

MESALANDS COLLEGE

STUDENT ORIENTATION



Lead The Way



WELCOME!

MESALANDS COLLEGE WELCOMES YOU!

YOU ARE NOW ONE OF US!

LEAD THE WAY!

ORIENTATION

This Orientation session should be designed to help the student get familiar with the tools they need to succeed and help facilitate their transition and integration into the college learning environment. By participating in the orientation, students will gain an understanding of the following topics:

- * Academic expectations and progress and probation standards**
- * Prerequisite or co-requisite challenge process**
- * Maintaining or obtaining fee waiver eligibility (if applicable)**
- * Programs, support services, financial aid assistance and campus facilities**
- * Academic calendar and important timelines**
- * Registration and college fees**
- * Available education planning services**
- * Student conduct code, FERPA and sexual harassment**

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SLIDE NUMBER

5.)	ENROLLMENT SERVICES OFFICE / STUDENT LIFE OFFICE
6.)	STUDENT COUNSELING
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8.)	HISPANIC OUTREACH
9.)	BUSINESS OFFICE
10.)	DINOSAUR MUSEUM
11.)	DISTANCE EDUCATION
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13.)	FINANCIAL AID
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15.)	TITLE IV – ACADEMIC PROGRESS
16 - 19.)	IT – INFORMATION TECHNOLOGY
20-21.)	LIBRARY – RESEARCH DATABASES
22.)	FITNESS CENTER
23-24.)	STUDENT EMAIL
25.)	COURSE NEEDS
26.)	SCHEDULE
27.)	GRADES
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32.)	TITLE IX
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34.)	CALENDAR
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Enrollment Services Office

Building A, Office 201

Office Hours: 7:00 a.m. – 6:00 p.m. (Monday-Thursday)

Jessica Gonzales	Executive Director of Admissions and Financial Aid, VA, SWA	(575) 461-4413 ext. 136/236
Patricia Crook	Director of Academic Advising, Counseling, Mentorship, & Career Center	(575) 461-4413 ext. 153
Brian Bailey	Registrar	(575) 461-4413 ext. 123
Alice Johnson	Enrollment Services Assistant	(575) 461-4413 ext. 177

Student Life Office

Building A, Office 201

Office Hours: 7:00 a.m. – 6:00 p.m. (Monday-Thursday)

Maria I. V. Haase, Ed.D.	Executive Director of Hispanic Outreach and Student Support	(575) 461-4413 ext. 115
SaBrea Skinner	Assistant to the Executive Director and College Operator	(575) 461-4413 ext. 189
Joanna Gutierrez	Director of Student Success	(575) 461-4413 ext. 102
Lupe Gutierrez	Coordinator for the Center of Global and Intercultural Education	(575) 461-4413 ext. 104
Christopher Jones	Executive Director of Housing, Student Life and 1 st Year Experience	(575) 461-4413 ext. 112
Michael Bilopavlovich	Food Pantry Manager	(575) 461-4413 ext. 150

Student Counseling Office

Our full-time, licensed mental health counselor, Patricia Crook, LMHC, provides **FREE** personal counseling for currently enrolled students at Mesalands College.

Counseling Services provides the following:

- Crisis intervention.
- Counseling for such matters as: anxiety, depression, trauma, sexual assault, domestic violence, loneliness, relationship concerns, grief and loss, family stress, sexual orientation, homesickness, college-related transition, and personal growth and development.
- Strategies for academic success, such as test anxiety, stress management, time management, coping skills, and self-esteem.
- Assessment and referral to other campus and community resources.
- Mental health consultation, education, and outreach programs for students, faculty, and staff.



Schedule your appointment:
Call 575-461-4413 ext. **153**.

We offer in-person sessions during regular office hours.

Need to cancel? Please call in advance (24 hrs.) to cancel to avoid a “no show”.

Mental Health Crisis Support:

- NM Crisis & Access Line: 1-855-662-7474
- National Suicide Prevention Lifeline: 1-800-273-8255
 - for deaf and hard of hearing: 800-799-4889
 - Spanish: 888-628-9454
- NM Peer to Peer Warmline: 1-855-466-7100
- Crisis Response Santa Fe: 1-505-820-6333
- LGBTQ Trevor Lifeline: 1-866-488-7386
- Trans Lifeline: 1-877-565-8860
- FREE Crisis Text Line: TEXT – 741741



Hispanic Outreach and Student Support (HOSS)

Building A, Office 201C

Office Hours: 7:00 a.m. – 6:00 p.m. (Monday-Thursday)

Maria I. V. Haase, Ed.D.

SaBrea Skinner

Executive Director of Hispanic Outreach and Student Support

Assistant to the Executive Director and College Operator

(575) 461-4413 ext. 115

(575) 461-4413 ext. 189

Business Office

Building A, Office 207 & 208

Office Hours 7:00 a.m.– 6:00 p.m. (Monday-Thursday)

(575) 461-4413 ext. 110

Stephanie Otero

Tamara Claudio

Tammy Hall

Mercedes Vuras

Chief Financial Officer

Accounts Receivable Specialist

Human Resources – Payroll

Accounts Payable Specialist

(575) 461-4413 ext.

(575) 461-4413 ext. 105

(575) 461-4413 ext. 213

(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 Thursday 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 10:00 a.m. – 5:00 p.m. (Tuesday-Saturday)

(575) 461-3466

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 (0-4) 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 chaperone 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: 7:00 a.m. - 6:00 p.m. (Monday-Thursday)

Kim Enriquez

Director of Distance Learning and On-line Support

(575) 461-4413 ext. 226

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 IT at support@mesalands.edu or by calling (575) 461-4413 ext. 787
 - 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 7:00 a.m. – 6:00 p.m.

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

Dean Garcia

Educational Services Center Director

(575) 461-4413 ext. 124

Kyeli Collins

Educational Services Center Facilitator

(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

Building A, Office 201D

Office Hours: 7:00 a.m. - 6:00 p.m. (Monday-Thursday)

Jessica Gonzales Executive Director of Financial Aid

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

(575) 461-4413 ext. 136/236

Cell Phone: (575) 403-5361

jessicag@mesalands.edu

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 2021 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 E708

Office Hours 7:00 a.m. - 6:00 p.m. (Monday-Thursday)

Help Desk (575) 461-4414

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.edu)
- 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 7:00 am until 6:00 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 plans into place “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: 7:00 am – 6:00 pm (Monday-Thursday)

Email: nikkiv@mesalands.edu

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

Nikki Vasquez

Chief Librarian and Director of Library Services

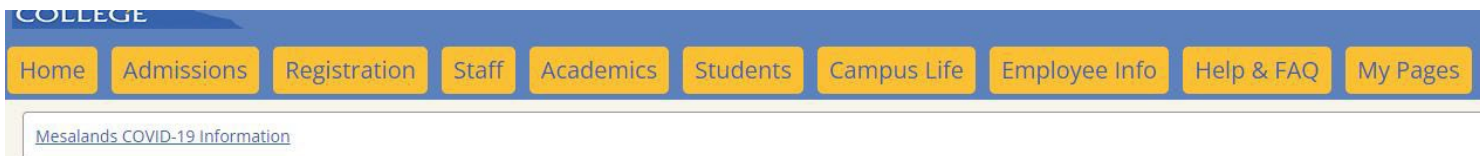
(575) 461-4413 ext. 121

- **In order to check out material, students must be currently enrolled at Mesalands College and have a valid student ID.**
- **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/ICS/> 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.

Fitness Center

Room A235

Milan Rasic

Athletic Director

(575) 461-4413 ext. 120

- **If you have questions or want to get enrolled in the Fitness Center, please contact Milan to set up an appointment.**

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”

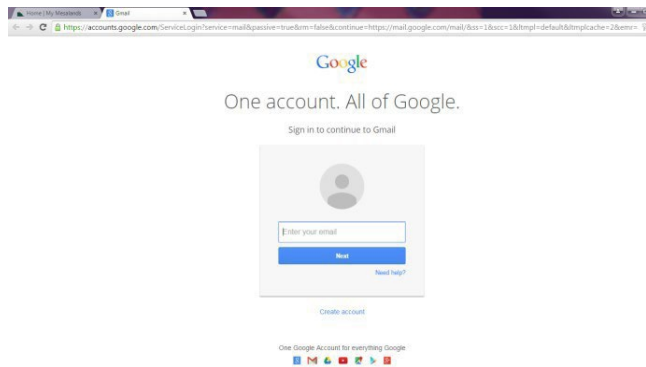
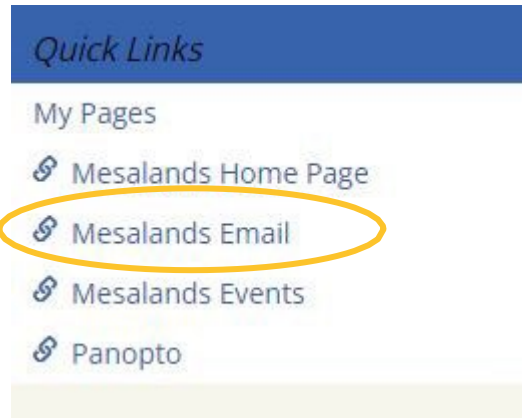


You will be re-directed to a page to activate your account.
Follow the screen prompts.

How to Access Your Student Email Account

Navigate to <https://my.mesalands.edu/ICS> 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’



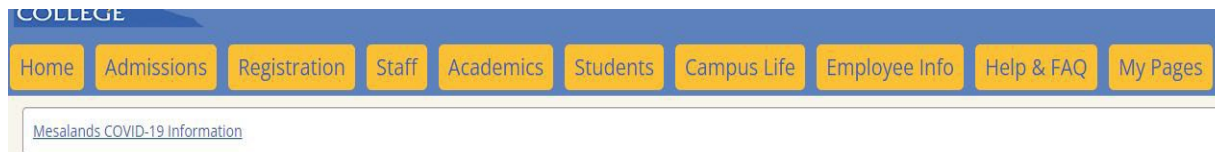
Your email is your first and last name (no spaces), lowercase; @mesalands.edu.

Example: johndoe@Mesalands.edu

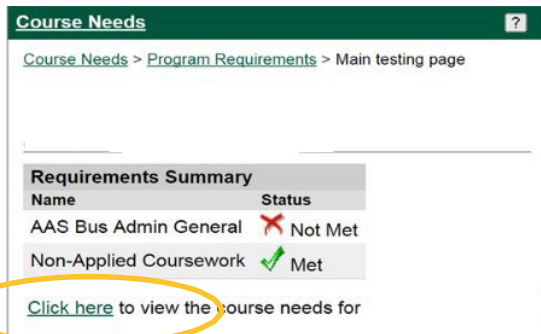
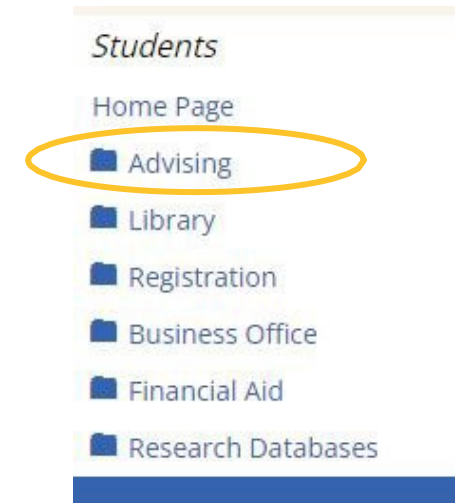
Your email will open in a gmail format once you are logged in.

How to Check Your Course Needs (What courses do I need to graduate)

Navigate to <https://my.mesalands.edu/ICS> 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

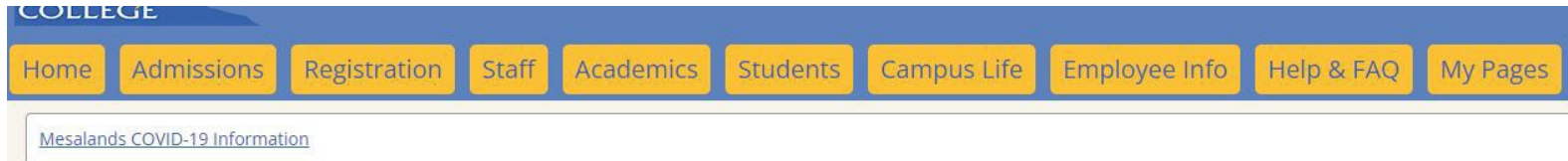
Requirement	Description	Needed	Earned
AASBAGEN	AAS Bus Admin General	66.00 Credit Hours;	44.00 Credit Hours;2 Requireme
NACW	Non-Applied Coursework	All Requirements Met!	42.50 Credit Hours;1 Requireme

[Advising Worksheet](#)  [Recalculate Student Progress](#)

Follow the legend at the bottom
of the advising worksheet.

How to See Your Schedule

Navigate to <https://my.mesalands.edu/ICS> 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 ▼

Search

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

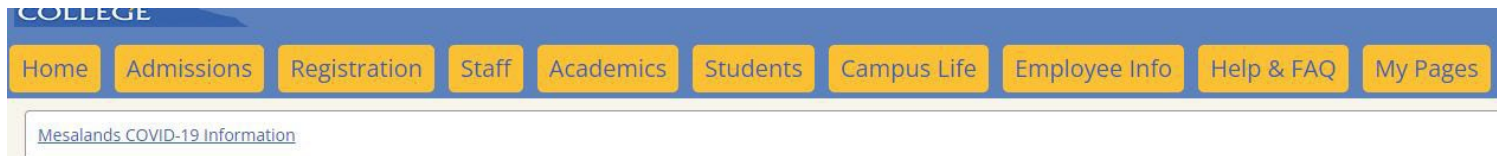
Textbooks	Course	Title	Credits	Status	Grading Type
	HPE 143 01	Zumba II	1.00	Current	CR
⊕	HPE 293 01	Special Topics: Pilates-Yoga Combo	1.00	Current	CR

[Printer Friendly Schedule](#) 

How to check Your Grades

Navigate to <https://my.mesalands.edu/ICS> 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](#)

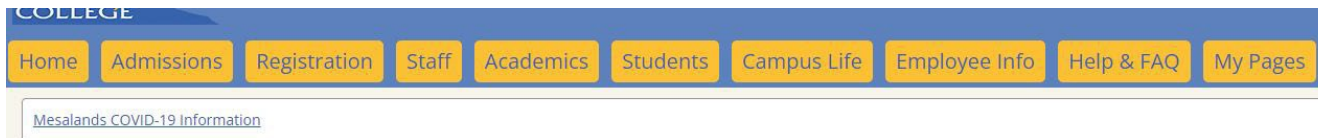
Undergraduate

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/ICS> and sign in
Click on the “Students” tab at the top of the page.



Students

Home Page

Advising

Library

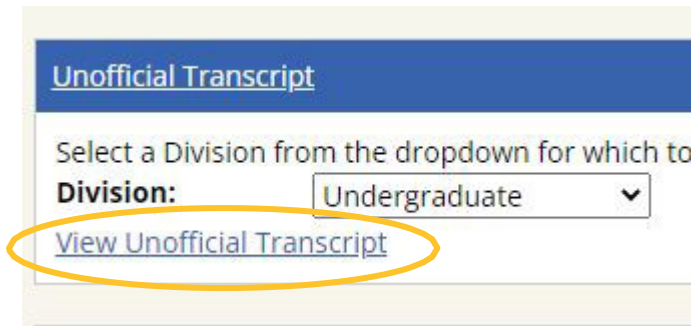
Registration

Business Office

Financial Aid

Research Databases

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

Setup

Unofficial Transcript >

Unofficial Transcript for: Elaine A McClure

Division: Undergraduate

	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
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

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Family Educational Rights and Privacy Act

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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

Facebook



www.facebook.com/mesalands



Mesalands Community College

@Mesalands · Community College

Contact Us

mesalands.edu

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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).

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:

TITLE IX

Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Student Handbook

**Navigate to in order to access the current year
Student Handbook**

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

MUST READ THE STUDENT HANDBOOK!

Institutional Calendar

Please use the following link to access the calendar.

<https://www.mesalands.edu/wp-content/uploads/2021-2022-updated-Academic-Calendar-approved-jan-182022.pdf>

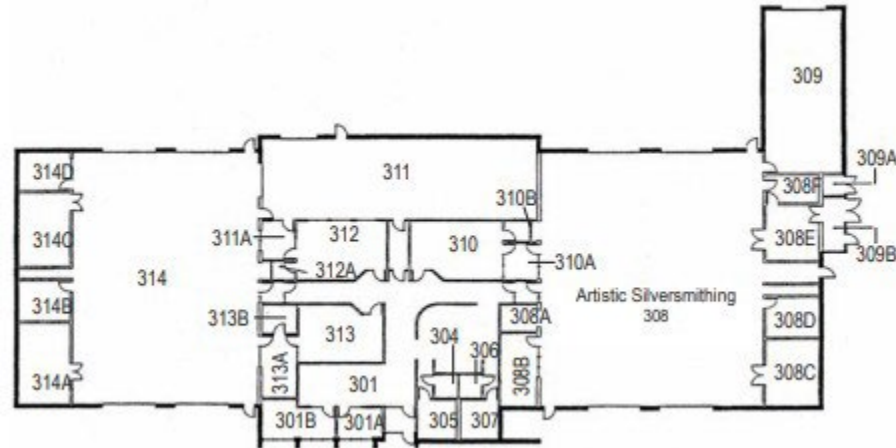
Campus Map

Building A



Campus Map

Building C and D



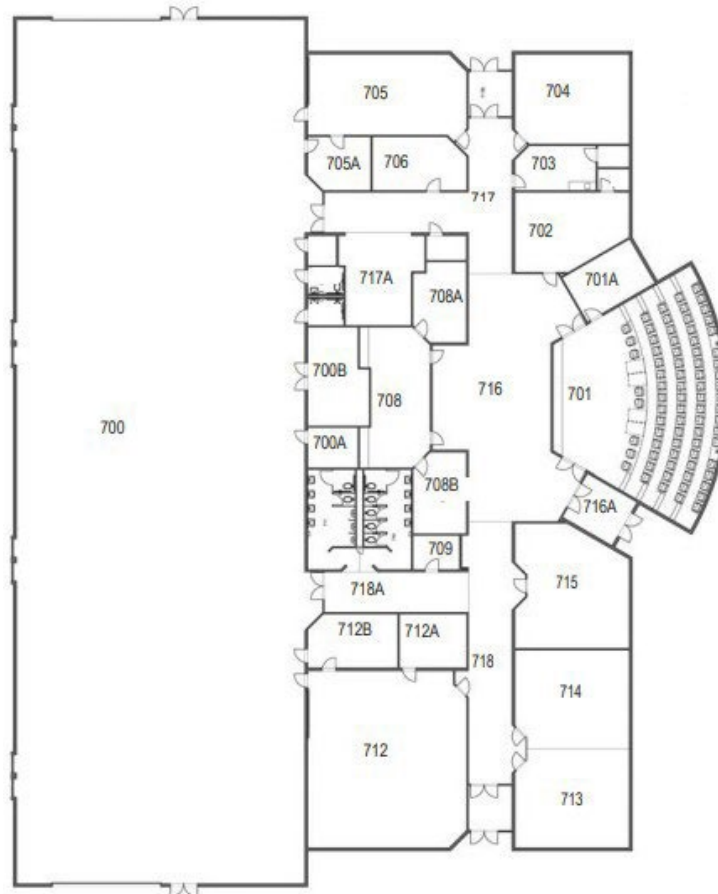
Building C



Building D

Campus Map

Building E: North American Wind Research and Training Center



Campus Map

Building F & G

