifying the campus community in the event of an emergency.

One of the most important factors to ensuring campus safety and security is clean, well-maintained, and well-lit buildings and grounds. Mesalands Community College strives to achieve this. If at any time you observe something that poses a health or safety risk, please dial extension 175 during normal work hours and extension 161 after normal business hours to report any maintenance needed.

In addition:

- The campus utilizes digital surveillance
- An intrusion alarm system is in operation in all buildings for hours that the campus is closed.

- The campus maintains a fire alarm system.
- The College has emergency exit routes posted in each room.
- An Evening Coordinator is employed during normal business hours to patrol all areas of the main campus and to make sure that all areas are safe and secure.
- The Health and Wellness Facility is only accessible through electronic access and employs digital security cameras.

## **CAMPUS SAFETY AWARENESS**

Students are informed about the College's safety regulations during orientation sessions and via the booklet, "Campus Safety," provided through Student Affairs to students and the general public upon request and available at [www.mesalands.edu/about/campus-safety](http://www.mesalands.edu/about/campus-safety). Included with the "Campus Safety" booklet is information regarding the federal Student Right-to-Know and the Campus Security Act.

## **CRIME PREVENTION**

Crime prevention programs and information are available through the Tucumcari Police Department, which retains specialized staff for this purpose. These programs and information can be accessed by simply completing a request through the Division of Student Affairs.

Programs and information are available on substance abuse, crime prevention, sexual assault, and other safety-related topics. Tucumcari Police Department staff can also provide programs on related law enforcement topics with advance notice. Additional campus safety information is also available at [www.mesalands.edu/about/campus-safety](http://www.mesalands.edu/about/campus-safety)

## **EMERGENCY ALERT SYSTEM**

In the event of an emergency situation on campus, the Emergency Alert System (EAS) is to be used in conjunction with the Mesalands Community College Emergency Procedures Plan. The EAS utilizes multiple technologies simultaneously to notify individuals of a threat. To receive emergency alerts, students may sign up at <https://www.getrave.com/login/mesalands>.

The system sends messages to the College community via intercom paging and voice messaging through the College's telephone system in all offices and classrooms on the main campus. The Student Information System (SIS) posts information on all screens in all buildings. All faculty and staff will receive email messages on College computers, and those students that provide email addresses will also receive email messages. In addition, employees and students who register their cell phones will receive a text message.

The College Emergency Alert System will be activated for emergency or urgent situations only. In case of an emergency or urgent situation, call extension 153 and

explain the situation to the operator. The operator will notify the campus official on duty, and then the EAS system will be activated.

## **SECURITY ACCESS**

Mesalands Community College has a close working relationship with the Tucumcari Police Department, which provides security and law enforcement services for the College campus. This service includes dispatch services (telephone 461-2280) and emergency access through telephone (911). The Tucumcari Police Department has jurisdiction on the College campus, which is located within the Tucumcari city limits.

The Tucumcari Police Department maintains patrol operations 24 hours a day, seven days a week. Police officers handle emergency calls prior to basic service calls and reports that are non-emergency in nature. Police officers patrol all College property and areas affecting the College community during all shifts. Parking lots are monitored continually to provide a safe environment for both pedestrian and motor vehicle traffic. Police officers enforce all state laws including traffic and DWI laws, as well as College regulations.

## **STUDENT RESPONSIBILITY**

Students are responsible for knowing the provisions of the Student Code of Conduct and for abiding by the policies regarding conduct. Failure to comply with these regulations may result in disciplinary action.

## **SUPPORT SERVICES FOR CRIME VICTIMS**

Assistance for victims of crime is available through the Tucumcari Police Department. In addition, the Vice President of Student Affairs will assist victims with obtaining such services.

Mesalands does not provide mental health resources for its students. However, in cases in which Mesalands Community College students are the victims of an on-campus crime, the Student Affairs Division will act promptly to make appropriate referrals to local agencies. For more information, visit: <http://www.mesalands.edu/about/campus-safety/directory-of-local-resources>.

## **SOUND AMPLIFICATION**

Sound amplification equipment, including radios, MP3 players, and CD players outside Mesalands Community College buildings must be played at an audible level which does not interfere with ongoing classes and campus activities. Any sound equipment played inside the building (e.g., in the student Commons area) must not disturb others. Earphones are not allowed inside the classroom without specific permission from the

instructor. The television in the student Commons area is pre-set to avoid disturbing academic instruction.

## **STUDENT CLASSIFICATION**

A student who has earned one to 29 credit hours is classified as a first-year student (freshman). A student with 30 or more credit hours earned but who has not yet earned a degree or certificate is classified as a second-year student (sophomore).

## **STUDENT CODE OF CONDUCT AND PROCEDURES**

The ability to respect other people is an important element in college and career success. Respect is reflected in the actions, attitudes, and words used around other people, as well as the volume of conversations. This shows consideration for others. Educated people can listen respectfully to other people's opinions, even if they disagree. Respectful people are considerate of cultural, social, economic, sexual preferences, and gender differences. Remember that as a student at Mesalands Community College, you are a reflection of the College and the education you are earning here. Please make it positive.

The following is the Student Code of Conduct students are expected to follow:

**6.6.1 STANDARDS OF CONDUCT:** Conduct that may lead to disciplinary action may include, but is not limited to, the following violations:

6.6.1.1 Violation of federal, state, or local law on the Mesalands Community College campus or at College-sponsored events.

6.6.1.2 Failure to comply with directions of Mesalands Community College officials acting in the capacities of their duties.

6.6.1.3 Failure to identify one's self when a legitimate request to do so is made by a College official or staff member.

6.6.1.4 Violating established rules, policies, or regulations of Mesalands Community College.

6.6.1.5 Violation of human dignity includes, but is not limited to: racial or verbal abuse, threats, intimidation, harassment, coercion, and physical abuse or assault which threatens or endangers the physical health or safety of any member of the College community.

6.6.1.6 Theft, attempted theft, vandalism, or damage to property of Mesalands Community College or any member of the College community.

6.6.1.7 Hazing, which is defined as an act that endangers the mental or physical health of a student as an initiation into a group or organization.

6.6.1.8 Any form of behavior which constitutes indecent, lewd, or disorderly conduct on Mesalands Community College premises.

6.6.1.9 Disruption or obstruction of an individual's pursuit of education or the learning environment during College-related activities. This includes public service or student activities off campus.

6.6.1.10 Unauthorized possession, duplication, or use of any College facility key or use of keys to gain access to College premises.

6.6.1.11 Failure to meet financial obligations to the College.

6.6.1.12 Theft or abuse of computer time including, but not limited to the following:

- Unauthorized downloading of files or software programs.
- Unauthorized entry into files.
- Unauthorized transfer, deletion, or change of files.
- Unauthorized use of a password or security code.
- Using computer facilities to interfere with normal operations.
- Intentionally damaging or interrupting institutional computer operations.

6.6.1.13 Possession, distribution, sale, use, or being under the influence of alcoholic beverages, illegal drugs, or controlled substances on College property or at College functions.

6.6.1.13.1 **DRUG-FREE WORKPLACE POLICY:** It is the policy of Mesalands Community College to provide a safe environment for its employees, students, and members of the public. Accordingly, Mesalands Community College adheres to the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of 1991, and any state and local law regarding the use, sale, or possession of alcohol and controlled substances on College property.

6.6.1.13.2 **PROHIBITIONS:** Mesalands Community College forbids any employee or student from possessing, using, selling, distributing, or being under the influence of alcohol or drugs, and from possessing, using, selling, or distributing drug paraphernalia while on College property or while involved in student activities.

6.6.1.13.3 **DEFINITIONS:** For purposes of these Alcohol and Substance Abuse Procedures and Regulations:

- “Alcohol” includes all consumable non-prescription substances which contain alcohol; specifically including without limitation spirits, wine, malt beverages, and liquor.
- “Drug” means marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines; any non-prescription substance containing those drugs, or any prescription drugs which are not specifically pre-scribed by a physician for the particular applicant or employee.
- “Reasonable suspicion” means a belief drawn from specific objective and articulated facts and the reasonable inferences drawn from those facts.

6.6.1.14.1 Dating violence, domestic violence, sexual assault, stalking, and sexual harassment of a student or employee at Mesalands Community College is strictly forbidden.

SEXUAL HARASSMENT: If alleged misconduct deals with dating violence, domestic violence, sexual assault, stalking, or sexual harassment, the investigation will be immediately referred to the Title IX Coordinator: Dr. Aaron Kennedy, Vice President of Student Affairs; aaronk@meslands.edu; 911 South Tenth Street, Tucumcari, NM 88401; 575-461-4413 ext. 189.

6.6.1.15 Possession or use of firearms, ammunition, explosives, fireworks, or other types of weapons is strictly forbidden on College property or at College sponsored functions (For purpose of this policy, firearms and dangerous weapons may include, but are not limited to, rifles, pistols, shot guns, pellet, guns BB guns, dart guns, blank guns, blow guns, archery equipment, martial arts weapons, assorted edged weapons including daggers, hunting knives, or any other knife with a blade over three inches in length, and any other device that could be, or appears to be, of danger to other persons.)

The Vice President of Student Affairs must be notified and shown proof of a concealed weapon permit.

Students and their guests are not allowed to have weapons of any kind on campus. Any person found in violation of this policy will be subject to suspension/expulsion from the College.

6.6.1.16 Acts of dishonesty including, but not limited to, the following:

- Giving false information to a College official.
- Use of a fraudulent document.
- Possession or alteration of any College document, record, or seal including student I.D. cards.
- Tampering with the election process of any student club or organization.
- Breach of Academic Integrity.

6.6.1.16.1 The integrity of an academic program rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, and examinations.

A breach of the rule of Academic Integrity and Conduct occurs if:

- A student knowingly represents the work of others as his/her own (plagiarism).
- A student uses or obtains unauthorized assistance in any academic work (cheating).
- A student gives fraudulent assistance to another student (facilitating academic dishonesty).
- A student knowingly falsifies or fabricates information, research, or citations (fabrication).

Breach of academic integrity or conduct may result in disciplinary action, which could include suspension or expulsion from the College.

6.6.2 VIOLATIONS OF THE CODE OF CONDUCT: Violations are assessed through the Vice President of Student Affairs.

6.6.2.1 In instances of conduct that violate local, state, or federal law, the Vice President of Student Affairs may elect to refer violations to local law enforcement agencies for investigation.

6.6.2.1.1 Upon receipt of a written complaint, the Vice President of Student Affairs will determine if the presence of a student poses a threat to the College community or property. Immediate interim suspension may be invoked until an investigation can take place.

6.6.2.2 Upon receipt of a written complaint, the Vice President of Student Affairs will determine if the presence of a student poses a threat to the College community or property. Immediate interim suspension may be invoked until an investigation can take place.

6.6.2.3 All complaints regarding student conduct will be maintained on file in the Office of Student Affairs.

6.6.2.4 The Vice President of Student Affairs will investigate and gather evidence regarding complaints regarding student misconduct.

6.6.2.5 Complaints regarding student misconduct must be filed on a Security Incident Report form and signed by the complainant.

6.6.2.6 If alleged misconduct deals with sexual harassment, racial harassment, or hate/bigotry, the investigation will be immediately referred to the Title IX Coordinator.

6.6.3 DISCIPLINARY SANCTIONS: If the Vice President of Student Affairs concludes that evidence in a complaint warrants disciplinary action, the Vice President will provide written notification to the student as early as possible. Disciplinary action may include, but IS NOT limited to, the following steps:

6.6.3.1 Reprimand: Any misconduct that is regarded as a minor infraction. The reprimand may include, but is not limited to: counseling and documentation of the incident in the Student Affairs Records.

6.6.3.2 Disciplinary Probation: Any misconduct leading to probation will be regarded as a major offense. Probation is applied for a stated time period and may include restrictive conditions. These restrictions may include:

- Restricting a student from all or certain College facilities.
- Denial of scholarships.
- Removal from any position of leadership or participation in a
- College student organization or activity.
- Specific improvement in student behavior or attitude during the probationary period.

6.6.3.3 Suspension: Any misconduct leading to suspension is regarded as a major offense. Suspension will be for a specific period of time, but in no case less than the remainder of the semester. During a suspension the student is denied:

- The right to attend classes.
- Participation in College activities.
- The right to be on campus for any reason, until such time as the student is approved for readmittance by the Vice President of Student Affairs.

6.6.3.4 Expulsion: Any offense of such a serious nature that the student may have their status as a College student completely terminated for an indefinite time period.

6.6.4 DUE PROCESS: The responsibility for administering discipline at Mesalands Community College rests with the Vice President of Student Affairs. The Vice President of Student Affairs is responsible for investigating all complaints of misconduct. When a student is suspected of an infraction of College regulations, he/she will be given due process. If the infraction includes the possibility of suspension or expulsion, the student will be notified in writing of the student's suspected commission of an infraction and the College will afford the student an opportunity to meet with the Vice President of Student Affairs or his/her designee in order to respond to the complaint regarding allegations underlying the suspected infraction.

6.6.4.1 The Vice President of Student Affairs will render a finding after appropriate facts, interviews, and evidence have been reviewed. At that time, the student will be notified in writing of any disciplinary action.



6.6.4.2 If the student desires to appeal the Vice President's decision, he or she must submit written notification to the Vice President within three working days after receiving the decision. The Vice President of Student Affairs will then schedule a hearing with the Disciplinary Appeals Committee. The student will be notified of the date, time, and place of the appeal hearing.

The Disciplinary Appeals Committee is chaired by the Vice President of Academic Affairs and includes the following personnel: the student's department head, academic advisor, faculty member of the student's choice, and Student Senate President.

6.6.4.3 At the appeals hearing the Vice President of Student Affairs will present charges against the student, along with any substantiating evidence or witnesses. The student in turn may present evidence or witnesses on his/her behalf. After hearing all evidence, the Disciplinary Appeals Committee will meet in closed session to render a decision. The committee options include:

- Upholding the decision of the Vice President of Student Affairs.
- Modifying the student's penalty.
- Dismissing the case against the student.

The student and Vice President of Student Affairs will be informed of the decision as soon as possible. The decision of the Disciplinary Appeals Committee is final. At this time Mesalands Community College does not allow recording devices, or legal counsel at any proceedings.

## STUDENT CONCERNS/ISSUES

During the course of study, concerns may arise that address academic or student life issues. Any students who would like to formally voice their concerns may do so by following these procedures:

- Discuss concerns/issues with the involved party.
- If unable to reach an agreement, make an appointment with the appropriate person as listed below.
- The appropriate Vice President will be responsible for investigating all complaints and will take action accordingly.
- The decision of either Vice President is final.

ACADEMIC	STUDENT LIFE
Faculty ↓ Vice President of Academic Affairs	Student Affairs Personnel ↓ Vice President of Student Affairs

## STUDENT GOVERNANCE

Students at Mesalands Community College are encouraged to voice their opinions on issues and matters of general interest to the student body. Students have the

opportunity to participate in governance by joining the Student Government Association. The President of the Student Government Association is also a member of the Student Affairs Committee. Students interested in active involvement should contact a Student Affairs staff member.

## **STUDENT AFFAIRS COMMITTEE**

The Student Affairs Committee acts as a liaison between the students and the institution concerning questions, ideas, and needs. One of its goals is to make recommendations to the Vice President of Student Affairs regarding student life. Any ideas or concerns should be directed to the President of the Student Government Association.

## **STUDENT PHOTO IDENTIFICATION CARDS**

Students registering as either a full or part-time enrollee at Mesalands will be issued a Security Photo Identification Card. This card has multiple uses, including personal identification, Library use, Bookstore transactions, student activities, computer lab use, and to prove student status for discounts with community merchants. Student ID cards are not issued to students who are taking community education classes only. A fee of \$10 will be assessed for replacement of lost ID cards. The College Library issues all identification cards.

## **STUDENT INFORMATION SYSTEM (SIS)**

The Student Information System (SIS) consists of TV monitors in all College buildings and is used to convey important and timely information to students. Postings are approved by the Vice President of Student Affairs.

## **STUDENT ORGANIZATIONS, ACTIVITIES AND SPORTS**

In addition to the Student Government Association, there are several other opportunities for student involvement:

### **Clubs and Organizations**

- **Astronomy Club** is open to all students interested in astronomy. The club sponsors worthwhile social events and raises money to offset any costs of materials, conferences, or field trips.
- **Chi Alpha/College Christian Fellowship Club** promotes the spiritual life of the students of Mesalands Community College by providing opportunities for worship, fellowship, discipleship, witness, and prayer. Chi Alpha meets

periodically in small and large group gatherings. Students assume the planning and scheduling of all meetings and special events. Membership will include any interested students who are enrolled at Mesalands Community College. Chi Alpha is a non-discriminatory organization.

- **Entrepreneurial Action Us (ENACTUS)** is a nonprofit organization that gives students the tools to learn the free enterprise system in a real working situation. Guided by faculty advisors, who are named Sam M. Walton Free Enterprise Fellows in honor of the late Wal-Mart founder, ENACTUS teams establish a variety of community outreach programs that teach free enterprise. Help is given to budding entrepreneurs to get their plans off the ground, and mentors are available for at-risk students, inspiring them to reach for their dreams.
- **Gamers Guild** was created to provide a way for people at Mesalands Community College who enjoy gaming to meet others with similar interests. “Gamers,” in this case, are defined as fans of the diverse multi-player games that are separate from traditional sports activities. These include, but are not limited to: role playing, card, games, collectible trading card games, board games, multi-player computer games, and tabletop war games.
- **The General Education Development (GED) Club** exists to raise and distribute funding to assist students in the Adult Education (ABE) program who need financial assistance in paying High School Equivalency test fees.
- **Hispanic Heritage Club: ¡Amistad!** is for all students who are interested in the cultural aspects of Spanish-speaking countries.
- **Hot Metals Club** is a student organization sponsored by Fine Arts/Foundry.
- **Mesalands Experienced Student Association (MESA) Club** is designed to provide support and advocacy to nontraditional students at Mesalands Community College. Membership is open to any Mesalands student who fulfills membership requirements (any undergraduate student who is 24 or older, or any student under 24 who considers him or herself a nontraditional student).
- **Native American Club** promotes increased awareness and cultural understanding of indigenous people of America at Mesalands Community College and the respective community. Membership is open to any student of Mesalands Community College.
- **Natural Sciences Club** provides an opportunity for students to gain knowledge of their surroundings. Innovative field trips and informative lectures with topics ranging from astronomy to paleontology are provided through the Natural Sciences Club. Hands-on experience is emphasized through cooperative work in the Mesalands Community College’s Dinosaur Museum and Natural Sciences Laboratory, where the scientific method is put to practical use. This organization provides students a chance to broaden their horizons and gives the community an opportunity to share in culturally enriching experiences.
- **Phi Theta Kappa International Honor Society** membership is based on academic achievement. The Society offers student leadership opportunities, lifetime membership, opportunities for intellectual enrichment and personal development through scholarship, leadership, service, and fellowship.

- **Robotics Club** promotes increased awareness in the sciences and the field of robotics at the College and the respective community. Membership is open to any student enrolled in credit-bearing classes at Mesalands.
- **Rodeo Club** offers students with an interest in rodeo the opportunity to develop their skills and participate in various rodeo events. The club attends and hosts a rodeo, team roping competitions, and dances.
- **Student Horseshoers for Excellence (S.H.O.E.) Club** encourages students with an interest in horses, especially for those with an interest in horseshoeing, to participate in the club. S.H.O.E. is a member of the New Mexico Professional Horseshoers Association and is actively involved in national farrier associations. The club attends and hosts clinics, competitions, and certifications related to horses and horseshoeing, as well as sponsoring recreational activities.
- **Wind Energy Technology Club** is open to students enrolled in the Wind Energy Technology Program. The club has three areas of focus: 1) Career awareness - To increase awareness in the wind energy industry of the Wind Energy Technology Program at Mesalands Community College; 2) Educational enhancement - To gather resources that will enhance the education and training areas of the Wind Energy Technology Program; 3) Community involvement - Develop local relationships by being involved in community activities and projects.

## SPORTS

- **Intercollegiate Rodeo** was introduced as Mesalands' first intercollegiate sport in the fall semester of 1998. The College is a member of the National Intercollegiate Rodeo Association and competes in the Grand Canyon region. Both the men's and women's teams compete in rodeos in the fall and spring. Students must meet national eligibility guidelines and be enrolled full time in order to participate in the college rodeos throughout the region. The top athletes from the region compete in the College National Finals Rodeo in June of each year.
- **Intramural Sports** may be offered based on student interest. Each semester may include ultimate frisbee, dodgeball, volleyball, basketball, and other sports as interest is expressed by the student body. Students may inquire at the Office of Student Affairs.

## STUDENT RECORDS

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

It is the policy of Mesalands Community College to ensure the right of privacy and access to the student of his or her education records in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), its amendments, and the final rule of the U.S. Department of Education.

This act gives students certain rights regarding their records:

1. The right to inspect information contained in the student's educational records.
2. The right to request correction of records upon proof of error.
3. The right to prevent disclosure of records without consent, with certain exceptions, including directory information, as delineated in the College's complete policy.
4. The right to secure a copy of the College's complete policy (see Office of Enrollment Management).
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the provisions of the Act.
6. The right to have directory information withheld (see Release of Student Information).

## **RELEASE OF STUDENT INFORMATION**

With the exception of "directory information" and other exceptions permitted by the Family Education Rights and Privacy Act (FERPA), no access to a student's (or former student's) educational records will be granted unless a written authorization form is completed.

Directory information consists of the following: name, mailing address, date of birth, major field of study, classification (freshman or sophomore), dates of attendance (terms), honors and degrees awarded, photographic image, email address, and the name of the educational agency or college attended immediately prior to coming to Mesalands.

Students who are currently enrolled and wish to deny release of directory information must complete an "Access to Student Records" form in the Office of Enrollment Management. Restriction of directory information will only be honored while the student is currently enrolled at Mesalands Community College. Should a student not maintain continuous enrollment, he or she must complete another form upon readmission.

Complete information on the College's FERPA policy is available in the Office of Enrollment Management.

## **STUDENTS WITH SPECIAL NEEDS**

Mesalands Community College is committed to helping qualified students with special needs reach their goals. Students requesting special accommodations under the Americans with Disabilities Act must contact their instructor or Student Affairs staff who will advise them of the required process.

Documentation of disability and need for special accommodations must be provided by the student in order for a decision to be made concerning eligibility for the requested services. Approved accommodations will be implemented in a timely manner, and appropriate to the type of accommodation being requested.

## **TOBACCO-FREE ENVIRONMENT**

All of Mesalands Community College's indoor areas are smoke-free and tobacco-free areas. In support of the New Mexico Clean Indoor Air Act [24-16-1 NMSA 1978], this prohibition against all use of tobacco of any kind is extended to include all campus building facilities (including restrooms, classrooms, work areas, lounges, commons areas, conference rooms, laboratories, etc.) and all vehicles owned and operated by the College. Additionally, smoking is prohibited by the Dee Johnson Clean Indoor Air Act near entrances, windows, and ventilation systems of all work places and public places.

## **TOURS**

Tours of the Mesalands Community College campus are provided by the Student Affairs Office to any individual or group that would like to become acquainted with the campus. Tours may be arranged by calling Student Affairs at 461-4413, extension 153.

## **TRANSCRIPTS**

Students may authorize Mesalands Community College to provide confidential copies of transcripts to employers and educational institutions. The student must fill out a "Request for Transcript of Record" form, located in the Office of Enrollment Management or on the College website. Transcripts are provided to students at a cost of \$5.00 and will be mailed within 48 business hours of the date the request is received.

## **TRANSFER CREDIT FROM OTHER INSTITUTIONS**

Only credit which is applicable toward a student's signed Educational Plan of Study shall be considered for transfer credit. Students desiring credit for past college work must have an official transcript from each previous college mailed directly to Mesalands Community College and must complete a Request for Transcript Evaluation form. Only courses with a grade of "C" or better or "P" or "S" will be considered for transfer. The only exception is for courses in the New Mexico General Education Common Core, in which case a grade of "D" may be accepted.

Any course accepted in transfer must be equivalent to the Mesalands course for which it is substituted on the Plan of Study. If the course being transferred to Mesalands is for less credit than the Mesalands course, the student must have additional credit relevant to his or her Plan of Study to make up the difference. Courses accepted in transfer will not be included in the CGPA.

Transfer credit for military training will be allowed in accordance with the above, provided the student provides official documentation of course completion, including the course's American Council on Education ID number. The Guide to the Evaluation of

Educational Experiences in the Armed Services shall be used in evaluating the course's equivalency to Mesalands courses.

Mesalands will accept an unlimited number of transfer hours subject to the above guidelines; however, a student must complete at least six credit hours of a certificate and 15 credit hours of a degree in residence, to be eligible to graduate. This requirement may be waived by the Vice President of Academic Affairs on a case-by-case basis.

Other restrictions exist regarding acceptance of transfer credit. See the Office of Enrollment Management for complete policy.

## **TRANSFER AMONG NEW MEXICO HIGHER EDUCATION INSTITUTIONS**

To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (SB 161). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

### **STUDENT RESPONSIBILITY**

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

## **TRANSFERABLE LOWER-DIVISION GENERAL EDUCATION COMMON CORE**

Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the New Mexico General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are

guaranteed to transfer to any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories.

Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this course work may not transfer toward general education requirement, but will apply toward elective requirements in most cases.

## **NEW MEXICO COMMON COURSE NUMBERING SYSTEM**

A common course numbering system has been devised by New Mexico colleges and universities. The purpose of the system is to assist New Mexico students who are transferring between institutions within the state. The system provides a neutral state-wide course identifier for those courses that are similar in nature and considered to be equal in transfer. (If a Mesalands Community College course has a New Mexico Common Course Number [NMCCN], that course number is listed below in parentheses and, if applicable, is also listed parenthetically following the course description in the Course Description section of the College catalog.) Refer to the Mesalands catalog for courses included in the New Mexico General Education Common Core.

### **THE LOWER-DIVISION GENERAL EDUCATION COMMON CORE**

#### **Area I: Communications (9 credits)**

MCC	NMCCN	Course Title
ENG 102	(ENGL 1113)	English Composition
ENG 104	(ENGL 104)	English Comp. and Research
ENG 233	(ENGL 2113)	Professional and Technical Writing
COM 101	(COMM 1213)	Interpersonal Communications
COM 102	(COMM 1113)	Public Speaking

#### **Area II: Mathematics (3 credits)**

MCC	NMCCN	Course Title
MATH 110	(MATH 1113)	College Algebra
STAT 213	(MATH 2113)	Statistical Methods

#### **Area III: Laboratory Science (8 credits)**

MCC	NMCCN	Course Title
BIOL 113	(BIOL 1114)	Introduction to Biology
BIOL 222	(BIOL 2514)	Microbiology
CHEM 113	(CHEM 1114)	General Chemistry I
CHEM 115	(CHEM 1214)	Introduction to Chemistry I
CHEM 116	(CHEM 1224)	Introduction to Chemistry II
PHYS 115	(PHYS 1114)	Introduction to Physics
PHYS 120	(ASTR 1114)	Introduction to Astronomy



PHYS 201	(PHYS 1214)	College Physics I
PHYS 202	(PHYS 1224)	College Physics II
GEOL 141	(ENVS 1114)	Introduction to Environmental Science
GEOL 151	(GEOL 1114)	Physical Geology
GEOL 152	(GEOL 1214)	Historical Geology
GEOL 230	NA	Environmental Geology

#### **Area IV: Social/Behavioral Sciences (6-9 credits)**

<i>MCC</i>	<i>NMCCN</i>	<i>Course Title</i>
ECON 251	(ECON 2113)	Macroeconomics
ECON 252	(ECON 2123)	Microeconomics
PSCI 102	(POLS 1123)	American Politics
PSCI 202	(POLS 1213)	State and Local Government
PSY 101	(PSYC 1113)	Introductory Psychology
SOC 101	(SOC 1113)	Introductory Sociology
SOC 212	(SOC 2113)	Contemporary Social Issues
SOC 215	(SOC 2213)	Marriage and the Family

#### **Area V: Humanities and Fine Arts (6-9 credits)**

<i>MCC</i>	<i>NMCCN</i>	<i>Course Title</i>
ART 101	(ARTS 1113)	Art Appreciation
ART 261	(ARTS 2113)	Art History
ENG 201	NA	Types of Literature
ENG 211	(ENGL 2213)	Introduction to Literature
ENG 221	(ENGL 2413)	British Literature Survey I
ENG 270	(ENGL 2713)	Southwest Literature
ENG 271	NA	Women in Literature
ENG 275	NA	The Motion Picture
HIST 101	(HIST 1113)	Survey of American Hist. to 1877
HIST 102	(HIST 1123)	Survey of American Hist. since 1877
HIST 121	(HIST 1053)	Survey of Western Civilization I
HIST 122	(HIST 1063)	Survey of Western Civilization II
MUS 101	(MUS 1113)	Music Appreciation
PHIL 201	(PHIL 1113)	Introduction to Philosophy
PHIL 202	(PHIL 2113)	Ethics
THTR 101	(THTR 1013)	Introduction to Theatre

Total to be selected                      35 semester hours

#### **Lower Division 64-Hour Transfer Modules**

Students who have selected a field of study, but have not yet selected the college or university where they wish to earn their baccalaureate degree, are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and

apply toward bachelor's degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories.

Lower-division transfer modules presently exist for Business and Early Childhood Education programs.

Copies of these Transfer Modules may be obtained in the Office of Enrollment Management or the New Mexico Higher Education Department's website ([www.hed.state.nm.us](http://www.hed.state.nm.us)).

## **ARTICULATION AGREEMENTS AND INTER-INSTITUTIONAL TRANSFER GUIDES**

Mesalands Community College has formal articulation agreements with Eastern New Mexico University, The University of New Mexico, New Mexico Highlands University, New Mexico State University, Southern New Hampshire University, West Texas A&M University, The University of Phoenix, Amarillo College, Luna Community College, Clovis Community College, and Franklin University.

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog of that institution for more current and detailed advice to guide their course selection. Formal published transfer guides between Mesalands Community College and Eastern New Mexico University, New Mexico Highlands University, New Mexico State University, and the University of New Mexico are available in the Office of Enrollment Management.

## **COMPLAINT PROCEDURES FOR TRANSFER STUDENTS**

Problems regarding the transfer of credit to Mesalands Community College from other colleges or universities should first be directed to the Office of Enrollment Management. Complaints not resolved at this level should be submitted in writing to the Academic Standards and Issues Committee.

Issues involving New Mexico institutions regarding New Mexico Transfer Modules, or courses within these modules which cannot be resolved by the above processes, can be directed to the New Mexico Higher Education Department, 2044 Galisteo Street, Santa Fe, NM 87505. If a student's articulation complaint regarding courses contained in a module is upheld by the Department, the receiving institution must reimburse the student the complete cost, including tuition, books, and fees, of each course the student was required to repeat at the receiving institution.

## **UNDERAGE ENROLLMENT**

Students under the age of 15 desiring admission to the College should inquire at the Office of Enrollment Management regarding underage admission.

## **VETERANS' ASSISTANCE**

Courses at Mesalands Community College are approved for educational assistance for Veterans. Students should contact the Office of Enrollment Management for information on qualifying for veterans' benefits, students must complete a Free Application for Federal Student Aid (FAFSA). Students are responsible for requesting certification for veterans' benefits each semester they are enrolled. This certification must be approved by the Office of Enrollment Management.

For Vietnam Veterans' benefits, a letter of eligibility must be submitted to the Financial Aid Office.

## **WITHDRAWAL FROM COURSES**

Students are allowed to withdraw from a course without academic penalty up to the published withdrawal date, which is established in the College calendar. Withdrawing from courses may affect Financial Aid eligibility.

## **WITHDRAWAL FROM THE COLLEGE**

Students may completely withdraw from Mesalands Community College at any time prior to the date established in the College calendar as the last day to withdraw from courses without academic penalty. Students who are forced by emergencies or circumstances beyond their control to leave the College, without officially withdrawing, should notify the Office of Enrollment Management and request an administrative withdrawal. The student should contact the Office of Financial Aid, as repayment of funds may be required.

**TELEPHONE DIRECTORY**  
**MESALANDS COMMUNITY COLLEGE**

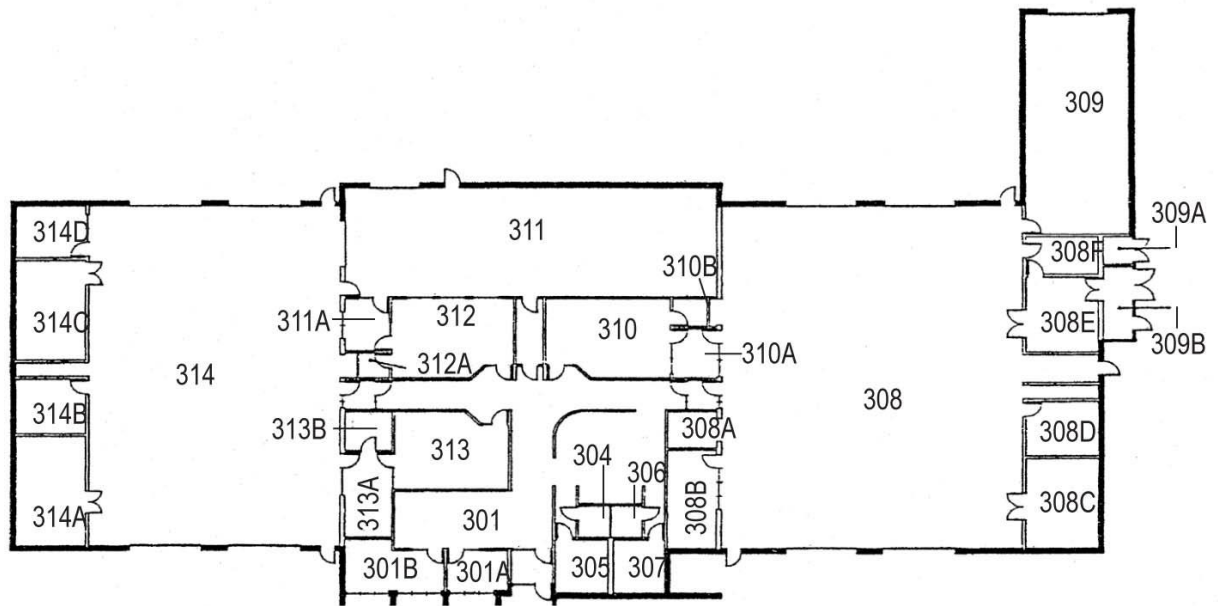
Phone: (575) 461-4413

Fax: (575) 461-1901

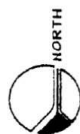
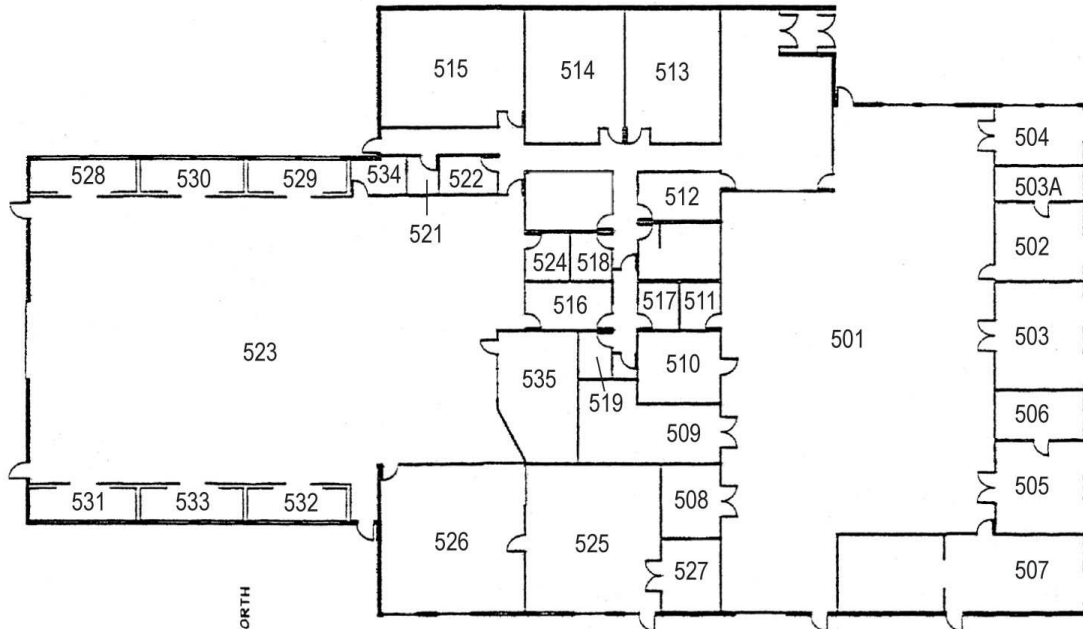
<b>Departments</b>	<b>Ext.</b>	<b>Bldg.</b>	<b>Room#</b>
Advising	117	A	102
Academic Affairs	114	A	207
Animal Science	162	D	207
Artistic Silversmithing	158	C	310
Bookstore	149	G	601
Bronze/Foundry	165/167	D	501
Business Office	110	A	211
Career Services Center	117	A	102
Central Services	121	A	103
Community Education	114	A	107
Distance Education	152	A	124A
Educational Services Center	144	A	125
Farrier Science	145	D	535
Financial Aid	136	A	210
Health and Wellness Facility	120	A	235
Library	121	A	103
Maintenance	156	C	314D
Museum	250	F	
Public Relations	138	A	124E
Small Business Development Center	156	C	314D
SBDC Conference Room	133	C	301A
Student Affairs	153	A	201
Wind Energy Technology	156	E	708

## ROOM LOCATIONS



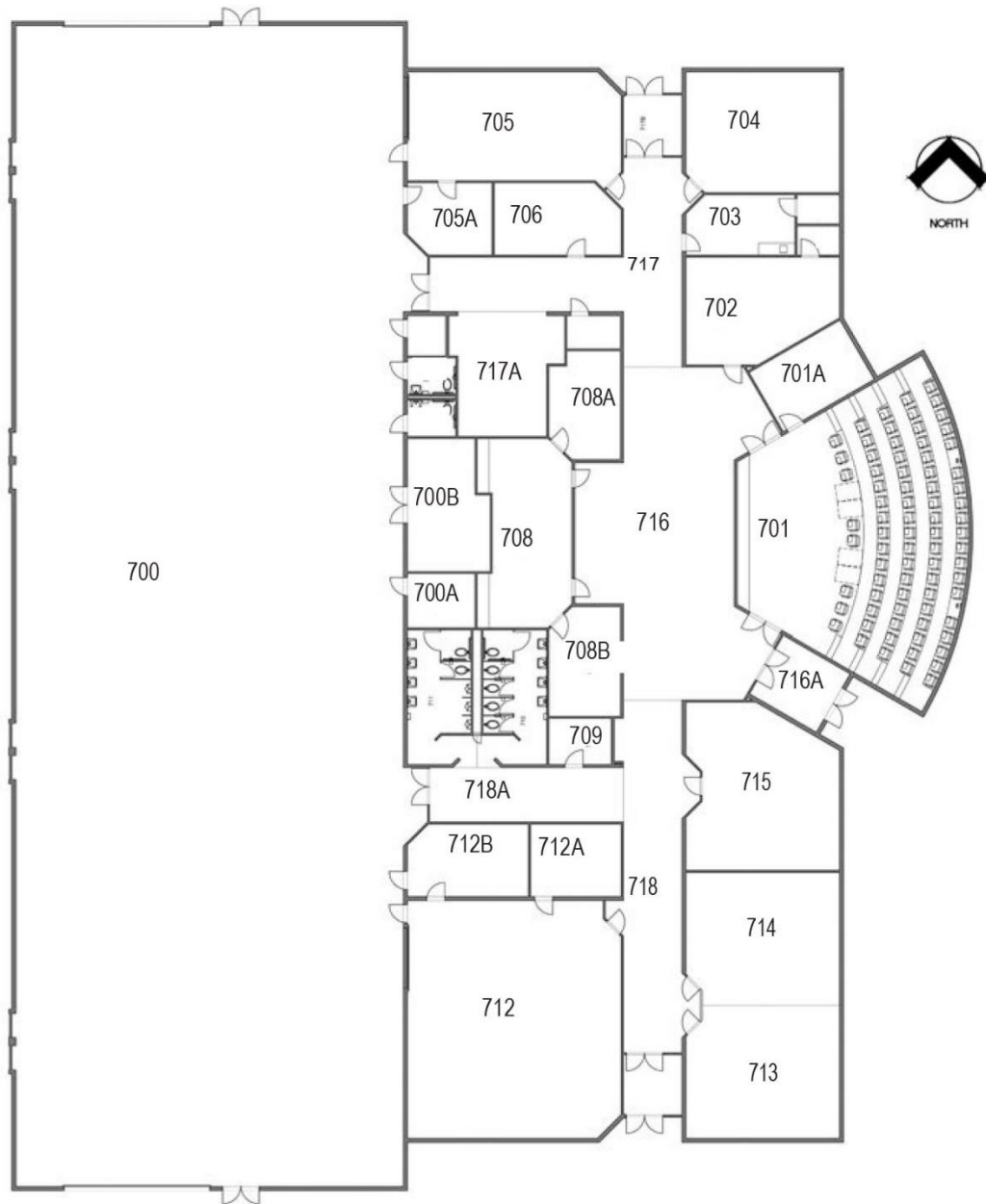


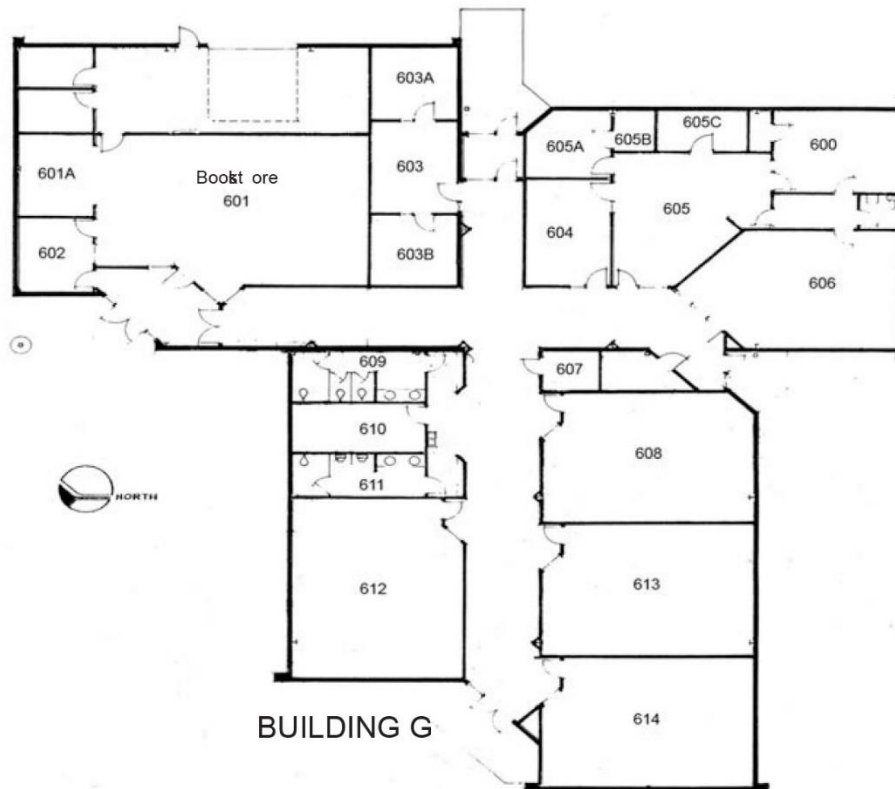
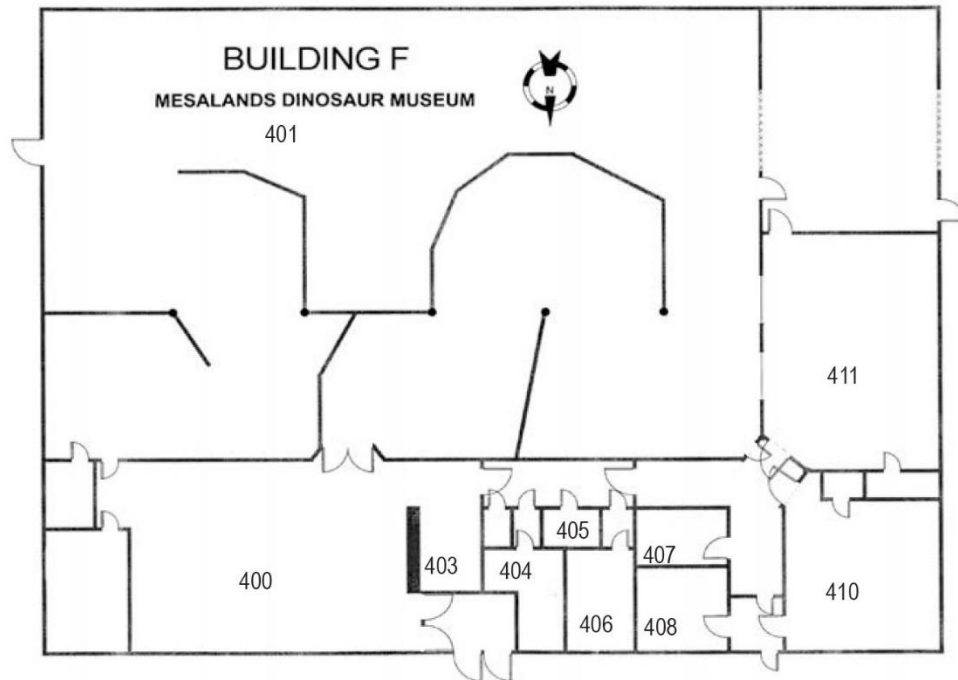
BUILDING C



BUILDING D

**BUILDING E**  
**NORTH AMERICAN WIND RESEARCH AND TRAINING CENTER**







## GLOSSARY

Add/Drop:	Officially changing one's course schedule by adding or dropping a course.
Admission:	Official acceptance for enrollment in the institution.
Advisor:	Faculty member or counselor who assists students in planning their schedules.
Assessment:	Student Academic Achievement Assessment, or assessment for short, has to do with finding out what students really learn as opposed to how well they pass tests. Finding out how students are learning can allow faculty to retool their instructional techniques. Assessment leads to better learning and teaching.
Audit:	Enrollment in a course for which the student receives no credit.
Buyback:	Period at the end of the fall and spring semesters during which the College Bookstore purchases textbooks.
Counseling:	Assistance provided from advisors in problem solving, study skills, time management, and personal issues.
Credit:	A credit hour is given to one 50-minute class per week. (A three-hour course meets for 150 minutes per week.)
Curriculum:	The approved course work required for a certificate or degree.
Degree:	Official recognition that a student has completed a curriculum.
Degree Plan:	A list of courses required for completing a specific course of study.
Elective:	A course that a student is allowed to select from an area of interest.
Enrollment:	The process of registering and/or paying tuition and fees.
Faculty:	The instructors who teach the classes.
Fees:	Money charged for Affairs in addition to tuition.
Financial Aid:	Grants, loans, and scholarships received by students for College expenses.
Full-time:	Enrollment of 15 hours or more in the fall or spring term and 6 hours or more in the summer.

Grade Point Average:	A summary made each semester of a student's grades and credit hours.
Orientation:	A session held prior to registration to acquaint students with the College and its Affairs.
Overload:	A course load of over 18 hours in the spring or fall semester and over 9 hours in the summer.
Placement Testing:	An assessment used to determine the student level in math, English, and reading.
Prerequisite:	A course that must be taken and passed before enrolling in a subsequent class.
Probation:	An academic warning that grades are below 2.0.
Records:	The permanent records of a student's classification, grades, credits, and course work.
Registration:	The process of registering for classes but not paying tuition/fees.
Residency:	The state in which the student legally resides.
Semester:	A term lasting 16 weeks in the fall or spring semesters and 4 and 8 weeks in the summer.
Syllabus:	A course outline provided by faculty detailing course requirements.
Suspension:	Dismissal for grades not meeting the institutional standards.
Textbook Refund:	Money given by the College Bookstore for return of course materials within the specified date. The refund is for the full amount paid when in compliance with the refund policy and with proof of purchase.
Transcript:	Official record of all college courses and grades received.
Transfer Courses:	Courses that transfer to other colleges or are accepted at Mesalands Community College from other colleges.
Tuition:	Money paid for college courses.
Withdrawal:	Procedure used to disenroll from a class after the drop/add deadline.

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## **MESALANDS COMMUNITY COLLEGE**

911 South Tenth Street  
Tucumcari, NM 88401  
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[WWW.MESALANDS.EDU](http://WWW.MESALANDS.EDU)

