

MESALANDS COMMUNITY COLLEGE

STUDENT ORIENTATION



You Lead The Way



Academic Affairs Office

Room A207

Office Hours: 10:00 a.m. – 3:00 p.m. (Monday-Thursday)

Natalie Gillard

Rose Brito

Dr. Forrest Kaatz

Kim Enriquez

Brian Bailey

Alice Johnson

Vice President of Academic Affairs/Interim President

Administrative Assistant

Director of Institutional Research and Institutional Effectiveness

Academic Services Specialist

Registration Support Specialist

Transcripts

(575) 461-4413 ext. 114

(575) 461-4413 ext. 114

(575) 461-443 ext. 103

(575) 461-4413 ext. 226

(575) 461-4413 ext. 123

(575) 461-4413 ext. 185

Student Affairs Office

Room A201

Office Hours: 10:00 a.m. to 3:00 p.m. (Monday-Thursday)

For more information regarding Student Affairs, please call 575-461-4413

Dr. Aaron Kennedy

Alyssa Arellano-Reveles

Sabrea Skinner

Matt Garcia

Diedra Vargas

Rose Chavez

Vice President of Student Affairs

Student Affairs Specialist/Administrative Assistant

Interim Enrollment Secretary

Recruiter

Student Affairs Specialist

Registration Specialist/Retention Spec.

(575) 461-4413 ext. 189

(575) 461-4413 ext. 189

(575) 461-4413 ext. 153

(575) 461-4413 ext. 171

(575) 461-4413 ext. 161

(575) 461-4413 ext. 117

Business Office

Room A211

Office Hours 8 am – 5 pm (Monday-Friday)

Amanda Hammer	Director of Business and Auxiliary Services	(575) 461-4413 ext. 135
Tamara Claudio	Business Office Clerk – Accounts Receivable	(575) 461-4413 ext. 105
Tammy Hall	Human Resources – Payroll	(575) 461-4413 ext. 213
Mercedes Vuras	Business Office Clerk – Accounts Payable	(575) 461-4413 ext. 198

Payment Options

- **Cash, check, Visa, MasterCard, and American Express** payments may be made in-person.
- 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. See the Business Office personnel for details.
 - **2 Payment Plan** for Summer Semester is available. 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 ID 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 College Bookstore. Stop by the Business Office window with your Student ID to receive your Student Statement.

Dinosaur Museum

Building F

Museum Hours: Temporarily Closed

Loni Monahan	Dinosaur Museum Director	(575) 461-4413 ext. 253
Dr. Axel Hungerbuehler	Faculty, Natural Sciences Museum Curator	(575) 461- 4413 ext. 252

Mesalands Community College's Dinosaur Museum and Natural Sciences 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.

Admissions Prices

- Adult (12-64) \$8.00
- Children (5-11) \$5.00
- Children (under 5) Free
- Senior (65 and over) \$6.00
- Groups of 10 or more \$6.00 Adult / \$4.00 child
- School/kids groups (7 days notice/1 chaperon per 6 kids) \$6.00 Adult / \$4.00 child
- Educators/College Students (ID required) \$6.00
- Active Military (ID Required) \$7.00 / \$4.00 child

Distance Education

Office Hours: 10 am- 3 pm

Larry Wickham

larryw@mesalands.edu

(575) 461-4413 ext. 116

Learning Management System

- Moodle

- Student Access

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

Access Problems

- Contact Larry Wickham
 - If direct contact is not made, leave the following information
 - » Name
 - » Your contact information
 - » Course
 - » Problem

Educational Services Center

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
Dean Garcia

Educational Services Center Director
Educational Services Center Facilitator

(575) 461-4413 ext. 124
(575) 461-4413 ext. 144

Adult Education

- High School Equivalency Diploma
 - GED
 - HiSet
- 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 A206

Office Hours: 8 am- 5 pm

Jessica Gonzales

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
- **Step 2: Complete the Scholarship Application**
 - Complete the Mesalands Scholarship Application at 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 2-3 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 2018 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.
- 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.
- Students must maintain a 2.0 GPA to continue getting financial aid. Satisfactory Academic Progress (SAP) is calculated after each semester.



Institutional Technology

Room E 708

Office Hours 10 am- 3 pm

Help Desk 787

Larry Wickham

Director of Institutional Technology

larryw@Mesalands.edu

- **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.
- 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**
 - **Provide as much detail about the problems as you know to assist in the troubleshooting**
 - **Institutional Computing Hours are 10:00 am till 3:00 pm Monday thru Thursday**

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 A 103

Office Hours: By appointment only please email nikkiv@mesalands.edu

Extended evening hours for fall and spring semesters; please contact the Library for information.

Nikki Vazquez

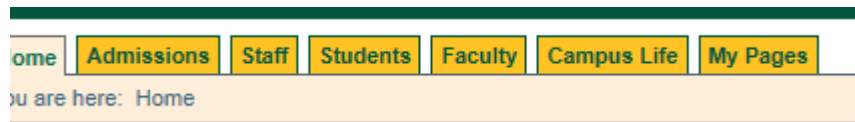
Library Technician

(575) 461- 4413 ext. 121

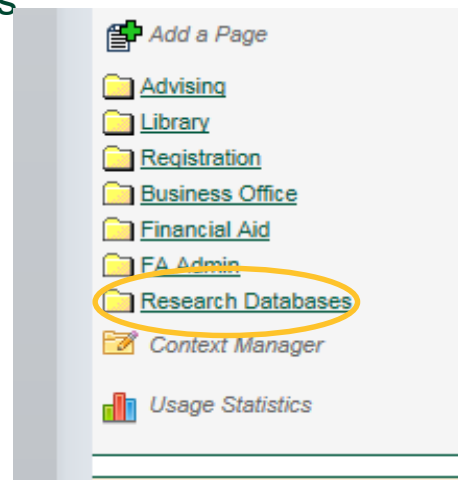
- **Student ID's:**
- **In order to check out material, students must be currently enrolled Mesalands Community College and have a valid student ID.**
- **Student ID's are created in the library**
- **DVD rentals include: Movies, Documentaries, and Educational videos.**
- **Eight computer workstations 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 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.

MSLC – Math Science Learning Center

The Math-Science Learning Center offers many services to Mesalands students including:

- Free tutoring in core math and science courses
- A venue for professional development using model lab demonstrations, current technology, and hands-on techniques
- A research laboratory for observing how math and science are learned
- A library of teacher and student resources

The MSLC is located in Building A Room 110.

(575) 461-4413 ext. 410

<https://www.mesalands.edu/current-students/support-services/math-science-and-learning-center/>

- **Temporarily Closed due to COVID-19 please contact for 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

Temporarily Closed due to COVID-19

First time users of the Fitness Center must complete a short orientation before they may use it; (CE499, HPE098, HPE100, HPE129, and HPE 180).

The times for the orientation are as follows:

- Every Tuesday at 5:10 p.m.
- Every Wednesday at 8:00 a.m.
- Every Friday at 12:10 p.m.

Orientations sessions last approximately 20 minutes

Meet at interior door of Fitness Center

No orientation sessions on College holidays



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”



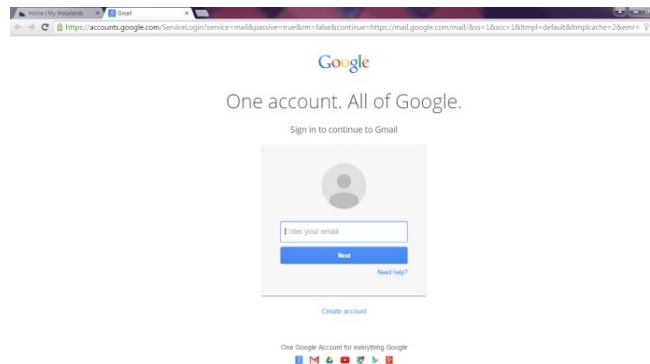
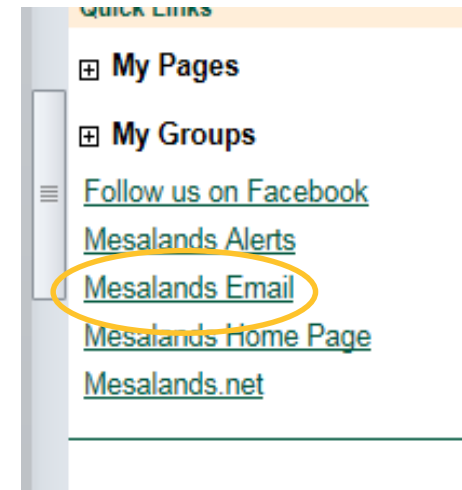
You will be re-directed to a page to activate your account. Follow the screen prompts.

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’



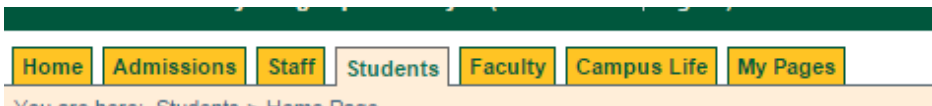
Your email is your first and last name (no spaces), lowercase; @mesalands.net.

Example: johndoe@Mesalands.net

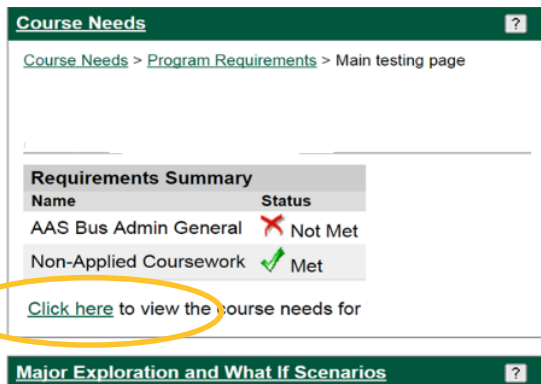
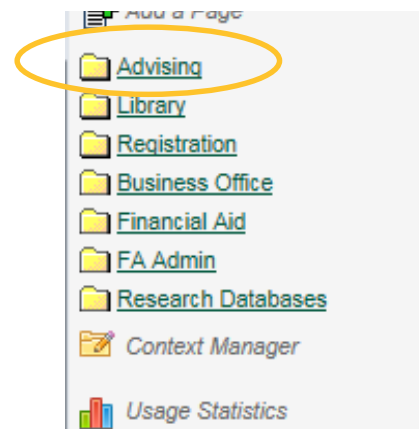
Your email will open in a gmail format once you are logged in.

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



Click on the [Advising Worksheet](#) link

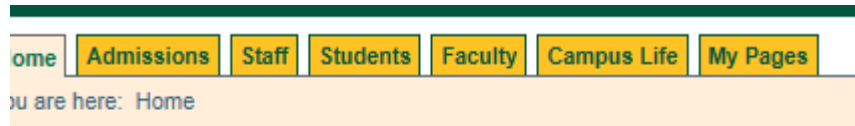
Requirement	Description	Needed	Earned
AASBAGEN	AAS Bus Admin General	66.00 Credit Hours;	44.00 Credit Hours;2 Requireme
NACW	Non-Applied Coursework	All Requirements Met!	42.50 Credit Hours;1 Requireme

[Advising Worksheet](#) 

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
	HPE 143.01	Zumba II	1.00	Current	CR
<input type="checkbox"/>	HPE 293.01	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 McClure

Term: 2014-2015 - Spring Semester [View Midterm Gra](#)

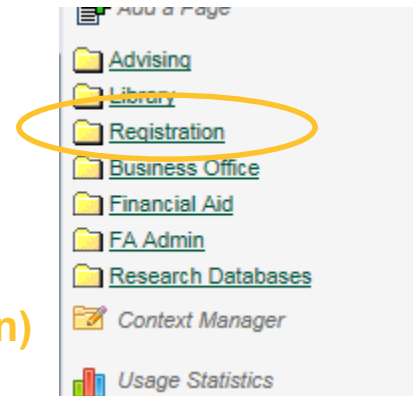
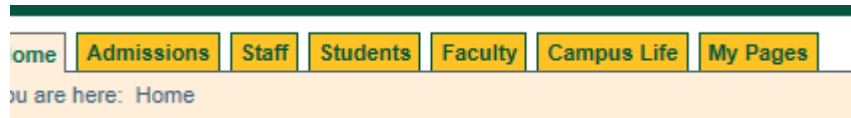
Undergraduate

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

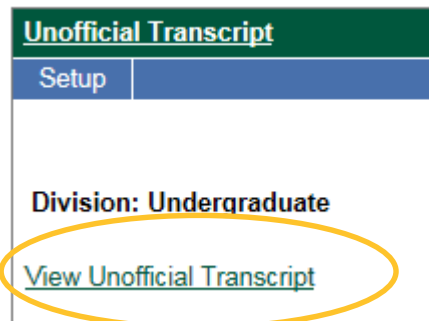
[Printer Friendly Grade Report](#) 

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

	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

Course	Title	Grade	Repeat	Attempted Credits
HPE 143 01	Zumba II	WIP	R	0.00
HPE 146 01	Boxing Conditioning	WIP	-	0.00
Term Totals:				0.00
Career Totals:				14.50

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



Campus Safety

Mesalands Community College strives to maintain a safe and secure environment in which individuals can work, learn, and study. Mesalands Community College is here to help in the event of an accident, vandalism, theft, or emergency situation. Members of the College community are urged to notify the Vice President of Student Affairs/Student Affairs Department immediately of any criminal activity, or other emergency that occurs on campus. The Student Affairs Department will respond quickly and initiate whatever action is necessary to resolve the emergency, including activation of the Police Department and/or fire or medical agencies when appropriate. In case of an immediate emergency, dial 911 (9-911 on campus).

[Campus Safety Brochure](#)

[Consumer Information](#)

[Student Handbook](#)

[Directory of Local Services](#)

Title IX inquiries regarding equal opportunity policies, sexual violence (dating violence, domestic violence, sexual assault and stalking), or the filing of complaints may be directed to:

Dr. Aaron Kennedy
Vice President of Student Affairs
911 South Tenth Street
Tucumcari, NM 88401
575-461-4413, ext. 189
aaronk@mesalands.edu

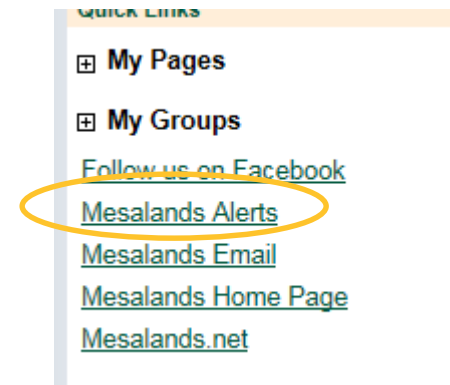


How to Opt In to the Emergency Alert Portal

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



My Account Groups

My Groups Find Groups Create a Group

You are here: Groups > My Groups

My Groups

Type	Role	Groups (click for details)	Text	Email
Resource	Member	Mesalands Community College Broadcast Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group	Member	Campus Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update

General Info

Invitations: Groups that you have been invited to join. Click on the Group name to respond.

Official Groups: Groups that represent an official communication channel. Joining an official group moves it to the "My Groups" list; the Official Groups list contains only those official groups you have not yet joined.

My Groups: Groups of which you are already a member.

Consumer Information

CONSUMER INFORMATION

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 in order to access the current year
Student Handbook

<https://www.mesalands.edu/>



Student Catalog

Navigate to

<https://www.mesalands.edu/academic-programs/catalog-schedules/> in order to access the current year Catalog.



Institutional Calendar

Please use the following link to access the calendar

<https://www.mesalands.edu/wp-content/uploads/2020/07/Mesalands-Academic-Calendar-2020-21.pdf>



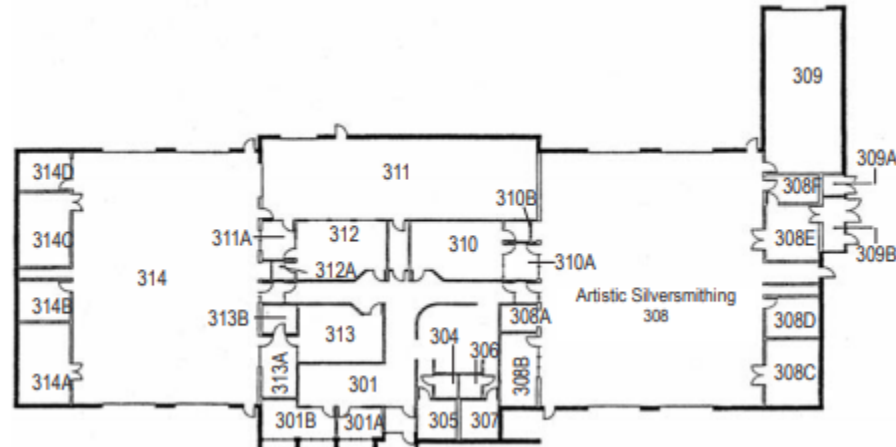
Campus Map

Building A

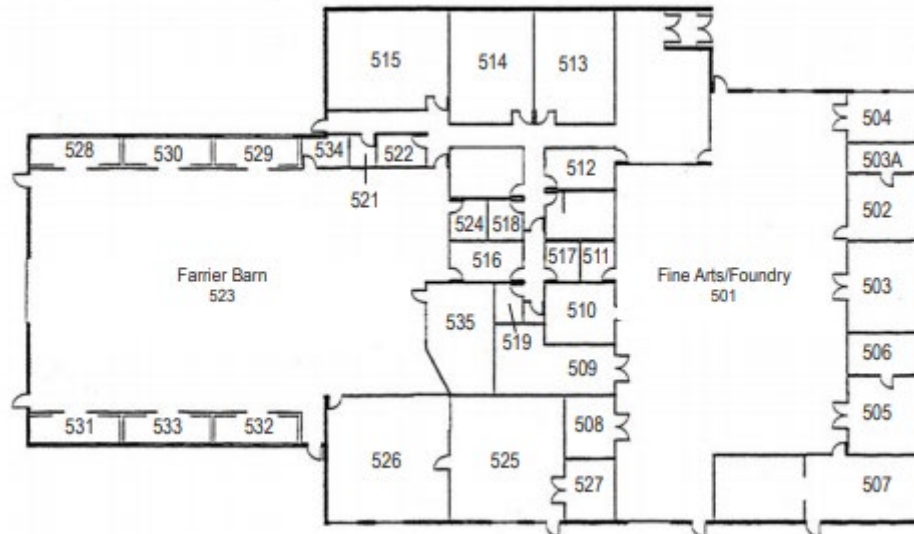


Campus Map

Building C and D



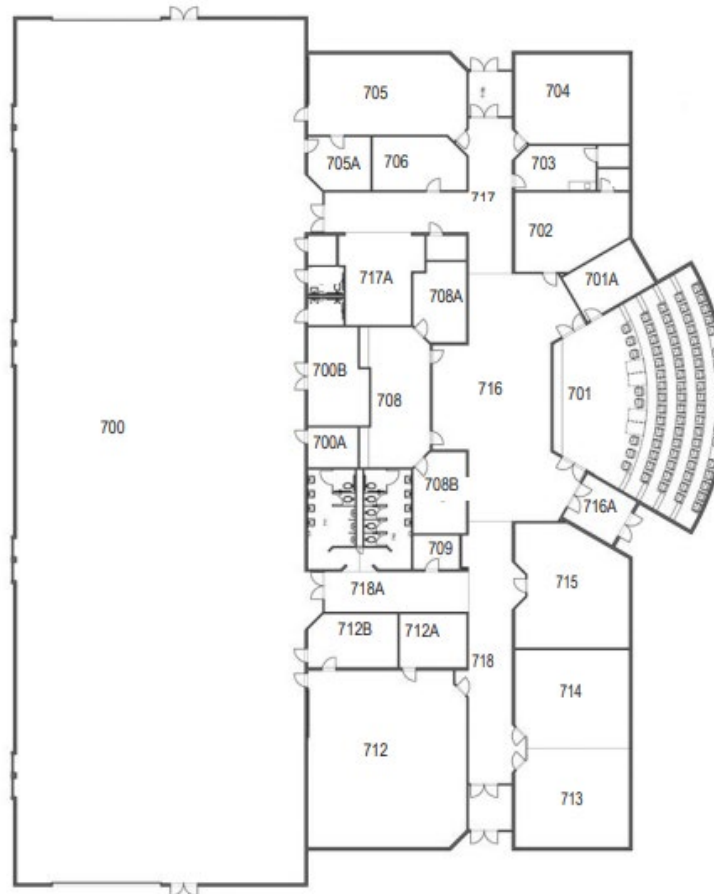
Building C



Building D

Campus Map

Building E: North American Wind Research and Training Center



Campus Map

Building F & G

