

SANTA FE COMMUNITY COLLEGE

# *Student Handbook*

2011-2012



Dear Student,

On behalf of the governing board, staff and faculty at Santa Fe Community College, I want to welcome you!

The SFCC motto is “Helping students succeed. Serving our community.” This institution has a proud tradition of assisting students in pursuing their personal and educational goals. We strive to provide excellent instructors, and work diligently to develop strong support programs accessible to all our students.

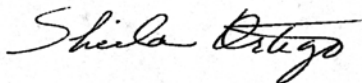
I want to personally encourage you to connect with the Student Government Association, the Office of Student Development and any student club or organization.

I also encourage you to use this Student Handbook. We believe you will find the information very useful. It lists important dates, including registration, drop/add or withdraw periods, exam schedules, holidays and various campus activities. In addition, it provides: time management tools such as information about services and resources available to you; calendar listings; appointments/note pages; and the core values that guide us as an institution.

There are suggestion boxes located around campus and we encourage you to drop in your suggestions regarding the handbook and/or any other issues.

Thanks for joining the SFCC community. We’re glad you’re here!

Sincerely,

A handwritten signature in black ink that reads "Sheila Ortego". The signature is written in a cursive style with a large, stylized 'S' and 'O'.

Sheila Ortego, Ph.D.  
President

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# PHONE NUMBERS

SFCC's main phone number is (505) 428-1000.

If you are using an office phone on campus, dial the last four digits to connect (1000).

	Phone	Room
<b>Advising and information</b>		
<i>New and non-degree student</i> .....	(505) 428-1270.....	201
<i>Degree students</i>		
<i>Arts and Design</i> .....	(505) 428-1731.....	753
<i>Business and Applied Technologies</i> .....	(505) 428-1308.....	LL322
<i>Education</i> .....	(505) 428-1689.....	ECDC5A
<i>Health and Sciences</i> .....	(505) 428-1183.....	477
<i>Liberal Arts and Core Studies</i> .....	(505) 428-1370.....	222
<i>Sustainable Technologies</i> .....	(505) 428-1641 .....	801
Adult Basic Education .....	(505) 428-1356.....	502
Bookstore .....	(505) 428-1218.....	233
Career Services .....	(505) 428-1406 .....	LL311C
Cashier's Office .....	(505) 428-1211.....	129
Clubs and organizations.....	(505) 428-1266.....	LL311D
College for Working Adults .....	(505) 428-1852.....	123
Continuing Education (noncredit courses)		
Information.....	(505) 428-1676.....	131
Registration .....	(505) 428-1270.....	201
Counseling Services.....	(505) 428-1486 .....	LL326H
Customized Training.....	(505) 428-1617.....	118
Dental Clinic (off campus).....	(505) 428-1710	
Developmental Studies.....	(505) 428-1333.....	502
Disability Services .....	(V/TTY) (505) 428-1701 .....	LL313
Distance Learning .....	(505) 428-1166.....	LL326F
Early Childhood Development Center.....	(505) 428-1354.....	ECDC 4

	Phone	Room
English as a Second Language (ESL) .....	(505) 428-1356.....	502
ENLACE/Gear Up .....	(505) 428-1714 .....	ECDC5D
Enrollment and Student Services.....	(505) 428-1270 .....	201
Financial Aid/scholarship information .....	(505) 428-1268.....	203
Fitness Education Center.....	(505) 428-1615 .....	1000
GED information.....	(505) 428-1356 .....	502
Help Desk .....	(505) 428-1222 .....	528
InfoLine (recorded).....	(505) 428-1777	
La Familia Dental Clinic .....	(505) 984-5048	
Library.....	(505) 428-1352 .....	523
Literacy Volunteers of Santa Fe.....	(505) 428-1353 .....	514A
Media Arts Lab.....	(505) 428-1248 .....	605
NMHU – Santa Fe .....	(505) 428-1742 .....	LL302
Adjunct Faculty Office.....	(505) 428-1632 .....	226
Registrar’s Office.....	(505) 428-1385 .....	202
Registration Helpline .....	(505) 428-1270	
Safety and Security.....	(505) 428-1224 .....	101
Service-Learning.....	(505) 428-1736	
Student Development .....	(505) 428-1665 .....	LL311
Student Employment .....	(505) 428-1285 .....	204
Student Government Association .....	(505) 428-1418.....	LL311
Teacher Education.....	(505) 428-1687.....	ECDC4H
Testing Center .....	(505) 428-1625 .....	611
TRiO Student Support Services Program ....	(505) 428-1364 .....	LL313
Tutoring Center .....	(505) 428-1260 .....	204
Veterans’ benefits.....	(505) 428-1267 .....	202
Weather Watch/Holiday Line (school delays/closures) .....	(505) 428-1716	

# Your weekly schedule of classes

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semester:

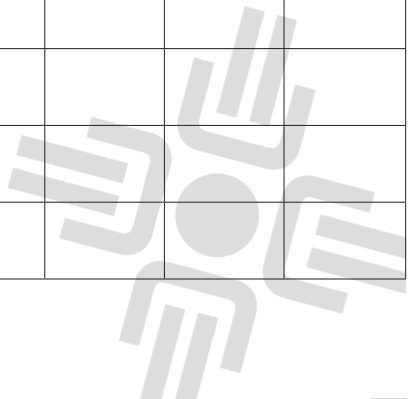
TIME	MON	TUES	WED	THURS	FRI	SAT
7 a.m.						
8 a.m.						
9 a.m.						
10 a.m.						
11 a.m.						
NOON						
1 p.m.						
2 p.m.						
3 p.m.						
4 p.m.						
5 p.m.						
6 p.m.						
7 p.m.						
8 p.m.						

# Your weekly schedule of classes

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semester:

TIME	MON	TUES	WED	THURS	FRI	SAT
7 a.m.						
8 a.m.						
9 a.m.						
10 a.m.						
11 a.m.						
NOON						
1 p.m.						
2 p.m.						
3 p.m.						
4 p.m.						
5 p.m.						
6 p.m.						
7 p.m.						
8 p.m.						



# August 2011 through July 2012

12 months at a glance

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**AUGUST 2011**

S	M	T	W	T	F	S
	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			

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**SEPTEMBER 2011**

S	M	T	W	T	F	S
				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	

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**OCTOBER 2011**

S	M	T	W	T	F	S
						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					

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**NOVEMBER 2011**

S	M	T	W	T	F	S
		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			

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**DECEMBER 2011**

S	M	T	W	T	F	S
				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

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**JANUARY 2012**

S	M	T	W	T	F	S
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				

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**FEBRUARY 2012**

S	M	T	W	T	F	S
			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			

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**MARCH 2012**

S	M	T	W	T	F	S
				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

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**APRIL 2012**

S	M	T	W	T	F	S
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					

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**MAY 2012**

S	M	T	W	T	F	S
		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		

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**JUNE 2012**

S	M	T	W	T	F	S
					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

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**JULY 2012**

S	M	T	W	T	F	S
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				

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# ADMISSIONS

## **Q** What do I need to do to take classes at Santa Fe Community College?

Apply in person, any time of the year, at Enrollment and Student Services (ESS), located in the main hallway, or at [www.sfcc.edu](http://www.sfcc.edu). Application for admission is free.

Santa Fe Community College (SFCC) maintains an open admission policy so that members of the community can participate in the college's programs, services and activities. Anyone may be admitted to the college's credit programs, though some restrictions, based on age, may apply to specific courses or certain facilities that require set levels of physical maturity. Otherwise, equal educational opportunity is provided without regard to gender, marital status, sexual orientation, color, race, religion, age, national origin/citizenship or physical disability. Students who do not have a Social Security number should contact ESS at (505) 428-1270 for assistance with completing the admission application.

An applicant's admission status is determined by his or her primary objective in taking courses. Non-degree status is granted to applicants who wish to take courses for their own purposes without seeking a degree or a certificate. This status allows admission to college courses, but it will not satisfy eligibility requirements for scholarships, financial aid, veterans' educational benefits or other assistance programs.

Degree status is granted to applicants who have declared an intention to pursue a particular degree or certificate by following a prescribed program and sequence of study.

Acceptance to SFCC does not ensure admission to all programs. Certain programs have competitive entrance requirements and selective admission criteria. For complete information on admissions, please see SFCC's Catalog.

As you complete the admissions process, you will receive a student ID number, called an A#. It is important to learn your A#, as you will need it when taking your placement test, registering for classes, paying your tuition bill and other business-related activities.

If you have taken classes at another college or university, you must have those schools send official academic transcripts directly to the SFCC Records Office.

## How much will it cost to take classes at SFCC?

The cost depends on how many classes you take and your residency status.

**Calculating tuition:** The total cost of a class is determined by adding the cost of tuition, the service fee, the Student Government Association fee and any course/program fees noted in your class listing.

SFCC's tuition rate is different for in-state and in-district residents, in-state and out-of-district residents and out-of-state residents. Senior citizens and members of the armed forces should refer to the current schedule of credit classes or contact the ESS for information about tuition rates. Registering early can also save you tuition costs. For a complete guide to calculating your tuition, refer to the current *Schedule of Credit Classes*.

# ACADEMIC ADVISING

## **Q** Do I have to see an adviser before registering for classes?

It is strongly recommended that you meet with an academic adviser prior to registering for classes to help you make appropriate course selections and manage your academic progress. Be proactive in seeking advisement before you register for each term so that you take courses that fit your degree plan and help you reach your educational goals. Responsibility for obtaining adequate advising rests with the student.

At SFCC there are three groups of professionals who regularly provide academic advising: ESS advisers, counselors and faculty members. In general, individuals in any of these groups can help you; each may also provide specialized assistance.

### ***You might see an ESS adviser if you:***

- are starting college for the first time; or
- feel unsure about what degree you plan to pursue.

### ***You might see a counselor if you:***

- have selected your academic program but need assistance creating an educational plan, semester by semester, to achieve your goals; or
- have almost completed your graduation requirements.

### ***You might see a faculty member if you:***

- want to learn about career options in his or her field; or
- need specific information about courses required in his or her academic area.

## **Q What are other times when I should meet with an adviser?**

In addition to meeting with an adviser to plan your schedule for the coming semester, you should schedule an advising appointment to discuss:

- your progress toward your degree;
- difficulties you are having with your current courses;
- adding or dropping a course;
- how to plan for transferring to another college or university;
- what you need to do to graduate; or
- balancing school with the other demands on your time.

# REGISTRATION

## **Q How do I choose the right classes?**

Your academic adviser can help you determine the classes that are right for you. See the prior section on academic advising. Students who have not yet selected an academic focus or who plan to transfer to another New Mexico institution are advised to take courses during their first year as outlined in the lower-division “general education common core.” For students enrolled at any public institution in New Mexico, general education common core courses are guaranteed to transfer and apply toward associate and baccalaureate degree requirements. A list of common core courses can be found in the *SFCC Catalog*.

## **Can I register for any class I want?**

You will not be able to sign up for certain courses until you have fulfilled prerequisites, which you can do by:

- successfully completing (with a letter grade of “C” or better) the prerequisite course;
- showing adequate SAT, ACT, AP or CLEP scores;
- using previously completed college course work; or
- demonstrating proficiency through placement testing.

Placement testing is required for enrollment in courses that have English, math or reading prerequisites. Results indicate where you should begin course work in these areas and which prerequisites you have already met. The Testing Center, located in Room 611, is where you will take the Placement Exam (ACCUPLACER). Other exams are also taken here, such

as make-up exams, the GED testing program, College Level Examination Program (CLEP), Dantes Standardization Subject Test (DSST) and certain program admission exams for both students and members of the community.

Students who have documented disabilities that require special accommodations for testing must first register with the Office of Disability Services and have those accommodations approved. The Testing Center verifies all accommodations requests with Disability Services prior to testing.

After placement testing, you may be required to take some college preparatory courses (college prep, developmental studies courses). You should take these classes as soon as possible as they typically provide a foundation for other course requirements. Information about degree requirements and course descriptions can be found in the SFCC *Catalog*.

## **When should I register?**

It is important to register as early as possible as classes do fill quickly and registration is first come, first served. General timelines for registration are listed below. Check the *Catalog* or the current *Schedule of Credit Classes* for specific dates of Early Bird Registration (with reduced tuition), regular registration and late registration.

*Registration for summer session and fall semester begins in April.*

*Registration for spring semester begins in November.*

## **How do I register for classes?**

You are not guaranteed a spot in a class until you register and pay for it, so plan ahead!

### ***Register for classes by***

- going to [www.sfcc.edu](http://www.sfcc.edu), click on "JACK" and click on the "Registration" tab; or
- visiting with Enrollment and Student Services in person.

For more information, see the *Schedule of Credit Classes* or an adviser in Enrollment and Student Services (ESS).

## **When do I need to pay for classes?**

You should pay your tuition and fees as soon as you register to guarantee your place in class. If you do not arrange payment by the payment deadlines listed in the SFCC *Schedule of Credit Classes*, you could be dropped from your classes.

### *You have several options for making a payment to SFCC*

- Pay online anytime with a credit/debit card or bank checking/savings account. Log into JACK, click “Registration” tab, click “Pay Online”, then click “Bills and Payments”, and follow the instructions. For parents and other authorized users, visit [www.sfcc.edu/cashier](http://www.sfcc.edu/cashier) and follow the instructions.
- Pay in person using cash, check or credit/debit card at the cashier’s window.
- Mail your check with a filled out payment form to:  
Cashier’s Office  
Santa Fe Community College  
6401 Richards Ave.  
Santa Fe, NM 87508-4887
- Enroll in a Payment Plan (see below).

### **Can I make payments on my tuition bill?**

If you are unable to pay your entire bill at once you may be eligible to set up a payment plan. You can pay your tuition in installments using the online payment plan service. Payment plans help you and your family budget for school expenses by spreading the costs over time.

To set up your plan, simply log into JACK, select the “Registration” tab and click on “Payment Plans” in the payment channel. Automatic payments can be debited from your bank account or charged to a credit card. You can also authorize a third party such as a parent, employer or support organization to make payments on your behalf. The system automatically adjusts the plan to match your expenses and notifies you of any payment changes.

Your payment plan is based on your enrollment date, class costs, down payment and the number of payments required during that semester. A \$15 setup fee and a down payment are due at enrollment.

Fall and Spring: 25 percent down plus 3 monthly payments

Summer: 40 percent down plus 2 monthly payments

### **How many classes should I take?**

This question needs to be answered by students based on their individual circumstances. What else is going on in your life besides school? You will need to judge how to balance your academic load with your workload, family responsibilities and social life. Some types of financial aid require that you are registered for and complete a certain number of credits. Check with the Financial Aid Office before registering for classes.

***A full-time student at SFCC should expect to study between 24 and 48 hours a week outside of class time. Studying itself can be a full-time job.***

# CALCULATE YOUR STUDY TIME

Use the following form to calculate the number of hours you will need to attend class and study. Use this to help you decide the number of credit hours you will take and meet with an adviser or counselor for additional help.

Number of hours in a week	_____	168
Number of hours a night you sleep _____ x 7 = _____	_____	- _____
Number of hours per week you work	_____	- _____
Number of hours per week you are in class	_____	- _____
Number of hours per week spent commuting to school or work	_____	- _____
Number of hours per week spent preparing and eating meals	_____	- _____
Number of hours per week spent on personal hygiene	_____	- _____
Number of hours per week spent with your family or providing childcare	_____	- _____
Number of hours per week spent doing household chores or errands such as grocery shopping	_____	- _____
Number of hours per week spent exercising or going out	_____	- _____
Miscellaneous weekly activities such as visits to the doctor's office	_____	- _____
<b>Total potential time left for study</b>	_____	_____

## *Do you have enough time to study?*

Students should study between two and four hours a week for every credit hour they are taking. Most classes are three or four credit hours. Around midterms and finals you will likely study a minimum of four hours per week for every credit hour you are taking. Calculate a high and low range of study time.

Number of credit hours taken this semester \_\_\_\_\_ x 2 hours = \_\_\_\_\_ low range  
 Number of credit hours taken this semester \_\_\_\_\_ x 4 hours = \_\_\_\_\_ high range

<b>Example</b>	MATH 102	4 credits
	BIOL 130	3 credits
	BIOL 130L	1 credit
	ENGL 112	4 credits
	<b>Total</b>	<b>12 credits</b>

Low range of study time  $12 \times 2 = 24$  hours per week

High range of study time  $12 \times 4 = 48$  hours per week

## **Q I am an international student, what do I need to know?**

Learning the ins and outs of a new college in the U.S. can be daunting. Therefore, we encourage you to stay connected with your International Academic Adviser located in ESS. The adviser can keep you updated with visa information, enrollment status and how to navigate your way through college.

# FINANCIAL AID

## **Q** What if I don't have enough money to pay for school?

The goal of the Financial Aid Office at SFCC is to help students find ways to pay for their educational expenses. Financial aid comes in many forms, including grants, scholarships, student employment and loans. You can be considered for aid even if you are enrolled part time. Please go to [www.sfcc.edu/financial\\_aid](http://www.sfcc.edu/financial_aid) for more information.

### **Applying for assistance**

Financial aid applications (FAFSAs) can be completed throughout the school year; however, if you apply by the May 1st priority date each year, you will be considered for aid from these programs:

- Federal Pell Grant
- Federal Supplemental Grant
- New Mexico State Student Incentive Grant
- Various scholarships
- Work-Study
- Stafford Subsidized Loan
- Stafford Unsubsidized Loan
- and more.

*You should also fill out SFCC's scholarship application by early June each year.*

After you submit your FAFSA online, follow-up with the Financial Aid Office to make sure your file is complete. It takes approximately two to four weeks to process an electronic application and determine eligibility.

### **MINIMUM REQUIREMENTS FOR FINANCIAL AID**

- Complete a "Free Application for Federal Student Aid" (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Have a high school or GED diploma.
- Enroll in eligible courses at SFCC.
- Meet with a member of the ESS staff to declare a major.
- Maintain satisfactory academic progress.
- Not be receiving financial aid from another educational institution.
- Grants require that you have not received a Bachelor's Degree.

If you have already been approved for or awarded financial aid, you can charge your tuition, fees, books and supplies until your financial aid check arrives using your Student ID and A#.

## How do I keep my financial aid?

### *Satisfactory Academic Progress Requirements*

A student must maintain good academic standing to continue to receive financial aid. Students must complete a minimum of 67 percent of the hours attempted and maintain at least a cumulative 2.0 GPA. Scholarships may have different requirements. Also, students must complete a program within a maximum number of attempted credit hours to continue to qualify for aid. The maximum time frame is 150 percent of the credit hours required for the program of study. Students on financial aid who completely withdraw from school are subject to the refund and repayment policy, which determines if you are required to repay all or a portion of the financial aid you have received.

## When and how do I receive my financial aid disbursement?

Your financial aid is disbursed (paid out) during the fourth week of the fall and spring semesters. A separate application is required if you are attending during the summer and have remaining eligibility. Check award letters for specific dates. Note: Financial aid will only pay for late starting classes after they have begun.

### *eRefunds*

You may choose to receive your financial aid disbursement by direct deposit, which automatically deposits the payment into your bank account or credit card. You will be notified immediately by e-mail or text message when your funds are deposited. To sign up, set up a profile by logging onto JACK, selecting the "Registration" tab and clicking "Pay Online" or "Payment Plans" in the payment channel.

### *Mail*

If you do not arrange for the direct deposit of your financial aid refund check, it will be mailed to the address on file with the Records Office. Please check your current mailing address by selecting the "Registration" tab on JACK, clicking on "Registration Status" and then the "Personal information" tab. If you need to update your mailing address, you can complete the Change of Name, Address/Phone Number Form on JACK's "Registration" tab listed under ESS Forms and Guides and return it to Enrollment Student Services.

*If you have applied for financial aid but have not received notification, check with the Financial Aid Office or make arrangements for tuition payment with the Cashier's Office.*

You can check your file status and document requirements by logging into JACK and selecting the "Registration" tab. Links to your financial aid are located in the column on the left.

*For more information about financial aid, call (505) 428-1268 or visit [www.sfcc.edu/financial\\_aid](http://www.sfcc.edu/financial_aid)*

## **Q** Where do I go for help finding a job?

### **ON-CAMPUS EMPLOYMENT**

#### *Student Employment*

The Student Employment Office provides students with the opportunity to earn valuable work experience and income while they attend college. Programs and services are designed to match students' interests, skills, academic majors and class schedules with on-campus employment opportunities. To be eligible for student employment, a student must complete a FAFSA, be enrolled at least half-time in an eligible major and maintain satisfactory academic progress. *For information, call (505) 428-1285.*

### **OFF-CAMPUS EMPLOYMENT**

#### *Career Services*

The Student Employment Office provides students with the opportunity to earn valuable work experience and income while they attend college. Programs and services are designed to match students' interests, skills, academic majors and class schedules with on-campus employment opportunities. To be eligible for student employment, a student must complete a FAFSA, be enrolled at least half-time in an eligible major and maintain satisfactory academic progress. *For more information call (505) 428-1406.*

### **Are there scholarships available?**

Applicants for any scholarships listed below (except New Mexico Legislative Lottery) must file the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) prior to the scholarship deadline in early June. Some of these scholarships require New Mexico residency, official high school or GED transcripts, declaration of major and other documents. Students are encouraged to call (505) 428-1268, or visit the Financial Aid Office, located in the Enrollment and Student Services Center, to learn more about what assistance may be available and how to apply.

**Santa Fe Community College Scholarships** assist students every fall and spring semester with tuition and required fees. SFCC scholarships are awarded to new and continuing students enrolled full or part time. Some of these scholarships may require financial need. A minimum cumulative GPA of 2.5 is required. Amounts vary based on enrollment. For more information, contact the SFCC Financial Aid Office at (505) 428-1268.

GROW Santa Fe Community College Foundation Scholarships assist students every fall and spring semester. Some scholarships require established financial need, a minimum GPA of 2.5 and one year of New Mexico

residency. These scholarships are available for degree-seeking, full- or part-time students, first semester or continuing students, working students and those in a particular field of study. Some scholarships provide assistance for books.

**The New Mexico Legislative Lottery Scholarship** is available to New Mexico high school graduates who begin their studies in the semester immediately following their graduation. GED recipients are also eligible. Lottery scholarships cover tuition only and are awarded after students have successfully completed one semester at a public New Mexico post-secondary school. Applicants must maintain full-time credit enrollment status (unless on a disability waiver) and a 2.5 grade point average every semester. New Mexico residency is required however completion of the FAFSA is not. See the office of Financial Aid for information regarding military duty and receiving the Legislative Lottery Scholarship.

**Road-to-Success Scholarships** are offered to New Mexico residents for their first semester of enrollment at SFCC. They must begin their studies in the semester immediately following their high school or GED graduation. This scholarship covers tuition only and students must enroll in a minimum of 12 credit hours to qualify unless on a disability waiver. Contact the Department of Disability Services at (505) 428-1701 for more information. *Note: Unaccredited home school graduates do not qualify for Legislative Lottery or Road to Success scholarships.*

**Dream Keepers Emergency Scholarships** offer immediate financial support if you have unforeseen expenses that prevent you from continuing your education. To qualify, you must be enrolled at least half time in a degree-seeking major, be making satisfactory academic progress and demonstrate a financial emergency has occurred. Scholarships are limited to one per student.

**Contract for a Better Tomorrow Scholarships** offer financial support for first-generation college students who are working half time, no more than 19 hours per week. You must be a degree-seeking student, enrolled in at least nine credit hours for the fall and spring semesters and three credit hours for the summer session. Students must be making satisfactory academic progress. Contact (505) 428-1486 for more information about this program.

**Northern New Mexico ENLACE Scholarships** assist students with college expenses. Scholarships support outstanding Hispanic high school seniors who have participated in the Northern New Mexico ENLACE project. Students must participate in the ENLACE program, complete their senior year of high school successfully, maintain a semester and cumulative GPA of 2.5 or higher, demonstrate academic excellence and community service, and commit to enrolling at SFCC. For more information, call (505) 428-1714.

The Office of Financial Aid is here to serve SFCC students and help them succeed in their studies. Please call (505) 428-1268 for information or assistance with applying for financial aid and scholarships.

### **Are there veteran financial aid benefits?**

Qualified students are eligible to receive veteran's educational benefits, from both the federal and state governments, including the New Mexico Legislative Lottery scholarship. Students must declare a major in a degree or certificate program that has been approved by the New Mexico State Veterans Approval Agency. They will be reimbursed only for classes required in the degree program. Students receiving VA educational benefits may also qualify for other forms of financial aid. All forms associated with VA Education Benefits may be obtained from the Registrar's Office or found at the VA website at [www.gbill.va.gov](http://www.gbill.va.gov). All veterans who reside in New Mexico can qualify for in-state tuition. *For more information, call (505) 428-1267.*

## **TRANSFER**

### **Q What should I know if I plan to transfer to another school to earn a bachelor's degree?**

Many students begin their college careers by earning an associates degree or certificate at SFCC and then transferring to another college or university to earn their bachelor's degree.

Which classes taken at SFCC will transfer to another school and how those classes will be applied to specific degree plans is determined by the transfer school, not SFCC. If you plan to transfer to a particular school or program, contact an adviser in that program as early as possible to learn which SFCC classes will transfer and how they will be applied to the major you are considering. Students planning to transfer should consult early and often with the intended degree-granting institution to ensure that all courses taken at SFCC meet the requirements of the desired degree.

Every fall and spring semester SFCC hosts Transfer Day when different colleges come to campus and representatives are available to talk with students about their programs.

*For help with understanding the transfer process, contact the counselor in your academic school.*

# DROP/AUDIT/WITHDRAW

## **Q** Should I drop, switch to audit or withdraw?

When should I drop, change to audit or withdraw from a class? If it appears that you will not be successful in a class, it is often better to drop, switch to audit or withdraw from the class than receive a poor grade that will be part of your permanent record. At SFCC you can retake a class and arrange for your new grade to replace the older one in your grade point average calculation, but other schools may include all of your grades when they calculate your GPA.

Dropping, switching to audit or withdrawing from a class may protect your GPA; however, these actions can have other serious consequences that might affect your enrollment, financial aid or student employment status. Many programs require that you stay enrolled in a certain number of credit hours. If you are on Financial Aid you should speak with someone in the Financial Aid Office before you drop, change to audit or withdraw from a class to find out whether there will be an impact on your financial aid. If you are a student employee, you should also check with the Student Employment Office to determine whether there is an effect on the number of hours you are allowed to work.

## **What does it mean to “audit” a class?**

Before the applicable deadline, you can change your grade status from “credit” to “audit.” If you choose to audit a course, you will not get a letter grade or receive credit for the course. The course will not be used to calculate your GPA, but will show on your transcript. Courses taken for audit may not be used to meet prerequisites or co-requisites and do not count toward a certificate or degree.

## **Is “dropping” a class the same as “withdrawing” from a class?**

No. When you drop a class before the applicable deadline, the class is completely removed from your academic record and you are eligible for a full tuition refund.

If the deadline to drop has passed, you may still withdraw from a class. If you withdraw, a “W” will be recorded on your transcript. It will have no effect on your grade point average. You are not eligible for a refund if you withdraw from a class. You may withdraw up until the last day of scheduled classes before the final exam period.

## **How do I drop or withdraw from a class?**

You can drop or withdraw from a class online through JACK. Click on the "Registration" tab, then select "Drop or Withdraw from Classes" on the left.

You can also submit a written request to drop or withdraw to ESS in person, by fax at (505) 428-1468 or by mail to ESS, 6401 Richards Avenue, Santa Fe, NM 87508.

*Verbal requests to drop or withdraw will not be processed.*

## **If I quit attending class, will my instructor automatically drop me?**

No. Instructors may administratively withdraw students from their classes, but they are not required to do so. You are not automatically withdrawn from a class for non-attendance or non-payment. If you wish to drop or withdraw from a class, you should follow the official process. If you do not withdraw from a class and your instructor doesn't administratively withdraw you, you will receive a letter grade for the class.

## **I stopped going to a class, so why do you think I still owe you money for it?**

If you do not officially drop a course by the applicable drop deadline, and whether or not you formally withdraw, you are responsible for paying tuition and fees in full.

## **If I drop or withdraw from a class, will that affect my financial aid or student employment status?**

Dropping or withdrawing from a class may affect your financial aid and student employment status. Check with the Financial Aid Office and the Student Employment Office (if you are a student employee) before you drop or withdraw from a class.

## **How do I find out the deadlines for adding, dropping or withdrawing from a class or changing to audit status?**

All deadlines are published in the printed semester schedule and included in the academic calendar which can be found in the printed semester schedule, the SFCC catalog and online on the SFCC website and JACK. You can also check with ESS.

## **Can I repeat a class?**

In most cases, you may repeat any course without special permission. If I repeat a class, will it show up on my transcript and affect my GPA? Both course enrollments and both grades will appear on the transcript, but only the most recent grade earned will be applied to degree requirements and used to calculate the cumulative GPA.

## **If I repeat a class, will it affect my financial aid?**

Certain forms of financial aid will not provide assistance to students who repeat courses they previously completed successfully. Compliance with such regulations is the student's responsibility. Check with the Financial Aid Office for details.

## **I'm thinking of dropping out of school...**

Students who drop out of school before completing a degree often do so because they are facing financial difficulties or are having trouble meeting the conflicting demands of home, work and school. Your counselor or adviser may be able to help you juggle these priorities and come up with a solution that will help you stay in school.

# **COLLEGE VOCABULARY**

## **Q What does all this stuff mean?**

**ACCUPLACER:** This is a computer-based placement exam designed to assess students' reading, writing and math skills. The scores are used to place students into the most appropriate classes for them.

**Add:** Students may add regular-term courses to their schedules through the end of the add/drop period only. Short-term courses must be added prior to the first class meeting.

**Audit:** Students who audit a credit course receive neither a grade nor college credit for the course. Audited courses do not count toward certificates or degrees and cannot be used to meet prerequisites or corequisites for other courses. Standard prerequisites, tuition and fees apply. Audited courses are not included in the GPA calculation but are recorded on students' transcripts.

**Audit to Credit/Credit to Audit:** Students may change enrollment from audit to credit or from credit to audit until a specified date during the semester. Audit-to-credit changes require the instructor's signature.

**Blended Classes:** Some courses are offered as blended courses that include a number of face-to-face meetings along with required online course work. See "Online Courses" below.

**Campus Center:** This is the area located just outside food services and serves as a gathering place for many campus activities.

**Code of Conduct:** All students are held to certain standards of behavior while on campus and are responsible for knowing and understanding these

standards. Failure to read the Code of Conduct does not absolve the student of responsibility and or limit disciplinary action on the part of the college.

**Corequisite:** This is a course or requirement you must complete concurrently with the course for which you are enrolling. For instance, lab courses are often corequisites for classroom instruction in the sciences, so you must take both the class and the lab during the same semester.

**Course Load:** This refers to the number of credit hours you are enrolled in during the semester. Full-time enrollment is 12 to 18 credit hours.

**Credit Students:** Receive a specified number of college credits when they successfully complete for-credit courses. Certificates and degrees require completion of a certain number of credits.

**Degree-Seeking Students:** These are students who are attending school and plan to earn a degree or certificate from the college.

**Developmental Courses:** Students enroll in developmental courses to improve their likelihood of success at the college level by building foundational skills in reading, writing and math. These courses are designated with a department name and a number below 111 (for example, MATH 109). Students who place into developmental-level courses must complete them as prerequisites for enrolling in college-level courses. Developmental course work carries credit for financial aid purposes but does not count toward degree or certificate requirements.

**Disbursement:** The paying out of financial aid benefits.

**Distance Learning:** See "Online Classes" below.

**Drop or Withdrawal:** There are two ways students can officially drop or withdraw from a class, either through their online student accounts in JACK or by a written request to ESS. Verbal requests are not processed. Students who officially drop a class will receive a full refund and the class will be completely removed from their academic record. Students who officially withdraw from a class will receive a "W" on their transcript and are not entitled to a tuition refund. Each option has a specific deadline.

**ESS:** Enrollment and Student Services office.

**Fees:** In addition to paying tuition, all students must pay a service fee and a Student Government Association (SGA) fee. They may also be required to pay additional course or program fees. These fees are used to cover the costs of special materials or equipment needed for the course or to cover the maintenance of a specialized facility.

**First-Generation Students:** This term is used to describe students whose parents have not completed a college degree. First-generation students are eligible to participate in special programs targeted to serving their needs, such as TRIO/SSS.

**Grade Point Average (GPA):** Your GPA is computed by dividing the total grade points earned by the total hours attempted. Total grade points are computed by multiplying the number of credit hours available for an individual course by the grade point value assigned to the grade. Grade point values can be found in the SFCC catalog.

**Incomplete:** Incomplete is a grade that may only be entered when the faculty member and student agree to the remaining work to be finished and the time by which that work is to be submitted (not to exceed one year). The student must have already completed a significant portion of the course work before a grade of incomplete can be considered. The student and instructor will sign a contract, which then must be approved by the dean of the appropriate school. If the work is not completed as agreed, the incomplete grade will automatically change to an "F."

**Independent Study:** This is an approved arrangement between an instructor and an individual or small group of students. It consists of the student(s) fulfilling the requirements for an existing credit course or a special project. Independent study sections must be approved by the appropriate dean and by the Vice President for Academic and Student Affairs.

**Instructor-Initiated Withdrawal:** Instructors may, but are not required to, initiate a student's withdrawal from a class if the student has never attended class but is still on the class roll, or if he or she has stopped attending class. The instructor must first make a reasonable attempt to contact the student.

**Internships and Cooperative Education:** Internships and cooperative education combine structured classroom learning with actual work experiences to help students prepare for the realities of the workplace. Internships are usually nonpaid activities that introduce students to different aspects of the workplace. Cooperative education is usually a paid activity that gives students the opportunity to do a specific job.

**Nondegree Seeking Students:** Nondegree seeking students are those who take SFCC courses but don't intend to pursue a certificate or degree.

**Online Classes:** Students can enroll in courses offered entirely over the Internet. Online classes cover the same material as their on-campus equivalents. The courses also have the same requirements as face-to-face courses, meaning regular attendance and participation. Online classes require discipline, a self-directed attitude and an above-average measure of confidence in your learning ability. Online classes may take more time than traditional classes.

**Payment Plan:** Payment plans allow students to spread the cost of tuition and fees over time. A payment plan is based on enrollment date, class costs, down payment and the number of payments required during that semester. When students enroll, they pay a \$15 setup fee and a down payment. Fall and Spring plans require 25 percent down plus 3 monthly payments. Summer requires 40 percent down plus 2 monthly payments.

**Practicum:** Practicum courses are designed to give students hands-on field experiences in areas that complement their classroom learning.

**Prerequisite:** This is a course or requirement you must complete successfully before you may enroll in a particular course or program.

**Probation (academic):** Students are placed on academic probation at the end of any semester in which their cumulative GPA is less than 2.0. Probation is not a penalty but an emphatic warning that the quality of work must improve if the student is to attain the necessary GPA for graduation. Students remain on probation until cumulative GPA is raised to at least 2.0. Students on probation are strongly encouraged to meet with an adviser or counselor to discuss academic planning and support.

**Suspension (academic):** Students serving a probationary semester are subject to academic suspension at the close of that semester if their cumulative GPA is less than 2.0. Academic suspension means that a student may not enroll in courses for a specified time.

#### ***TRiO/Student Support Services***

(TRiO/SSS) is a program that provides academic support through tutoring, counseling and advising to a limited number of students who meet one or more of the following criteria: they have financial need, they are first generation college students or they have a documented disability.

#### ***Vertical/Horizontal Transfer***

If your instructor thinks you are not at an appropriate course level, he or she may recommend that you transfer to a higher- or lower-level course.

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# COMMUNICATIONS

## Q How do I get connected?

### GO TO JACK FOR ONLINE REGISTRATION AND STUDENT SERVICES

JACK is a web portal that enables you to connect to college information and services through the Internet.

#### **JACK allows you to:**

- register for classes
- pay on your account
- drop, withdraw, or switch classes to audit.
- print out your course schedule and determine where your classes are located.
- check your midterm and final grades.
- and much more...

*You can find JACK at <http://jack.sfcc.edu> or via the JACK link on SFCC's website, [www.sfcc.edu](http://www.sfcc.edu).*

### USERNAME AND PASSWORD

Upon successful completion of the SFCC admissions application, students are assigned a college email address powered by Gmail from Google. We ask that you check your SFCC email account on a regular basis to receive communications from the college and/or your instructors. You can check your email by first logging into JACK with your JACK username (firstname.lastname), and password. The Gmail icon, in the upper right hand corner, will take you to the Gmail login page. For more information, go to [www.sfcc.edu/gmail](http://www.sfcc.edu/gmail).

### E-MAIL

Upon successful completion of the SFCC admissions application, students are assigned a college e-mail address powered by Gmail from Google. We ask that you check your SFCC e-mail account on a regular basis to receive communications from the college and/or your instructors. You can check your e-mail by first logging into JACK with your JACK username (firstname.lastname), and password. The Gmail icon, in the upper right hand corner, will take you to the Gmail login page. For more information, go to [www.sfcc.edu/gmail](http://www.sfcc.edu/gmail).

## **JACK ANNOUNCEMENTS**

Please login to your JACK account every day to learn about what is happening on campus, events, changes in schedules, films, lectures, menus, tutoring information, and clubs and activities. Campus and Personal announcements change almost daily and can be found in JACK by clicking on 'My Tab' and then looking at 'Personal Announcements' or by clicking on 'Our Campus' and looking at incomplete sentence?

Course Studios Each one of the classes on your schedule has its own website on JACK. This is where your instructors can post assignments, send you email messages, have online discussions and more.

## **OTHER COLLEGE COMMUNICATION TOOLS**

### ***SFCC website***

The SFCC website ([www.sfcc.edu](http://www.sfcc.edu)) also provides public information about the college, including academic programs, weather alerts, jobs available, SFCC giving, etc. You can also access JACK from the website.

### ***SFCC operator***

The SFCC operator, at (505) 428-1000, can connect callers to staff, faculty and various destinations on campus.

### ***Social media***

SFCC and many of its programs can be found on Facebook, YouTube and Twitter. Get the latest on SFCC by following these sites: [youtube.com/SFCCNM](http://youtube.com/SFCCNM), [facebook.com/SFCCNM](http://facebook.com/SFCCNM), [twitter.com/SFCCNM](http://twitter.com/SFCCNM).

### ***Lost personal items***

SFCC's 'Lost and Found' is located in the Campus Security Office in Room 101. Students can find lost articles that have been turned in. Items including phones, credit cards, wallets, jackets, assignments and flash drives have been turned into Campus Security in the past. Please help others out by being aware of abandoned articles and turning them into Campus Security.

### ***Sign up for SFCC Emergency Alert Text Messages***

In an effort to keep students, faculty and staff as safe and informed as possible, SFCC uses an Emergency Text Messaging System. During an emergency, this alert system sends registered mobile phone users quick and straightforward information using text messages. The service is offered on a purely volunteer basis and will be used only in the most extreme circumstances, such as when safety on campus is jeopardized or the college's hours of operation are changed due to weather or other emergencies. You can enroll to receive messages on JACK or at:

<http://sfccemergencyalert.notifyall.com/subscribe.php>

***Emergency updates will also be provided at [www.sfcc.edu](http://www.sfcc.edu).***

## **SILENT WITNESS CRIME REPORTING FORM**

If you have personal knowledge or have heard of any crime that has occurred on or off of SFCC property, but would like to remain anonymous, please report the crime by filling out the Silent Witness Report Form on JACK. Enter "silent witness" in the JACK Search box to locate the form.

# **GETTING HELP**

## **Q Where do I go for help with my classes?**

### **TUTORING CENTER (505) 428-1260**

Free tutoring is available in the Tutoring Center for SFCC students, Monday through Saturday when classes are in session. Subjects covered include writing in all areas, math, science, office technology, accounting and study skills. It is also a great place to come and study.

Math tutoring is primarily done on a drop-in basis. We also offer limited appointment-based tutoring in math; appointments are in half-hour intervals and are topic specific. All other tutoring is done by appointment and students are able to have two one-hour sessions of tutoring each week for each subject.

For help with a writing assignment make certain you have an appointment and be sure to bring the information given by your instructor and any drafts you have written. Tutors are available to assist with organizing ideas, grammar issues and issues with research papers.

Drop by the Tutoring Center to find out about tutors for your needs, to schedule appointments or to get more information about what is available. Our schedule is posted on JACK and the SFCC Tutoring Center Facebook page.

### **LIBRARY (505) 428-1352**

#### **CIRCULATION AND REFERENCE (505) 428-1352.**

The library has a wealth of resources for you, including books, periodicals, online databases, DVDs, CDs, passports to other libraries, interlibrary loan services, and study rooms. It is also a wonderful place to study and relax.

### **INSTRUCTORS**

Instructors are affiliated with either the Adjunct Faculty Office or the school for which they teach. Your course outline should explain how to

contact them. Familiarize yourself with the various schools below and how they can help you connect with your instructors.

Get to know your instructors. Your instructors are your most important link to the college. Instructors set the rules and regulations for the courses they teach and can provide invaluable information about their fields of expertise and the operations of the college.

***Adjunct Faculty Office (AFO) (505) 428-1632***

Provides support services and office space for SFCC's Adjunct Faculty. You can leave phone messages for adjunct faculty at the AFO, which is open 48 hours a week. The AFO allows you to drop off or pick up papers or homework assignments. The office is located in Room 226, on the upper level of the main campus building.

**SCHOOL OF ARTS AND DESIGN (505) 428-1731**

Offers a variety of programs in jewelry, sculpture, clay, art history, fine woodworking, photography, fashion design, gallery management and performing arts.

**SCHOOL OF BUSINESS AND APPLIED TECHNOLOGIES  
(505) 428-1308**

Offers programs in business, culinary arts, criminal justice, media arts and film, drafting and engineering, legal studies and others.

**SCHOOL OF EDUCATION (505) 428-1687**

Offers a broad spectrum of programs in Teacher Education, Early Childhood Education, Adult Basic Education and Teacher Licensure.

**SCHOOL OF HEALTH AND SCIENCES (505) 428-1651  
OR (505) 428-1183**

Offers a broad spectrum of programs in physical science, health occupations, and fitness.

**SCHOOL OF LIBERAL ARTS AND CORE STUDIES  
(505) 428-1370**

Offers a varied curriculum including university transferable general education courses in English and speech, social and behavioral sciences, humanities, mathematics, and world languages. The school also promotes citizenship and leadership service learning.

**SUSTAINABLE TECHNOLOGIES CENTER (505) 428-1641**

Offers credit programs in biofuels, environmental technologies, green building, HVAC, plumbing, solar, water conservation and water treatment

operation. Non-credit programs include areas such as energy rating (BPI and HERS), green building, lead remediation, OSHA, solar, weatherization, etc.

*For complete information on SFCC's academic schools, and the programs these schools offer, please see the Course Catalog.*

## **TRIO**

TRiO/SSS is a program that offers enhanced support, academic services, and counseling for qualified students. Eligible students include low income, first-generation college students or students with disabilities who have academic needs based on placement scores and a previous academic record.

TRiO/SSS supports student success and helps increase retention and graduation rates. Services include tutoring, supplemental instruction, special academic workshops, counseling, supplemental grantaid, advising, off-campus trips, cultural/educational enrichment activities, and more.

All TRiO/SSS advisers work using a case management approach to determine a student's specific strengths and weaknesses so that individual needs can be addressed.

To receive assistance in TRiO, you must be enrolled or accepted for enrollment in a SFCC degree program. For information, contact the TRiO/SSS Office, Room 313, call (505) 428-1364 or visit the TRiO/SSS site on JACK.

## **OFFICE OF DISABILITY SERVICES**

Qualified students with disabilities have access to academic support through the Office of Disability Services, which provides: academic advising, case management, assistive technology, and numerous classroom accommodations.

Students must submit documentation of disability in order to receive accommodations. Documentation should verify the disability and provide adequate information on the functional impact of the disability so effective accommodations can be identified.

Students with disabilities are encouraged to contact Disability Services to make an appointment. Call (505) 428-1711 for more information or to set up an appointment.

## **Q** What if I'm feeling overwhelmed or need help with personal issues?

### **COUNSELING**

If you are feeling overwhelmed, it's very important that you talk to someone. SFCC offers counseling services to its students as well as referrals to licensed therapists in the community. Contact the counselor in your school or ask an adviser in ESS to connect you with a counselor on campus.

- Learn stress and time management skills.
- Set personal goals.
- Get help in resolving conflicts with family, friends or coworkers.
- Discuss problems experienced in the classroom.
- Overcome feelings of depression or anxiety.
- Get referrals to community mental health providers.

School of Liberal Arts and Core Studies Counselor • (505) 428-1279

School of Business and Applied Technologies Counselor • (505) 428-1682

School of Arts and Design Counselor • (505) 428-1272

School of Health and Sciences Counselors • (505) 428-1277

School of Education Counselor • (505) 428-1272

TRiO Program Counselor • (505) 428-1146

## **SUCCESS TIPS**

### **Q** What do I need to know to succeed?

#### **KNOW YOUR DEADLINES**

In college, everything has a deadline. You must register by a certain date, turn in assignments by their due dates, and allow enough time for studying. You must learn how to juggle the conflicting demands of school, work and family. Be aware of these categories of important deadlines:

- The academic calendar, available in printed form at ESS in the printed Schedule of Credit Classes and in the catalog. The academic calendar is also available on JACK and the SFCC website.
- Registration deadlines, found in the Schedule of Credit Classes.
- Course assignment and exam deadlines, found in your course outline.

## ATTEND CLASS

A major factor in determining if you will pass a class is how often you attend. If you decide to take off time during the semester your performance will likely suffer.

## KNOW THE RULES

- **Understand your rights and responsibilities as a student.**

*These are so important that they are described in their own section, beginning on Page 146. Live by them or accept the consequences.*

- **Be clear on the rules of each class.**

*Every instructor has different requirements, which they must make clear in your course outline. Some of these may include: grading policies, such as how much homework, attendance, and exams count toward your final grade; absentee policies that tell you if, and under what conditions, you can make up missed exams and homework; exam schedules; deadlines for assignments; and whether extra credit is available.*

- **Do not plagiarize.**

*Do not use someone else's language, ideas, or other original (non-common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers. If you are confused about what constitutes plagiarism, your instructor or the Tutoring Center can help.*

There are serious ramifications for anyone caught cheating at SFCC. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's work; submitting work for an in-class exam that was prepared in advance; submitting the same work in more than one course without prior permission of both instructors; violating rules governing administration of examinations; violating any rules relating to academic conduct of a course or program.

## LEARN FROM YOUR PEERS

### *Getting To Know Your Classmates*

Your fellow students are often the best people to go to for help – they may catch a piece of the lecture that you haven't or have prior knowledge of a subject. Your class is also a great place to meet new friends who understand what you are going through. Your classmates can become your study allies and support network while you're in school.

## CREATE STUDY GROUPS

Working with a study group on a regular basis can enhance your academic performance and help you make friends. Your first exam or paper provides

the ideal incentive to form a group; once formed, keep it going throughout the semester. The best size for a study group is no more than five people.

***Here are some tips on getting started:***

- Take turns presenting your lecture notes and have every participant add points that the presenter has missed.
- Take turns solving problems, pointing out key steps along the way.
- Pair up, read rough drafts of each other's assignments, and offer constructive criticism.
- Assign different parts of the week's material for each member to review.
- Try to predict exam questions and develop a mock exam.

*For more information on study groups see "How to Form a Study Group in College" at [www.bookrags.com/articles/38.html](http://www.bookrags.com/articles/38.html).*

## **BECOME A TEST-TAKING EXPERT**

***Performing well on exams is a learned skill. Here are some resources and guidelines that will help you become a better test-taker.***

- Keep up with your homework. It has a huge impact on your ability to perform well on tests.
- Cramming doesn't work. You need sleep to perform well academically and to be able to remember information.
- It is more important to review material multiple times than to review one subject in depth.
- Trying to memorize a subject in one sitting rarely works.
- Pre-read materials for each lecture and come to class prepared with a list of questions.
- If your questions aren't answered during lecture, speak to your instructor.
- Review class material at the end of each week.
- Use the resources available to you, such as Supplemental Instruction and The Tutoring Center, to help you prepare for and predict the content of your exams. The Tutoring Center is a great place to develop your test-taking skills. The center's staff can also give you specific recommendations based on your learning style.

***Additional techniques for test preparation and test-taking skills can be found at these Web sites:***

[www.campusaccess.com/campus\\_web/student/s3acad\\_exam.htm](http://www.campusaccess.com/campus_web/student/s3acad_exam.htm)

[www.testtakingcentral.com](http://www.testtakingcentral.com)

[www.studygs.net/tsstak1.htm](http://www.studygs.net/tsstak1.htm)

[www.studygs.net/onetest.htm](http://www.studygs.net/onetest.htm)

## **TEST ANXIETY**

Most students experience some form of test anxiety at some point in their academic careers.

### **Why some students may experience test anxiety:**

- learned behavior
- associating grades with personal worth
- feeling out of control
- being embarrassed by a teacher
- a course that seems beyond your ability
- a fear that poor grades will alienate parents, family and friends
- timed tests and the fear of not finishing, even if you know all the answers.

### **Why some students may leave the test room early instead of checking their answers:**

- Their anxiety level gets so high that they have to leave.
- They don't want to be the last one in the classroom.

### **Myths about test anxiety:**

- Students are born with test anxiety.
- Test anxiety is a mental illness.
- Test anxiety cannot be reduced.
- Any level of test anxiety is bad.
- All students who are not prepared have test anxiety.
- Students with test anxiety cannot learn math.
- Students who are well prepared will not have test anxiety.
- Very intelligent students and students taking high-level courses do not have test anxiety.
- Attending class and doing homework will reduce all test anxiety.
- Being told to relax during a test will make you relaxed.
- Doing nothing about test anxiety will make it go away.
- Reducing test anxiety will guarantee better grades.

## **REDUCE TEST ANXIETY**

There are both short-term and long-term relaxation response techniques that help control emotional (somatic) and worry (cognitive) test anxiety. Once these techniques are learned, a relaxation response can take the place of an anxiety response.

## **Tensing and Differential Relaxation Method**

1. Put your feet flat on the floor.
2. Grab underneath the chair with your hands.
3. For approximately five seconds, simultaneously push down with your feet and pull up on your chair.
4. Relax for five to 10 seconds.
5. Repeat the procedure two or three times.
6. Relax all your muscles except the ones that are needed to take the test.

## **The Palming Method**

1. With the center of the palms of your hands, close and cover your eyes.
2. Prevent your hands from touching your eyes by resting the lower parts of your palms on your cheekbones and placing your fingers on your forehead. Your eyeballs must not be touched, rubbed or handled in any way.
3. Mentally visualize a relaxing scene, real or imaginary. Imagine the scene as if you were actually there, experiencing it firsthand.
4. Visualize this scene for one to two minutes.

## **Deep Breathing Method**

1. Sit straight up in your chair.
2. Slowly inhale through your nose.
3. As you inhale, fill the lower section of your lungs and work your way up to the upper section of your lungs.
4. Hold your breath for a few seconds.
5. Exhale slowly through your mouth.
6. Wait a few seconds and repeat the cycle.

**Additional helpful information about dealing with test anxiety can be found at these Web Sites:**

[www.testanxietytips.com](http://www.testanxietytips.com)

[www.coedu.usf.edu/zalaquett/Help\\_Screens/Test\\_Anxiety.htm](http://www.coedu.usf.edu/zalaquett/Help_Screens/Test_Anxiety.htm)

[ub-counseling.buffalo.edu/stresstestanxiety.shtml](http://ub-counseling.buffalo.edu/stresstestanxiety.shtml)

## **GET STARTED ON A RESEARCH PROJECT**

Determine your topic based on your interests and the parameters of the assignment. This is the hardest part of the project.

If you are having trouble, please ask for help from the reference librarians.

They can get you started with the right resources and search terms.

It can be difficult to determine when to stop searching for information.

Here are a few questions to help you decide if you have enough material:

- What is your thesis statement based on the topic you chose? Do your resources address your thesis statement?
- How long does your paper need to be? How many and what type of sources has the instructor asked for?
- Does the information you have gathered and read leave you with unanswered questions?
- Have you answered the “who, what, where, when, why and how” for your topic? Do you need to?
- Do your sources present only one point-of-view? Does this matter?
- Will the inclusion of any other information (charts, graphs, images, etc.) elevate your paper to the next level?

If you are allowed to use sources from the Web, you must evaluate those sources very carefully. Sources should be accurate and credible from a trusted source.

Remember anyone can post anything on the Internet.

***Here is a reliable website where you can find help on conducting research and writing papers:***

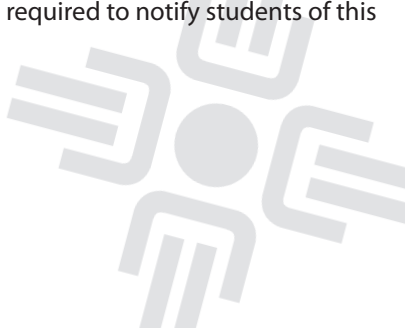
The Purdue Owl (<http://owl.english.purdue.edu/owl/>)

## **Q** What if classes are held during a religious holiday I observe?

### **RELIGIOUS OBSERVANCES**

Students who are absent from class for the observance of a religious holy day will be allowed to make up exams and complete assignments due that day. Students are responsible for notifying their instructors prior to the absence and for completing missed exams or assignments within a reasonable period of time, as determined by the instructor.

Students who are excused for religious holidays may not be penalized for the absence but the instructor may appropriately respond if the student fails to satisfactorily complete the assignments or exams within the designated time frame. SFCC instructors are required to notify students of this policy on the course outline.



# KNOW WHERE YOU STAND

## Q How am I doing in school?

### WHAT YOUR GPA MEANS

GPA stands for grade point average, the numerical reflection of the grades you have earned in college and of your overall academic performance. GPAs are often used to help determine if students are granted admittance into selective or competitive programs, both at SFCC and at other institutions. Although SFCC is an open enrollment institution, some of our degree programs, such as nursing, have a competitive admissions policy and require a very good GPA to gain entry. Similarly, if you are planning to transfer to a four-year college or university after graduation, you will need a good GPA. Your adviser or counselor can help you determine what GPA level you will need to achieve in order to be successful in your academic plan.

### CALCULATING YOUR GPA

The GPA is computed by dividing your total grade points by the total hours attempted. Grade points are computed by multiplying the number of credit hours available for an individual course by the grade point value assigned to the grade. For example, a three-credit-hour course with a grade of "C" equals 6 points. The total number of grade points earned in all courses is divided by the total number of hours attempted. The result is the GPA. For example: *This student attempted 14 semester hours, passed 14 semester hours and earned 36 grade points. The GPA is 2.57 (36 divided by 14).*

### ACADEMIC PROBATION AND SUSPENSION

Students will be placed on academic probation at the end of any semester in which their cumulative GPA, based on at least 16 semester hours of all course work attempted, is under 2.0. Probation is an emphatic warning that the quality of work must improve if the student is to attain the necessary GPA for graduation.

Students on probation at SFCC may continue to enroll, provided they maintain a semester GPA of 2.0 or higher. Otherwise they are subject to suspension. No student on probation will be allowed to take more than 12 credit hours during a regular semester, or six credit hours during a summer session, except by permission of the Vice President of Academic and Student Affairs (Room LL326). Students must remain on probation until their cumulative GPA is raised to at least 2.0.

Students serving a probationary semester are subject to academic suspension at the close of that semester if, based on at least 36 hours of all course work attempted, their cumulative GPA is less than 2.0. Academic suspension means that a student may not enroll in courses at SFCC for a specified time. The duration of any initial suspension is one semester; the duration of any subsequent suspension is two regular semesters. After the specified time has elapsed, the student will be placed on probation.

## MY CAMPUS

### **Q** How do I get to campus?

You can drive, bicycle, walk, run, carpool or take the bus to school. Students are responsible for making sure they have transportation that will get them to class on time.

### **TAKE THE BUS**

Santa Fe Trails city bus system serves SFCC on Routes 21 and 22. (*Schedules are subject to change. Please See the current bus schedule for more information.*) Santa Fe Trails offers a discounted bus pass for SFCC students. A semester pass, good for 120 days, costs \$60 and a monthly pass, good for 31 days, costs \$17.

Student bus passes are available for purchase at the SFCC bookstore, as well as at Santa Fe Place mall and Santa Fe Trails' main office. You must show your college ID. Students on financial aid can charge bus passes to their financial aid allotments.

#### **Other information about the city bus service:**

- Standard fares are \$1 for adults, 18 to 59 years old; \$2 for day passes; \$20 for monthly (31-day) passes. Youth 0-18 years ride free.
- Reduced fares are 50 cents for adults 60 years and older (with proper identification) and persons with disabilities or impairments; \$1 for day passes and \$10 for monthly passes.
- All buses are equipped for persons with mobility impairments.
- Buses provide service to and from SFCC from early morning through late evening. Saturday hours are limited and no buses run on Sunday to SFCC. Bus routes may be limited during bad weather.

- ADA Santa Fe Ride Paratransit Program offers public transportation to individuals with a short or long-term disability that prevents them from taking the fixed-route bus system. Seniors 60+ can also apply. To see if you are eligible, or for more information, call (505) 473-4444 or visit [www.santafenm.gov](http://www.santafenm.gov) then click:

***Residents/Bus Routes and Schedules/Special Programs.***

- Programs are updated periodically. To see if you are eligible for reduced fare, or for more information, call Santa Fe Trails at (505) 955-2001 or visit [www.santafenm.gov](http://www.santafenm.gov).

**TAKE THE RAIL RUNNER**

The New Mexico Rail Runner Express has a station at Santa Fe County/NM 599 with a direct Santa Fe Trails connection to SFCC using Santa Fe Trails Bus Route 22. For information and schedules visit <http://nmrailrunner.com/> or call 1866-795-RAIL.

**Where can I park?**

Students may park in any spot in the campus parking lots that is not designated as reserved. School parking permits are not required. Do not park along the roads or curbs that surround the campus. Do not park in an area designated “handicapped” unless you have an official placard or license plate displayed. The fine for illegally parking in a handicapped space is \$500. You may pick up, drop off or make deliveries in green zones for up to 20 minutes, although someone must remain in the car at all times. Red zones are for emergency vehicles only. The fine for illegally parking in a red zone is \$25.

**Where do I get a Student ID?**

***Student “A” Number and Card***

Every SFCC student is issued an individual identification number, referred to as an “A” number, and an official student identification card with their photo and full name.

Your “A” number is assigned and issued when you apply and are admitted to the college. To retrieve your “A” number, go to [www.sfcc.edu](http://www.sfcc.edu) or visit the ESS for assistance.

Identification cards are issued to students enrolled in credit courses, in the Office of Student Development (Room 311LL) and at the Fitness Education Center. You will need a copy of your current class schedule along with a driver’s license or similar photo ID when requesting your student card. The first ID card is free, replacement cards cost \$10.

You can't get much done on campus without an "A" number and a student ID. You will need them when visiting the Testing Center, the Financial Aid Office, the Fitness Education Center, and to checkout materials from the library. (To use the fitness center, you must also be enrolled in a Health, Physical Education and Recreation (HPER) course.)

## **Where can I buy my books?**

*SFCC Bookstore (505) 428-1218*

You must purchase your own textbooks. A list of required texts is available prior to the start of classes at the Bookstore or on JACK under the Academic Support tab in the Bookstore channel. You can purchase all your books and school supplies at SFCC's bookstore, however, you are not required to buy your texts there. Bookstore staff can assist you in finding the right books for your class. Personal checks, Visa, MasterCard, American Express and ATM (debit) cards are accepted.

If you have already been approved for or awarded financial aid, you can charge your books and supplies using your "A" number and your SFCC Student ID. Purchase dates are posted at the beginning of each semester in the Bookstore and on JACK.

The Bookstore is located at the end of the main hallway, past the Campus Center and Food Services.

You can send local faxes from the bookstore for \$1.50 to a local number for the first page, and \$1 for each additional page. For long-distance numbers, the charge is \$2 for the first page and \$1.50 for each additional page. The cover sheet is free.

## **Where can I get something to eat?**

Cafeteria-style hot and cold meals are served in the Campus Center, which offers everything from made-to-order breakfasts, salads and burgers to full meals. Breakfast and lunch are served Monday through Saturday; dinner is served Monday through Thursday. Opening and closing times are posted outside food service; summer session hours are limited.

Vending machines, offering a variety of beverages, snacks and sandwiches, are available on the lower levels of the main building, the Instructional Technology Wing, the Fitness Education Center and the Early Childhood Development Center. Microwave ovens and change machines also are provided.

Students may bring their own meals and are encouraged to eat in the Campus Center, courtyard or in the student lounge in the Office of Student Development (Room 311LL). There are microwaves available at various locations on campus including by the Open Computer Lab (Room 583), and at the bottom of the stairs from the Campus Center and in the student lounge.

Snacks are also available at the SFCC bookstore and can be purchased with personal checks, Visa, MasterCard, American Express and ATM (debit) cards.

## **Who do I call if I need help on campus?**

***Campus Safety: (505) 428-1224 or cell (505) 690-1477***

SFCC does not maintain a college police force. Security and enforcement matters are left to officers of the appropriate law enforcement agencies. If you witness a situation where someone is at risk or believe that a law is being broken, first contact the police (911) and then contact security at (505) 428-1224.

If you have a medical emergency or injury that is life-threatening, dial 9-911 on a campus-system phone. After the appropriate authority has been notified, call the Campus Safety Office at (505) 428-1224 to inform them of the situation.

Call Campus Safety for urgent situations that are not life-threatening. The Campus Safety Office is located in Room 101. While safety officers cannot administer medical assistance, Room 101 can provide some privacy until medical assistance is available. When reporting an emergency, tell the official if the situation is not life-threatening.

You can call ESS staff (505) 428-1273 and staff members will radio Campus Safety Officers for assistance.

Please report any unusual situations immediately to campus safety personnel or to any SFCC employee.

### ***Lost personal items***

SFCC's 'Lost and Found' is located in the Campus Safety Office in Room 101. Students can find lost articles that have been turned in. Items including phones, credit cards, wallets, jackets, assignments and flash drives have been turned into Campus Security in the past. Please help others out by being aware of abandoned articles and turning them into Campus Safety.

## **Where are Campus Safety Officers?**

Campus Safety Officers regularly patrol campus to observe, report and assist with matters related to your welfare. As in any public space, students and visitors are encouraged to be alert and attentive while in the campus parking lots.

## **What if I feel nervous about walking to my car?**

Security officers can escort students to the parking lot or to other areas on campus. To request an escort, contact the Campus Safety Office at extension 1224 on the SFCC telephone network.

## EMERGENCY PROCEDURES

Seven emergency phone towers are located on campus. When activated, these towers will connect you directly to an emergency operator. Stay at the tower and Campus Safety Officers will talk with you directly and dispatch emergency personnel to the scene.

### EMERGENCY PHONE TOWER AND PAY TELEPHONE LOCATIONS

- Child Development Center – Two emergency phone towers in front of the building; one pay phone in the front lobby.
- Fitness Education Center – Two emergency phone towers in the parking lot; one pay phone in the main lobby.
- Main Facility – One emergency phone tower on the walkway by the library; one emergency phone tower in the West Wing parking lot; one emergency phone tower in front of the main entrance; one pay phone in the main entrance foyer.

### LIFE-THREATENING ACCIDENTS AND EMERGENCIES

*Dial 9-911 on a campus-system phone, or immediately activate an emergency phone, in cases such as unconsciousness, heart attack, severe bleeding, severe shock, head injuries, emergency childbirth, severe fractures, drowning and the like. After the appropriate emergency authority has been notified, call Campus Safety Officers to inform them of the situation.*

### What if I get sick and can't come to school?

Cancellations and delays are rare, though they may be called under extreme circumstances. When there are no cancellations or delays, students are expected to report to their classes. If you feel you are unable to make it safely to SFCC, you are responsible for making up any missed work and instructors are asked to be reasonable in handling individual needs. You may call (505) 428-1716 to reach the weather hotline. You can get messages about college weather closings and delays sent right to your cell phone or email account. Sign up by visiting the [www.sfcc.edu](http://www.sfcc.edu), then click on the link for weather and holiday alerts.

### How do I find out about weather delays or cancellations?

Cancellations and delays are rare, though they may be called under extreme circumstances. When there are no cancellations or delays, students are expected to report to their classes. If you feel you are unable to make it safely to SFCC, you are responsible for making up any missed work and instructors are asked to be reasonable in handling individual needs. You may call (505) 428-1716 to reach the weather hotline. You can get messages

about college weather closings and delays sent right to your cell phone or email account. Sign up by visiting the [www.sfcc.edu](http://www.sfcc.edu), then click on the link for weather and holiday alerts.

## **FACILITY EMERGENCIES**

Dial 9-911 on a campus-system phone or activate an emergency phone for situations such as fire, bomb threats or uncontained chemical spills. After you have informed the appropriate emergency authority, call Campus Safety Officers at (505) 428-1224 to advise them of the situation. The college procedure for evacuation of buildings will immediately be set in motion.

## **OTHER MEDICAL EMERGENCIES**

For urgent situations that are not emergencies (e.g. sprains, cuts, contusions, fatigue), call Campus Safety at (505) 428-1224. Campus Safety will dispense band-aids to individuals who request them.

## **EMERGENCY TELEPHONE NUMBERS**

*(from on-campus phones)*

- Ambulance, 9-911
- Campus Safety Office, extension 1224
- City police substation, 9-955-2080
- Fire and city police and sheriff, 9-911
- Poison control, 9-1-800-432-6866
- Sheriff, 9-984-5060
- State police, 9-827-9300
- SFCC's Weather Line 9-428-1716

## ***Stay Safe!***

### **PERSONAL SAFETY TIPS**

- Stay in well-lit areas after dark.
- Walk to your vehicle with others or request an escort from a Campus Safety Officer.
- Keep your windows closed and your vehicle locked.
- Do not leave valuables in your vehicle or, if you must, place them out of sight.
- Report suspicious behavior to a Campus Safety Officer or any member of the staff.
- Report incidents that occur on campus to Campus Safety Officers who will work with local law enforcement agencies on prosecution.

## **WHAT ARE THE RESOURCES FOR STUDENTS WHO ARE PARENTS?**

Students who are also parents face a unique set of challenges. Below is a listing of resources available at SFCC for student parents as well as some tips for making child care work for you.

### **EARLY CHILDHOOD DEVELOPMENT CENTER**

The ECDC serves the children of SFCC students, staff and faculty, and community families. Child care is available for full-time enrollment on a space available basis to children aged 8 weeks through 5 years. For information, call (505) 428-1354.

### **EARLY CHILDHOOD TRAINING AND TECHNICAL ASSISTANCE PROGRAM**

The Early Childhood Training and Technical Assistance Program (TTAP) provides parents, teachers and caregivers of young children a broad range of services including a Toy Lending Center, parent and provider training, AIM HIGH, (a mentoring program for licensed and registered child-care providers) and much more. The TTAP is a free program that serves Santa Fe, Rio Arriba, Los Alamos, San Miguel and Mora counties. The TTAP can be reached by calling (505) 428-1344 or toll free at (866) 209-6116.

### **AIM HIGH**

AIM HIGH, a project developed by the State of New Mexico Children, Youth and Families Department, teams a child-care program with a program development specialist (mentor) to work on improving the quality of the program. It provides staff of the program with onsite technical support, help with staff development (i.e. classes, etc.) and a higher reimbursement for the children whose care is subsidized by CYFD.

For information, call (505) 428-1344 or toll free at (866) 209-6116 or visit [www.cyfd.org/content/office-child-development](http://www.cyfd.org/content/office-child-development).

### **RESOURCE LIBRARY**

The TTAP has a reference library of books and journals for parents, teachers and caregivers who work with children from birth to 8 years. Topics include parenting, child growth and development, early childhood curriculum and current issues in early childhood development and education. For information, call (505) 428-1344.

### **TOY LENDING CENTER**

The Toy Lending Center (TLC) has a library of more than 2,000 toys for infants, preschoolers and school-age children. A limited number of items

are available for school-age children. These items may be borrowed (free of charge) by students, faculty, staff, child-care providers, teachers and families in the community. The TLC is located at the Early Childhood Development Center and can be reached by calling (505) 428-1612 or 428-1344.

## **WARM LINE**

Parents and child-care providers can call the Warm Line to express concerns, ask questions or discuss issues in child development and behavior. The Warm Line staff of specialists can help callers understand children's attitudes and reactions, view children's behavior in its proper context and try to solve problems before they become unmanageable. The service is free and can be reached by calling (505) 428-1344 or toll free at (866) 209-6116.

## **CHILD CARE CHALLENGES**

Finding adequate, affordable child care is among the biggest challenges parents face. And even when child care is covered, there are many days when your children will need your attention when you are scheduled to be in class.

Some of the most common reasons parents experience a gap in child care are:

- A child is sick and not able to go to child care that day.
- A child's school is out of session when SFCC is in session.
- The regular child-care provider is ill or quits.
- The student must come to SFCC outside their regularly scheduled child-care time.

SFCC students should expect disruptions in their child care and make backup plans. If backup child care is not available, speak to your instructors at the beginning of the semester and work out a plan with them in case you must miss class. In most cases, it is not appropriate to bring your children to class or leave them unattended in the library, computer labs, campus center or outside your classroom. Children need your attention, so if you are planning to come to campus to study, use the computer lab or meet with an adviser or counselor, you should leave your children in someone else's care.

## **PLANETARIUM**

The SFCC Planetarium features programs for school children, families and adults. The 75-seat facility uses slides, video, special effects and the 2,354 stars of the Spitz 512 planetarium to introduce you to the universe. For more information call (505) 428-1677 or visit [www.sfcc.edu/planetarium](http://www.sfcc.edu/planetarium) for a schedule of programs and special events.

## **Q** Where are computers on campus that I can use?

### **COMPUTER LABS AND WIRELESS INTERNET**

Computers are available for SFCC students in many locations around campus to work on assignments, access online classes, check grades or pay tuition. You can find computers in the Open Lab, located in Room 583; the Media Arts Lab in Room 602; on the lower level of the West Wing in the atrium; and at other locations on campus. All computers feature high-speed Internet access. Students also may use personal electronics to access the wireless network from anywhere on campus.

### **NETWORK FILE STORAGE**

Students may store college-related files in a personal folder on the college network that may be accessed from any computer lab. Network storage is available from the first day through the last class day of the semester. Stored files are the student's responsibility; the college cannot be liable for lost or deleted files. Although the college doesn't anticipate any data loss, students should regularly back up their files to a flash drive or CD. All student files are deleted at the end of each semester.

## **Q** How can I work off the stress?

### **FITNESS EDUCATION CENTER**

Stay physically fit and you will relieve stress and increase your academic performance. At the William C. Witter Fitness Education Center, take advantage of the Resistance Training Center, gymnasium, indoor track, lap pool, warm water pool, whirlpool, Wellness Center, tennis courts, aerobic/dance rooms, fitness cycling and locker rooms.

To access the facility, you must enroll in a Health, Physical Education and Recreation (HPER) class or purchase a one-time pass for \$6 or a five-time pass for \$30. Photo ID is required for entry. The center may be closed at certain times for classes so please check the schedule posted at [www.sfcc.edu](http://www.sfcc.edu).

Lockers are available one per person, on a first-come, first-served basis. A rental fee is payable at the front desk. You must be registered in an HPER course to rent a locker. Locker contents must be removed by the last day of the semester.

*For information, call (505) 428-1615.*

# STUDENT INVOLVEMENT

## **Q** How do I get involved?

### **OFFICE OF STUDENT DEVELOPMENT (505) 428-1665**

You can't study all the time! For a break, attend one of the many activities that are part of SFCC student life. Pick up a list of the semester's activities in the Office of Student Development (Room 311LL).

### **STUDENT GOVERNMENT ASSOCIATION**

SGA is the official governance group that represents the SFCC student body. SGA members work to make a difference on campus by representing the student perspective to the administration and various governance councils. They also provide a forum for students to engage in conversations regarding campus issues. SGA encourages and advocates for student involvement on campus by sponsoring student events, programs, and leadership opportunities. Students enrolled in at least one credit-bearing course are automatically members of the SGA, are welcome to attend SGA meetings. Students earn voting rights at the third meeting they attend. Make your voice heard and participate in SGA! Check out the Student Activities tab in JACK or stop by the Office of Student Development for more information.

### **CLUBS AND ORGANIZATIONS**

SFCC's clubs and organizations put students in touch with other students who share common interests. To form an organization on campus, you must first register to obtain the official recognition of SFCC. New club forms are available in the Office of Student Development. Contact the Student Activities Coordinator at (505) 428-1266 for more information.

*A student organization must be registered in order to:*

- use college facilities.
- be listed in college publications.
- use the college name in publicity.
- receive funding from SFCC (however, registration does not guarantee funding).

## **STUDENT AMBASSADORS (STAM)**

Student Ambassadors encourage student involvement and engagement at SFCC. They assist students with navigating college and finding resources and support on campus. Students must apply in a competitive process to be a part of this leadership team and to earn the stipend that accompanies it.

## **STUDENT WRITING AWARDS**

Get published! If you like to write, consider entering your fiction, poetry, personal essays or academic writing in the SFCC Student Writing Awards competition. Awards of up to \$100 are presented to the winners in each category and students are honored at a public reading and awards celebration in the spring. A collection of the winning entries is published each year. To read the prize-winning writing or to learn more about the awards, call (505) 428-1387.

## **Q Are there honors programs?**

### **DEAN'S LIST**

Every fall and spring semesters, students who have taken a minimum of nine credit hours of course work and who earn a GPA of 3.5 or above are placed on the Dean's List. Students who attain this academic distinction are notified by a letter from the dean of the college in which they have declared their major, or, if they are undeclared, from the dean of the School of Liberal Arts and Core Studies.

### **PHI THETA KAPPA (PTK)**

Phi Theta Kappa, the community-college national honor society, encourages outstanding students to pursue high academic achievement.

#### *Membership privileges include:*

- eligibility for scholarship activities that provide intellectual challenges;
- opportunities for the development of leadership skills and community service;
- eligibility for special scholarships upon transfer to four-year institutions;
- invitations to participate in regional and national conferences; and
- membership noted on your transcript and diploma.

## Membership criteria

- Completion of at least 12 credits of college-level course work (courses numbered 111 or higher, excluding HUDV courses).
- A cumulative GPA of 3.4 or higher on a 4.0 scale.

## Application procedure

- Interview with the PTK adviser. Call (505) 428-1371 or (505) 428-1834 for an appointment.
- Complete the national Phi Theta Kappa application available from the Phi Theta Kappa adviser.
- Pay a \$55 one-time fee. Submit the application and the payment to the PTK adviser.

To remain eligible for PTK, you must maintain a 3.2 or higher cumulative GPA on a 4.0 scale.

# GRADUATION

## **Q** When Can I Graduate?

The answer to this question is different for everyone. The best way to ensure that you get your degree or certificate in a timely manner is by regularly meeting with an adviser or counselor, who can help you make sure you are taking appropriate courses and not filling up your schedule with classes that won't count toward a degree. When it comes time to graduate, your faculty adviser or counselor will assist you in filling out your petition to graduate and initiating the process that will get you on stage in your cap and gown.

You may graduate during the semester in which all graduation requirements are completed, even though there may not be a graduation ceremony scheduled for that semester. All debts to the college must be paid in full before graduation. You must submit a Petition to Graduate to the registrar by strict deadlines. Please contact the registrar's office for the specific deadlines by calling (505) 428-1385.

# COLLEGE PREP

## Q What if I need to get ready for college?

### GETTING YOUR GED AT SFCC

SFCC offers the General Education Development (GED) exam for students 16 and older. Students under 18 are required to obtain approval from the school superintendent and a parent on an underage permission form prior to testing. The exam consists of five subtests (writing, social studies, science, reading and math) and entails approximately 7 1/2 hours of testing. To register, each candidate must present a government-issued photo ID, preferably a New Mexico driver's license with a name, address, birth date and signature. For information, call (505) 428-1532.

Students who are taking the GED should pay at the Cashier's Office before signing up for the test in Room 611. Students who need official transcripts of GED tests for SFCC or other purposes, or who are looking for a schedule of when GED tests are given, should also go to the Testing Center in Room 611.

The Adult Basic Education program offers GED preparation classes free of charge to students who want or need to study prior to taking the exam.

### ADULT BASIC EDUCATION

Adult Basic Education (ABE), located in Room 502, provides free instruction to adults in reading, writing, math, GED preparation, English as a Second Language, career pathways, citizenship preparation and general learning support. ABE instruction is offered at various locations in the Santa Fe area, including at SFCC.

Students should visit ABE if they are at least 16 years old and are preparing for the GED tests.

ABE also offers classes for students who are interested in learning English as a Second Language. These are noncredit classes for adults only.

ABE focuses on students who have skills below the twelfth-grade level. ABE also works in affiliation with Literacy Volunteers of Santa Fe.

*For information, call (505) 428-1356.*

### LITERACY VOLUNTEERS OF SANTA FE

In New Mexico, one in five adults is a low-level reader. This translates to an estimated 13,000 people in the Santa Fe area who need special tutoring services. In addition, 15,000 adult immigrants in Santa Fe require training in English as a Second Language.

Established in 1985, Literacy Volunteers of Santa Fe provides free, quality tutoring services to adults and their families seeking to improve their reading skills or to learn English. To date, more than 3,500 trained volunteers have tutored more than 10,500 adults. Tutoring focuses on building job and survival skills, improving family literacy, empowering parents to help their children succeed in school and encouraging citizenship. More adults seek services than can be accommodated.

Volunteer tutors are carefully interviewed, trained and matched with students. Volunteers can earn college credit for their service by enrolling in the credit course titled Volunteer Service (HUDV 170).

*For more information, call (505) 428-1353 or stop by our office in Room 514-A.*

## OTHER PROGRAMS

### **Q** What else is there?

#### **CONTINUING EDUCATION**

As part of the comprehensive educational mission of SFCC, Continuing Education (CE) offers noncredit, specialized courses for students of all ages. Based on the concept of lifelong learning, CE courses are presented in an informal, noncompetitive environment for students who do not wish to take formal credit courses. CE publishes and distributes a schedule of courses several times a year. For information, call (505) 428-1676.

#### **VOLUNTEER IN THE COMMUNITY COURSE**

SFCC offers experiential learning opportunities through a credit course, Volunteer Service (HUDV 170). Offered every semester, students in this course volunteer in community non-profit agencies for a specified number of hours, attend two classroom meetings and write a short paper reflecting what they have learned. Examples include tutoring in public schools, building houses for Habitat for Humanity, creating for Warehouse 21 or working at an animal shelter among many other options. For more information call (505) 428-1736 or visit [www.sfcc.edu](http://www.sfcc.edu), click on Academics and then "Volunteer In the Community."

#### **SANTA FE SMALL BUSINESS DEVELOPMENT CENTER**

The Santa Fe Small Business Development Center (SBDC) offers free professional counseling services to existing business owners and to aspiring

entrepreneurs. Counseling services available include but are not limited to; business planning, financial projections, assistance with loan applications, strategic planning and management, marketing assistance, guidance in feasibility assessments, research techniques and access to partner organization and their networks. Everything is designed to educate the entrepreneur so they can make more informed business decisions. The SBDC also offers a number of free or low-cost workshops and seminars throughout the year. All services are open to the public. For information, call (505) 428-1343 or visit the website: [www.nmsbdc.org/santafe](http://www.nmsbdc.org/santafe).

### **KSFR FM PUBLIC RADIO**

KSFR, 101.1 FM, is Santa Fe's only locally-based, public radio station. Recipient of New Mexico's "Station of the Year for News," KSFR broadcasts a wide variety of music, news and information programming, 24 hours a day. Programs include "Democracy Now!," "News Hour," "Santa Fe Radio Cafe" and more. For a complete program guide, visit [www.ksfr.org](http://www.ksfr.org). Volunteers are always welcome.

### **SFC TV COMMUNITY TELEVISION STATION**

Santa Fe Community Television is a community access television channel in conjunction with SFCC and in cooperation with the City of Santa Fe since 1988. The station is cable channel 16 on the Santa Fe Comcast Cable television system. The station's purpose is to encourage the widest possible diversity of information sources and services responsive to the needs and interests of the public and to ensure access to media for local interests. Anyone can submit a program to air on SFCTV, including you! The station works to provide opportunities for individual, educational, civic and charitable groups to produce and cablecast programs that will promote open expression, bilingual education, economic growth, public forums and enrichment of the multicultural, artistic and civic aspects of life in Santa Fe.

### **WOMEN IN TRANSITION**

The Women in Transition Program at SFCC is designed to meet the needs of women through a specially designed course. Women in Transition (CRN 160) has been taught for more than a decade at SFCC. The course provides tools and a supportive atmosphere to help women through a time of transition. The program begins by building on strengths, both individually and as a group. Experts from SFCC and the community present interactive workshops on such topics as financial fitness, the connection between physical fitness and emotional health, stress reduction techniques, career planning and more. For information on these courses, call (505) 428-1702.

## **COLLEGE FOR WORKING ADULTS**

The College for Working Adults is a unique program for adults who have full-time work and family responsibilities. Through a curriculum specifically developed for busy adults, students can earn an associate degree in just two and a half years while working full-time. With proper advising, students seeking bachelor's degrees can, after completing an associate degree, transfer their credits to four-year colleges or universities. CWA schedules its degree programs into a block system that aligns with the regular academic semester calendar of 16-week semesters. Each calendar year is divided into three blocks. During each block, students concentrate on nine credit hours of course work in business technology, business, economics, humanities, communications and the arts, science and mathematics. A CWA block of classes may consist of a classroom experience, an online and classroom course (blended), or a totally online course. Classes are scheduled at night and on five to eight Saturdays per block. The length of a specific class can vary: eight, 10, 12 or 16 weeks in length. Visit the SFCC home page, click on Academics, then click on College for Working Adults. Here you will find current information on the program. Also, you are invited to call (505) 428-1852.

# **ONLINE CLASSES AND DISTANCE LEARNING**

## **Q I'm thinking of taking an online course; what do I need to know?**

Each semester, SFCC offers a number of online courses in a variety of academic programs. These courses cover the same material as their on-campus equivalents but learning takes place through the use of a computer and the Internet.

Distance learning is an increasingly popular option. Students may choose to take online classes exclusively, or to include one or more online classes along with onsite classes in their schedule. If you are new to online learning, the guide below will introduce you to the basics and help you determine if this is a good choice for you.

## **IS DISTANCE LEARNING FOR YOU?**

Web-based instruction requires self-discipline, motivation and an above average measure of confidence in one's technical abilities. Online students

should be able to create, move and copy files, install software, surf the web, send and receive email, and use various software programs. Online programs are not desirable for students who just want a flexible schedule but do not have good time management or independent study skills.

A common misperception is that an online course takes less time to complete than a conventional class. Not true! Web-based courses take at least the same amount of time, usually more. Hours that you would otherwise spend sitting in the classroom are instead spent reading, doing research, completing assignments, e-mailing your instructor, studying for exams and participating in online discussions. Use the same “high range” study time calculator that you would for onsite courses. You can find it on Page 105 of this handbook.

## **WHAT ARE ONLINE CLASSES LIKE?**

Most online courses follow the standard semester schedule, with homework assignments, quizzes and exams that have specific due dates, but the choice of when students do the work (during the day, late at night, early morning, etc.) and where (at home, at the library, in SFCC’s computer labs) is up to them.

## **HOW TO ENROLL IN AN ONLINE CLASS**

To enroll, follow the usual registration procedure. You can identify online classes in the printed schedule by their designation as “WEB” courses in the “Days” column and a “D” located in the “Course ID” column of the listings. A “B” section (blended) is partially online and partially on campus.

*There is a \$25 per credit hour distance learning fee (to a maximum of \$75) due for each online class; regular tuition and fees also apply.*

## **YOUR RESPONSIBILITIES AS AN ONLINE LEARNER**

After you have registered, visit the distance learning site by going to the SFCC website, click on “Academics” and scroll to “Distance Learning.” This website has all of the information you need to begin an online course, including how to determine your user name and password, how to access the course and other information. Most courses are not self-paced. You’ll need to comply with due dates for assignments, quizzes and so on. This information will be available after you log-in. From the Distance Learning website follow the “Connect to SFCC Online” link to the log-on screen to enter your course. You will not have access until the course’s start date.

## **TIPS FOR A SUCCESSFUL SEMESTER IN AN ONLINE COURSE**

- First complete the Blackboard orientation, then log into your course.
- Communicate regularly with your instructor.

- Ask questions frequently; don't wait until you're lost to seek help.
- Participate actively in online discussions with your classmates. Since you don't get to meet in the classroom, this is your best tool for getting to know fellow students and sharing ideas and experiences.
- Log into the online class frequently, stay in touch with your instructor and your classmates, keep up with the work and you will find that online learning can be a rewarding and enlightening experience. For information, call (505) 428-1166.

## **ORIENTATION TO BLACKBOARD**

Once enrolled in an online course, go through the Blackboard Orientation. (Blackboard is the software the college uses to manage its online courses.) Go to JACK, then go to the Academic Support tab. In the lower left corner is a channel (a box of information) titled Studying Online. In that channel you will find the orientation and other information that will help you be successful. If you still have questions after you have been through the orientation, please come to the Distance Learning Office or contact us at 428-1166 or [DistanceLearning@sfcc.edu](mailto:DistanceLearning@sfcc.edu) for assistance.

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# **STUDENT POLICIES**

## **Q What are my rights and responsibilities?**

A student's failure to read and understand official student policies does not absolve that student from knowing and complying with the content of such communications.

## **SFCC STUDENT CODE OF CONDUCT – POLICY 2-1**

### **POLICY OVERVIEW**

SFCC strives to create and maintain an environment that supports and respects all members of the learning community. In order to help achieve this goal, the College has established a Code of Conduct which sets out values, expectations and standards of behavior that apply to all students. Students should familiarize themselves with the policies in this Code of Conduct and ensure they comply with them. If a student has any questions or concerns about this Code of Conduct they should discuss it with the Assistant Vice President for Academic Support and Student Retention.

A student who violates any provision of this Code of Conduct may be subject to discipline under the SFCC Student Corrective Action or Disciplinary Action Policy. The discipline imposed will depend on the severity of the violation and the circumstances of the situation. If appropriate, the College will report any activity that appears to violate any local, state or federal law to the appropriate authorities.

## **SCOPE AND APPLICABILITY**

The Code of Conduct applies to all students, regardless of status. The College recognizes that there is a diverse student body and has established standards so that all students have the opportunity to pursue their educational goals in a respectful and high quality atmosphere.

## **POLICY STATEMENT**

### **ACADEMIC INTEGRITY**

Academic integrity is a fundamental principle which is important to the College. Students are responsible for ensuring they are honest in their academic pursuits. Academic dishonesty means any behavior that misrepresents or falsifies the student's knowledge, skills or ability with the goal of unjustified or illegitimate evaluation or gain and includes cheating, plagiarism and falsification of records.

### **CHEATING**

Cheating includes using or attempting to use unauthorized materials such as notes, texts, visuals, electronic devices, copies of test materials and presenting the work of others to misrepresent the student's knowledge, skills or ability. Unauthorized collaboration also constitutes cheating.

### **PLAGIARISM**

Plagiarism is the intentional or unintentional representation of another's work as one's own, without proper acknowledgement of the original author or creator of the work.

### **FALSIFICATION OR FABRICATION OF RECORDS**

Falsification or fabrication of records relating to a student's educational record, including, but not limited to, grades and attendance is prohibited.

### **FACILITATION OF ACADEMIC DISHONESTY**

Assisting another student in cheating, plagiarism and falsification of records is also academic dishonesty.

## **CLASSROOM CONDUCT**

While each individual faculty member is responsible for establishing standards for their class, there are generally accepted standards of classroom conduct that each student is responsible for. Students are members of a community devoted to learning and are expected to behave responsibly and respectfully towards other students and other members of SFCC. This includes ensuring that behavior in class does not interfere with the rights of other students and recognizing that being engaged in the classroom is important for the individual and the community as a whole. Any behavior that may disrupt others from learning or may interfere with the efforts of a faculty member to instruct a class is prohibited. Unless a faculty member makes an exception, the following rules will apply:

- Students are required to attend all classes and be prepared for class.
- Guests, including children, are not permitted in class.
- Food and drink may not be consumed in classrooms.
- Cell phones may not be used in class and students should ensure they are turned off or to silent mode.
- Other electronic devices such as, iPods and MP3 players, Game boys, Palm pilots, Blackberries and portable CD players are also prohibited.
- Laptops may be used for note taking and other academic related activities. Faculty may establish limitations on the use of computers in the classroom.
- Faculty may establish additional rules and responsibilities to maintain appropriate conditions for learning in their classrooms.

## **EVALUATION**

Evaluation is an important part of the learning process. At the beginning of each semester, students will be advised of course expectations, standards for evaluation and the criteria that will be used for grading by the faculty member responsible for the course. Students can expect to be graded fairly and in accordance with the established standards. Grade appeals are limited. Criteria and the procedure for grade appeals are set out in the Appeal of Academic Decisions Policy.

## **STUDENT RECORDS**

The College maintains student records in accordance with the requirements of the federal Family Educational Rights and Privacy Act (FERPA). The College will not release student records without the student's prior written consent, except in certain limited circumstances. Students have the right to access to their records and to ensure they are accurate. Any

student who has questions or concerns about their records should review the SFCC Student Records Policy which is contained in the student handbook or consult with the College Registrar.

## **CAMPUS CONDUCT**

Students are required to behave in a responsible manner while on campus and while attending college functions. Students who engage in behavior that is disrespectful, abusive, intimidating, disorderly or dangerous, or who refuse to comply with the direction of college officials may face discipline under the Student Corrective Action and Disciplinary Policy.

## **OFF-CAMPUS CONDUCT**

Students may face discipline under the Student Corrective Action and Disciplinary Policy for conduct that violates any College policy when such conduct seriously threatens the educational mission of the College or the health or safety of any member of the College community, even if such conduct occurs off-campus.

## **DISCRIMINATION AND HARASSMENT**

Discrimination and harassment, including sexual harassment, are strictly prohibited. Please refer to SFCC Discrimination and Harassment Policy 2-23 and SFCC Sexual Harassment Policy 2-22 for more information.

## **SAFETY AND VIOLENCE ON CAMPUS**

The College is committed to providing a safe and welcoming environment for students, faculty, staff and the public. Violence, including verbal or physical threats, coercion, intimidation and physical assault or abuse, is prohibited. All threats and threatening behavior shall be taken very seriously. Students who engage in any violent behavior toward another student, a faculty or staff member or any other individual on campus, shall face discipline under the Student Corrective Action and Disciplinary Action Policy, up to and including expulsion.

Any student who has been subjected to any threat or intimidating or violent behavior by another student or college employee should report it immediately to Campus Safety and Security and the Human Resources Department. Anyone who observes any violent or threatening behavior anywhere on campus should immediately contact 911, Campus Safety and Security or the Human Resources Department.

## **WEAPONS**

Employees, students and visitors to the College are prohibited from carrying or using any type of weapon, including firearms, knives and explosives on campus and to any college-hosted function off college property.

## Fire Alarms, Bomb Threats, Evacuations and Other Emergencies

Anyone who deliberately causes a false fire alarm or creates any other sort of public alarm may face discipline and may be reported to the appropriate authorities.

Fire alarms, bomb threats and any other threat to public safety require all students, employees and guests on campus to follow all directives issued by college officials. Detailed information regarding appropriate emergency responses and evacuation procedures are posted in the Campus Safety and Security Office.

## DRUG AND ALCOHOL USE

SFCC is committed to providing an environment that supports the educational pursuits of its students and promotes the good health and welfare of the college community as a whole. Drug and alcohol use may have a negative impact on student success. Therefore, the College prohibits the possession, use, dispensing, distribution and manufacture of any illegal substance both on campus and at any college-hosted function held off campus property.

The College also prohibits the possession, use, dispensing, distribution and manufacture of alcohol on campus. The President may make an exception to allow alcohol at a college social function by granting prior written consent. All laws relating to the sale, purchase and distribution of alcohol must be observed, including age limits.

Violations of this policy may result in discipline under the Student Corrective Action and Disciplinary Action Policy. The College will also report any apparent violation of law to the appropriate law enforcement authorities.

## SMOKING

Smoking is prohibited inside any College building. There are designated smoking areas outside with ashtrays.

## PETS

Students, employees and the public are prohibited from bringing pets on campus except canine companions that assist an individual with a disability and dogs brought on campus to attend an approved dog obedience class or for other pre-approved educational training.

## GAMBLING

Gambling of any kind, including computer gambling, sports betting pools and pyramid schemes are prohibited on campus or at any college hosted function off college property.

## **DRESS CODE**

Students are expected to come to campus dressed decently and in a manner appropriate to participate in a learning environment.

## **CELL PHONES**

Students are expected to use their cell phones in a manner that is not disruptive to other in common areas, computer labs, the library and classrooms. Students must turn off cell phones or turn them to silent mode during all classes and laboratories. The use of cell phones during examinations is prohibited. Faculty may modify this policy as required for individual circumstances.

## **PORTABLE ELECTRONICS**

Students are expected to use portable electronics in a manner that is not disruptive to other in common areas, computer labs, the library and classrooms. Portable electronics includes, but is not limited to iPods and MP3 players, Gameboys, Palm pilots, Blackberries and portable CD players. Students must turn off all portable electronic equipment during all classes and laboratories. The use of portable electronics during examinations is prohibited. Faculty may modify this policy as required for individual circumstances.

## **COLLEGE PROPERTY**

Students must be responsible and respectful while using College property. College property includes, but is not limited to, all college facilities such as classrooms and common areas, lockers, computers, software and the SFCC network.

## **COMPUTER USE**

All students who use college computers, electronic equipment and other information systems must do so in a responsible and ethical manner. Students may not make use of computers, networks, software, or other information resources in a manner that may, or is likely to, result in damage to any system, database, or operation. Unauthorized entry into or tampering with computers, networks, or other information resources is prohibited. Students may not use the SFCC computer system for any profit-making activities.

### ***No Expectation of Privacy***

The Office of Information Technology (OIT) is authorized to physically observe and electronically monitor, log and track the use of computer equipment and data without the knowledge or consent of the user. Computer use is tracked, monitored and logged by the College. Therefore, computer users do not have a reasonable expectation of privacy while using college computers.

*Surveillance cameras are located throughout the campus to protect the campus community and campus property.*

### ***Accessing Pornography Prohibited***

Use of computers to access pornography is strictly prohibited. If a student is conducting research for a class and needs to access sites that may contain pornographic material, a written permission slip to access such sites must be obtained from the appropriate faculty member. The student must give the permission slip to the librarian or computer lab monitor who will authorize use of a computer for that purpose.

### ***Gambling Prohibited***

Use of computers for gambling is prohibited.

### ***Profit-Making Activities Prohibited***

Students may not use the SFCC computer system for any profit-making activities.

### ***Personal Use***

Reasonable personal use of college computers and equipment is permitted in the library. College staff may limit use by an individual depending on availability of computer resources and demand by other users.

## **TRAFFIC VIOLATIONS**

Parking lots are college property and students must respect designated handicap parking spaces and fire zone areas. Violation of parking in handicap parking spaces incurs a fine of \$500.00. Violation of parking in the fire zone incurs a fine of \$25.00. Any person who violates traffic or parking rules is subject to having their vehicle towed or immobilized by the use of a boot. If your car has been towed or immobilized, see the Campus Safety and Security Office.

## **LOCKERS**

Lockers are college property and the College may access student lockers if it has a compelling interest to do so.

## **BIKES, SKATEBOARDS, ROLLERBLADES**

Bikes are allowed in designated areas. Students should ensure bikes are locked up on bike racks when unattended. The use of skateboards, roller-skates and rollerblades is not allowed on campus.

## **NOTICES**

If you would like to communicate to the campus community by way of a written notice see the Office of Student Development. Students must post approved notices in designated areas.

## **CONCLUSION**

Students who violate any provision of this Code of Conduct may be subject to discipline under the Student Corrective Action and Disciplinary Action Policy, up to and including, expulsion. The discipline imposed will depend on the severity of the violation and the circumstances of the situation. The College may also report any apparent violation of law to the appropriate law enforcement authorities.

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## **SFCC STUDENT RECORDS – POLICY 2-12**

### **POLICY OVERVIEW**

SFCC is committed to protecting the confidentiality of student records. It is equally important that students have access to their records and the ability to ensure they are accurate. This policy sets out: the right of students to access their records; a procedure for students to access their records and challenge records they believe are inaccurate; and the extent to which student records are confidential and the limits of releasing educational records to third parties.

This policy has been established to comply with The Family Educational Rights and Privacy Act (“FERPA”).

### **POLICY STATEMENT**

#### **TRANSFER OF RIGHTS FROM PARENT TO STUDENT**

Rights under FERPA are transferred from a parent to a student when the student reaches the age of 18 or attends a school beyond the high school level. Thus, student records may not be released to a parent but only to a student requesting their release except when a student is a dependent of the parent under the Internal Revenue Code. If a parent wants to review the record of a dependent student, they should provide a copy of their most recent tax return to the College. The College does not retain a copy of the tax return but reviews as evidence that the student is a dependent.

#### **PUBLISHING INFORMATION RELATING TO EDUCATIONAL RECORDS**

The College will publish information about this policy in the College catalog and in the student handbook. The College shall provide a copy of this entire policy to any student upon request.

## **STUDENT RIGHT TO REVIEW RECORDS**

Generally, students have the right to inspect and review their records. Under FERPA, "Educational Records" includes all documents, computer files and other materials that contain information directly related to a student that are created and maintained by SFCC. Educational Records include: admissions records; grades; attendance records; disciplinary records; copies of correspondence with parents and others concerned with the student; records transferred from other educational agencies or institutions in which students have been enrolled; information relating to the students' participation in special programs; records of tuition and fees paid and outstanding; financial aid records; job placement records; and academic awards or recognition by the College.

Educational Records also includes student records relating to an individual in attendance at the College who is also employed at the College.

## **IMPLEMENTING PROCEDURE**

### **PROCEDURE TO REVIEW RECORDS GRADES**

If a student wants to review a grade, they may request it from Registrar's Office. Students do not need to fill out a form to review their grades but must present their student identification card or other photo identification. Grades may also be accessed through a student's online account.

### **TUITION AND FEES**

If a student wants to review their tuition bill, they may present their student identification card or other photo identification to the College Cashier's Office to obtain a copy of their bill.

### **OTHER EDUCATIONAL RECORDS**

If a student wants to review any portion of their Educational Record other than a grade or tuition bill, they should submit a written request to Registrar's Office. Forms are provided for this purpose. If a particular record is requested and can be obtained immediately, a College employee will allow the student to review it. An employee must be present while the records are reviewed to explain the record and answer any questions the student has about the record. Records must be reviewed in an area that will protect the confidentiality of the records. No document may be removed from the file by the student but a copy will be provided upon request.

If a student requests an Educational Record and it is not immediately available, the Registrar's Office will provide the requested record to the student as soon as possible, but no later than 45 days.

## **LIMITATIONS ON REVIEWING RECORDS**

The right to review Educational Records does not extend to: notes and records concerning a student made by a faculty or staff member that are retained and used solely by that faculty or staff member (or their substitute); inspecting financial records of their parents that are maintained by the College; or records created by Campus Safety and Security for law enforcement purposes.

The College will not release information to a student when it is related to: a confidential recommendation that relates to admission to another educational institution; an application for employment; or information respecting an honor or honorary recognition provided that the student has signed a waiver stating he or she is not entitled to access that information. The student is entitled to request and be notified of the name of the individual, the educational institution or other organization requesting the confidential recommendation in those circumstances.

If any educational record contains information about more than one student the student only has the right to review that portion that relates to them.

## **CONFIDENTIALITY OF EDUCATIONAL RECORDS**

Educational records are confidential and may not be released to anyone except the student without the prior written consent of the student except in limited circumstances contained in this policy or as required by law.

## **POSTING OF GRADES**

All graded papers and exams must be returned to students in a manner that allows the confidentiality of the student and their grade to be retained. Faculty must not post grades with any potentially personal identifiable information such as name, social security number or student identification number.

## **ACCESS TO RECORDS BY OTHERS**

The College will not provide access to or release educational information about a student to any individual, agency or organization without the prior written consent of the student except in certain, limited circumstances. The exceptions are: officials of other schools in which a student is seeking or intends to enroll; other officials, such as state and federal officials of educational and funding agencies and law enforcement agencies, who have the right to obtain copies of students' records, as provided by law; state and local authorities, within a juvenile justice system, who have the right to obtain copies of a student's records pursuant to state law; appropriate parties in connection with financial aid to a student; officials conducting studies for, or on behalf of, educational agencies for the pur-

poses of auditing or evaluating educational programs (provided the study is conducted in a manner that does not permit disclosure of personally identifiable information to third parties and the personally identifiable information is destroyed when no longer needed for the study); accrediting organizations; parents of students who are dependent students under the Internal Revenue Code; to comply with a subpoena; appropriate officials in cases of emergencies when it is necessary to protect the health or safety of the student or other individuals; and college officials with a legitimate educational interest. A "College official" includes any employee, board member, or administrator of SFCC as well as any attorneys, consultants, and independent contractors retained by SFCC. "Legitimate educational interests" include: providing academic, employment or other advice to students; administering College programs; creating and maintaining student records; awarding and administering financial aid; assessing and collecting fees; enforcing student conduct and discipline; representing the College's legal interests in matters where a student record is relevant; and research related to the College's educational programs.

If the College is required to release the Educational Record of a student it will indicate the individual, agency or organization which has requested the information and will specify the legitimate interest that the person or entity has in obtaining the information.

## **REQUEST TO CORRECT A RECORD**

If a student believes that their Educational Record is inaccurate, misleading, or otherwise in violation of their privacy rights, they may request that the record be amended. This policy is intended to ensure that a student's Educational Record is accurate and does not give a student the right to challenge the grade or evaluation by a faculty member.

If a student believes that there is an error in the record, they should first contact the faculty member responsible for the grade or other SFCC employee responsible for the record and request that he or she review the record and adjust it. The student may request the assistance of their academic adviser if required. The staff or faculty member should advise the student in writing that they have adjusted the record or that they believe it is correct and the reasons for their decision within ten calendar days of the request.

If the staff or faculty member does not correct the record, the student may appeal the decision to the head of the department. The request should be made in writing and should state the nature of the inaccuracy or other violation of this policy and the remedy requested by the student. The head of the department will advise the student in writing that they have corrected the record or that they believe it is correct and the reasons for their decision within ten calendar days of the request.

## **HEARING**

If the department denies the request from a student to amend the record, the student has the right to request a hearing on the matter. They should contact the Registrar's Office and submit a written request for a hearing. The hearing will follow the process set out in the Student Concerns and Complaints Procedure.

## **REMEDIES**

The President may modify and amend the Educational Record or direct that it remain unchanged. If, after a hearing, the record is not amended as the student requests, the student may submit a statement to be included in their record stating he or she disagrees with the decision not to amend the record and commenting on the information.

## **MAINTAINING EDUCATIONAL RECORDS**

The College will maintain electronically stored student files, transcripts, financial information, and grade reports according to a retention schedule established by the Registrar. The College may destroy educational or personal records of a student any time after five years after the last semester of attendance and in accordance with any record-retaining laws. The College shall not destroy any education records if a request is outstanding to inspect or review the records.

## **CORRECTIVE ACTION AND DISCIPLINARY ACTION**

An employee who violates this policy may be subject to Corrective Action or Disciplinary Action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

## **SOCIAL SECURITY NUMBERS IN STUDENT RECORDS**

Social security numbers are collected from prospective and current students who wish to be employed on campus or apply for financial aid. Such students are required by law to provide their social security number for administrative use. Further, the college is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. The social security number is a confidential record and is maintained as such by the college in accordance with the Family Educational Rights and Privacy Act (FERPA).

## **ETHNICITY AND RACE IN STUDENT RECORDS**

The college is required to report aggregated race and ethnic statistics on

students and employees to the Federal Department of Education on an annual basis for research purposes. This data also assists the college in applying for federal and state grants and financial aid funding for students.

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## **SFCC STUDENT CONCERNS AND COMPLAINTS – POLICY 2-3**

### **POLICY OVERVIEW**

SFCC strives to promote a high quality learning environment where students feel valued, respected and safe. The College encourages its students and employees to work and interact in a harmonious manner. The College recognizes however, that interpersonal issues arise as a natural consequence of human interaction. When conflict arises, the College encourages students to deal with the issues promptly and to work toward resolving conflicts informally whenever possible. This policy includes steps to help students resolve concerns in a systematic, respectful, and fair manner.

It is the policy of Santa Fe Community College to encourage timely resolution of student concerns and complaints through collaborative and informal means. If a student has an issue with another party that they have addressed through direct communication and dialogue but it has not been resolved to their satisfaction, they are encouraged to use the steps outlined in this procedure to help resolve it.

### **SCOPE AND APPLICABILITY**

This policy for resolving concerns may be used by any student regardless of status. Student employees who have conflicts relating to their employment duties should use the SFCC Student Employee Concerns and Complaints Policy.

### **POLICY STATEMENT**

This policy covers two levels of conflict: Concerns, defined as minor disagreements and the like, and Complaints, which deal with more serious issues.

### **RIGHTS AND RESPONSIBILITIES RESERVED TO COLLEGE MANAGEMENT**

The College encourages informal resolution and dialogue around student Concerns and Complaints. When a student seeks formal review of a Concern or Complaint, there are generally recognized parameters accepted by

the College that establish limits on the scope of what may be reviewed.

Areas that are reserved by the College as exclusive management rights include and therefore are not subject to review. The following issues are precluded from review under this policy: the content of College policies; the President's final interpretation of policy or final decision about the application of a policy or resource; a review of a decision involving the same student and the same issue but naming another responding person; decisions or directives of the Governing Board or other external authorities having jurisdiction or programmatic responsibilities over the College; funding and program priorities; allocation of resources, staff, equipment, or space; scheduling of operations, closures, holidays and other events; overall allocations for tuition and other fee increases; class schedules and assignments of faculty members to classes; parking violations; any action taken in compliance with a court order, arbitration decision, statutory directive, city or county ordinance, or the administrative ruling, rules or regulations of an authority having jurisdiction over the College.

## **LEVEL ONE: CONCERNS**

There are three steps in the Student Concern process:

- 1) informal discussion between the parties involved;
- 2) facilitated discussion with the Student Affairs Officer; and
- 3) mediation.

Except for those issues reserved as exclusive management rights and responsibilities in this policy, a student may submit a Concern to resolve any issue directly involving them that is under the immediate control of the management of Santa Fe Community College.

Students who are involved in, or witness, a situation where they believe another student has violated a College policy, such as harassment, including sexual harassment, discrimination or if they have a safety-related concern should not use this policy, but should report the possible misconduct to the Student Affairs Officer immediately. The College will investigate the situation and take appropriate action in these cases.

## **STUDENT AFFAIRS**

### **REVIEW OF SCOPE AND ADMINISTRATION OF POLICY**

The Student Affairs Officer is responsible for interpreting and administering this policy. If a student disagrees with the determination made about whether a Concern or Complaint is eligible for review under this policy, they may seek a final determination from the Vice-President for Academic and Student Affairs. The Vice-President's determination in such a case is final.

## **TIME LIMITS**

A person who seeks to resolve a Concern using this procedure has ten calendar days from the time when the person becomes aware of, or should have reasonably become aware of the decision or action or incident that prompted the concern. Under extraordinary circumstances, the Student Affairs Officer may grant an extension to enable the student to resolve a concern, if the student seeking the extension has a legitimate reason for the delay such as absence from the classroom, illness, or other extenuating circumstances, and it is in the best interests of the College to enable resolution using this process.

### ***Step One: Informal Discussion***

Students are encouraged to discuss any conflict with faculty members, SFCC staff or their peers in an open, respectful manner as soon as possible. In most cases, a student who experiences a conflict should first discuss the matter with the individual with whom they are having conflict. Students are encouraged to use good faith in their informal discussions to ensure their learning environment is as positive and beneficial as possible.

In a situation where a student is unsure of how to approach a faculty or staff member or a peer with their concern, they are encouraged to seek the support and advice of the Student Affairs Officer. The Student Affairs Officer is responsible for assisting students in resolving their concerns by providing an appropriately confidential, safe and supportive environment to express concerns, assessing possible options for resolving the dispute, and assisting with the implementation of practical solutions.

### ***Step Two: Facilitated Discussion with Student Affairs Officer***

When a student has not been able to resolve a dispute in an informal manner, the student may request a meeting with the Student Affairs Officer. If it is appropriate, the student and the Student Affairs Officer may involve others who may be involved in the dispute forming the basis of the student's Concern. If a student has a Concern that they wish to raise in this manner, they must request this meeting within ten calendar days from the date of the last effort at informal discussion. The Student Affairs Officer will arrange a meeting within ten calendar days of the request and will seek to facilitate a constructive dialogue around the issue between the students and others involved in the dispute. The Student Affairs Officer will work to resolve the student's Concern fairly and quickly, and should help the student and others who may be involved in coming to an agreement with appropriate solutions to the problem. In situations where more than two students are involved, the parties are encouraged to meet together to ensure all concerns about the same issue are raised at the same time and can be expeditiously and equitably resolved for all parties concerned.

Since this meeting is expected to be informal, no written record will be maintained. However, if appropriate, the student and the Student Affairs Officer, and others as appropriate, may reach an agreement that they decide to put in writing. In this case, the Student Affairs Officer and the student should retain a copy of the outcome they agreed to. The College expects that most conflicts should be resolved at this stage and encourages all students to use good faith efforts to resolve disputes.

### ***Step Three: Mediation***

If a student is not able to informally resolve their Concern in an informal discussion between the parties involved or in a facilitated discussion with the Student Affairs Officer they may, within ten calendar days of the meeting with the Student Affairs Officer, request mediation to resolve the Concern.

With the concurrence of the Student Affairs Officer, a mediation session will be scheduled within 20 calendar days of the request being received.

Mediation offers an opportunity for parties in conflict to have a constructive conversation with each other, improve their relationship, develop creative options for resolving their dispute and reconcile their differences. The mediator will not prescribe a solution for the parties. Instead, the mediator will assist the parties in designing their own solutions and will facilitate a process in which the parties will be responsible for the outcome of the mediation.

The mediators will be selected from a list of mediators screened by the College. Mediators may be hired from outside the College or may be selected from a pool of internal mediators trained by the College. The College will be responsible for convening the mediation and retaining the services of the mediator, including paying the costs associated with the mediation. The mediator may request that the parties prepare a written statement prior to the mediation or may request other documentation from the College that pertains to the dispute.

### ***Level Two: Complaints***

Students may use Level Two, the Complaint provision of this policy, if they are raising an issue about a specific management decision or management action which, if true, directly affects them and would constitute a violation of an express College policy. These policies include, but are not necessarily limited to: a complaint regarding discrimination including discrimination based on race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental handicap, serious medical condition, veteran's status or spousal affiliation that the student believes was not properly handled after reporting the situation to the Human Resources Department and being advised of the outcome of the investigation; a complaint about racial or sexual harassment that the student

believes was not properly or adequately dealt with under the College's separate Sexual Harassment Policy or its Discrimination and Harassment Policy; and other situations of similar severity and gravity.

## **REVIEW PROCESS STEPS**

Students who are eligible for review under Level Two of this policy, may use the steps outlined in Level One, but may also elect to seek review of their Complaint directly before the College Hearing Panel.

*Review under Level Two of this policy involves two steps:*

- 1) a hearing before the College Hearing Panel; and
- 2) a final decision by the College President.

A student who attempted to resolve their Complaint using the steps of the Level One Student Concern Process but was not satisfied with the results, may ask for a hearing before the College Hearing Panel by submitting a Request for a Complaint Review Form to the Student Affairs Officer within ten days after completing the Concern process steps. A student seeking review of their Complaint directly before the College Hearing Panel has ten days after the incident or management decision they are protesting to submit their Complaint Review Form. The form shall include a written statement outlining the Complaint, the action taken so far, and the remedy requested. Forms are available from the Student Affairs Officer. The Student Affairs Officer will screen the request to determine if it is eligible for review under this policy. If it is eligible, the Student Affairs Officer will request that a College Hearing Panel be formed.

### **Step One: College Hearing Council**

The College Hearing Panel is composed of three individuals drawn from a larger pool, the College Hearing Council which is nominated by governance groups and chosen by the President from all levels within the College. They are appointed at the beginning of each academic year. The Student Affairs Officer and the Human Resources Department will make the list of the members available to the parties involved. A student seeking Level Two Review selects one person from this pool and the responding person selects another. Either person may object to a person selected on the basis of a conflict of interest, such as a current or relationship, which might lead to the appearance of bias on the part of the person. The Human Resources Department will evaluate concerns of conflict of interest and makes a final determination. Once two members have been identified, these two select a third member from the pool, who serves as the Hearing Panel Chair.

The Student Affairs Officer will inform the Human Resources Department of the need for a hearing. The Human Resources Department will notify the individuals chosen for the College Hearing Panel within ten calendar

days of the timely receipt of a Request for Level Two Review. The Chairperson will consult with the other members of the Panel and will set a date for the hearing within 20 calendar days of receiving notice from the Human Resources Department. The Human Resources Department provides staff support to the College Council, and will send a written notice to the student and others who may be appropriately involved stating the date and time of the hearing.

The student and the responding individual may submit a written statement to the Panel prior to the hearing. The parties will represent themselves at the hearing. Because this is an informal administrative hearing, attorneys or other representatives (except for translators) are not authorized to attend. The student and responding individual will be given the opportunity to make an opening statement to summarize their concern, present their side of the story and to state the remedy being sought. The Hearing Council can ask questions of the parties and require other employees and request other students with relevant information to the issue to attend the hearing and answer questions. Time limits may be set by the College Hearing Panel.

The Panel will prepare a brief, informal report to the President, summarizing the facts apparent to the Council and including general recommendations.

## **PRESIDENT'S DECISION**

Within ten calendar days of the hearing, the College Hearing Panel will issue its written report and recommendation to the President. The President in his or her sole discretion may accept, modify or replace the decision of the Hearing Panel. The President will issue a final decision in writing to the affected parties within five calendar days of receiving the College Hearing Panel Report. The President's decision is final and binding upon the parties.

## **REMEDIES**

The President may authorize administrative action, or a make-whole remedy intended to replace a tangible loss or harm. Other forms of remedies, such as attorneys fees, or damages unrelated to a tangible loss directly related to the concern, are not authorized.

## **RETALIATION PROHIBITED**

Students are encouraged to use this process to resolve disputes and the College strictly prohibits retaliation against a student using this policy to raise Concerns and Complaints or to discuss conflicts. Any faculty or staff member or student who either directly or indirectly retaliates against another student engaged in this process may be subject to discipline under the appropriate Corrective Action and Disciplinary Action Policy.

## **RECORDS**

The Human Resources Department will maintain a record of the College Panel Report and the President's final decision, and will manage the records in a manner consistent with the confidentiality requirements of the college.

## **MULTIPLE PARTIES**

If several students share a concern that arises out of the same incident, the Student Affairs Officer may, in its discretion, allow the students to seek joint resolution of the Concern or Complaint.

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# **SFCC STUDENT CORRECTIVE ACTION AND DISCIPLINARY ACTION – POLICY 2-2**

## **POLICY OVERVIEW**

SFCC strives to provide an environment that supports and respects all members of the learning community. The College strives to promote honesty and academic integrity. In order to help achieve these goals, the College has established a Student Code of Conduct and other policies which set out values, expectations and standards of behavior that apply to all students. Students are expected to behave responsibly and respectfully as members of the SFCC community and to undertake all educational pursuits with honesty and integrity.

Students should familiarize themselves with the Code of Conduct and ensure they comply with the standards set out in the Code. Any student who violates the Code of Conduct or other college policy may be subject to discipline. The discipline imposed will depend on the severity of the violation and the circumstances of the situation. If appropriate, the College may report any activity that appears to violate any local, state or federal law to the appropriate authorities.

To address issues of academic misconduct or other violations of the Student Code of Conduct or other college policies, the College has established two stages of discipline. The first, Corrective Action, is meant to assist the student in meeting academic and other behavioral standards. If a student fails to resolve the concern, more serious discipline may be imposed. Disciplinary Action is meant for repeated violations that are not resolved by a student after receiving a verbal or written warning or may be used in cases where serious misconduct has occurred.

## **SCOPE AND APPLICABILITY**

This policy applies to all students regardless of status. This policy deals with both academic misconduct and non-academic misconduct, including violations of the Student Code of Conduct or any other College policy that applies to students. This policy does not deal with grade appeals, academic probation, or academic suspension.

Student employees are also required to be familiar with and follow the Employee Code of Conduct when acting in the capacity of employees.

## **DEFINITIONS**

“Academic Misconduct” means conduct that violates any value, expectation or standard of behavior set out in the Student Code of Conduct or other college policy that is directly related to a student’s educational pursuits.

“Non-Academic Misconduct” means conduct that violates any value, expectation or standard of behavior set out in the Student Code of Conduct or other college policy that is not directly related to a student’s educational pursuits.

“Corrective Action” is defined as action designed to assist students to correct performance or behavioral issues that do not meet the expected or required standards at the College. Corrective Action includes verbal and written warnings.

“Day” as used in this policy means a day in which classes are held.

“Disciplinary Action” means action taken to address situations where the student has failed to address concerns outlined in earlier Corrective Action, where there has been a serious violation of a policy or a law or where there has been a serious behavioral issue.

“Student Affairs Officer” is the Assistant Vice President for Academic Support and Student Retention (AVP/ASSR).

## **POLICY STATEMENT**

If a student violates the Code of Conduct or any other policy, they may be subject to Corrective Action or Disciplinary Action. Corrective Action is used for less serious violations of the Student Code of Conduct or other college policies and is intended to assist the student to be successful academically and to correct inappropriate behavior. Corrective Action includes: verbal warnings and; written warnings.

Disciplinary Action is used for serious violations of the Student Code of Conduct or other college policies and may result in: removal from class; grade adjustment or failure of an assignment or a course; Non-Academic probation; Non-Academic suspension; withdrawal of academic credentials; and expulsion.

## **ACADEMIC VIOLATIONS**

Students have a duty to be honest in their academic endeavors and to maintain academic integrity. If there is a violation related to an academic issue, the faculty member teaching the course may give the student a verbal warning. The faculty member will meet with the student, explain the nature of the unsatisfactory performance or behavioral issue and indicate future expectations of the student. The student will have the opportunity in the meeting to discuss the issues raised with the faculty member and clarify expectations.

## **NON-ACADEMIC VIOLATIONS**

Students are expected to behave responsibly and respectfully while on campus and when interacting with other students and college staff and faculty members. If a student violates the Code of Conduct or any other College policy that applies to students and the issue is not related to an academic issue, the faculty or staff member with the concern regarding the violation should raise it with the Student Affairs Officer.

## **CORRECTIVE ACTION-VERBAL WARNING**

The objective of Corrective Action is to address performance or behavior concerns and is not designed to be punitive in nature. Corrective Action includes verbal warnings and written warnings. A verbal warning is intended to help the student to be successful academically and to correct any inappropriate behavior. If a student has behavioral issues that are minor in nature but in need of correction, and the issue is related to Academic Misconduct, the appropriate faculty member will issue a verbal warning to them. If the issue is not related to an academic matter, the Student Affairs Officer will issue a verbal warning to the student. The faculty member or the Student Affairs Officer will meet with the student, explain the nature of the violation or behavioral issue and indicate future expectations of the student. The student will have the opportunity in the meeting to discuss the issues raised with the faculty member or the Student Affairs Officer and others, as appropriate, and to clarify expectations.

The faculty member or the Student Affairs Officer, as appropriate, will document the fact that a verbal warning was given to the student. This note will include the date, issues discussed, recommendations made and the response by the student. The note should be retained by the faculty member, in their own file, or by the Student Affairs Officer for one year. A written note will not be placed in the student's academic file under these circumstances.

## **CORRECTIVE ACTION-WRITTEN WARNING**

If a verbal warning has been given to a student and the student did not correct their behavior or in cases where a faculty member or other college employee believes, after consultation with the Student Affairs Officer, that more significant Corrective Action is appropriate, a written warning may be issued.

If the issue is related to Academic Misconduct, the faculty member will meet with the student regarding their conduct and will, in consultation with the Student Affairs Officer, issue a written warning to the student. If the issue is related to Non-Academic Misconduct, the Student Affairs Officer will meet with the student regarding their conduct and will issue a written warning to the student. In either case, the warning will include the following: a summary of the issues related to the academic issue involved or any violations of the Code of Conduct or other college policy; a clear statement of what is expected of the student in the future; a warning that Disciplinary Action may be taken if the issue is not resolved by the student; and a statement that the student is encouraged to discuss the issues raised by the written warning and request assistance in dealing with these issues. The faculty member or the Student Affairs Officer and the student should sign the written warning to acknowledge receipt of it and the student shall be provided with a copy. The student may attach a written statement to the written warning. If the student refuses to sign the written warning, the faculty member or the Student Affairs Officer shall note the refusal and the date in the student signature line. The warning and the student's response, if any, shall be sent to the Registrar to be retained in the student's academic file for two years after which time the student may request its removal.

## **DISCIPLINARY ACTION**

Disciplinary Action is used for serious violations of the Student Code of Conduct and other college policies that apply to students. If a faculty member or other college employee believes that Disciplinary Action is appropriate, the faculty member or other employee shall meet with the Student Affairs Officer to discuss the situation. The Student Affairs Officer implements Disciplinary Action, except as specifically described in this policy.

## **REMOVAL FROM CLASS OR CAMPUS – EMERGENCY BASIS**

A faculty member may remove a student from the classroom if he or she believes that the student's presence in the classroom poses an immediate risk to the health or safety to anyone in the college community or to the security of the College, or if the student's behavior is so disruptive that the class cannot continue with the student present. The faculty member must immediately notify Campus Safety and Security and advise the Student

Affairs Officer. The Student Affairs Officer shall review the removal and may implement additional discipline pursuant to the Implementation Procedures – Disciplinary Action, below. Even if no further disciplinary action is taken against the student, he or she may request a Disciplinary Review as described in Step Three and Step Four of the Implementation Procedures, below.

If a college employee believes a student's presence on campus poses an immediate risk to the health or safety to anyone in the college community or to the security of the College, they should immediately notify Campus Safety and Security and the Student Affairs Officer. Campus Safety and Security may require the student to leave campus and will coordinate with the Student Affairs Officer. Emergency removal from the campus may not exceed ten days, during which time the student must be given notice and a meeting with the Student Affairs Officer pursuant to Steps One and Two of the Implementation Procedures described below. An emergency removal from campus may only extend beyond ten days if the President determines that an extension is necessary to protect the health, safety or security of the College community. In such circumstances, unless waived by the student, the Student Affairs Officer shall develop a timetable for the Disciplinary Action Review (Steps Three and Four below) that ensures that the student shall complete the process within thirty days of his or her meeting with the Student Affairs Officer.

## **GRADE ADJUSTMENT OR FAILURE OF ASSIGNMENT OR COURSE**

If a student violates the Student of Code of Conduct and the issue is related to Academic Misconduct, in consultation with the faculty member, the student may be subject to: a requirement to do additional work or to retake an exam; adjustment of the student's grade on a particular assignment or exam; receipt of only partial marks for an assignment or exam; or withdrawal of a grade or assign an "F" for the assignment, exam or course.

## **NON-ACADEMIC PROBATION**

Non-Academic probation is a special condition for continued enrollment at the College. It is different from academic probation which relates to grades and continued enrollment at the College. Non-Academic probation is appropriate for serious violations of College policy or a student has received a written warning but has not corrected their behavior. Non-Academic probation will continue for at least one academic semester and shall be reviewed at the end of each semester by the Student Affairs Officer and any appropriate faculty members or other College employees. The terms and conditions of the academic probation should be documented and must include: a summary of the issues related to the violation of a college

policy prompting the Non-Academic Probation; a clear statement of what is expected of the student in the future, and the steps required to successfully complete the Non-Academic Probation; a warning that further disciplinary action up to and including expulsion may be taken if the issue is not resolved by the student; and a statement that the student is encouraged to discuss the issues raised by the Student Affairs Officer and any appropriate faculty members and to request assistance in dealing with the issues raised in the written summary.

During the term of the Non-Academic Probation, the Student Affairs Officer or faculty member may require periodic meetings with the student to discuss any concerns and to assess progress of the student.

## **SUSPENSION**

If there has been a serious breach of the Student Code of Conduct or other policy that applies to students, the College may suspend the student. Suspension may be used in situations where there has been Academic Misconduct or Non-Academic Misconduct. A Suspension is appropriate when a student has failed to correct behavior after being issued a warning or when there has been a serious violation of policy. A suspension may be from one day to one academic year depending on the severity of the situation. A suspension of one to nine days is a "Short-term Suspension." A suspension of ten days or more is a "Long-term Suspension."

## **REVOCAION OF DEGREE OR CERTIFICATE**

If a student violates the Student Code of Conduct and the issue is related to Academic Misconduct, the College has the right to revoke the student's degree, certificate or other academic credential if the misconduct is not discovered until after the degree, certificate or other academic credential is awarded. This action is appropriate when a student committed a serious violation of Academic Misconduct that directly relates to degree or other credential that was awarded. In such cases, the former student receives the process outlined below as Implementation Procedures as if he or she were a student.

## **EXPULSION**

Serious breaches of the Student Code of Conduct or other college policy may result in expulsion. It is the most severe penalty for Academic Misconduct and Non-Academic Misconduct. A student who has been expelled from the College will not be eligible to be re-enrolled at the College for a period of at least three years. The expulsion will be recorded on the student's transcript.

## **IMPLEMENTING PROCEDURES-DISCIPLINARY ACTION**

### ***Step One: Notice***

A student who faces Disciplinary Action will receive a written notice of the intended Disciplinary Action. The Notice of Intended Disciplinary Action will include: a detailed statement describing the reasons for the Disciplinary Action; a description of the proposed Disciplinary Action; and a statement describing the student's right to meet with the Student Affairs Officer pursuant to Step Two of these procedures.

### ***Step Two: Meeting with Student Affairs Officer***

A student who faces Disciplinary Action may request a meeting with the Student Affairs Officer within five days of receipt of the Notice of Intended Disciplinary Action. Such meeting shall be scheduled within five days of the request. During the meeting, the Student Affairs Officer shall explain the evidence against the student and allow the student to respond to the charges. Either during the meeting, or within five days of the meeting, the Student Affairs Officer shall notify the student whether the proposed discipline shall be implemented, modified or not implemented.

## **DISCIPLINARY ACTION REVIEW**

If Disciplinary Action is implemented, the student may request a review of the Disciplinary Action. Long-term suspension or expulsion shall not be imposed until the disciplinary review has taken place; all other Disciplinary Action may be implemented prior to disciplinary review. The student has five days from the meeting with the Student Affairs Officer to file a request for a disciplinary review.

### ***Review under this policy involves two steps:***

- 1) a hearing before the College Hearing Council, and
- 2) a final decision by the Vice President for Academic and Student Affairs (VP/ASA).

### ***Step Three: College Hearing Council***

The College Hearing Panel is composed of three individuals drawn from a larger pool, the College Hearing Council, which is nominated by governance groups and chosen by the President from all levels within the College. They are appointed at the start of each academic year. A student seeking a disciplinary review selects one person from the Council and the Student Affairs Officer selects another. Either the student or the Student Affairs Officer may object to a Panel member selected on the basis of a conflict of interest, such as a current relationship, which might lead to the appearance of bias on the part of the person. Such objection shall be submitted to Vice President for Academic and Student Affairs in writing within five days of the Panel member's selection. The Vice President for Finance and Administration

shall evaluate the possible conflict of interest, make a decision whether the selected Panel member shall serve, and so notify the parties.

The Human Resources Department, in consultation with the members of the College Hearing Panel, shall schedule the hearing within fifteen days of the Panel's selection. The Human Resources Department will send a written notice to the student and Student Affairs Officer of the time and place of the hearing. The notice may also include any procedural information provided by the College Hearing Panel.

The student and the Student Affairs Officer may submit a written statement to the Panel at least three days prior to the hearing, with a copy to the other party. In the case of a long-term suspension, expulsion or revocation of degree, the parties shall submit their witness lists and any documents that they intend to introduce as evidence at least three days prior to the hearing, with a copy to the other party. The parties will represent themselves at the hearing. In the case of a long-term suspension, expulsion or revocation of degree, the parties may be accompanied by a representative of their choice, who may provide advice to the student or Student Affairs Officer, but not participate in the hearing. For all other discipline, attorneys or other representatives (except for translators) are not authorized to attend. The student may request that a counselor attend the hearing with them to assist the student if necessary. In the case of a long-term suspension, expulsion or revocation of degree, the Student Affairs Officer shall present the evidence against the student and the student will be provided an opportunity to respond to the evidence, including to cross-examine witnesses, and to present his or her own witnesses and documents. The Student Affairs Officer may cross-examine the student's witnesses. The Hearing Panel can ask questions of the parties and witnesses. In the case of discipline other than a long-term suspension, expulsion or revocation of degree, the student and Student Affairs Officer will be given the opportunity to make an opening statement to summarize their concern, present their side of the story and to state the remedy being sought, and the Hearing Panel can ask questions of the parties. Time limits may be set by the Hearing Panel.

At the conclusion of the hearing, the Panel will prepare a brief report to the VP/ASA, summarizing the facts apparent to it and including general recommendations. The report shall be presented to the VP/ASA within ten days of the hearing.

**Step Four:** VP/ASA's Decision Final

The VP/ASA, in his or her sole discretion, may accept, modify or reject, in whole or in part, the recommendations of the Hearing Panel. The VP/ASA may consult with the President prior to making a decision. The VP/ASA will issue a final decision in writing to the parties, which shall be binding upon the parties.

## **RETALIATION PROHIBITED**

The College strictly prohibits retaliation against any student or employee for participating in the corrective action or disciplinary process, including in the disciplinary review process. Anyone who is found to have either directly or indirectly retaliated against another individual engaged in this process may be subject to discipline under the appropriate policy.

## **RECORDS**

The Human Resources Department will maintain a record of the College Panel report and the VP/ASA's final decision, and will manage the records in a manner consistent with the confidentiality requirements of the College. The Registrar will note any Disciplinary Action in the student's file.

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## **SFCC STUDENT TRAVEL POLICY – 2-19**

### **POLICY OVERVIEW**

The College supports student travel, both as part of College courses and extra-curricular activities, as a means to broaden the educational experience. This policy sets forth the requirement that students are aware of, and accept, the benefits and risks of travel. SFCC seeks to promote safe travel to events and activities occurring beyond the boundaries of the campus by students and recognized student organizations.

### **SCOPE AND APPLICABILITY**

This policy applies to all students participating in College-sponsored travel. Examples of activities and events that fall under this Policy include, but are not limited to: field trips, club sponsored trips, the activities of recognized student organizations, Student Government Association (SGA)-funded community service travel, and in situations where a student or recognized student organization officially represents SFCC, e.g., leadership academies, conferences, and other programs. For further information about appropriate expenses when the College pays for travel, please see Policy 6-7, SFCC Travel Expense and Reimbursement.

### **DEFINITIONS**

A recognized student organization is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of SFCC, has been approved for recognition by the Office of Student Development, and maintains a current registration status with the Office of Student Development.

A College-sponsored event or activity is one that is initiated, actively managed, planned and arranged by a member of the SFCC faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the college, and is approved by an appropriate administrator and/or an event or activity that the college actively manages, is involved with, or oversees financially, physically, or administratively.

College-sponsored Travel means travel that is required or is optional as part of a College class, travel opportunities that are offered by registered student organizations, and travel on behalf of the College or registered student organization.

A currently enrolled student is one who is a student who is currently registered at SFCC, whether on a full- or part-time basis.

## **POLICY STATEMENT**

The College supports student travel, both as part of College courses and extra-curricular activities, as a means to broaden the educational experience. It is important that students be aware of risks associated with travel, and that they accept those risks. As a result, all students that participate in College-sponsored travel must complete, prior to such travel, an acknowledgement and waiver form that releases the College from any liability associated with the travel. A faculty member who teaches a class that includes travel, or a faculty sponsor of a student organization that offers the opportunity for students to travel, shall contact the Assistant Vice President for Academic Support and Student Retention to obtain an appropriate acknowledgement and waiver form. The faculty member shall be responsible for ensuring that every student completes such a form prior to travel. No student may participate in College-sponsored travel unless and until such a form is completed.

Participants in College-sponsored travel are responsible for their own behavior and any resulting consequences. All trip participants are required to (a) comply with the standards set forth in the SFCC Student Code of Conduct and with applicable SFCC policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the SFCC's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Policy 2-2, Student Corrective Action and Disciplinary Action.

## IMPLEMENTING PROCEDURES

***All College-sponsored travel must meet the following requirements:***

- Travel as part of a class must be approved by the Vice President for Academic and Student Affairs.
- Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Development. Travel must be planned so as not to create an undue interference with academic responsibilities.
- An individual student in a class that includes a trip or recognized student organization must complete and submit the Student Travel Form to the Office of Student Development no later than ten (10) business days before the scheduled trip.

All students traveling must complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form and return it to the faculty member teaching the class or sponsoring the student organization offering the travel opportunity with enough time for the faculty member to return all such forms to the Office of Student Development no later than five (5) business days before the scheduled trip.

All College-sponsored travel must be chaperoned by a faculty or staff mentor, except as otherwise approved by, and under the conditions set forth by the Assistant Vice President for Academic Support and Student Retention.

The name, address, and telephone number of the faculty member teaching the class or the faculty/staff mentor to the recognized student organization must be submitted to the Office of Student Development utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the SFCC Student Code of Conduct with the recognized student organization leader(s) organizing the trip.

Travel may not occur unless these procedures have been followed. Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy may result in individual and/or organizational discipline as outlined in the College Student Handbook, together with such additional action as may be deemed appropriate under the circumstances.

***The following additional guidelines also apply to all travel activities subject to the SFCC Student Travel Guidelines:***

- **Pre-trip Meeting:** The faculty member, administrator, and/or recognized student organization in charge of the trip should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- **Transportation:** The faculty member, administrator, and/or recognized student organization in charge of the trip should

arrange for transportation by official College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles.

***The following rules apply to the use of vehicles.***

- College Vehicles – College Vehicles may only be driven by College employees authorized to do so. (Refer to the SFCC Employee Handbook.)
- Rental Vehicles - If rented with College funds, only College employee can drive; all terms of the rental contract must be complied with.
- Contract Bus Service – Procurement of bus services must be made consistent with College procurement procedures. Adequate insurance coverage for personal injury and property damage must be provided by the bus company and approved by the Procurement Specialist.
- Regularly Scheduled Carriers - Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
- Personal Vehicles - Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle.

## **PARTICIPATION**

Except with the permission of the appropriate administrator, only currently-enrolled students are eligible to participate in College-sponsored travel. All participants are required to engage in the planned activities of the trip. Failure to do so may result in disciplinary action.

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## **STUDENT DISCRIMINATION AND HARASSMENT – POLICY 2-23**

### **POLICY OVERVIEW**

Santa Fe Community College is dedicated to providing a learning and working environment free of discrimination and harassment. The College appreciates and values the diversity of its student body, its workforce, and the greater community. All students are expected to treat their peers, sub-

ordinates, supervisors, administrators, board members and the members of the greater community in a manner that reflects equality and respect.

## **SCOPE AND APPLICABILITY**

This policy prohibits discrimination against all College students by any member of the College community.

## **POLICY STATEMENT**

### **COMPLIANCE WITH FEDERAL AND STATE LAWS**

The College complies with all federal and state laws that promote equality and prohibit discrimination, including, among others: The Equal Pay Act of 1963, Title VII of The Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, The New Mexico Human Rights Act of 1969, Title IX, Education Amendments of 1972, The Americans with Disabilities Act of 1990, and The Civil Rights Act of 1991.

### **PROHIBITED HARASSMENT AND DISCRIMINATION**

The College prohibits discrimination on the basis of: race; religion; color; national origin; ancestry; sex; sexual orientation; gender identity; age; physical or mental disability or handicap; serious medical condition; veteran's status; spousal affiliation; and any other basis prohibited law. Collectively, these categories are referred to as "protected classes" within this policy.

It is illegal to engage in, and the College prohibits, discrimination in any aspect of student life, including admissions, recruitment, extracurricular activities, financial assistance, counseling, guidance and course offerings. The Affirmative Action/Equal Employment Opportunity Officer ("AA/EEO Officer") has been designated responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972.

Discriminatory practices under this policy also includes: harassment on the basis of membership in a protected class; retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices; educational decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals who are members of a protected class; and denying educational opportunities to a person because of marriage to, or association with, a member of a protected class.

## **IMPLEMENTING PROCEDURES**

### **REPORTING HARASSMENT OR DISCRIMINATION**

A student who believes he or she has been discriminated against or harassed must report it immediately to AA/EEO Officer, a Department Chair, a Student Adviser, a Director, a Dean, or campus security.

If a student believes that another member of the College community is being subjected to discrimination or harassment, or if a student believes that a specific administration decision or administration action has violated this policy, that student must to notify the AA/EEO Officer immediately.

The current AA/EEO Officer for students is: Jill Douglass, Associate Vice President for Academic Support and Student Retention, (505) 428-1331. The mailing address for the AA/EEO Officer is: Santa Fe Community College, 6401 Richards Avenue, Room 118, Santa Fe, New Mexico 87508.

### **RETALIATION PROHIBITED**

Retaliation against an individual for reporting suspected discrimination, participating in an investigation of discrimination, or opposing discriminatory practices is strictly prohibited. Any member of the College community who either retaliates against another for doing so may be subject to discipline.

### **CORRECTIVE ACTION AND DISCIPLINARY ACTION**

An employee who violates this policy may be subject to Corrective Action or Disciplinary Action up to, and including, termination of employment. A student who violates this policy may be subject to Corrective Action or Disciplinary Action up to and including expulsion. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

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## **SFCC SEXUAL HARASSMENT – POLICY 4-10**

### **POLICY OVERVIEW**

Santa Fe Community College strictly prohibits sexual harassment in any form by an individual of any status. To provide a campus environment free from sexual harassment of students, employees, faculty members and others, SFCC has established procedures to facilitate reporting of sexual harassment and to ensure that allegations are promptly and thoroughly investigated.

## **DEFINITIONS**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic placement or advancement, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

Behavior that may be considered sexual harassment includes: offering or threatening to withhold a workplace or academic benefit when conditioned on sexual behavior; offensive verbal or written statements, comments, jokes, questions, or innuendo; comments of a sexual nature, including remarks about a person's body, dress, appearance or sexual activities; stories or jokes about sex; sexually suggestive gestures; sexually suggestive objects, pictures, or any written, photographic or electronic literature unrelated to educational purposes, placed in the work or study area that may embarrass or offend individuals; inappropriate touching; intimidating or demeaning remarks or behavior; and any conduct that denigrates, ridicules or is abusive to an individual because of their gender or sexual orientation.

## **CONSENSUAL RELATIONSHIPS**

The College prohibits consensual sexual relations, even if not harassment, when a college employee has authority to influence the other's employment or student status or selection for tangible benefits. If an employee becomes involved in a relationship that is prohibited by this policy, they should report the existence of the relationship to Human Resources immediately, so that, if possible, adjustments can be made to eliminate the potential for a conflict of interest or harassment situation. Failure to report the existence of a relationship may result in disciplinary action.

Even when both parties have consented to a romantic relationship, there is a danger of a real or perceived conflict of interest or unfair treatment of others in the workplace or learning environment because of the relationship and may undermine the atmosphere of trust essential to the educational process and a productive and harmonious workplace. Employees and students should also be aware of the College's Conflict of Interest Policy.

## **CONFIDENTIAL INQUIRY**

Any employee or student with concerns or questions about sexual harassment may anonymously contact the Director of Human Resources on a

confidential basis for general information about the College sexual harassment procedures and available resources. Provided the inquiry is made on an anonymous basis and does not involve a specific complaint, the College will take no action.

## **COMMUNICATION REGARDING UNWELCOME BEHAVIOR**

If an individual believes they have been subjected to sexual harassment, they should, if reasonable, communicate first to the person responsible for the behavior that it is unwelcome and that they want it to stop.

## **IMPLEMENTING PROCEDURES**

### ***Reporting Sexual Harassment***

#### **Complaints Involving Employees**

If an individual believes they have been sexually harassed, or if a situation is observed that they believe violates this policy, the Director of Human Resources should be notified immediately and a complaint should be filed as soon as possible after the occurrence of the incident.

#### ***Complaints Involving Students***

If a student believes he or she is being harassed, that student should immediately contact Human Resources or the Student Affairs Officer. Students may request the assistance of a counselor in reporting harassment. If requested, the counselor should offer support to the student throughout the process and should assist the student in contacting other support services in addition to Human Resources if required.

#### ***Complaints Involving Non-Employees***

The College will take appropriate action if a non-employee worker, such as a vendor, contract worker, or consultant, is the subject of harassment or is accused of harassment. A supervisor must take appropriate action to intervene in any observed harassment involving non-employees. The supervisor must also report the incident to the Human Resources Director as soon as possible.

#### ***Response to Complaints***

Upon receiving a complaint, the Human Resources Director, or the Student Affairs Officer, in consultation with other appropriate individuals, will determine whether an investigation is warranted and will decide who will conduct the investigation. The investigation will not be conducted by anyone who has direct authority over either the person reporting or the person about whom the report is made. All employees must cooperate with any investigation undertaken in response to an allegation of harassment.

After fair consideration of the interests involved, SFCC has sole responsibility for determining the appropriate resolution of a reported violation of

this policy. The resolution of the complaint may involve discipline or other appropriate action against an individual who participates in harassment or against an employee who deliberately makes false claims of harassment. Resolution may also include making appropriate adjustments in response to the concerns of the person reporting harassment.

SFCC administrators understand the sensitive nature of a sexual harassment claim and appreciate that confidentiality and discretion are critical, both to the individual alleging the harassment and to the person accused of the harassment. Any college employees responsible for implementing an investigation or resolution under this policy must respect the privacy and confidentiality of the individuals involved to the fullest extent possible. However, the College has legal obligations to investigate claims of sexual harassment once they are reported, and thus it cannot guarantee absolute confidentiality.

#### ***Other Assistance***

With the consent of the employees involved, the College may encourage facilitated dialogue, mediation services or other measures designed to assist the employees in resolving workplace issues arising out of the original concern. If appropriate, the College will involve the Campus Safety and Security Office to assist individuals with concerns regarding sexual harassment.

## **RESPONSIBILITY OF SUPERVISORS**

Supervisors who fail to promptly report and support appropriate action in response to actual or alleged incidents of harassment may also be subject to discipline.

Supervisors have the following responsibilities: know and follow the policy on sexual harassment; model behavior that complies with this policy; be alert to potential instances of harassment; immediately notify Human Resources and the next higher-level manager when sexual harassment is observed or when it is reported; cooperate with Human Resources in any investigation and in implementing remedial measures; monitor the situation after a complaint of harassment has been substantiated to ensure that the harassment has stopped; and be alert to any behavior that could constitute retaliation, and report any observed instances to Human Resources.

## **INFORMATION DISCLOSURE**

Santa Fe Community College complies with all applicable laws governing the maintenance and disclosure of written records created as a result of harassment complaints. Personal information about employees is protected as required by the applicable laws and policy. The College will not voluntarily disclose the Corrective Action or Disciplinary Action taken against an individual.

## **CORRECTIVE ACTION AND DISCIPLINARY ACTION**

An employee who violates this policy may be subject to Corrective Action or Disciplinary Action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

A student who violates this policy may be subject to Corrective Action or Disciplinary Action up to, and including, expulsion. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

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## **MY QUESTION ISN'T INCLUDED IN THIS HANDBOOK.**

If you have a question that is not included in this handbook, please stop at the Information Desk in the main hallway, at ESS or in the Office of Student Development in Room 311LL. We will point you in the right direction.



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