

Mesalands Community College

# Student Orientation

# Academic Affairs Office

**Academic Affairs personnel, Room A207, Office Hours 8 am – 5 pm**

Natalie Gillard	Vice President of Academic Affairs	(575) 461-4413 ext. 114
Kim Enriquez	Administrative Secretary	(575) 461-4413 ext. 114

# Student Affairs Office

**Student Affairs personnel, Room A201, Office Hours 8 am- 9 pm (Monday-Thursday)  
8 am-5 pm Friday please call 575-461-4413 for more information regarding Summer Hours**

Dr. Aaron Kennedy	Vice President of Student Affairs	(575) 461-4413 ext. 189
Amber McClure	Director of Enrollment Management	(575) 461-4413 ext. 123
Angel Kitcheyan	Student Affairs Specialist	(575) 461-4413 ext. 161
Alice Johnson	Enrollment Secretary	(575) 461-4413 ext. 153
Matt Garcia	Recruiter	(575) 461-4413 ext. 171
Jessica Rey	Student Affairs Specialist	(575) 461-4413 ext. 189

# Business Office

## **Business Office personnel, Room A211, Office Hours 8 am – 5 pm**

Amanda Hammer	Director of Business and Auxiliary Services	(575) 461-4413 ext.135
Amber Ince	Account Specialist – Accounts Receivable	(575) 461-4413 ext. 105
Tammy Hall	Account Specialist – Payroll	(575) 461-4413 ext. 112
Ray Shafer	Account Specialist – Accounts Payable	(575) 461-4413 ext. 198

### **Payment Options**

- **Cash, check, Visa, MasterCard, and American Express** payments may be made in-person in Room A211.
- Payments may also be made over the telephone by calling (575) 461-4413 ext. 110, Monday thru Friday with a debit or credit card.
- **Deferred Payment Plan**
  - **3 Payment Plan** for Fall and Spring Semesters are available. Please see the Business Office personnel for details.
  - **2 Payment Plan** for Summer Semester is available. Please see the Business Office personnel for details.

### **Financial Aid Disbursements**

- If you receive Financial Aid, you may receive a disbursement after your tuition and fees have been deducted. In order to receive your disbursement, stop by the business office with your Student Identification on disbursement day.
- Student ID's are required.

### **Bookstore Charges**

- If you have financial aid you are allowed to charge your textbooks, supplies, or materials at the bookstore. Stop by the Business Office window with your Student Identification card to receive your Student Statement.

# Dinosaur Museum

<b>Building F</b>	<b>Extended Summer Hours</b>	<b>Tuesday-Saturday 10 am- 6 pm</b>
	<b>Winter Hours</b>	<b>Tuesday-Saturday 10 am- 5 pm</b>

Gretchen Gurtler	Dinosaur Museum Director	(575) 461-4413 ext. 253
Dr. Axel Hungerbuehler	Faculty, Natural Sciences Museum Curator	(575) 461- 4413 ext. 252
Linda Morris	Museum Assistant	(575) 461- 4413 ext. 251

Mesalands Community College's Dinosaur Museum and Natural Science Laboratory opened to the public in May of 2000. The museum receives approximately 14,000 visitors each year. Our guests represent all 50 states and over 40 foreign countries. Many of our guests return year after year to see the changes, improvements, and new exhibits that our staff is continually planning and completing.

## **ADMISSION PRICES**

- Adult (12-64) \$6.50
- Children (5-11) \$4.00
- Children (under 5) Free
- Senior (65 and over) \$5.50
- Groups of 10 or more \$4.50 Adult / \$3.00 child
- School/kids groups (7 days notice/1 chaperon per 6 kids) \$4.50 Adult / \$3.00 child
- Educators/College Students (ID required) \$4.50
- Active Military (ID Required) \$5.85 / \$3.60 child

# Distance Education

**Room E 708A**

**Office Hours 8am-Noon and 1 pm- 5 pm**

Dr. John Bauler , D.C.

Director of Distance Education

(575) 461- 4413 ext. 118

[johnb@mesalands.edu](mailto:johnb@mesalands.edu)

<http://www.mesalands.edu/academic-programs/distance-education-2/>

- **Learning Management System**

- **Moodle**

- Student Access

- Sign-in to your "My Mesalands" account through the Mesalands web page, <http://www.mesalands.edu>
    - Click on "Student" tab
    - Go to "My Courses" bottom left
    - Click on course name

- Access Problems

- Contact Dr. Bauler
      - If direct contact is not made, leave the following information
        - Name
        - Your contact information
        - Course
        - Problem

- **Video College**

- DVD playback problems

- Contact Dr. Bauler
      - If direct contact is not made, leave the following information
        - Name
        - Your contact information
        - Course
        - Problem

# Educational Services Center

**Educational Services Center personnel, Room A125**

**Office Hours Monday, Tuesday, Wednesday 8 am- 8 pm, Thursday and Friday 8 am- 5 pm**

<http://www.mesalands.edu/community/educational-services-center/>

Beth Sisneros	Educational Services Center Director	(575)461-4413 ext.124
Adriana Marchetti	Educational Services Center Facilitator	(575) 461-4416 ext. 144

- Adult Education
  - Literacy
  - General Education Development Testing Service (GED)
  - English as a Second Language (ESL)
- Testing Service
  - ACT COMPASS Placement Test
  - Test of Adult Basic Education (TABE)
  - Make-up Exams
  - Pearson VUE- Authorized Test Center
- Tutoring
  - Pre-Collegiate Studies
  - Math
  - English

# Financial Aid

**Room A 206**

**Office Hours 8 am- 5 pm**

Jessica Elebario

Director of Financial Aid

(575) 461-4413 ext. 136

<http://www.mesalands.edu/financial-aid/>

## *Applying for Financial Aid*

- **Step 1: Apply for Admission**  
New students must apply for admission at [www.mesalands.edu/apply](http://www.mesalands.edu/apply)
- **Step 2: Complete the Scholarship Application**  
Complete the Mesalands Scholarship Application at [www.mesalands.edu/scholarshipapp](http://www.mesalands.edu/scholarshipapp)
- **Step 3: Complete the FAFSA Application**  
Complete the Free Application for Federal Student Aid (FAFSA) and apply for your FSA ID Number. Mesalands Community College School Code: 032063
- **Step 4: Submit Additional Documents**
- **Step 5: Complete the Admissions Checklist**
- **Step 6: Register for Class**

# Helpful Hints for Financial Aid

- The FAFSA determines a student's eligibility for the Federal Pell Grant.
- It typically takes 3-5 days for a student's FAFSA information to be received by the Financial Aid office.
- Students should complete a FAFSA even if they feel they are not eligible.
- Students must use their prior year taxes to complete the FAFSA.
- A new FAFSA must be completed each academic year.
- A student under 24, has no dependents, and is not married is considered a dependent student. A dependent student must have parent tax information and signature to complete the FAFSA.
- The amount of an academic/merit based scholarship and/or grants may be determined by the number of credit hours a student has taken the previous semester, and/or the number of credit hours a student is enrolled in for the current semester.
- If a student needs assistance completing the FAFSA, they can make an appointment with Financial Aid.



## Return to Title IV & Satisfactory Academic Progress

- If a student withdraws from all of his/her courses or fails all classes, a Return to Title IV(R2T4), calculation must be done to calculate how much Financial Aid the Student has earned for the semester.
  - If a R2T4 calculation is done, a student must appeal to have their financial aid reinstated.
  - Students must maintain a 2.0 GPA to continue getting financial aid.
- Satisfactory Academic Progress (SAP) is calculated after each semester.

# Institutional Technology

**Room E708**

**Office Hours 8 am- 5 pm**

Jim Jones

Director of Technology

(575) 461-4413 ext. 116

## **What are Institutional Technology's Services?**

- Provides Campus Computing/Communications Infrastructure
- Networking/Telephone Services
- Learning Management System - MOODLE
- E-Mail
- Printing
- Technology Support for Faculty, Staff and Students
- Hardware and software troubleshooting
- Student support through the Work Order System

# Institutional Technology

## What Technology is available to students?

- High-Speed networking (100 Mbit)
- WiFi Hot Spots "MCC WiFi"
- E-Mail (Student John Smith would have the email johnsmith@mesalands.net)
- Student access to grades, courses, and applicable information is thru the MyMesalands link off the College web page; [www.mesalands.edu](http://www.mesalands.edu).
- Internet Access (100 Mbit connection)
- Virus scanning software (Avast antivirus)
- Printers in Computer Labs, the Library and Educational Service Center, and STEM Lab
- Course Registration and Student information about Mesalands (MyMesalands)
- Computer Labs with both Windows PC and Mac workstations

# Institutional Technology

## **How do students get help with College computing systems?**

- Help is always just an email away

Simply send an email to [support.mesalands.edu](mailto:support.mesalands.edu)

Provide as much detail about the problems as you know to assist in the troubleshooting

Institutional Computing Hours are 8:00 AM till 5:00 PM Monday thru Friday

## **Typical College computer resources a student will have at their disposal for academic use.**

- Newer computers with high speed processors.
- Printer(s) connected to their computer
- Screen size 19 inch or greater, most wide screen
- New attractive and comfortable furniture in the computer labs
- Projection systems in instructional labs
- Audio system as needed in instructional labs
- A network drive "M" on any computer the student logs into to store electronic files. The Lab computers delete all student files when rebooted, but a student's M drive is preserved until the semester ends.

# Institutional Technology

## Network responsibilities and behavior

- Over half of our bandwidth is consumed by entertainment traffic
- The (MPAA), (RIAA), and (HBO) actively search for copyright infringement activity on college campuses
- Higher Education Opportunity Act of 2008
  - Colleges and Universities must put into place plans “to effectively combat the unauthorized distribution of copyrighted material by users of the institution’s network” without hampering legitimate education and research use, according to regulations that went into effect July 1, 2010
  - Colleges and Universities that do not comply risk losing their eligibility for federal student aid
  - Schools must educate their campus communities on the issue, and offer legal alternatives to downloading “to the extent practicable”
- Possible DMCA notifications to institutions include:
  - Preservation notices sent to Mesalands (preparatory to subpoena)
  - pre-offer settlement letters that Mesalands is being asked to forward (40 days from date on the letter to respond)
    - Letter forwarded to student with work infringed listed.
    - Minimum fine of \$750.00 per infringement.
  - Pre-Subpoena notifications option for individual to settle in advance of potential lawsuits
  - If you are sued by the entertainment industry, you could be liable for:
    - Up to \$150,000 per infringed work
    - Up to \$300,000 if the rights to distribute are owned by someone other than the copyright holder
  - The Family Education Rights and Privacy Act will not prevent Mesalands from releasing student information if subpoenaed
  - Because of the network registration and monitoring system, we already have identifying evidence stored
  - For your protection, you are urged to use legal methods of downloading music such as:
    - iTunes or similar music downloading service

# Library

**Room A103**

**Office Hours Monday- Thursday 8 am- 8 pm, Friday 8 am- 5 pm**

Todd Morris

Library Director

(575) 461-4413 ext. 147

Nikki Vazquez

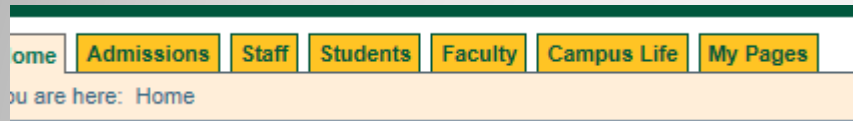
Library Technician

(575) 461- 4413 ext. 121

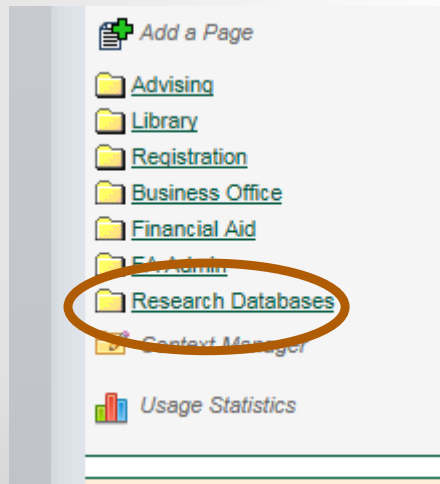
- Student ID's:
- In order to check out material, students must be currently enrolled Mesalands Community College and have a valid student ID.
- Student ID's are created in the library
- DVD rentals include: Movies, Documentaries, and Educational videos.
- Eight computer workstations for students and staff to use:
- Over seventy databases, many of which contain:  
Full-text of magazine/journal articles, newspapers, current events, careers and career outlooks
- Films on Demand- current and historical topics
- eBooks- access to nearly 20,000 full-text eBooks, read online or download to your device.

# How to Access the Online Research Databases

Navigate to <https://my.mesalands.edu> and sign in  
Click on the "students" tab at the top of the page.



On the left-hand side of the page click on "Research Databases"



From there you will be able to access over 70 research databases that cover a large range of topics.

# STEM

The Mesalands Community College STEM grant Tutoring Program is designed to provide assistance to students in various courses, primarily those in Math and Science. The Tutoring Program is funded by the U.S. Department of Education – Hispanic Serving Institution’s Science, Technology, Engineering, and Mathematics (STEM) grant; therefore students are not charged fees for tutoring services. The MSLC is located in Building A Room 110.

- **Contact Information**

Diana Cassidy  
Dr. Simone Klutzny  
Rose Chavez

Administrative Assistant  
Science Curriculum Specialist  
Retention Specialist

(575) 461- 4413 ext. 146  
(575) 461- 4413 ext. 159  
(575) 461- 4413 ext. 117

Math-Science Learning Center (MSLC)  
(575) 461-4413 ext. 410

<http://www.mesalands.edu/academic-programs/science-technology-engineering-and-math-stem/>  
<https://www.facebook.com/STEM.MesalandsCommunityCollege>

- **SUMMER MSLC Tutoring Hours:**

Monday – Thursday  
Friday

9:00 A.M. to 4:00 P.M.  
Closed or Appointment Only

- **FALL/SPRING MSLC Tutoring Hours:**

Monday & Tuesday  
Wednesday & Thursday  
Friday

8:00 a.m. to 6:00 p.m.  
8:00 a.m. to 8:00 p.m.  
8:00 a.m. to 5:00 p.m.

- One-on-One or Instructor Tutoring

By appointment

- **FREE ONLINE TUTORING**

- Skype Name: *Mesalands MSLC*
- Summer Hours
- Monday-Thursday
- 9:00am-4:00pm





## **Fitness Center Orientation**

First time users of the Fitness Center must complete a short orientation before they may use it. The times for the orientation are as follows:

- Monday: 5:10p.m. (for 10-20 minutes)
- Friday: 12:10p.m. (for 10-20 minutes)

# How to activate Your Student Email Account

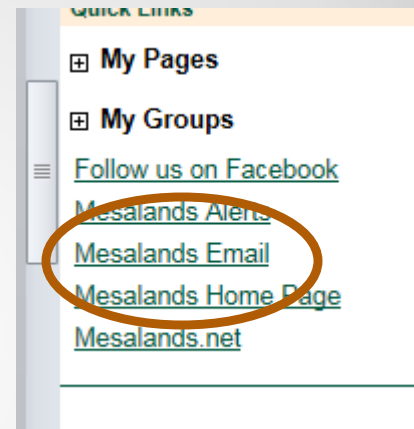
To set it up, Navigate to <https://sites.google.com/a/mesalands.net/mesalands>  
Click on "activate my account"



You will be re-directed to a page to activate your account.  
Follow the screen prompts.

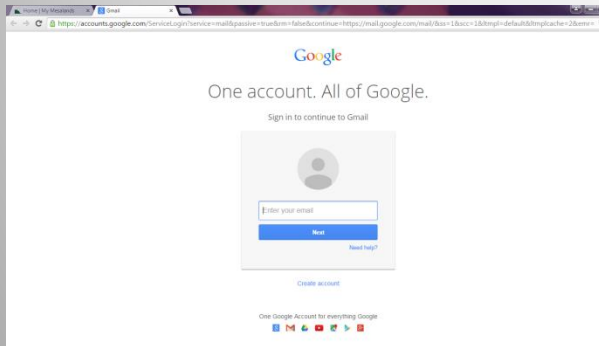
# How to Access Your Student Email Account

Navigate to <https://my.mesalands.edu> and sign in  
Click on the "students" tab at the top of the page  
A box on the bottom left hand side of the screen contains a variety of links Click on 'Mesalands Email'



You will be re-directed to a 'Google' window.

Enter your email and click 'next'



Your email is your first and last name (no spaces), lowercase; @mesalands.net.

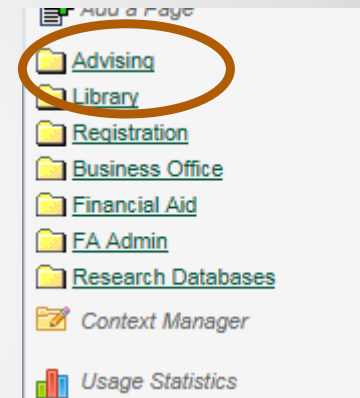
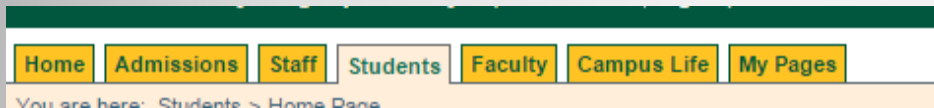
*Example: johndoe@Mesalands.net*

Your email will open in a gmail format once you are logged in.

# HOW TO CHECK YOUR COURSE NEEDS

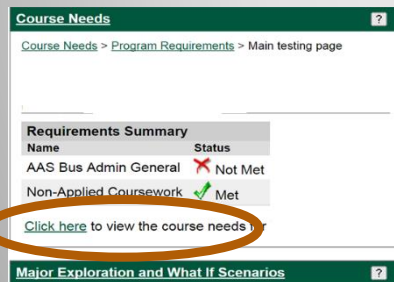
## (What courses do I need to graduate)

Navigate to <https://my.mesalands.edu> and sign in  
Click on the "students" tab at the top of the page.




Click on the **Advising Folder** (located in the left hand column)

Click on the [Click here](#) link located under the "Course Needs" button on the right hand side of the screen.



Requirement	Description	Needed	Earned
<a href="#">AASBAGEN</a>	AAS Bus Admin General	66.00 Credit Hours;	44.00 Credit Hours; 2 Requireme
NACW	Non-Applied Coursework	<b>All Requirements Met!</b>	42.50 Credit Hours; 1 Requireme

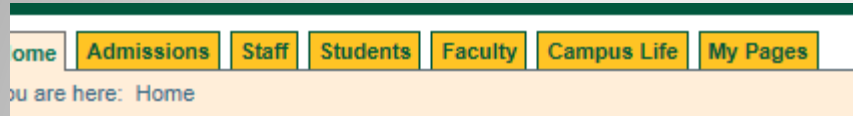
[Advising Worksheet](#) 

Click on the [Advising Worksheet](#) link

Follow the legend at the bottom of the advising worksheet.

# How to See Your Schedule

Navigate to <https://my.mesalands.edu> and sign in  
Click on the "students" tab at the top of the page



Choose the appropriate semester and click on **student schedule** (in the left hand column).  
Your schedule will appear along with a button to print a hard copy.

Term:  ▾

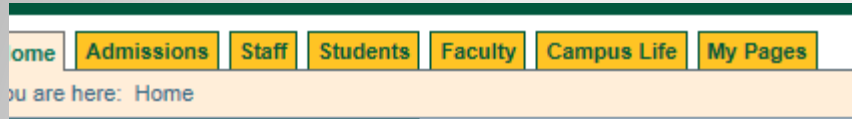
2015-2016 - Summer Session - Summer Session 2 - 1st 5 Weeks - All Divisions

Textbooks	Course	Title	Credits	Status	Grading Type
	<a href="#">HPE 143 01</a>	Zumba II	1.00	Current	CR
⊕	<a href="#">HPE 293 01</a>	Special Topics: Pilates-Yoga Combo	1.00	Current	CR

[Printer Friendly Schedule](#) 

# How to Check Your Grades

Navigate to <https://my.mesalands.edu> and sign in  
Click on the "students" tab at the top of the page



Choose the appropriate semester and click on **grade report** (in the left hand column). Your grades will appear along with a button to print a hard copy.

Grades will be posted at midterm and finals.


Final Grade Report for: Elaine A McCIure

Term:  [View Midterm Gra](#)

**Undergraduate**

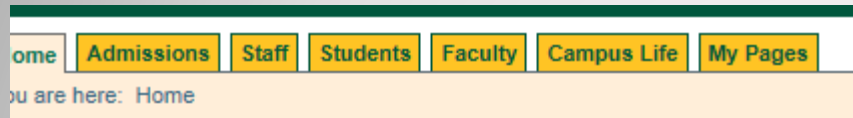
Course	Title	Final Grade
AHS 118 01	Standard First Aid & Adult CPR and	P
HPE 132 1	Pilates Style Mat Training	A

Term

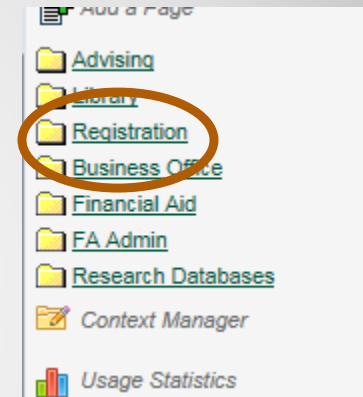
[Printer Friendly Grade Report](#) 

# How to See Your Unofficial Transcript

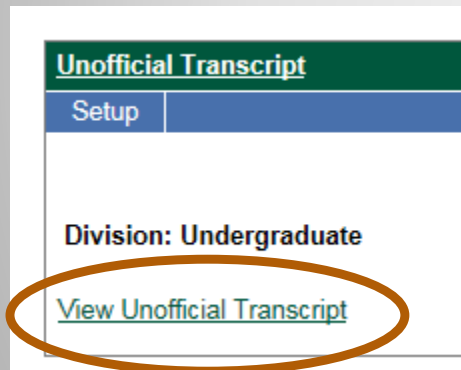
Navigate to <https://my.mesalands.edu> and sign in  
Click on the "students" tab at the top of the page.



Click on the **Registration Folder** (located in the left hand column)



Click on **View Unofficial Transcript.**



A window will open up with your unofficial transcript, along with a link for printing.

A screenshot of the student's unofficial transcript page. The page title is 'Unofficial Transcript >' and the student's name is 'Elaine A McClure'. The division is 'Undergraduate'. The transcript shows a summary of attempted, earned, and GPA credits, followed by a detailed table of courses.

	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
Transfer	0.00	0.00	0.00	0.00	0.000
Local	14.50	14.50	6.50	18.00	2.769
Career	14.50	14.50	6.50	18.00	2.769

2015-2016 - Fall Semester - Fall Semester Full Semester				
Course	Title	Grade	Repeat	Attempted Credits
HPE 143 01	Zumba II	WIP	R	0.00
HPE 146 01	Boxing Conditioning	WIP	-	0.00
<b>Term Totals:</b>				<b>0.00</b>
<b>Career Totals:</b>				<b>14.50</b>

# **Family Educational Rights/Privacy Act**

It is the policy of Mesalands Community College to ensure the right of privacy and access to the student of his or her educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, its amendments and the final rule of the U.S. Department of Health, Education and Welfare. FERPA gives students certain rights regarding their records including:

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

The FERPA Regulations are printed for the consumers convenience and can be found in the Office of Enrollment Management or online at

<http://www2.ed.gov/policy/gen/guid/fpco/pdf/2012-final-regs.pdf>

## **Family Educational Rights and Privacy Act**

<http://www2.ed.gov/policy/gen/guid/fpco/pdf/2012-final-regs.pdf>.

**In order to add someone to your FERPA file, please pick up a form in the Student Affairs Office.**



# FACEBOOK



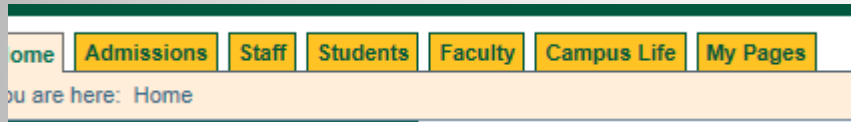
[www.facebook.com/mesalands](http://www.facebook.com/mesalands)



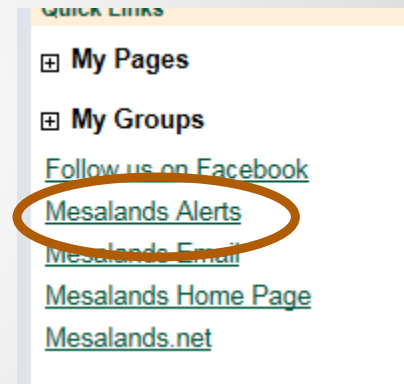
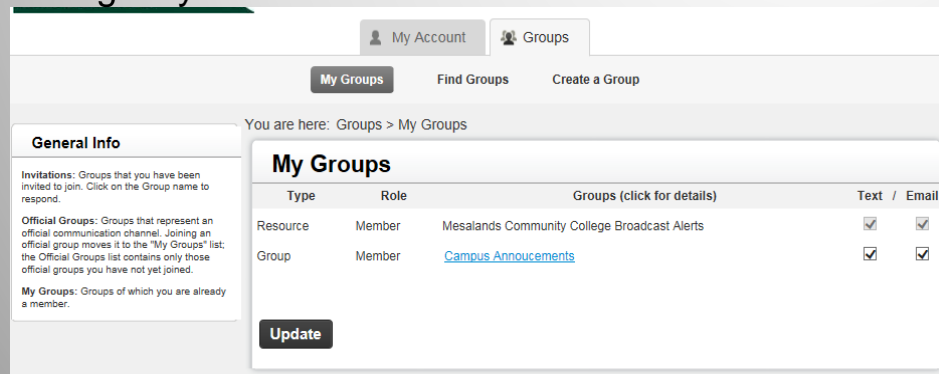
The screenshot shows the header of the Mesalands Community College Facebook page. On the left is the college's profile picture, which features a stylized sun with rays and the text "MESALANDS Community COLLEGE". To the right of the profile picture, the page name "Mesalands Community College" is displayed in a large font, with "College & University · Trade School" underneath it. Below the name and category are several interactive buttons: "Contact Us", "Liked" (with a thumbs-up icon and a dropdown arrow), and "Message" (with a speech bubble icon and a dropdown arrow). At the bottom of the header is a navigation menu with the following items: "Timeline" (which is underlined and has a dropdown arrow), "About", "Photos", "Events", and "More" (with a dropdown arrow).

# How to Opt In to the Emergency Alert Portal

Navigate to <https://my.mesalands.edu> and sign in  
Click on the "students" tab at the top of the page



On the bottom left there is a link called "Mesalands Alerts"  
You will be re-directed to another page requesting your  
username and password- enter your credentials and  
click on "register". Under the "groups" tab you will be  
able to opt in to be notified of class closures and other  
emergency information.



# Consumer Information

Navigate to <http://www.mesalands.edu/about/consumer-information/> to read Mesalands Community College Consumer Information

## CONSUMER INFORMATION

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Federal regulations require that institutions provide specific consumer information about the school and the financial aid to enrolled and prospective students. The following list includes available web sites or addresses for this information. Information is also available in the Mesalands Community College Student Handbook, Schedule of Classes and special program brochures.

In addition specific institutional data on student performance such as graduation rate, total annual awards, retention rate, etc. can be found on the [New Mexico Higher Education Dashboard](#) as well as the [United States Department of Education Integrated Postsecondary Education Data System \(IPEDS\)](#) website.

- [Accreditation](#)
- [Articulation Agreements](#)
- [Annual FERPA and Privacy Notice to Students](#)
- [Campus Safety Brochure](#)
- [Career Services](#)
- [Copyright Infringement](#)
- [Cost of Attendance](#)
- [Educational Services Center](#)
- [FERPA](#)
- [Financial Aid](#)
- [Financial Aid Disbursement](#)
- [Net Price Calculator](#)
- [Payment of Tuition and Fees](#)
- [Peer-to-Peer Sharing](#)
- [Satisfactory Academic Progress](#)
- [Scholarships](#)
- [Student Activities](#)
- [Students with Special Needs](#)
- [Transfer Credits](#)
- [Tuition Refund Policy](#)
- [Vaccinations](#)  
\*At this time Mesalands Community College does not require vaccinations
- [Violation of Copyright](#)
- [Voter Registration](#)

# **Student Handbook**

Navigate to <http://www.mesalands.edu/wp-content/uploads/2014/07/Student-Handbook-2014-2015.pdf> in order to access the current year Student Handbook

## **Student Catalog**

Navigate to <http://www.mesalands.edu/wp-content/uploads/2014/07/2014-2015-Mesalands-Catalog.pdf> in order to access the current year Catalog.

# Institutional Calendar

Please use the following link to access the calendar

<http://www.mesalands.edu/wp-content/uploads/2014/06/2014-15-Institutional-Calendar-bw.pdf>

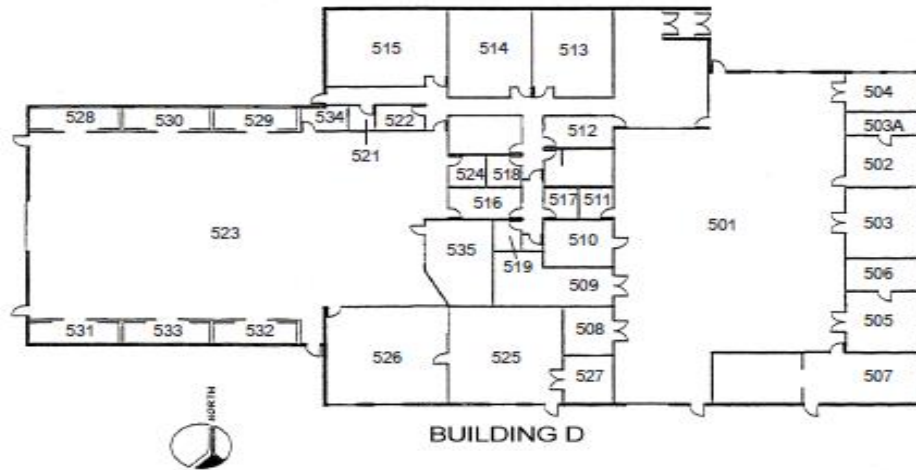
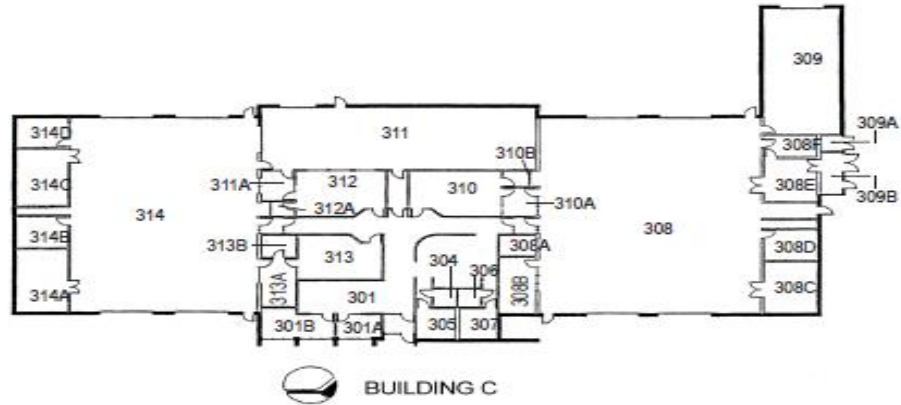
# Campus Map

## Building A



# Campus Map

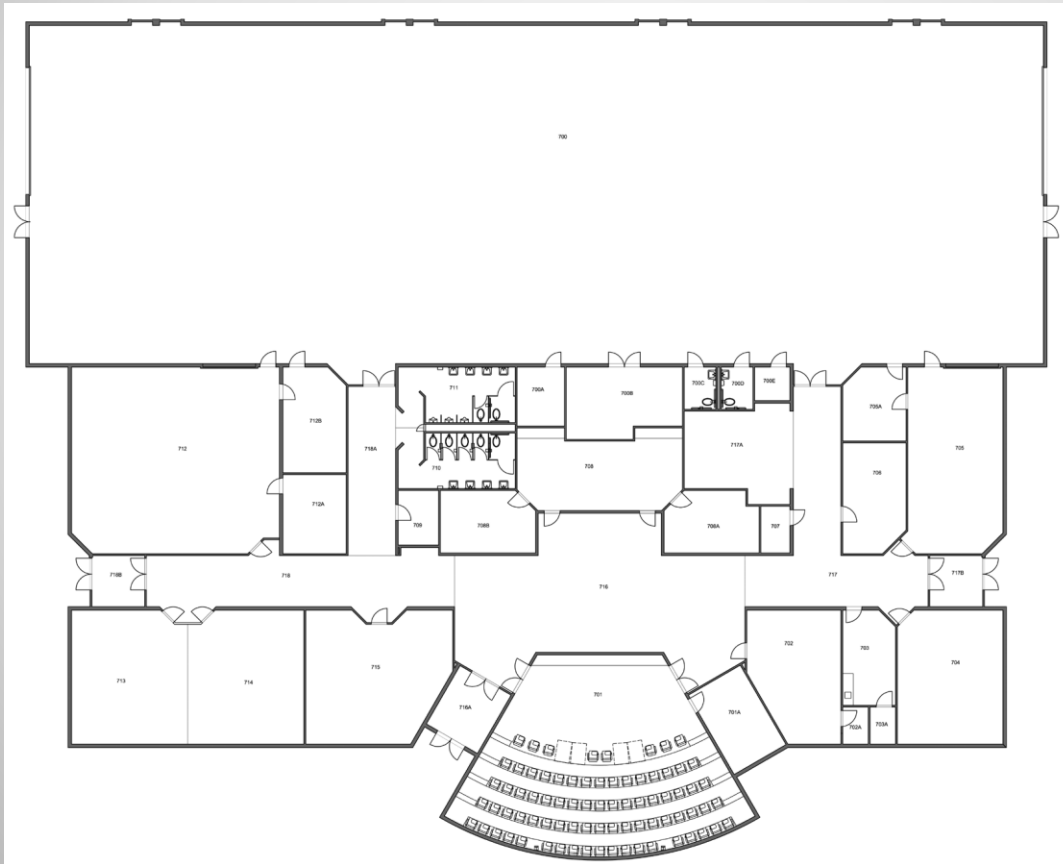
## Buildings C & D





# Campus Map

Building E: North American Wind Research and Training Center



# Campus Map

## Building G

