



Student Handbook & Daily Planner 2018-2019

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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).

	<u>Phone</u>	<u>Room</u>
Admissions.....	505-428-1270	201C
Advising and information		
New and non-degree students	505-428-1270	201
Degree students:		
School of Arts, Design, & Media Arts	505-428-1731	753
School of Business and Education.....	505-428-1308	LL322
School of Fitness Education.....	505-428-1651	2000A
School of Science, Health, Engineering & Math		
1).....	505-428-1323	482
2).....	505-428-1754	483
School of Liberal Arts.....	505-428-1370	222
School of Trades, Technology, Sustainability		
& Professional Studies.....	505-428-1524	801
Adult Education	505-428-1356	502
Bookstore	505-428-1218	233
Career Services	505-428-1406	204E
Cashier's Office	505-428-1211	129
Clubs and organizations.....	505-428-1266	LL312G
Continuing Education (noncredit courses)		
Information & Registration.....	505-428-1676	131
Counseling Services.....	505-428-1940	201
Distance Learning	505-428-1166	418F
English as a Second Language (ESL).....	505-428-1356	502
ENLACE.....	505-428-1714	LL312F
Enrollment and Student Services	505-428-1270	201
Financial Aid/Scholarship information	505-428-1268	202
First Year Experience	505-428-1919	204
Fitness Education Center	505-428-1651	1000
GED information	505-428-1356	504
Help Desk (Technology Service Desk).....	505-428-1222	528
Higher Education Center.....	505 428-1725	HEC
Institute of American Indian Arts (IAIA) at SFCC.....	505-428-1891	HEC
Info Line (recorded).....	505-428-1777	
Kids Campus (KC).....	505-428-1354	Kids Campus
La Familia Dental Clinic.....	505-984-5048	
Library.....	505-428-1352	516
Literacy Volunteers of Santa Fe	505-428-1353	514A
Media Arts Lab	505-428-1248	605
New Mexico Highlands University – Santa Fe.....	505-424-9185	HEC

Adjunct Faculty Office.....	505-428-1632	226
Registrar's Office.....	505-428-1267	202
Safety and Security	505-428-1224	101
Service-Learning/Volunteer in the Community	505-428-1736	
Student Accessibility Services	505-428-1701	LL311
Student Development.....	505-428-1665	LL312
Student Employment.....	505-428-1285	204
Student Government Association.....	505-428-1418	LL312
Teacher Education.....	505-428-1256	Kids Campus
Testing Center.....	505-428-1625	611 A&B
TRiO Student Support Services Program	505-428-1364	LL313
Tutoring Center	505-428-1260	LL326
University of New Mexico-Santa Fe	505-428-1220	HEC
Veterans' Benefits	505-428-1314	LL302C
Veterans' Resource Center	505-428-1314	LL302C
Weather Watch/Holiday Line (School delays/closures)	505-428-1716	
Welcome and Advising Center.....	505-428-1270	201

ACADEMIC CALENDAR - SUMMER 2018

The Academic Calendar reflects major dates and events in the college community. Deadlines for all student record transactions are specified for regular 16-week semester courses. Deadlines for alternative calendar courses (late-starting, online, self-paced and short-term courses) are posted in the schedule of credit classes and available in the Registrar's Office.

Priority Registration

Degree-Seeking with 30+credits, NM residents	April 16
Registration – New Mexico residents	April 17
<i>Register between April 16-May 16</i>	
payment arrangements are due by 4:30 p.m.	May 16
After May 16 payment arrangements are due upon registration	
Memorial Day – college closed	May 28
Open registration – open to all	June 1
Deadline to petition to graduate summer 2018	June 29
Independence Day – college closed	July 4

EIGHT-WEEK SESSION

Classes begin	June 4
Schedule changes only (drop/add)	June 4-5
Deadline to drop without a grade and obtain a refund	June 15
Deadline to change audit/credit status	June 29
Deadline to withdraw from class(es)	July 6
Final examinations	July 23-28
Session ends	July 28
Final grades due to Registrar's Office by 5 p.m.	July 30

FIRST FOUR-WEEK SESSION

Classes begin	June 4
Schedule changes only (drop/add)	June 4-5
Deadline to drop without a grade and obtain a refund	June 6
Deadline to change audit/credit status	June 15
Deadline to withdraw from class(es)	June 20
Final examinations	June 25-30
Session ends	June 30
Final grades due to Registrar's Office by 5 p.m.	July 2

SECOND FOUR-WEEK SESSION

Classes begin	July 2
Schedule changes only (drop/add)	July 2-3
Independence Day – college closed	July 4
Deadline to drop without a grade and obtain a refund	July 6
Deadline to change from audit/credit status	July 13
Deadline to withdraw from class(es)	July 18
Final examinations	July 23-28
Session ends	July 28
Final grades due to Registrar's Office by 5 p.m.	July 30

ACADEMIC CALENDAR - FALL 2018

Priority Registration	April 23
Degree-Seeking with 30+credits, NM residents	
Registration – New Mexico Residents	April 24
<i>Register between April 24 – July 25</i>	
payment arrangements are due by 4:30 p.m.	July 25
<i>Register between July 26 – Aug. 14</i>	
payment arrangements are due by 4:30 p.m.	Aug. 14
After August 14 payment arrangements are due upon registration	
Open registration – open to all	Aug. 17
Full-time faculty return (limited services available 8 to 10:00 a.m.)	Aug. 9
Convocation (services available beginning at 10:00 a.m.)	Aug. 9
Classes begin	Aug. 20
Schedule changes only (drop/add)	Aug. 20-21
Labor Day – college closed	Sept. 3
Deadline to drop without grade and obtain a refund (16-week)	Sept. 7
Last day to petition to graduate fall 2018	Sept. 7
Deadline to change audit/credit status	Oct. 5
Midterm examinations	Oct. 8-13
Midterm grades due to Registrar's Office by 5 p.m.	Oct. 15
Faculty & Staff Development Day (Limited Services Available)	Oct. 19
Deadline to withdraw from class(es)	Oct. 26
Priority Registration for spring 2019 begins	Nov. 12
Degree-Seeking with 30+credits, NM residents	
Registration – New Mexico residents	Nov. 13
Thanksgiving Break – college closed	Nov. 22-25
Final examinations	Dec. 3-8
Last day faculty advisers are on campus before winter break	Dec. 7
Semester ends	Dec. 8
Commencement – Fall	Dec. 8
Final grades due to Registrar's Office by 5 p.m.	Dec. 10
Winter Break – college closed	Dec. 17-Jan 1

ACADEMIC CALENDAR - SPRING 2019

Priority Registration – New Mexico Residents	Nov. 12
Degree-Seeking with 30+credits, NM residents	
Registration – New Mexico Residents	Nov. 13
<i>Register between Nov. 12– Jan 8</i>	
payment arrangements are due by 4:30 p.m.	Jan. 8
After January 8, payment arrangements are due upon registration	
Full-time faculty return (limited services available 8 to 10:00 a.m.)	Jan. 10
Spring meeting (services available beginning at 10:00 a.m.)	Jan. 10
Open registration – open to all	Jan. 18
Dr. Martin Luther King Jr. Day – college closed	Jan. 21
Classes begin	Jan. 22
Schedule changes only (drop/add)	Jan. 22-23
Deadline to drop without grade and obtain a refund	Feb. 8
Deadline to petition to graduate spring 2019	Feb. 8
Deadline to change audit/credit status (16-week courses)	March 8
Midterm examinations	March 11-16
Midterm grades due to Registrar’s Office by 5 p.m.	March 18
Spring break (9 th week of semester) – college closed	March 18-24
Deadline to withdraw from class(es)	March 29
Priority Registration for summer 2019	April 15
Degree-Seeking with 30+credits, NM residents	
Summer 2019 Registration – New Mexico residents	April 16
Spring holiday – college closed	April 19-21
Priority Registration for fall 2019	April 22
Degree-Seeking with 30+credits, NM residents	
Fall 2019 Registration – New Mexico residents	April 23
Final examinations	May 6-11
Semester ends	May 11
Commencement	May 11
Final grades due to Registrar’s Office by 5 p.m.	May 13
* Registration and payment is available online at all times including after hours, weekends and holidays.	
** Failure to arrange payment by the deadline could result in losing you place in class.	

ADMISSIONS

Individuals may apply in person, any time of the year, at the Welcome and Advising Center or at www.sfcc.edu. The application and admission are free.

HOURS: Mondays, Wednesdays and Thursdays, 8 a.m. to 6 p.m.
Tuesdays, 9 a.m. to 6 p.m.; Fridays 8 a.m. to 5 p.m.

PHONE: 505-428-1270

LOCATION: Room 201, Main Hallway

Santa Fe Community College 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 the Welcome and Advising Center 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 for 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*.
- Once the admissions process is complete, registered students will receive a student ID number, called an A#. This number will be needed to take placement tests, register for classes, pay for tuition and for other business-related activities.
- If a student has taken coursework at other institutions, the student must request official transcript(s) be sent directly to the SFCC Records Office for evaluation.

REGISTRATION

It is important to register as early as possible as classes fill quickly. Check the *Catalog* or the current *Schedule of Credit Classes* for specific dates of registration and late registration. For more information, see an adviser in the Welcome and Advising Center.

Registration for summer session and fall semester begins in April.

Registration for spring semester begins in November.

SFCC has a staggered registration system which is highlighted below. Information is available online with the specific dates for each student group.

Registration Day 1 New Mexico students, degree-seeking with 30+ credits

Registration Day 2 All NM students—degree-seeking, dual credit, non-degree

Friday before the semester begins Registration opens for all students

Here is how to register for classes:

- Go to www.sfcc.edu, click on “MySFCC” and click on the “Registration” tab or;
- Go to the Welcome and Advising Center.

Prerequisite Courses and Registration

Students will not be able to sign up for certain courses until prerequisite requirements have been fulfilled. There are multiple ways to fulfill these requirements:

- 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
- Demonstrating proficiency through placement testing

ACADEMIC ADVISING

It is strongly recommended that students meet with an academic adviser prior to registering for classes to assist in making appropriate course selections and to help manage academic progress. Be proactive in seeking advisement before you register for each term so that you take courses that fit your degree plan and that will help you reach your educational goals.

All first-time degree seeking students are required to meet with an adviser until the student has earned at least 16 credits. In addition, new students must attend New Student Orientation. These requirements are in place to assist new students in successfully transitioning to college and to increase the likelihood of academic success and degree completion.

At SFCC, there are three groups of professionals who regularly provide academic advising: advisers in the Welcome and Advising Center, advisers in selected departments, and faculty members. In general, individuals in any of these groups can assist students; each may also provide specialized assistance. Students generally begin by meeting with an adviser in the Welcome and Advising Center and may be referred to a different adviser as needed. Responsibility for obtaining adequate advising rests with the student.

Examples of reasons to meet with an adviser:

- Select and plan a class schedule
- Discuss progress toward degree completion
- Discuss difficulties with current courses
- Add or drop a course
- Plan a transfer to another college or university
- Set a goal to graduate

FIRST-YEAR EXPERIENCE PROGRAM (FYE)

PHONE: 505 428-1919

LOCATION: West Wing, Room 204

The First-Year Experience Program focuses on supporting and engaging first-year students through a variety of services that help students connect to SFCC and be successful:

- New Student Orientation
- First-Year Student Success Classes
- Expanded First-Year Advising
- G.A.M.E. (Great Achievement in Men's Education)

New Student Orientation

All first-time students are required to participate in New Student Orientation prior to the start of their first semester at SFCC. This interactive event gives students an opportunity to learn more about financial aid, campus resources, advising services, and expectations while interacting with faculty, staff, and student leaders on campus. Research shows that students who participate in this event do better in college than students who do not.

First-Year Student Success Course Requirement & Advising

All degree-seeking students with fewer than 16 credits of course work must take either FYSS 111 or FYSS 116 (based on placement test reading scores) during their first semester at SFCC. In addition, students with fewer than 16 credits are expected to meet with an adviser each semester to stay on track.

FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION

What does it mean to “audit” a class?

To audit a course means a student is enrolled in a course without the intention of receiving a grade or credit for the course. Before the applicable deadline, students can change grade status from “credit” to “audit.” If students choose to audit a course, they will not get a letter grade or receive credit for the course and it will not be used to calculate GPA, but will show on the student's transcript. Courses taken for audit may not be used to meet prerequisites or corequisites and do not count toward a certificate or degree.

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

No. When a student drops a class before the applicable deadline, the class is completely removed from the academic record and the student is eligible for a full tuition refund. If the deadline to drop has passed, a student may still withdraw from a class. A “W” will be recorded on the college transcript. It will have no effect on grade point average. Students are not eligible for a refund if they withdraw from a class after the deadline to drop.

How do I drop or withdraw from a class?

You can drop or withdraw from a class online through MySFCC. 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 the Welcome and Advising Center in person, by fax at 505-428-1468 or by mail to SFCC Welcome and Advising Center, 6401 Richards Avenue, Santa Fe, NM 87508. *Verbal requests to drop or withdraw will not be processed.*

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.**

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

STUDENT ID

All SFCC students are 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 or visit the Welcome and Advising Center for assistance.

Identification cards are issued to students enrolled in credit courses and can be obtained in the Welcome and Advising Center 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.

Many offices require you to present your student ID for services. For instance, you will need it when visiting the Testing Center, the Financial Aid Office, the Fitness Education Center, and to checkout materials from the library. (To use the Fitness Education Center, you must also be enrolled in a Health, Physical Education and Recreation (HPER) course.)

ACADEMICS

CALCULATING YOUR GRADE POINT AVERAGE

- The GPA is computed by dividing your total grade points by your total GPA hours.
- Grade points are computed by multiplying the number of credit hours available for an individual course by the point value assigned to the grade. For example, a three-credit-hour course with a grade of “C” (point value 2) equals 6 points.
- Term GPA is calculated by dividing the term GPA points by the total term GPA hours.
- The cumulative GPA is calculated by dividing the total GPA points by the total GPA hours.

DEAN’S LIST

- Every fall and spring semester, 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.

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 for Academic & Student Affairs. 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 coursework 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.

GRADUATION

- 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. The semester before you plan to graduate, meet with your faculty adviser to review your degree requirements, obtain a degree audit, and complete your Petition to Graduate. This initiates the process that will lead to graduation!
- You may graduate during the semester in which all graduation requirements are completed. If there is not a graduation ceremony scheduled for the semester during which you complete your requirements, you may participate in the next scheduled ceremony. All debts to the college must be paid in full before graduation. You must submit a Petition to Graduate to the Registrar by a strict deadline. Please contact the Registrar's Office for the specific deadlines by calling 505-428-1267.

TRANSFERRING

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

- The transfer school, not SFCC, determines which classes taken at SFCC will transfer to another school and how those classes will be applied to specific degree plans.
- 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, meet with your faculty or departmental adviser.

DROP/AUDIT/WITHDRAW

- At SFCC you can retake a class and the new grade will 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 students stay enrolled in a certain number of credit hours. It is advisable that students speak with someone in the Financial Aid Office before dropping, changing to audit or withdrawing from a class to find out whether there will be an impact on 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.

RELIGIOUS OBSERVANCES

- Students who are absent from class for the observance of a religious holiday 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; however, the instructor may appropriately respond if the student fails to satisfactorily complete the assignments or exams within the designated time frame.

INSTRUCTORS/FACULTY

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.

Adjunct Faculty Office (AFO)

HOURS: Monday through Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. to 5 p.m. (when classes are in session)

PHONE: 505-428-1632

LOCATION: West Wing, Room 226

Provides support services and office space for SFCC's adjunct faculty. You can leave phone messages for adjunct faculty at the number above. The AFO has a 24-hour drop box that allows you to drop off papers or homework assignments.

School of Liberal Arts

PHONE: 505-428-1370

LOCATION: West Wing, Room 222

Offers programs in English, Speech, Reading, World Languages, Social and Behavioral Sciences, and Humanities

School of Arts, Design, and Media Arts

PHONE: 505-428-1731

LOCATION: Fine Arts Center, Room 753

Offers programs in arts, design, jewelry, sculpture, clay, art history, film, fine woodworking, photography, fashion design, architecture, interior design, kitchen and bath design, media arts, graphic and interactive design, web design and performing arts.

School of Science, Health, Engineering, and Mathematics

Health and Sciences

PHONE: 505-428-1323 or 505-428-1754

LOCATION: Health and Sciences, Room 482 or 483

Offers a broad spectrum of programs in biological and physical science, computer science, engineering, mathematics, and health occupations including nursing, EMT, respiratory therapy, dental health, medical assisting, nursing assistant, phlebotomy, radiologic technology.

School of Business and Education

School of Business

PHONE: 505-428-1308

LOCATION: Room LL322

School of Education

PHONE: 505-428-1256

LOCATION: Kids Campus

Offers programs in business, entrepreneurship, accounting, office management and office technologies, teacher licensure, teacher certification, Elementary, Secondary Education, Special Education, Early Childhood Education & Development, some of which prepare candidates to apply for level-one provisional teaching licenses.

School of Fitness Education

PHONE: 505-428-1651

LOCATION: Fitness Education Center

Offers various programs in Fitness Education, Exercise Science, Nutrition, Aquatics, Health, Physical Education and Recreation.

School of Trades, Technology, Sustainability & Professional Studies

PHONE: 505-428-1388

LOCATION: Trades & Advanced Technology Center, Room 801

Offers credit programs in automotive, biofuels, drafting, energy efficiency, environmental technologies, facility technologies, green building, HVAC, plumbing, solar, water conservation, water treatment, welding, greenhouse construction and aquaponics. Non-credit programs include energy rating/auditing (BPI and HERS), lead remediation, OSHA safety, solar energy and weatherization. The Professional Studies Department offers degrees and certificates in legal studies, paralegal studies, legal secretary, legal administrative assistant, criminal justice, criminal investigation, police supervision, hospitality and tourism, and culinary arts, which includes both savory and pastry classes.

ONLINE TEACHING AND LEARNING - ONLINE AND DISTANCE CLASSES

HOURS: Monday through Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1166

EMAIL: otl@sfcc.edu

LOCATION: Room 418

- 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.
- Students may choose to take online classes exclusively or to include one or more online classes along with on-site 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.

FREQUENTLY ASKED QUESTIONS ABOUT ONLINE LEARNING

Is Online 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.

How would you describe an online class?

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 do I 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" (for distance) located in the "Course ID" column of the listings. A "B" (blended) course is partially online and partially on campus. There is a \$25 per credit hour distance learning fee (to a maximum of \$75) for each online class; regular tuition and fees also apply.

What are my responsibilities as an online learner?

Online courses require discipline, a self-directed attitude and above-average time management skills. Online classes may take more time than traditional classes. Some instructors have additional requirements for their courses including online chats, online videos and timed or proctored exams. It is the student's responsibility to review the course schedule and note the start/end date of your course. Your course will be accessible during those dates.

Tips for a Successful Semester in an Online Course

- First, complete the Canvas 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.

Canvas Orientation

Canvas is the Learning Management System software used by SFCC to deliver our online courses. The Canvas orientation is located in MySFCC. Here you will find the orientation and other information that will help you succeed. If you still have questions after you have been through orientation, contact the Online Teaching and Learning Office. **There will be one-hour, face-to-face training sessions scheduled throughout the first and second week of classes during the fall. Look in Campus Announcements in MySFCC for the schedule.**

Log in to Canvas

If your class is in Canvas, you can log in going to <https://sfcc.instructure.com/> and log in to MySFCC and click on the CANVAS icon in the upper right. Your Canvas login is the same one you use for MySFCC.



NEW Online Opportunity for SFCC Students: The Skill UP Network (SUN) Online

SFCC students may enroll in online courses that are offered by other New Mexico colleges. When you enroll in courses through SUN Online, the grades and credits remain part of your SFCC transcript. Sometimes a class at SFCC might close early or be cancelled. However, other colleges may have open seats in that class or classes you need to stay on track to graduate. You can view a list of online courses offered by other colleges around New Mexico on the "Student" tab at **SUN-Online.org** (<http://sun-online.org>) or work with your advisor to learn more about the opportunities through SUN Online. Feel free to contact your SFCC Site Administrator listed in the "Help" tab on the SUN website.

TUITION

To guarantee enrollment in courses, tuition and fees must be paid as soon as registration is complete. If tuition is not paid or a payment arrangement is not made by the payment deadlines listed in the SFCC *Schedule of Credit Classes*, students will be dropped from enrolled courses.

Calculating tuition:

- The cost depends on how many classes you take and your residency status.
- The total cost of a class is determined by adding the cost of tuition, the service fee, the technology 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/in-district residents, in-state/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 Welcome and Advising Center for information about tuition rates.
- For a complete guide to calculating tuition, refer to the current *Schedule of Credit Classes*.

Making Payments:

- Pay online anytime with a credit/debit card or bank checking/savings account. Log into MySFCC, 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 and follow the instructions.
- Pay in person using cash, check or credit/debit card at the cashier’s window.
- Enroll in a Payment Plan (*see below*).

PAYMENT PLAN

- If a student is unable to pay the full amount of tuition at once, there is the option to set up a payment plan.
- To set up your plan, simply log into MySFCC, scroll down to “Quick Links” and click on “Pay Information”. Automatic payments can be debited from your bank account or charged to a credit card. Students may also authorize a third party such as a parent, employer or support organization to make payments on their behalf.
- The payment plan is based on 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

FINANCIAL AID

HOURS: Mondays, Wednesdays and Thursdays, 8 a.m. to 6 p.m.,
Tuesdays, 9 a.m. to 6 p.m.; Fridays, 8 a.m. to 5 p.m.

PHONE: 505-428-1268

LOCATION: Main Hallway, Room 202, Welcome and Advising Center.

The goal of the Financial Aid Office 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. Please go to www.sfcc.edu/financial_aid for more information.

MINIMUM REQUIREMENTS FOR FINANCIAL AID

- Complete a “Free Application for Federal Student Aid” (FAFSA) online at www.fafsa.gov
- Have a high school or GED diploma
- Enroll in eligible courses at SFCC
- Meet with a member of the Welcome and Advising Center staff to declare a major
- Maintain satisfactory academic progress
- Not be receiving financial aid from another educational institution
- Not have received a bachelor’s degree if applying for grants.

APPLYING FOR ASSISTANCE

Financial aid applications (FAFSAs) can be completed throughout the school year; however, if you apply by the **May 1 priority date each year**, you will be considered for aid from the programs below. It takes approximately two to four weeks to process an electronic application and determine eligibility.

- Federal Pell Grant
- Federal Supplemental Grant
- New Mexico State Student Incentive Grant
- Various Scholarships
- Work-Study Employment
- Direct Subsidized Loan
- Direct Unsubsidized Loan

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.

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 or fail to successfully complete a class 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.

FINANCIAL AID DISBURSEMENT

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

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

Mail

- If arrangements are not made for direct deposit, financial aid refund checks will be mailed to the address on file with the Records Office.

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. Students can check their file status and document requirements under the “Registration Tools” link in MySFCC. For more information about financial aid, stop by the Financial Aid Office, call 505-428-1268, e-mail financialaid@sfcc.edu, or visit www.sfcc.edu/financial_aid.

SCHOLARSHIPS

- Applicants for any scholarships offered by SFCC (except the New Mexico Legislative Lottery Scholarship) must file the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov prior to the scholarship deadline in late May. 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 Welcome and Advising Center, to learn more about what assistance may be available and how to apply. For more information, please refer to the “Registration Tools” link in MySFCC.

VETERAN FINANCIAL AID BENEFITS

PHONE: 505-428-1314

LOCATION: West Wing, Lower Level 302C

- 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 their 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.gibill.va.gov.
- All veterans who reside in New Mexico can qualify for in-state tuition.

STUDENT SUPPORT SERVICES

CAMPUS CUPBOARD

PHONE: 505-428-1014

Campus Cupboard provides canned and dried foods and some baby items to any current student or staff member of the SFCC community who needs its help. All that is needed to receive food and baby items is a current ID card from SFCC or Adult Education. Income will not be checked. See <https://www.sfcc.edu/offices/campus-cupboard/> for information about location and hours of operation.

CAREER SERVICES

PHONE: 505-428-1406

LOCATION: Welcome and Advising Center, Room 204-E

Career Services provides guidance in career exploration, job search, and education and training through classroom presentations, seminars, job fairs and individual appointments. Services include career interest assessments, access to a vast information database, résumés and cover letters, job postings, job search coaching, interview practice, self-marketing workshops, job referrals, matching education and training with career goals, internship opportunities and connecting to other colleges and non-traditional education and training options.

All services are free to students and community members. For more information, visit <https://www.sfcc.edu/offices/career-services/> or call the Career Services Counselor at 505-428-1406.

COUNSELING SERVICES

PHONE: Janelle Johnson, LPCC - 505 428-1682 or

Kate Latimer, LPCC - 505 428-1839

Call or email counselingservices@sfcc.edu to schedule an appointment.

LOCATION: Welcome and Advising Center, Room 201

SFCC offers free counseling services for students in a confidential, non-judgmental setting.

Counselors can help with the following student needs:

- Feelings of depression or anxiety
- Stress management skills
- Academic concerns/career goals
- Conflict resolution
- Test anxiety
- Grief and loss
- Community referrals
- Relationship problems

LIBRARY

PLEASE SEE THE LIBRARY'S WEBSITE FOR CURRENT HOURS.

PHONE: Circulation 505-428-1352 Reference 505-428-1234

LOCATION: Room 516

EMAIL: sfcc.library@sfcc.edu

- The beautiful and welcoming SFCC Library is a place for research, study, and relaxation. Inside the Library you'll find private study rooms, computers, printing and scanning equipment, and lots of cozy reading nooks. The Library's collects materials that support SFCC's academic programs, reflect our diverse population, and inspire life-long learning. Our physical collections include books, DVDs, CDs, audiobooks, magazines and newspapers. Digital collections include ebooks, scholarly articles, streaming videos, high-resolution images, and more. All digital resources are accessible from off-campus to current student with your MySFCC login.

- Professional Librarians are available for research help all hours the Library is open. Librarians are also available by e-mail and over the phone. In agreement with other New Mexico libraries, the SFCC Library offers “passports,” which allow students to borrow materials from other academic libraries. Interlibrary loan services may also be utilized to gather research materials.

Visit the Library on-campus, on the web online at www.sfcc.edu/library or through the Library tab on MySFCC. Utilizing the library is the key to your academic success.

ON-CAMPUS EMPLOYMENT

LOCATION: Welcome and Advising Center, Room 202F

PHONE: 505-428-1285

- The Student Employment Office provides students 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.

STUDENT ACCESSIBILITY SERVICES (FORMERLY OFFICE OF DISABILITY SERVICES)

PHONE: 505-428-1711

LOCATION: West Wing, Lower Level Room LL311

- Qualified students with disabilities have access to academic support through the Student Accessibility Services, which provides academic advising, case management, assistive technology and numerous classroom accommodations.
- Students must be prepared to 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 that effective accommodations can be identified. If documentation is not readily available, please discuss with Student Accessibility Services staff. We may be able to assist you in obtaining the appropriate materials.
- Students with disabilities are encouraged to call or stop by Student Accessibility Services to make an appointment.

TESTING CENTER

HOURS: Monday and Tuesday, 8 a.m. to 7 p.m.; Wednesday - Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1625

LOCATION: East Wing, Room 611

EMAIL: testing@sfcc.edu

- The Testing Center provides assessment services for SFCC and the surrounding community. The Center administers ACCUPLACER (the college’s placement exam); some exams for certain courses; and make-up exams for students who are unable to test with their class (at the instructor’s discretion). The Center also offers the GED and HiSET high school equivalency exams, WorkKeys assessments, and proctoring services for students who are taking online courses from other schools. In addition, it offers many for-fee exams such as NES, NREMT, various IT certification exams and many others. Students seeking to earn credit for college-level learning gained outside the traditional college classroom through CLEP or DSST exams, course challenge exams or prior learning portfolios should visit the Testing Center as well.
- The Testing Center will provide testing accommodations for students who have documented disabilities. If you need accommodations for a disability, you should register with the Office of Student Accessibility Services and have those accommodations approved. The Testing Center verifies all accommodation requests with Accessibility Services prior to testing.
- If you have any sort of testing or assessment need, contact the Testing Center for assistance. Each test and service may have specific conditions for pre-registration, payment of fees and other requirements. Speak to a Testing Center staff member for detailed information.

TRiO

PHONE: 505-428-1364

LOCATION: West Wing, Lower Level, Room LL313

- TRiO/Student Support Services is a federally funded grant program designed to work with 160 Santa Fe Community College students. The program serves income-eligible, first-generation students and students with disabilities.

What does TRiO offer students?

- Academic Advising/Educational Planning: course selection, degree planning, transferring, etc.
- Academic Support: tutoring, mentoring, study skills, test taking, online resources
- Personal Advising: time and money management, managing stress, life skills, etc.
- Assistance with scholarship applications
- Textbook Exchange
- Computer lab and private study spaces
- Connection with other students to help each other succeed

To receive assistance in TRiO, students must be enrolled in an SFCC degree program.

For information, contact the TRiO/SSS Office or call 505-428-1364.

TUTORING CENTER

HOURS: Monday through Thursday, 9 a.m. to 6 p.m.

Friday, 9 a.m. to 3 p.m.

Saturday, 10 a.m. to 2 p.m.

PHONE: 505-428-1260

LOCATION: West Wing, Lower Level, Room LL326

- Free tutoring is available in the Tutoring Center for all SFCC students, Monday through Saturday during the fall and spring semesters and Monday through Friday during the summer sessions. Subjects covered include writing in all areas, math, science, office technologies, accounting/business, basic computer application and study skills.
- Math and science tutoring is primarily done on a drop-in basis. All other tutoring is done by appointment and students are able to have four half-hour sessions or two one-hour sessions for two hours per week for each subject. Appointments are on a first come, first served basis.
- For help with a writing assignment make certain you have an appointment and bring your instructor's directions and any drafts you have written. Tutors are available to assist with organizing ideas, thesis statements, grammar issues and MLA documentation for research papers.
- Drop by the Tutoring Center to find out about tutors for your needs, to schedule an appointment or to get more information about what is available. Information is also available on MySFCC.

VETERANS' RESOURCE CENTER

SFCC Named #1 Best for Vets: Two Year Career and Technical College 2015, 2016, and 2017 by the Military Times

HOURS: Monday through Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1314

FACEBOOK: SFCC VRC

LOCATION: West Wing, Lower Level, Room LL302C

The SFCC Veterans' Resource Center is a place for veterans, and their dependents to connect with the veteran community and to feel welcome while on campus. The VRC offers a computer lab, multi-media conference room, veterans lounge, and welcome area. Recently, the VRC received over \$12,000 from Student Veterans of America, Home Depot, and Coronado Paint and Decorating to remodel our area. We are a nationally recognized PAVE program that offers peer-to-peer mentoring. Stop by the VRC to learn about available resources and to meet other student veterans.

COMPUTER SERVICES

OIT SERVICE DESK

HOURS OF OPERATION

Semester Hours

- Monday through Thursday: 7:30 a.m. to 7:00 p.m.
- Friday: 7:30 a.m. to 5:00 p.m.
- Saturday: 8:00 a.m. to noon

Non-Semester Hours

- Monday through Friday: 7:30 a.m. to 5:00 p.m.

For additional information visit: <https://www.sfcc.edu/offices/office-of-information-technology/>

PHONE: 505-428-1222

LOCATION: Room 528

USERNAME AND PASSWORD

- Your SFCC User ID and password are required to log into campus computers and devices, SFCC wireless, Office 365, Papercut Printing, MySFCC and more. Your SFCC User ID is typically firstname.lastname@sfcc.edu, but may also contain a number.
- On your first login, visit [My.sfcc.edu](https://my.sfcc.edu) and click on **First Time Users**. Follow the instructions to claim your account. You will be asked answer several account recovery questions and provide a personal email address. This will allow you to manage your account and password without assistance.
- You may manage your personal email address, security answers, and passwords at any time through the Password Manager within MySFCC.
- Your password expires every 180 days and must be a minimum of 8 characters.

Tips for creating a strong password:

- Use a unique password for each account or website,
- Use phrases to make the password difficult to guess,
- Avoid using names of people or family pets,
- When you change your password make it completely new,
- Make it more than 8 characters, and
- Don't share your password with anyone!

MySFCC

MySFCC is a web portal that enables you to connect to college information, announcements and services. Visit MySFCC (<https://my.sfcc.edu>) for important activities:

- Register for classes.
- Pay your bill.
- Drop, withdraw, or switch classes to audit.
- View your course schedule and determine where your classes are located.
- Check your midterm and final grades.
- Print your unofficial academic transcript.
- Learn about campus events.
- Access your email.

Go to MySFCC by typing my.sfcc.edu into your preferred browser. Log in using your SFCC User ID and password.

Be sure to log in to your MySFCC account every day to learn about what is happening on campus. Campus and Personal announcements change almost daily and can be found on MySFCC by clicking on "Home".

EMAIL

- Students are assigned a college email address (all student email addresses end with @email.sfcc.edu). An example of this would be first.last@email.sfcc.edu.
- Be sure to check your SFCC email account on a regular basis to receive communications from the college staff and/or your instructors. Since some emails might contain personal information (your A number for example), SFCC will only send email to your SFCC email account.
- You can check your email by logging into MySFCC and clicking on the Gmail icon in the Launchpad.

COMPUTER LABS

Open Computer Laboratories, Rooms 808 and 583

HOURS OF OPERATION

- Monday through Friday: 8 a.m. to 10 p.m.
- Saturday: 8 a.m. to 8 p.m.
- Sunday: noon to 5 p.m.

Open labs are occasionally closed for maintenance. OIT will make every effort to provide an alternate location.

Open Labs are closed when the College is closed.

WIRELESS

- Students may bring their personal devices (laptops, tablets, smart phones, etc.) to access the SFCC internet and many campus services.
- Students should log into the SFCC Wireless with their SFCC User ID and password. SFCCGuest is also available, but has limited access to student tools and bandwidth.

PRINTING

In an effort to encourage less printing and waste SFCC has implemented PaperCut.

- Each student is provided with \$15.00 per semester, which is approximately 200 double-sided black and white pages.
- Currently enrolled students may request an additional five dollars once per semester.
- Unused printing funds do not rollover to the next semester.
- Refunds for unused printing are not available.
- Wireless printing is available for many classroom printers. Visit the OIT website for instructions: <https://www.sfcc.edu/offices/office-of-information-technology/>.

OFFICE 365

Students currently enrolled in credit courses now have access to Office 365.

- Log into MySFCC and click on Office 365 icon in the Launchpad or visit <https://login.microsoftonline.com/>.
- Type in your SFCC User ID (ex: Jane.doe@sfcc.edu) and password to log in.
- You will be able to download and register Microsoft Office on up to five devices and utilize 1 TB of One Drive cloud storage.

NETWORK FILE STORAGE

- Students may store college-related electronic files in a personal student folder on the college network that can be accessed from any computer lab.
- The personal student folder is available from the first day through the last class day of the semester.
- Students are encouraged to save all their files to their personal student folder and back them up to USB or Cloud Storage. Any file saved locally on SFCC computers may be lost permanently.
- All student folder files are deleted at the end of each semester.

COLLEGE COMMUNICATION TOOLS

SFCC Website

The SFCC website (www.sfcc.edu) provides public information about the college, including course registration, academic degree and certificate programs, weather delay and closure alerts, staff directory, job openings, news and events, giving to SFCC and much more.

SFCC Operator

The SFCC operator, at 505-428-1000, can connect callers to faculty, staff, academic departments and administrative offices throughout campus.

Social Media

SFCC and some of the College's unique programs and services can be found on Facebook, Twitter, Instagram, YouTube, and LinkedIn. Join the discussion on these sites:

facebook.com/SFCCNM,

twitter.com/SFCCNM

www.instagram.com/sfccnm

<http://www.linkedin.com/company/santa-fe-community-college>,

youtube.com/SFCCNM

Sign up for SFCC Emergency Alert Text Messages

The college is committed to keeping students, faculty and staff as safe and informed as possible. *SFCC Alert* is an Emergency Text Messaging System. During an emergency, *SFCC Alert* sends registered mobile phone users quick and straightforward information using text and email messages. The service will be used only when safety on campus is jeopardized or the college's hours of operation are changed due to weather or other emergencies. All SFCC students, enrolled in credit courses, are automatically enrolled in *SFCC Alert* to receive notification via e-mail at their sfcc.edu address. You must log in to update preferences, such as adding or changing a mobile phone number, at sfcc.edu or at <https://www.getrave.com/login/sfcc>.

Emergency updates are also posted at www.sfcc.edu, on Facebook and through Twitter.

CAMPUS INFORMATION

PARKING

- Students/visitors may park in any spot in the campus parking lots that is not designated as reserved or designated for carpools, without prior authorization. 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 fire lanes and for emergency vehicles only. The fine, issued by law enforcement, for illegally parking in a red zone is \$25. Numerous violations of parking policy may result in warning stickers placed on the vehicle and/or a "boot" may be placed on the tire to immobilize the vehicle.
- Yellow zones are no parking zones.

SFCC BOOKSTORE

HOURS: Monday through Thursday, 8 a.m. to 6 p.m.

Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1218

LOCATION: Main Hallway, Room 233 (past the Campus Center and Food Services)

- You must purchase your own textbooks if they are required for a class.
- A list of required texts is available prior to the start of classes at the Bookstore, on MySFCC under Quicklinks-Bookstore, or on the SFCC website, www.sfcc.edu under Student Resources-Bookstore.
- A copy of your schedule is required when purchasing textbooks from the SFCC Bookstore.
- Personal checks, Visa, MasterCard 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, on MySFCC, and TV monitors around campus.
- The bookstore provides copying and printing services. Fees for these services vary.
- You can send local faxes from the bookstore for \$1.50 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.

FOOD SERVICES

HOURS:

Cafeteria: Monday through Thursday, 7:30 a.m. to 7:30 p.m.
Friday and Saturday, 7:30 a.m. to 2 p.m.

Campus Center Café: Monday through Thursday, 7:30 a.m. to 6:30 p.m.
Friday and Saturday 7:30 a.m. to 2 p.m.

PHONE: 505-428-1363

LOCATION: Campus Center

- Cafeteria-style hot and cold meals are available in the Campus Center and offers made-to-order breakfasts; an assortment of salads; an extensive line of hot and cold grab-and-go items such as pizzas, calzones, pot pies, Middle Eastern/Mediterranean dishes, sandwiches, cooked-to-order Harris Ranch burgers, and full meals.
- Breakfast and lunch are served Monday through Saturday; dinner is served Monday through Thursday.
- Opening and closing times are posted; summer session hours are limited.
- The Campus Center Café offers an assortment of specialty coffee and chai beverages, salads and sandwiches, as well as a great variety of homemade pastries and desserts.
- Vending machines, offering a variety of beverages, snacks and sandwiches, are available on the lower levels of the main building, in Health and Sciences, the East Wing, the Fitness Education Center and Kids Campus. Microwave ovens and change machines are also provided.
- You may bring your own meals and are encouraged to eat in the Campus Center or in the courtyard. There are microwaves available at various locations on campus including by the Open Computer Lab (Room 583) in the East Wing and at the bottom of the stairs from the Campus Center.

EAST WING EATERY

HOURS: Monday through Friday, 7:00 a.m. to 5:00 p.m.

Closed Saturday and Sunday

PHONE: 505-428-1313

LOCATION: East Wing

- The East Wing Eatery menu items are prepared by SFCC Culinary Arts students under the direction of the Chef-manager.
- The East Wing Eatery strives to use sustainably and organically produced local and regional products whenever possible. Selections are made to order and specialties include house-made pastries, and breads baked daily; freshly prepared salads and sandwiches made with top quality ingredients; and an assortment of desserts made in-house.

FITNESS EDUCATION CENTER

HOURS: Monday through Thursday, 6:30 a.m. to 9 p.m.

Friday, 6:30 a.m. to 7 p.m.

Saturday, 9 a.m. to 5 p.m.

PHONE: 505-428-1615

LOCATION: William C. Witter Fitness Education Center

Stay physically fit while relieving stress and potentially increasing 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 fitness/dance room, yoga room, Pilates room, indoor fitness cycling, and suspension training.

Here's how to acquire access the facility:

- Enroll in a Health, Physical Education and Recreation (HPER) class for the semester. A SFCC student photo I.D. is required for class attendance and/or general use of the FEC.
- Purchase a one-time day pass for \$8.00, a five-time day pass for \$30.00, or a \$50.00 monthly pass. Passes and a photo I.D. must be presented with every visit.
- Specific exercise rooms are closed for general workout use when a HPER or DANCE class is scheduled in that room. The schedules posted at www.sfcc.edu are subject to change.

Locker rentals are available, one per person, on a first-come, first-served basis. A \$10.00/semester rental fee is payable at the Reception Desk. Annual lockers are also available for \$30.00/year. You must be registered in a current semester's HPER course to rent a locker. Locker contents must be removed during Finals Week. Day lockers are available for free using your own lock.

SAFETY AND EMERGENCY SERVICES

ANNUAL SECURITY REPORT (CLERY ACT)

As required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), SFCC has compiled a comprehensive Annual Security Report (ASR) that contains information related to enforcement authority and practices of campus police and security forces, incident reporting procedures for students and employees, and policies that have been used in preparing this report. Also included is information on how the campus community is notified regarding immediate threats, emergency response and evaluation procedures, campus crime statistics, as well as information about campus and community resources available to the campus community and important safety tips. The report may be accessed on the SFCC public website at <https://www.sfcc.edu/clery-annual-security-report/>. Please take a few minutes to review this information.

In addition, hard copy reports are available in the following locations:

- Safety and Security, Room 101
- Library

You may request a hard copy of the report by mail by contacting the SFCC Safety and Security Department. Send the request to:

SFCC Safety and Security Department, Room 101
Santa Fe Community College
6401 Richards Avenue
Santa Fe, NM 87508

CAMPUS SAFETY & SECURITY:

PHONE: 505-428-1224; cell 505-690-1477

LOCATION: Main Hallway, Room 101

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.

- SFCC's Lost and Found is located in the Campus Safety and Security Office in Room 101. Students can find lost articles that have been turned in. Items including phones, credit cards, wallets, assignments and flash drives have been turned into Campus Security in the past. Please help others by being aware of abandoned articles and turning them into Campus Safety.
- If you have personal knowledge or have heard of any crime that has occurred on or off SFCC property, but would like to remain anonymous, please report the crime by filling out the Silent Witness Report Form on the public website at www.sfcc.edu. Enter "silent witness" in the search box to locate the form.
- Call Campus Safety and Security for urgent situations that are not life threatening. While safety officers cannot administer medical assistance, Campus Safety in Room 101 can provide some privacy until medical assistance is available. When reporting an emergency, inform the official if the situation is not life threatening.
- Campus Safety and Security 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.
- Security officers can escort students to the parking lot or to other areas on campus. To request an escort, contact the Campus Safety and Security Office at extension 1224.

EMERGENCY PHONE TOWERS

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

- Kids Campus – Two emergency phone towers in front of the building
- Fitness Education Center – Two emergency phone towers in the parking lot
- 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.

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 other emergency situations.
- After the appropriate emergency authority has been notified, call Campus Safety Officers to inform them of the situation.

BE IN THE KNOW ABOUT SNOW, DELAYS, AND CLOSURES

Notifications about campus closures, delays and emergencies are primarily made through the college's automated alert system, SFCC Alert.

- If you are registered in credit classes, or you are a faculty or staff member, you are already enrolled in the system. In the event of a weather delay or closure, an email will be sent to your SFCC address. You may also choose to receive a text message by manually setting your preferences at www.sfcc.edu/sfcc.alert.
- Continuing Education and Adult Education students and instructors and members of the local community are not automatically enrolled. To enroll in SFCC Alert and receive weather and emergency notifications, go to www.getrave.com/login/sfcc and click on the "Register" button.

Regardless of whether you are automatically enrolled, and regardless of whether you have set your preferences in the past, you can always customize your notification methods again. Visit www.sfcc.edu/sfcc_alert, sign in with your SFCC email address, and make your selection.

When a snow delay or closure occurs, SFCC makes every effort to get a notification out by 6 a.m. or as soon as possible, depending on the timing of the weather circumstances.

If the Santa Fe public schools are delayed or closed, this is often, but not always, an indicator that SFCC will also be delayed or closed.

In addition to SFCC Alert, you can find out about an SFCC delay or closure through the following methods, which are listed in order of reliability:

- Visit www.sfcc.edu and see a notification on the homepage
- Call the special WeatherWatch Line at 505 428-1716 directly, or get to it through the college's main number at 505 428-1000
- Check the SFCC Facebook page and Twitter
- Check your SFCC email account
- Listen/watch the local news (radio, TV, newspapers online)

It is a good idea to check several sources, because occasionally texts and emails are delayed, depending on individual plans or technological issues.

Bottom line: you make the final decision on whether or not to travel in inclement weather. Be cautious on the road and always use your best judgment.

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 also 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, 9-428-3720
- State police, 9-827-9300
- SFCC's Weather Line 9-428-1716

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.

SMOKING POLICY

No smoking or vaporizing is allowed inside any college building. Smoking is only allowed outside in the designated smoking areas. This includes e-cigarettes and similar devices of any kind. See Policy 4-20.

STUDENT DEVELOPMENT

OFFICE OF STUDENT DEVELOPMENT

HOURS: Monday through Friday, 8 a.m. to 5 p.m.

PHONE: 505-428-1665

LOCATION: West Wing, Lower Level, Room LL312

The Office of Student Development is a place where students can learn about opportunities for involvement on campus. Throughout the year, events and activities are offered to students to expand their knowledge, support their personal growth and improve their connection to other students and the college.

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, and promote and encourage healthy discussions.
- 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 and 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 Government Association on the public website or stop by the SGA offices located in 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 a student club, you must first register to obtain the official recognition of SFCC. Forms for new clubs are available in the Office of Student Development. Contact the Student Involvement 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 (registration does not guarantee funding).

STUDENT AMBASSADORS

The rich diversity and culture within the Student Ambassador group enhances the educational experience of your academic journey. Students who have been part of the program indicate it has helped them build unforgettable friendships in a safe and positive environment, provides opportunities for networking and practicing leadership skills, as well as coordinating and participating in conferences.

- Student Ambassadors encourage student involvement and engagement at SFCC while completing a minimum of 150 hours of service per semester.
- They assist students with navigating college and finding resources and support on campus.

Students must apply in a competitive process through the OSD to be a part of this leadership team and to earn the scholarship AND LEADERSHIP EXPERIENCE. For more information call 505-428-1602.

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

The National Society of Leadership and Success is a leadership program that helps students achieve personal growth, career success as well as empowering them to have a positive impact in their communities.

Requirements for Induction are provided below. Students must participate in:

- Orientation
- Leadership Training Day
- Speaker Broadcast
- Service Leadership

Stop by Student Development, Room LL312 or call 505-428-1786 for more information.

PHI THETA KAPPA (PTK)

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

Membership privileges:

- 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
- Membership noted on your transcript and diploma.

Eligibility:

- A 3.4 cumulative GPA
- 12 completed hours of college-level credit that can be used for a degree.

Application:

- Qualified applicants will receive an email in their SFCC email account from Phi Theta Kappa headquarters after their qualifying semester, asking them to join.
- The one time enrollment fee, good for life, is \$80.
- Once you have been asked to join, you will be given a passcode and can enroll and pay online.

Please contact Andrew Lovato, faculty adviser at 505-428-1375 or at andrew.lovato@sfcc.edu.

APPENDIX

COLLEGE VOCABULARY

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 in addition to required online course work. See "Online Courses" below.

Campus Center: This is the area located just outside the food services area and serves as a location 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: 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.

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 set-up 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.

Degree-Seeking Students: Credit students who 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 MySFCC or by a written request to The Welcome and Advising Center. Verbal requests will not be 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.

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: Students whose parents have not completed a college degree. First-generation students may be 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 (or “I”) 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 when and as agreed, the incomplete grade will automatically change to an “F.”

Independent Study: 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.

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

Prerequisite: 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 lower 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 their 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 lower 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.

SUCCESS TIPS

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 the Welcome and Advising Center in the printed *Schedule of Credit Classes* and in the catalog. The academic calendar is also available on MySFCC and the SFCC website.
- Registration deadlines, found in the *Schedule of Credit Classes*.
- Course assignment and exam deadlines, found in your course outline or syllabus.

Attend Class

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

Know the Rules

- Understand your rights and responsibilities as a student. These carry such importance that they are described in their own section entitled Student Policies. 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 syllabus. 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 and use someone else's language, ideas or other original (non-common-knowledge) material without acknowledging the source. This definition applies to texts published in print or online, 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

Your fellow students are often the best people to go to for help – they may catch a section of the lecture that you haven't understood or they may 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.

Become a Test-Taking Expert

Performing well on exams is a learned skill. Here are some 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.
- 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 outside of class.
- 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(s).

Additional techniques for test preparation and test-taking skills can be found at these websites:

- www.campusaccess.com/campus_web/student/s3acad_exam.htm
- www.testtakingcentral.com
- 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 their ability
- A fear that poor grades will alienate parents, family and friends
- Timed tests and the fear of not finishing, even if they know all the answers.

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

- Their anxiety level is 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 websites:

- www.testanxietytips.com
- www.coedu.usf.edu/zalaquett/Help_Screens/Test_Anxiety.htm
- 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 types 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/>.

STUDENT POLICIES

The policy information provided here is the most current available at the time the Handbook was printed. Current and complete policies are available on the SFCC website at www.sfcc.edu.

Students are expected to read and understand official student policies. Failure to do so does not absolve them from knowing and complying with the content of such communications.

SFCC STUDENT CODE OF CONDUCT – POLICY 2-1

Policy Overview

Santa Fe Community College (SFCC or College) strives to create and maintain an environment that supports and respects all members of the learning community. In order to help achieve this goal, SFCC has established a Code of Conduct which sets out values, expectations and standards of behavior that apply to all students.

Scope and Applicability

The Code of Conduct applies to all students, visitors and guests regardless of status. SFCC 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

- A. SFCC is committed to providing a safe and welcoming environment for students, faculty, staff and the public. Students at SFCC are expected to behave in a respectful, civil and thoughtful manner at all times.
- B. Any student who has been subjected to misconduct by others or who observes misconduct should report it promptly to the Vice President for Academic & Student Affairs (VPASA), Student Affairs Officer (SAO), and/or to Campus Safety and Security (CSS).

C. SFCC values involvement, integrity, lifelong learning and excellence. In the spirit of these values, every member of the campus community has a personal responsibility to respect the rights of others and to behave in a manner conducive to learning and/or living in an educational environment. As a result of these values, the following conduct is prohibited:

1. Classroom Conduct

- a. Plagiarizing, cheating, or committing any other form of academic misconduct including but not limited to unauthorized collaboration, falsification of information and/or helping someone else violate responsible standards for academic behaviors is prohibited. Students who are found to have engaged in this type of conduct are subject to both consequences as determined by the instructor and disciplinary action under SFCC policy 2-2 Student Corrective and Disciplinary Action.
- b. Any behavior that may disrupt others from learning or may interfere with the efforts of a faculty member to instruct a class, for example: use of cell phones or other portable electronics, unless authorized by the faculty member teaching the course.
- c. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or SFCC activities, including its functions on or off campus.

2. Campus Conduct

- a. Conduct that is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or encouraging another person to breach the peace on College premises or at activities sponsored by or participated in by SFCC. Engaging in behavior that could reasonably be foreseen to cause disruption of, obstruction of, or interference with any service or activity provided or sponsored by the College.
- b. Any violent behavior toward another student, a faculty or staff member or any other individual on campus. A student who exhibits this type of behavior shall face discipline under Policy 2-2, Student Corrective Action and Disciplinary Action, up to and including expulsion.
- c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person. All threats and threatening behavior shall be taken very seriously and investigated promptly.
- d. Attempted or actual theft of and/or damage or destruction to property of SFCC, or property of a member of the College community, or other personal or public property, including unauthorized use of property located on the campus or property owned or controlled by SFCC.
- e. Failure to comply with direction of College officials, security personnel or law enforcement officers in the performance of their duties.
- f. Conduct that violates any SFCC policy, seriously threatens the educational mission of SFCC, or the health or safety of any member of the College community, even if such conduct occurs off campus.
- g. Unauthorized possession, duplication or use of keys to any SFCC premises, or unauthorized entry to or use of SFCC premises.
- h. Possession of any unauthorized pet or animal, excluding trained service animals, while on College-owned or College-controlled property. (Policy 4-21 Service and Other Animals on Campus)
- i. Tampering with or disabling any security camera or any other campus safety or security equipment.
- j. Leaving children unattended or unsupervised in campus buildings or on campus grounds or in vehicles.
- k. Camping within campus facilities or grounds, regardless of the duration or purpose of the use.
- l. Clothing and/or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered at SFCC.

- m. Unauthorized display or distribution of any written notices such as fliers, posters, brochures, etc.
- n. Vending and sales activities unless authorized (Please refer to Policy 8-2 Campus Solicitation, Vending, and Political Activity by External Parties.)

3. *Discrimination, Harassment, and Sexual Misconduct*

- a. Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, serious medical condition, spousal affiliation, gender identity or sexual orientation. (See Policies 2-22 Student Sexual Harassment and 2-23 Student Discrimination and Harassment)
- b. Sexual misconduct offenses include, but are not limited to, sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and/or sexual exploitation. (See SFCC Policy 2-28 SFCC Student Policy on Sexual Violence, Sexual Misconduct, Relationship Violence, Domestic Violence, and Stalking for more information.)

4. *False Alarms and Weapons*

- a. Deliberately causing a false fire alarm or creating any sort of false bomb threat or public alarm.
- b. Possession or distribution of any firearms, ammunition, explosives, fireworks, and/or other dangerous weapons (or chemicals/flammable liquids) unless authorized by an SFCC official, or use/threat of use of any instrument (including, but not limited to, paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

5. *Drugs, Alcohol, Medical Marijuana, Smoking and Gambling*

- a. Using, being under the influence, manufacturing, possessing, cultivating, distributing, purchasing, or selling of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by SFCC and/or in state-owned or leased vehicles.
 - i. Note: The President may make an exception regarding alcohol, by granting prior written consent. All laws relating to the sale, purchase and distribution of alcohol must be observed, including age limits.
- b. Although possession and use of medical marijuana consistent with the requirements of the New Mexico State Law is not a crime in the State of New Mexico, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on College-owned or College-controlled property, and/or any function authorized or supervised by SFCC and/or in state-owned or leased vehicles.
- c. No smoking except in designated smoking areas.
- d. For the purpose of this policy, smoking shall include the use of tobacco products, e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, or other such devices that vaporize substances to simulate smoking.
- e. Gambling of any kind, including computer gambling, sports betting pools and pyramid schemes on campus-owned or SFCC-controlled property.

6. *Computing and Networking*

- a. Violation of SFCC policy on the acceptable use of computing and network resources. Unacceptable uses of computing resources include, but are not limited to:
 - i. Use of electronic forums to violate other sections of the Student Conduct Code;
 - ii. Sharing of accounts or computer access;
 - iii. Violation of electronic privacy;
 - iv. Interference with computer use or operations;
 - v. Unauthorized entry into or tampering with computers, networks, or other information resources;
 - vi. Commercial or illegal use of electronic or computer resources;
 - vii. Violation of copyright law or other intellectual property protection laws or policies; or
 - viii. Threats, abuse or harassment, as defined in SFCC policies made or transmitted via electronic forums, social media platforms or electronic mail.
- ix. Refer to policy 7-1 Technology Usage Policy, policy 7-3 Information Security Policy and policy 8-7 Social Media Policy for more information.

7. *Parking and Campus Traffic Rules*

- a. Failing to follow traffic rules or respect designated handicap parking spaces and fire zone areas in College parking lots.
 - i. Any person who violates traffic or parking rules is subject to having their vehicle towed or immobilized by the use of a boot.
 - ii. If you receive a warning sticker, or if your car has been towed or immobilized, see the Campus Safety and Security Office.
 - b. Using bicycles, skateboards, roller-skates, wheelies, scooters, hover boards, in-line skates, and the like in prohibited areas, such as SFCC sidewalks and other campus walkways. These items may only be used on campus streets
- D. 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 (Policy 2-2). The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

Definitions

1. **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 or fabrication of records. Assisting another student in cheating, plagiarism and falsification of records is also academic dishonesty.
2. **Camping** is defined as using campus facilities or grounds for living accommodations or housing purposes, such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire, or using a portable stove for cooking, lighting or warmth, or the use of tents, motor vehicles, or other structures for living or shelter.
3. **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.
4. **Integrity** is a strict adherence to a standard of values and conduct.
5. **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.

Policy Process

- A. Students should familiarize themselves with the expectations outlined in this Code of Conduct and ensure they comply with them. Any questions or concerns about this Code of Conduct should be discussed with the VPASA, SAO or their designee.
- B. Students who violate any provision of this Code of Conduct may be subject to discipline under the Student Corrective Action and Disciplinary Action Policy 2-2, up to and including, expulsion.
- C. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.
- D. SFCC may also report any apparent violation of law to the appropriate law enforcement authorities.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs (VPASA) and the Student Affairs Officer (SAO) shall be responsible for enforcing student focused procedures and policies. The SAO, in conjunction with the VPASA is responsible for ensuring the adherence to this policy and initiating procedures for any corrective action or disciplinary process. The VPASA and SAO shall work with various different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

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

Policy Overview

This policy is established to address non-academic types of misconduct including violations of the Santa Fe Community College (SFCC or College) Student Code of Conduct or any other College policy that applies to student conduct. This policy does not address grade appeals, academic probation, academic suspension, or academic misconduct.

Scope and Applicability

This policy applies to all SFCC students.

Policy Statement

- A. If a student violates the Student Code of Conduct (SCC) or any other SFCC policy, he or she is subject to corrective or disciplinary action.
- B. Corrective action is used for less serious violations of the Student Code of Conduct (SCC) or other College policies (e.g. skateboarding on campus, noise complaint, etc.) and is intended to correct inappropriate conduct. Students will receive a letter of warning outlining expectations for improvement. Corrective action is not subject to appeal.
- C. Disciplinary action is used for more serious violations of the SCC or other College policies (e.g. making threats toward another student, faculty or staff member, bringing a weapon on campus, etc.) and may result in:
 - 1. removal from class or campus, or other SFCC teaching locations;
 - 2. institutional response;
 - 3. non-academic probation;
 - 4. non-academic suspension; and/or
 - 5. expulsion.
- D. Disciplinary action may be appealed by requesting a hearing before a College Hearing Panel. The final determination of such appeal is made by the Vice President for Academic and Student Affairs.

- E. The College strictly prohibits retaliation against any student or employee for participating in the corrective action or disciplinary action process. Anyone who is found to have either directly or indirectly retaliated against another individual engaged in this process will be subject to discipline under this policy.
- F. The Student Affairs Officer will maintain a record of all College Hearing Panel reports, along with the Vice President for Academic and Student Affairs' final decision, and will manage the records in a manner consistent with FERPA and the confidentiality requirements of the College.

Definitions

- A. **College Hearing Panel** refers to a three-member panel that is formed from the College Hearing Council pool on an as-needed basis to hear to hear appeals of disciplinary action taken by the College against employees and students.
- B. **Corrective Action** is a series of discussions about correct and/or appropriate conduct that are intended to correct inappropriate conduct and to assist the student in succeeding at SFCC. Corrective Action may include documentation of the conduct violation and expected behavior, and is done in the form of verbal and/or written warnings.
- C. **Disciplinary Action** is action taken when repeated or egregiously inappropriate conduct has occurred. For students, these actions may include removal from classes, probation, suspension, or expulsion.
- D. **Expulsion** is action taken which dismisses the student from SFCC for a minimum of three years. Expulsion is the most severe action taken for misconduct.
- E. **Institutional Response** means that the Student Affairs Officer may require a student to engage in community service to the College (e.g., write a paper about the impact of the student's conduct or behavior on others, prepare a letter of apology, provide customer service, clean facilities if facilities were damaged, assist departments with a project, etc.).
- F. **Probation** is a trial period (on a case-by-case basis) for the purpose of redemption or correction of previous inappropriate conduct.
- G. **Suspension** is an action that bars a student from certain privileges, such as attending class(es), for a specified time period.

Policy Process

- A. When a report of inappropriate conduct is received, an investigation is conducted by the Student Affairs Officer.
- B. If, as a result of this investigation, a student or students are found to have violated the Student Code of Conduct or other College policy, a determination is made by the Student Affairs Officer about the severity of the situation.
- C. If, in the consideration of the Student Affairs Officer and involved College employees, the violation is relatively minor, corrective action may be taken. The corrective action will include a meeting with the student and a clear, written statement by the Student Affairs Officer of what is expected of the student in the future, and the steps required by the student to achieve success. For example, a student who is disruptive in class may need to serve as a student aid in a classroom.
- D. Disciplinary action will be taken for more serious breaches as determined by the Student Affairs Officer. The disciplinary action will include a meeting with the student whenever possible and notice via electronic mail (using SFCC student email address) and regular mail of the intended disciplinary action. The student may request a meeting with the Student Affairs Officer within five (5) business days of receiving the notice to discuss the situation. The meeting with the SAO must take place within five (5) business days after such request. Subsequent to the meeting, the Student Affairs Officer shall notify the student whether the proposed discipline will be implemented, modified or not implemented.
- E. A student may request a review of the disciplinary action by requesting a disciplinary review which includes a hearing before the College Hearing Panel, with a final decision rendered by the VPASA.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs or his/her designee and the Office of Academic and Student Affairs and the Student Affairs Officer, shall be responsible for enforcing student-related policies and procedures. The Vice President for Academic and Student Affairs and the Student Affairs Officer shall work with different College departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

SFCC STUDENT CONCERNS AND COMPLAINTS – POLICY 2-3

Policy Overview

This policy is established to cover two levels of conflict by students at Santa Fe Community College (SFCC or College):

- Concerns, defined as minor disagreements and the like, and
- Complaints, which deal with more serious issues.

Scope and Applicability

This policy applies to all SFCC students.

Policy Statement

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.

A. Rights and Responsibilities reserved by the College.

Areas that are reserved by the College as exclusive management rights are not subject to review. The following issues are precluded from review under this policy:

1. content of College policies;
2. issues concerning SFCC staff or faculty;
3. personnel decisions;
4. final interpretation by the President of a policy or final decision by President about the application of a policy or resource;
5. a review of a decision involving the same student and the same issue but naming another responding person;
6. decisions or directives of the Governing Board or other external authorities having jurisdiction or programmatic responsibilities over the College;
7. funding and program priorities;
8. allocation of resources, staff, equipment, or space;
9. scheduling of operations, closures, holidays and other events;
10. overall allocations for tuition and other fee increases;
11. class schedules and assignments of faculty members to classes;
12. parking violations;
13. 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.

B. Students are encouraged to use this process to resolve disputes and the College strictly prohibits retaliation against a student who is using this policy to raise concerns and complaints or to resolve conflicts. Any student who either directly or indirectly retaliates against a student who is engaged in this process will be subject to discipline under Policy 2-2 Student Corrective Action and Disciplinary Action.

- C. SFCC students are functioning in an academic setting, therefore no requirement exists to set a statute of limitation. Matters may be addressed for further review if opened under applicable state statute.
- D. The President has discretion, with cause, to accept, modify or reject, in whole or in part, the recommendation of the College Hearing Panel after meeting with them. If his/her decision is different from their recommendation, the President will communicate reasons for that decision in writing or through a meeting with the College Hearing Panel, after which the reasons will be documented. The President's decision is final and binding upon the parties, unless the concern or complaint is with the President, in which case the matter will be resolved by the Governing Board.

Definitions

- 1. **College Hearing Council** is a list of individuals composed of staff and faculty members who are nominated by the governance groups to be council members, have completed OHR training, and may be selected to serve as College Hearing Panel members for appeal hearings brought by employees or students.
- 2. **College Hearing Panel** refers to a three-member panel that is formed from the College Hearing Council pool on an as-needed basis to hear appeals of disciplinary action taken by the College against an employee or student.
- 3. **Complaints** are allegations by a student or students that a specific College decision or action, which directly affects that student or students, constitutes a violation of College policy.
- 4. **Concerns** refer to minor disagreements a student has with another student or College employee; or about a College action or decision that can be resolved through mediation or discussion; or about a College department, department process or facility issue.

Policy Process

- A. A student may submit a concern to resolve any issue in which the student is directly involved. Student concerns are issues that can be resolved through:
 - 1. informal discussion between the parties involved;
 - 2. a facilitated discussion with the Student Affairs Officer; and,
 - 3. as a final resolution, mediation.
- B. A student may submit a complaint about an issue directly affecting them regarding a specific management decision or management action which, if true, would constitute a violation of a College policy. Examples would include (but not be limited to) discrimination that the student believes was not properly handled, or racial or sexual harassment that the student believes was not properly or adequately dealt with under appropriate College policies.
 - 1. Student complaints may be resolved using the procedural steps for resolving student concerns; or
 - 2. A student may request that the complaint be reviewed before a College Hearing Panel within 10 days of the incident or management decision that they are protesting.
 - 3. A student must submit an official SFCC Complaint & Concerns form.
- C. SFCC will maintain records and analyze trends in compliance with Title IV of the Higher Ed Act of 1965, the Higher Learning Commission, and other regulations. The Student Affairs Officer is responsible for managing and maintaining records of student concerns and complaints, including College Hearing Panel reports. The Student Affairs Officer will manage the records in a manner consistent with FERPA (The Family Educational Rights and Privacy Act) and the confidentiality requirements of the College.

Statement of Accountability/Responsibility

The President, through the Vice President for Academic and Student Affairs or his/her designee and the Student Affairs Officer, shall be responsible for enforcing student-related procedures and policies. The Vice President for Academic and Student Affairs and the Student Affairs Officer shall work with College departments and offices to comply with this policy and related procedures.

SFCC STUDENT RECORDS – POLICY 2-12

Policy Overview

This policy describes the right of Santa Fe Community College (SFCC or College) students to access their records; a process 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.

Scope and Applicability

This policy applies to all SFCC students, faculty, staff and other individuals who may request access to student records.

Policy Statement

Santa Fe Community College (SFCC or College) 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 has been established to comply with the Family Educational Rights and Privacy Act (FERPA).

Definitions

1. **College Official** includes any employee, board member, or administrator of SFCC as well as any attorneys, consultants, and independent contractors retained by SFCC.
2. **Educational Records** as defined by FERPA, 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 also includes student records relating to an individual in attendance at the College who is also employed at the College.

Policy Process

A. 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 of a student over the age of 18, but only if a student requests 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 Registrar's Office does not retain a copy of the tax return but reviews such documentation as evidence that the student is a dependent of the requesting parent.

B. 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.

C. Student Right to Review Records. Students have the right to inspect and review their records. 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.

- D. An employee who violates this policy may be subject to Policy 4-2 Corrective Action and Disciplinary Action up to, and including, termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.
- E. Review of records.
1. Grades: If a student wants to review a grade, they may request that record from the Registrar's Office. Students must present their student identification card or their A number and other photo identification. Grades may also be accessed through a student's online account.
 2. Tuition and Fees: If a student wants to review their tuition bill, they must present their student identification card or their A number and other photo identification to the College Cashier's Office to obtain a copy of their bill.
 3. 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 the Registrar's Office. Forms for making this written request are found in the Registrar's Office. Financial aid records should be obtained through the Financial Aid Office.
 4. 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 from the date of the request.
5. Limitations on Reviewing Records.
- i. The right to review Educational Records does not extend to:
 - a. 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 his or her designee);
 - b. inspecting financial records of their parents that are maintained by the
 - College or
 - records created by Campus Safety and Security for law enforcement purposes.
 - c. The release of 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
 - a letter recommending an honor or honorary recognition, providing that the student has signed a waiver stating he or she is not entitled to access that information.
 - d. 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.
 - ii. If an educational record contains information about more than one student, the student only has the right to review that portion that relates to them.
- F. 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.
- G. All graded papers and exams must be returned to students in a manner that preserves 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.

- H. 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. Those 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 student records, as provided by law;
 - state and local authorities, within a juvenile justice system, who have the right to obtain copies of student 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 purposes 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 any 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. Legitimate educational interests include:
 - o providing academic, employment or other advice to students;
 - o administering College programs;
 - o creating and maintaining student records;
 - o awarding and administering financial aid;
 - o assessing and collecting fees;
 - o enforcing student conduct and discipline;
 - o representing the legal interest of the College in matters where a student record is relevant; and
 - o research related to the educational programs of the College.
- I. If the College is required to release a student's Educational Record, it will indicate in the record, the individual, agency or organization which has requested the information, will specify the legitimate interest that the person or entity has in obtaining the information and will include the date of the request and the date the information was released.
- J. Request to Amend a Record:
- i. If a student believes that his or her Educational Record is inaccurate, misleading, or otherwise in violation of their privacy rights, they may request that the record be amended. This process does not apply to financial aid records.
 - ii. If a student believes that there are inaccuracies in the record, they should first contact the faculty member responsible for the grade (or SFCC employee responsible for the record) and request that he or she review the record and amend it. The student may request the assistance of his or her academic advisor. The responsible 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 student's request.
 - iii. If the staff or faculty member does not amend the record, the student may appeal the decision to the department chair. The request should be made in writing and describe the nature of the alleged inaccuracy or other violation of this policy and the remedy requested by the student. The department chair will advise the student in writing that they have amended the record or that they believe it is correct and the reasons for their decision within ten calendar days of the request.

- iv. 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. The student should contact the Registrar's Office and submit a written request for a hearing. The hearing will follow the process as described in SFCC Policy 2-3 Student Concerns and Complaints.
 - v. 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.
- K. The College will maintain electronically stored student files, transcripts, financial information, and grade reports according to the Functional Records Retention and Disposal Schedule 1.21.2 NMAC administered by the Registrar.
- L. 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- retention laws. The College shall not destroy any education records if a request is outstanding to inspect or review the records. Transcripts are maintained for 100 years after date of birth.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs and the Office of Academic and Student Affairs, shall be responsible for enforcing student records policies and procedures. The Registrar, in conjunction with the Vice President for Academic and Student Affairs, is responsible for ensuring adherence to this policy and for any corrective action or disciplinary process initiated. The Vice President for Academic and Student Affairs shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

SFCC STUDENT SEXUAL HARASSMENT POLICY 2-22

Policy Overview

Santa Fe Community College (SFCC or College) is committed to maintaining a community in which students and prospective students are free to work, study and participate without being subjected to sexual harassment. Such behavior subverts the mission of all involved. Sexual harassment is a form of discrimination on the basis of gender and is, therefore, prohibited on campus and in programs and activities sponsored by the College. This policy extends not only to students, but also to applicants for admission to the College. Sexual harassment constitutes an unacceptable and punishable offense at the College.

Scope and Applicability

This policy applies to all College students and prospective students.

Policy Statement

The College complies with all federal and state laws which promote equality and prohibit sexual harassment discrimination including, among others:

- Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681–1688 and its implementing regulations, 34 C.F.R. Part 106
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e–2000e-17 and its implementing regulations 29 C.F.R. §1604 11.
- Clery Act, 20 U.S.C 1092(f) and its implementing regulations 34 C.F.R. Part 668
- FERPA Regulations, 34 C.F.R. Part 99 Title IV and VII of the Civil Rights Act of 1964
- The Civil Rights Act of 1991

The College prohibits sexual harassment on the basis of:

- Gender;
- Gender identity;
- Sexual orientation; and
- Any other basis prohibited by law.

Collectively, these categories are referred to as “protected classes” within this policy. It is illegal to engage in, and the College prohibits, sexual harassment in any aspect of student life. The Vice President for Academic and Student Affairs (VPASA) is the Title IX Coordinator for SFCC. The VPASA has designated responsibility to the Student Affairs Officer for coordinating the efforts of the College to comply with and carry out its responsibilities under applicable laws prohibiting sexual harassment, including Title IX of the Educational Amendments of 1972.

Discriminatory practices under this policy also include:

- harassment on the basis of membership in a protected class;
- retaliation against an individual for filing a charge of sexual harassment, participating in an investigation, or opposing sexual harassment practices;

Definitions

1. Sexual harassment may take many forms, including unwelcome conduct of a sexual nature and conduct that is not necessarily sexual in nature, but which is unwelcome and directed at a person because of their gender. Sexual harassment involving unwelcome conduct of a sexual nature can include unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature when:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of participation in a program or activity at the College;
- ii. Submission or rejection of such conduct by a student is used as the basis for academic decisions affecting the student; or
- iii. Such conduct is so severe or pervasive that it affects a student’s ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment.

Sexual harassment is distinguished from voluntary sexual relationships when the conduct directed towards the student is unwelcome. Conduct of a sexual nature is unwelcome when the student did not request or invite the conduct and views the conduct as offensive and undesirable. Conduct of a sexual nature can include, but is not limited to:

- verbal, non-verbal or physical sexual advances
- pressure for sexual favors
- touching of a sexual nature
- sexual assault
- sexual gestures
- sexual or “dirty” jokes
- offensive personal jokes and comments of a sexual nature; and/or
- displaying or distributing sexually explicit drawings, pictures and written materials.

Sexual harassment can also involve acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or gender discrimination, but not involving conduct of a sexual nature, when such conduct is so severe or pervasive that it affects a student’s ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment. Such conduct can include, but is not limited to:

- offensive jokes or comments, not necessarily sexual in nature, but directed at a person because of their gender
- sabotaging the work, such as laboratory experiments, of certain students based on the students’ gender.

Sexual harassment against a student or applicant for admission can involve any member of the College community, including faculty, staff, another student, or a guest speaker, visiting student or contractor.

Policy Process

- A. **Reporting Sexual Harassment.** If a student believes that they are being subjected to sexual harassment, or believes that another student, prospective student or applicant for admission is being subjected to sexual harassment, they should, as soon as possible, notify the Student Affairs Officer, the Executive Director for Human Resources and Professional Development/EEO Officer, a Dean, a Department Chair, a Student Advisor or Campus Security. If a student is not certain whether sexual harassment is taking place, they should nevertheless report their concerns. The Student Affairs Officer may be reached at 505-428-1014.
- B. The Equal Employment Opportunity Officer (EEO Officer) and the VPASA as Title IX Coordinator will oversee the efforts of the College to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972.
- C. **Time Frame for Reporting Sexual Harassment.** SFCC encourages the reporting of sexual harassment in a timely manner. In order to allow for a prompt and timely investigation, a student's report should be made as soon as possible following the latest alleged incident of sexual harassment.
- D. **Retaliation Prohibited.** Retaliation against a student, prospective student or applicant for admission who makes a complaint of sexual harassment or reports that another student, prospective student or applicant for admission is being sexually harassed or who cooperates in an investigation of a complaint of sexual harassment is prohibited. If a student believes they have been retaliated against or that someone else has been retaliated against for reporting sexual harassment, they should follow the same reporting requirements for reporting incidents of sexual harassment set forth above.
- E. **Investigation and Resolution of Reports of Sexual Harassment.** The investigation and resolution of reports of sexual harassment will be handled pursuant to this policy and any relevant disciplinary policy (see Authority below). The College reserves the right to investigate any reports of sexual harassment as the College deems appropriate, whether or not the student involved participates in the investigation.
- F. **Appropriate disciplinary action** will be taken against any student or employee, including staff member, faculty member or administrator, who is found to have engaged in sexual harassment or retaliation. The College will also take appropriate action, to the extent possible, against non-employees, such as contractors and guest lecturers, who are found to have engaged in sexual harassment or retaliation.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs and the Student Affairs Officer, shall be responsible for enforcing academic policies and procedures. The Vice President for Academic and Student Affairs shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention and remediation.

STUDENT DISCRIMINATION AND HARASSMENT – POLICY 2-23

Policy Overview

Santa Fe Community College (SFCC or College) is dedicated to providing a learning and working environment free of discrimination and harassment. This policy addresses protection for students against discrimination and harassment and from harassing or expressing discrimination to others. All students are expected to treat their peers, supervisors, faculty, administrators, board members and the members of the greater community in a manner that reflects equality and respect. This policy provides the guidelines by which students may report incidents of discrimination or harassment.

Scope and Applicability

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

Policy Statement

The College complies with all federal and state laws which promote equality and prohibit discrimination, including, among others:

- The Equal Pay Act of 1963
- Federal Age Discrimination Act of 1975, 29 USC §6101
- The Americans with Disabilities Act of 1990
- Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681–1688 and implementing regulations, 34 C.F.R. Part 106
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e–2000e-17 and its implementing regulations 29 C.F.R. §1604.11.
- The Civil Rights Act of 1991 Title IV and VII of the Civil Rights Act of 1964
- The New Mexico Human Rights Act of 1969
- Federal Civil Rights Act 1991 and Title VII of 1964
- Federal Age Discrimination in Employment Act of 1967
- The Americans with Disabilities Act of 1990.

The College prohibits discrimination on the basis of: race, color, religion or creed, national origin or ancestry, gender, gender identity, sexual orientation, age, physical or mental disability, veteran status, pregnancy, and any other basis prohibited by 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 Vice President for Academic and Student Affairs has designated the Student Affairs Officer the 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.

Definitions

1. **Discrimination:** unequal treatment of a person based on race, color, religion or creed, national origin or ancestry, gender, gender identity, sexual orientation, age, physical or mental disability, veteran status, pregnancy, genetic information, citizenship, and any other basis prohibited by law.
2. **Harassment:** a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.
3. **Protected Class(es):** The basis (or bases) on which the College prohibits discrimination. Federal and state protected classes include: race, color, religion or creed, national origin or ancestry, gender, gender identity, sexual orientation, age, physical or mental disability, veteran status, pregnancy, genetic information, citizenship, and any other basis prohibited by law.

Policy Process

To facilitate an effective investigation:

- A. A student who believes they have been discriminated against or harassed is encouraged to report it as quickly as possible to the Student Affairs Officer, a Department Chair, a Student Advisor, a Director, a Dean, or Campus Security. All reports of discrimination or harassment will be referred to the Student Affairs Officer for investigation
- B. If a student believes a member of the campus 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 is encouraged to notify the College immediately. The Student Affairs Officer may be reached at 505-428-1014.
- C. 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 under Policy 2-2 Student Corrective Action or Disciplinary Action, Policy 4-2 Employee Corrective and Disciplinary Action.
- D. Corrective Action and Disciplinary Action. A student who violates this policy may be subject to corrective action or disciplinary action up to and including expulsion.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs and the Student Affairs Officer shall be responsible for enforcing student-focused policies and procedures. The Vice President for Academic and Student Affairs or their designee shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

STUDENT SEXUAL VIOLENCE - POLICY 2-28

Policy Overview

Santa Fe Community College (SFCC) is committed to providing a safe and welcoming environment for students, faculty, staff and the public. SFCC has established this policy to facilitate reporting of sexual violence and misconduct as well as other acts of violence, and to ensure that allegations are promptly and thoroughly investigated.

Scope and Applicability

This policy includes information for students on resources available following an act of sexual violence or misconduct, SFCC responses, education, and prevention programs and possible disciplinary sanctions. See Policy 4-50 for policy regarding situations involving employees.

IF YOU ARE EXPERIENCING AN EMERGENCY – DIAL 911	
If the incident occurred on the SFCC campus, dial Campus Safety and Security Department 24 hours a day - 365 days a year. Your report may be anonymous.	Campus Safety & Security Office (505) 428-1224

Policy Statement

- A. The SFCC Code of Conduct prohibits sexually violent acts, termed Sexual Misconduct.
- B. SFCC is committed to providing intervention and awareness programs for the safety and benefit of its students and employees. For more information see the Office of Student Development or call 428-1665.
- C. 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 and investigated promptly.

- D. Any individual who engages in threatening or violent behaviors while on SFCC owned or controlled property may be removed and/or barred from the premises pending the outcome of an investigation.
- E. Any student, who engages in any violent or threatening behavior toward a student, staff or faculty member, or any other individual on campus, is subject to discipline under Policy 2-2 Student Corrective Action and Disciplinary Action Policy, up to and including suspension or expulsion.
- F. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the Campus Resource Offices or community resources listed below in this policy. A report of sexual violence or misconduct will be taken seriously and addressed in accordance with SFCC policies and procedures. An employee wishing to officially report such an incident may do so by contacting any of the following offices:
 - i. Vice President for Academic & Student Affairs (VPASA) 428-1486;
 - ii. Office of Human Resources (OHR) 428-1228;
 - iii. Student Affairs Officer (SAO) 428-1014;
 - iv. SFCC Counseling Services 428-1682 or 428-1839;
 - v. SFCC Office of Campus Safety and Security 428-1224.

If a student is involved in an incident, the VPASA/Title IX Coordinator and the SAO are to be notified.

Emergency situations should be reported to Campus Safety and Security or the police immediately.
- G. Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex (including gender, sex stereotyping, and gender identity) in federally funded education programs and activities. Sexual harassment, which includes acts of sexual violence and sexual misconduct, is a form of sex discrimination prohibited by Title IX. This SFCC policy on Sexual Violence which includes acts of sexual violence and sexual misconduct applies to any allegation of sexual violence or misconduct made by or against a student, or a staff or faculty member, regardless of where the alleged sexual violence or misconduct occurred. If the circumstances giving rise to the complaint are related to SFCC's programs or activities, this policy may apply regardless of the affiliation of the parties involved.
- H. Sexual violence and misconduct could be committed by anyone, including a stranger, an acquaintance, a friend, or someone with whom the victim is involved in an intimate or sexual relationship. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the campus resource offices or community resources listed below in this policy.
- I. The VPASA is SFCC's Title IX Coordinator. As Title IX Coordinator, the VPASA oversees institutional compliance with Title IX.
- J. This policy includes information for staff and faculty on resources available following an act of sexual violence or misconduct, SFCC responses, education, and prevention programs and possible disciplinary sanctions.
- K. Handling of Protective or Restraining Orders: Any member of SFCC community who obtains a protective or restraining order barring an individual from campus due to domestic violence, dating violence, stalking, and/or sexual misconduct, or receives a protective or restraining order that lists SFCC owned or leased property as a protected area shall immediately provide Campus Safety and Security with a copy of such order. Campus Safety and Security shall determine and initiate any appropriate action that should be taken in response to receipt of the order.
- L. False Reports: Any individual who intentionally files a false report shall be subject to disciplinary action that may include dismissal, expulsion, and/or legal action.

M. Prevention Programming

1. It is the policy of SFCC to offer programming each year to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking. Educational programs are offered to raise awareness for all incoming students. These programs are conducted during new student orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention that explains and illustrates healthy relationship and dating behavior, as well as awareness of surroundings. Included in the programs are intervention strategies which provide instruction on safety measures during the intervention and encourages students to be not bystanders but stakeholders in the safety of the community. SFCC student policies on sexual misconduct are reviewed during New Student Orientation and are included in the Student Handbook.
2. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based smart phone apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to insure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.
3. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students, often taking the form of campaigns, emails, guest speakers and events.
4. In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating/relationship violence, or domestic violence do occur, SFCC takes the matter very seriously. SFCC employs interim protective measures such as interim suspension and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predating.

Definitions

1. Campus Violence. Threatening and/or violent behavior that can include but is not limited to:
 - a. Physically assaulting an individual, by slapping, hitting, punching, pushing, poking or kicking; or physical and verbal threats to inflict physical harm;
 - b. Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects;
 - c. Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto SFCC owned or controlled property; or using a weapon to harm someone (Please refer to Policy 5-6 Firearms Control on Campus and Policy 5-7 Weapons Possession on Campus);
 - d. Intimidating or threatening gestures, bullying or hazing;
 - e. Intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that individual and leads a reasonable individual to expect that violent behavior may occur;
 - f. Stalking another individual.

2. **Consent:** An affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual activity.
 - a. Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
 - b. Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent can be withdrawn by verbal or electronic means such as by telephone, texting, social media or email.
 - c. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment, including impairment caused by the consumption of drugs or alcohol, or a disability.
3. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by an action, method, electronic device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
4. **Dating violence.** Sexual or physical abuse or the threat of such abuse excluding acts covered under the definition of Domestic Violence. This type of violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim which is determined by the reporting party's statement, length and type of relationship and the frequency of interaction between the persons in the relationship.
5. **Domestic violence.** Felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of victim, a person with whom the victim shares a child in common, a person who is cohabitating with, or has cohabitated with, the victim as a:
 - a. Spouse
 - b. Intimate partner
 - c. Person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - d. Another person who is an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
6. **Hate crime.** A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
7. **Non-confidential SFCC entity** is any employee who is not one of those listed in Policy Statement F or a member of the counseling staff.
8. **Non-consensual oral sex.** Non-consensual contact between one person's mouth and the genitals or anus of another person.
9. **Rape/Sexual Assault.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

10. **Responsible parties.** Any person who has significant obligation for student and any campus activity including but not limited to student and employee discipline and in identifying and reporting violations of policy on campus. To include but not limited to:
 - a. Campus Safety and Security
 - b. Non-security personnel responsible for monitoring College property
 - c. People/offices designated under College policy as those to whom/which violations should be reported
11. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
12. **Sexual contact/battery.** Non-consensual touching, kissing, or fondling of another person in a sexual way, whether the person is clothed or unclothed; or forcing someone to touch another in a sexual way.
13. **Sexual exploitation.** Taking sexual advantage of another person without consent, including, without limitation, indecent exposure; voyeurism; non-consensual recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; and/or allowing third parties to observe private sexual acts.
14. **Sexual harassment.** A form of sex discrimination, is defined as unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, request for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. There are two typical types of sexual harassment: “quid pro quo” and “hostile work environment.” Policy 2-22 Sexual Harassment describes the College’s prohibition of all forms of sexual harassment.
15. **Sexual misconduct.** Includes inappropriate sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While SFCC’s standards and definitions may differ from the New Mexico Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating/relationship violence and domestic violence and by electronic means such as by social media applications, telephone, email, and texting commonly referred to as “sexting,” “cyberstalking,” and “cyberbullying.” (See Policy 2-22 Student Sexual Harassment.)
16. **Sexual violence.** Refers to physical sexual acts perpetrated with force or coercion against a person’s will; or where a person has not given consent as defined in this policy or is unable to consent due to his or her use of alcohol or drugs, or disability, or age. Examples include, but are not limited to:
 - a. Rape/sexual assault
 - b. Non-consensual oral sex
 - c. Sexual contact/battery
 - d. Sexual exploitation
 - e. Domestic violence
 - f. Domestic abuse
 - g. Dating violence
 - h. Stalking
 - i. Sexual harassment
17. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. Stalking can also be conducted through electronic means by social media applications, telephone, email, texting, or what is commonly referred to as “sexting” or “cyberstalking.”
18. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

19. **Threatening behavior.** Any behavior, intentional or reckless, that by its nature would be interpreted by a reasonable person as intent to harm another person or damage to property. Threats may be oral, written, or communicated through gestures, conventional mail, electronic mail, texting, fax, telephone and may be direct or implied.
20. **Violent behavior.** Any behavior, intentional or reckless, which results in bodily harm to another person and/or damage to property.

CLERY DEFINITIONS

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

Sex Offenses-Forcible Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible SodoMy Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity

Sex Offenses-Non-Forcible Unlawful, non-forcible sexual intercourse

Incest Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Policy Process

A. Reporting Acts of Sexual Violence

1. The College urges any individual who has experienced sexual violence or misconduct, or has knowledge about an incident of sexual violence or misconduct, to make an official report.
2. In order for the College to respond effectively to individuals who have experienced sexual violence or misconduct, SFCC staff and faculty who receive information about a person who has experienced sexual violence or misconduct must report the information to Vice President of Academic & Student Affairs/Title IX Coordinator within 24 hours, or as soon as reasonably practicable, by calling the office of the VPASA/Title IX Coordinator at (505) 428-1486.

B. Jurisdiction

1. The Office of the VPASA/Title IX Coordinator is not a law enforcement agency. As such, while it is charged with investigating allegations of sexual violence and misconduct as provided in this policy, the office of the VPASA/Title IX Coordinator and SFCC do not enforce criminal statutes. Enforcement of criminal statutes is the sole jurisdiction of law enforcement agencies. The information received from an individual will be reviewed and a determination will be made regarding how to proceed with the investigation.

C. Off-campus Conduct

1. Conduct that occurs off-campus can be the subject of a complaint or report and will be evaluated to determine whether it implicates this policy or the Student Code of Conduct Policy 2-1. If off-campus sexual violence has continuing effects that create a hostile environment on campus for an individual who has experienced sexual violence or misconduct, the College will take interim measures to address the campus needs of the students involved.

D. Interim Measures

The VPASA/Title IX Coordinator or designee has the authority to:

1. implement interim measures which stay in place until the end of any review or appeal process.
2. impose a “no contact” order, which typically directs the complainant and respondent not to have contact with each other, either in-person or through electronic communication, pending the investigation and resolution of a complaint.
3. arrange for changes in academic situations as needed.
4. implement other interim measures before the final outcome of the investigation and afterwards as needed.

E. Protocol to Follow if Sexual Violence or Misconduct Happens to You

1. IF YOU ARE IN DANGER, DIAL 911 FOR ASSISTANCE.
2. If you are on the SFCC campus, you may contact Campus Safety and Security (428-1224) for immediate assistance. If you are calling from off campus in Santa Fe, you may dial the Regional Dispatch Office (428-3720) and you will be connected with the Santa Fe City and/or County Police Department.
3. You may also want to call a trusted family member or a friend.
4. Seek medical attention. If you have serious injuries, seek emergency medical attention at a medical facility such as your doctor’s office, urgent care centers or the hospital. In the Santa Fe area, you can contact SANE (Sexual Assault Nurse Examiners) at (505) 989-5952 for information about receiving a sexual assault examination. You can also contact the Rape Crisis Center of Central New Mexico at (505) 266-7711 or (888) 881-8282. The Rape Crisis hotline is available 24 hours a day, 7 days a week, and 365 days a year. An advocate from Rape Crisis Center will accompany you to a sexual assault examination at the office of the Sexual Assault Nurse Examiners.
5. All those who have experienced a crime have the right to report a crime to police at any time, regardless of when it occurred. However, the sooner you file a report of a sexual assault, the better the chances that helpful evidence can be collected to support a criminal case, that you will be able to convey a clear account of what happened, and that police will be able to identify and speak with witnesses.

F. Investigation and Disciplinary Protocol

The VPASA/Title IX Coordinator reviews report to determine whether an investigation under this Policy 2-28 is appropriate and where to assign the investigation. This review and assignment process will usually occur within 1 to 3 business days of receipt of the report.

The assigned investigator(s) meets with reporting party (referred to as “Complainant,” unless the report is submitted by a third party) and responding party (referred to as “Respondent”) to determine scope of investigation and explain procedure. These initial meetings will usually occur within 1 to 5 days of being assigned the investigation.

The assigned investigator(s) gathers evidence from parties and analyzes the evidence to determine if it demonstrates that a violation of SFCC policy more likely than not occurred referred to as the “preponderance of the evidence” standard. The investigator will then issue an investigation report and recommendation to the VPASA/Title IX Coordinator. Depending on the complexity of the case, the investigator will issue the investigation report and recommendation within 45 days of being assigned the investigation. For good cause shown and with written notice to the Complainant and the Respondent, that time may be extended.

Within five business days of receiving the investigation report and recommendation, the VPASA/Title IX or their designee will issue the Results of the investigation and disciplinary proceeding. For purposes of this policy, Results means any initial, interim, and final decision and will include any sanctions imposed by the institution and the rationale for the result and sanctions. The Complainant and the Respondent will simultaneously receive, in writing, notification of the Result, the appeal procedures, any change in the Result, and when the Result becomes final. If the VPASA/Title IX finds, by a preponderance of the evidence that this Policy 2-28 was violated a Letter of Intent to Discipline will be issued to the Respondent.

Upon receipt of the Result, Complainant and Respondent have 5 working days to submit any new information that the VPASA or their designee has not considered or previously seen, and to request a pre-action hearing.

Either party has 5 working days following receipt of the FLOD to request an appeal through the Hearing Panel per policy 2-2 Student Corrective Action and Disciplinary Action.

Investigation Procedure

1. A student who experiences an act of sexual violence or misconduct committed by another SFCC student, staff or faculty member, or a visitor to SFCC, has the option of filing a complaint with the VPASA/Title IX Coordinator or others as outlined in the Policy Statement above.
2. The investigation and disciplinary proceeding will be conducted by SFCC officials who do not have any conflict of interest or bias against the Complainant or the Respondent.
3. Investigators and other SFCC officials involved in investigations and disciplinary proceedings under this Policy 2-28 will receive annual training on the issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
4. An individual reporting to a non-confidential SFCC entity that he or she experienced sexual violence or misconduct (“Complainant”) may request that his or her name not be revealed to the alleged perpetrator (“Respondent”). He or she may ask the VPASA/Title IX Coordinator or their designee not to investigate the allegations of sexual violence. If this request is made, the Complainant will be informed that honoring the request may limit SFCC’s ability to fully process the allegations, including pursuing disciplinary action against the Respondent. SFCC’s prohibition against retaliation will also be explained to the Complainant. If the Complainant still insists that his or her name not be disclosed to the Respondent, or he/she continues to ask SFCC not to investigate the allegations, the VPASA/Title IX Coordinator will determine whether SFCC can honor the request while still providing a safe and nondiscriminatory working and learning environment for the Complainant and others. The VPASA/Title IX Coordinator will strive to abide by the Complainant’s request. However, the VPASA/Title IX Coordinator reserves the right to determine that it is essential to disclose the Complainant’s identity and/or to investigate the allegations despite the Complainant’s request not to in order for SFCC to fulfill its obligations under Title IX. In such cases, the VPASA/Title IX Coordinator will inform the Complainant prior to starting an investigation and will share information only with SFCC officials who are responsible for processing the allegations in the complaint and therefore need to know that information.

5. In all cases, regardless of a Complainant's request for anonymity, the federal Clery Act requires that disclosure of crimes of sexual violence or misconduct domestic violence and stalking will be reported in SFCC's required Clery Act Crime Statistics report. This data is aggregate data and does not include identifying information.
6. If the victim files a complaint with the VPASA/Title IX Coordinator or designee and authorizes an investigation of the allegations made, the VPASA/Title IX Coordinator or designee will first make an assessment of whether it should be investigated under this policy or another SFCC policy. If the VPASA/Title IX Coordinator or designee determines that the allegations should be investigated under another SFCC Policy, those issues will be referred to the appropriate body, if any.
7. The investigation and disciplinary proceeding under this policy will be conducted in a prompt, fair, and impartial manner from receipt of the initial report to the final result. The Complainant and Respondent will receive timely notice of all meetings at which the Complainant, Respondent, or both, may be present. The disciplinary proceeding will provide timely and equal access to the Complainant, the Respondent, and the appropriate SFCC officials to any information that will be used during informal and formal disciplinary meetings and hearings.
8. As part of that investigation, the investigator will make reasonable attempts to contact the respondent to notify him or her of the allegations made, his or her right to respond to the allegations made, and present information he or she deems relevant to the matter, and the VPASA's investigation procedure. If the VPASA/Title IX Coordinator or their designee is unable to contact the respondent or if the Respondent elects not to provide a response to the allegations made or information pertinent to the matter, the VPASA/Title IX Coordinator or their designee will make a determination based on the available information.
9. Once a complaint is filed, both the Complainant and Respondent have equal rights to present evidence to the investigator during its investigation. Once its investigation is complete, the VPASA/Title IX Coordinator uses a preponderance of the evidence standard to evaluate the evidence and determine whether an act of sexual violence or misconduct occurred. The preponderance of the evidence standard means that, on evaluation of all of the evidence, it is more likely than not that the alleged act of sexual violence or misconduct occurred.
10. The evidence that is gathered during its investigation will be maintained by the VPASA/Title IX Coordinator and kept confidential to the extent authorized by law and policy.
11. Should a Complainant or Respondent appeal the determination or any sanctions issued by the VPASA/Title IX Coordinator, the VPASA/Title IX Coordinator may be required to release evidence upon which its determination is based to the appealing party or the entity to which the appeal is made or both.
12. Any incident reported resulting in an investigation reported to SFCC will be documented. All documentation will be retained by the VPASA. In accordance with the provisions of the Victim Counselor Confidentiality Act, N.M. STAT. §31-25-2 (A), any information exchanged between a victim and a victim counselor in private, disclosed in the course of the counselor's treatment of the victim for any emotional or psychological condition resulting from a sexual assault will be kept confidential. The identity of the individual reporting the incident along with the individual responsible for the incident may become apparent, or disclosed, as a result of the actions taken to resolve the investigation.
13. If, after investigation, it is determined that it is more likely than not that a student or visitor committed an act of sexual violence or misconduct through a determination of preponderance of evidence, the SAO in collaboration with the VPASA/Title IX Coordinator will decide on the sanction to be imposed on the offender.

14. If the VPASA/Title IX Coordinator or designee makes a determination of preponderance of evidence that a staff or faculty member committed an act of sexual violence or misconduct in violation of SFCC policy, the VPASA/Title IX Coordinator will refer the matter to the OHR and that individual's direct supervisor to take appropriate action, including taking disciplinary action. Misconduct by faculty and staff and the imposition of disciplinary action is handled pursuant to Policy 4-2 Employee Corrective Action and Disciplinary Action. Appeals are addressed in Policy 4-2.
15. The VPASA/Title IX Coordinator does not make any determinations regarding whether a respondent has committed an act of sexual violence or misconduct in violation of criminal statute. Rather, such determinations are the sole jurisdiction of state and federal police and prosecutorial agencies.
16. In any disciplinary meeting or proceeding held by the SAO, both the Complainant and the Respondent are allowed to bring one advisor. An advisor means any individual who provides the Complainant or the Respondent support, guidance, or advice, including an attorney. However, an advisor is not authorized to speak on behalf of the individual they are advising. Rather, the Complainant and Respondent must present their own case during the proceeding, and advisors' participation is limited to advising the person they are advising. In addition, both the Complainant and Respondent will be notified in writing of the decision on sanctions to the extent permitted by the federal Family Educational Rights and Privacy Act (FERPA), and both parties have the right to appeal the sanctions decision. More information about the disciplinary process can be found in Policy 2-2 Student Corrective Action and Disciplinary Action Procedure.
17. Individuals who have experienced sexual violence or misconduct are encouraged to report the crime to the appropriate law enforcement authority. The SAO is available to meet with a student to discuss and help implement interim measures, including academic adjustments, issuance of protective, restraining, or "no contact" orders and other measures as needed. Interim measures may also be provided for staff or faculty who experience sexual violence or misconduct, as directed by the appropriate supervisory authority.

G. Policy Violation

1. Under the SFCC Student Code of Conduct, a student who commits a violation of this Code, including an act of sexual violence or misconduct, is subject to the following possible sanctions:
 - i. Verbal warning;
 - ii. Written warning;
 - iii. No contact order;
 - iv. Counseling;
 - v. Loss of privileges;
 - vi. Limited access to campus;
 - vii. Online education;
 - viii. Alcohol and drug assessment and counseling;
 - ix. Probation;
 - x. Suspension;
 - xi. Expulsion.

H. Retaliation is Prohibited

1. It is a violation of Title IX and SFCC policy to retaliate against any person who makes a complaint of sexual violence or misconduct or testifies, assists, or participates in an investigation or proceeding regarding an allegation of sexual violence or misconduct.
2. Concerns that a student, staff, or faculty member has threatened to retaliate or has retaliated against another student, staff, or faculty member should be reported promptly to the VPASA/Title IX Coordinator or designee.
3. A staff, faculty member, or student who retaliates against a person who makes a complaint of sexual violence or misconduct, testifies, assists, or participates in an investigation or proceeding regarding an allegation of sexual violence or misconduct, or seeks assistance from the VPASA/Title IX Coordinator or designee, may be subject to disciplinary action, including dismissal or expulsion.

Statement of Accountability and Responsibility

The President, through the VPASA, shall be responsible for enforcing student procedures and policies. The VPASA, as the Title IX Coordinator, is responsible for this policy in regards to thoroughly investigating and deciding jurisdiction in all sexual misconduct cases. VPASA/Title IX Coordinator or their designee shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

SFCC APPEAL OF ACADEMIC DECISIONS – POLICY 3-11

Policy Overview

This policy is established to provide students of Santa Fe Community College (SFCC or College) a means to request review of decisions regarding their academic status.

Scope and Applicability

This policy applies to all students of SFCC.

Policy Statement

SFCC provides students the opportunity for the review of decisions which affect their academic status that they contend have been made unfairly, erroneously or incorrectly, arbitrarily, capriciously, or on the basis of bias or prejudice. Examples of decision affecting academic status are the assignment of course grades, placement in courses based on academic performance, and judgments concerning academic dishonesty.

Policy Statement

- A. Refer to Procedures for a detailed description of the appeal process for Academic Appeals, Grade Appeals, Academic Renewal, and Appeal of Academic Suspension. (Procedures can be found on the SFCC website).
- B. To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits unless such time limits are extended for good cause by the Vice President of Academic and Student Affairs (VPASA).
- C. Students may initiate a formal appeal only if the claim involves an allegation of one or more of the following:
 1. a practice or policy at variance with accepted college practice or policy;
 2. illegal discrimination;
 3. an error in computation or calculation;
 4. inconsistent application of grading standards within a course;
 5. capricious or arbitrary application of standards concerning grading, curriculum, or academic placement; and/or
 6. allegations of cheating not supported by evidence.

Statement of Accountability and Responsibility

The President, through the VPASA and the Office of Academic and Student Affairs (OASA), shall be responsible for enforcing academic and student affairs procedures and policies. OASA shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

SFCC TRAVEL EXPENSES AND REIMBURSEMENT – POLICY 6-7

Policy Overview

This policy governs reimbursement for travel and other expenses incurred during the course of employment, as part of college courses and extra-curricular activities, and/or official service to Santa Fe Community College (SFCC).

Scope and Applicability

This policy applies to all employees of the college and currently enrolled students. Governing Board members see Policy 1-25, Board Travel and Compensation.

Policy Statement

Travel on official SFCC business by its employees and students is integral to the College's mission. Reimbursable travel costs must be the result of pre-approved travel for the benefit of and in the course of employment, as part of college courses and extra-curricular activities, and/or official service to the college. The college shall reimburse the reasonable and allowable costs of this travel in compliance with the New Mexico Per Diem and Mileage Act, NMSA 1978 (the "Act"), and any applicable federal regulations. Where there is a variance between the Act and federal regulations, the most restrictive regulations shall apply.

Definitions

1. **The Act** means the New Mexico Per Diem and Mileage Act (10-8-1 NMSA 1978 *et seq.*), or successor statute.
2. **Actual Travel Expenses** means reimbursement for the actual amounts incurred for lodging and meals during travel, capped at the maximum rates allowed pursuant to the Act.
3. **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 is sponsored by the college, and is approved by an appropriate administrator. It may also be an event or activity that the college actively manages, is involved with, or oversees financially, physically, or administratively. Examples of student related activities and events that fall under this policy include, but are not limited to field trips, club sponsored trips, activities of recognized student organizations, and in situations where a student or recognized student organization officially represents SFCC at leadership academies, conferences or other programs.
4. **College Sponsored travel** means travel 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.
5. **Currently enrolled student** is one who is registered for classes at SFCC, either full- or part-time.
6. **Field Trip** or **Study Travel** is travel included in a course of study for students and faculty.
7. **Home** means:
 - a. For per diem purposes, the area within a 35-mile radius of the place of legal residence as defined in Section 1-1-7 NMSA 1978 (1995 Repl. Pam.);
 - b. For mileage purposes, the place of legal residence as defined in Section 1-1-7 NMSA 1978 (1995 Repl. Pam.).
8. **In-state travel** is travel within the boundaries of the state of New Mexico.
9. **Out-of-state travel** is travel beyond the exterior boundaries of the state of New Mexico.
10. **Per Diem Rate** means the maximum reimbursement rates allowed pursuant to the Act. Per Diem rates may be paid without regard to whether expenses are actually incurred.

11. **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.
12. **Travel** for per diem purposes, means being on official college business or activity away from home, as defined above, and at least 35 miles from the designated post of duty of the employee or from the SFCC Campus.

Policy Process

The specific items outlined below are based on minimum administrative requirements that must be followed in order for an employee or student to be reimbursed for SFCC travel.

A. Allowable Travel Costs

The College reimburses employees for approved travel expenses in accordance with the Act and any applicable federal regulations.

B. Unallowable Travel Costs

There will be no reimbursement for alcoholic beverages or personal expenditures.

C. Approvals

All travel requests must have prior written authorization by the appropriate budget matter.

D. Group Travel (field trips and study travel for academic and continuing education)

Prior to engaging in such travel, the employee leading the group travel must secure written authorization from the Dean or Director overseeing the program offering.

1. Each student participant must complete an acknowledgement and waiver of liability form prior to travelling.

Statement of Accountability and Responsibility

The President, through the Vice President for Finance/Chief Financial Officer and the Office of Finance (OF), shall be responsible for enforcing Finance procedures and policies. OF shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

SFCC ELECTRONIC MAIL POLICY 7-4

Policy Overview

Electronic mail or “email” is a Santa Fe Community College (SFCC) asset and falls under the guidelines contained herein. Email messages are considered the same as formal written SFCC correspondence. This policy outlines the administration, operation, and maintenance of the SFCC email by students, faculty, staff, administrators, and members of the governing board. The information provided here is a summary of key information related to the student e-mail policy. Please refer to the SFCC website, Policies & Procedures to review the complete policy.

Scope and Applicability

This policy applies to all electronic mail systems maintained by the College for the use of its students, faculty, staff, administrators, members of the governing board, and non-employees with official business with SFCC.

Policy Statement

SFCC shall follow information technology management standards in higher education to manage and to administer its electronic mail system including security and access to ensure the effective and efficient use of electronic mail for academic and administrative use. Students, faculty, staff, and members of the governing board shall have no expectation of privacy on the use of the SFCC email and shall adhere to the administration and ethical use of the SFCC email system.

Definitions (see SFCC website, Policies & Procedures for definitions)

Policy Process

SFCC uses its email system to disseminate relevant and pertinent information through electronic means.

Accuracy of an Email Message. SFCC does not guarantee the accuracy and veracity of the content of an email sent by and/or to its employees and students. The content of emails and attachments are the sole responsibility of the sender.

Official Communications. All official communications in electronic format between students, faculty, staff, administrators, members of the governing board, and the public or off-campus contacts shall be made through the SFCC email system and/or other contracted third-party email systems. To comply with applicable state and federal laws, email communications, particularly with students, shall be coursed through the official SFCC email of the student.

Student Email. SFCC shall provide an official email account for all its credit students.

SFCC reserves the right to use the most appropriate system for student email. OIT shall ensure integration between the official student email system and the institutional email system. SFCC reserves the right to replace the student email system to address easier administration and integration with other systems such as, but not limited to, the information system, the learning management system, the content management system, and domain infrastructure.

- It shall be the responsibility of the student to read in a timely manner any email sent by SFCC or its staff and faculty related to, but not limited to, registration, admission/re-admission, instruction, conduct, advising, and counseling. Students are expected to check their email regularly to stay current with SFCC-related communications. A student's failure to open and read official email from SFCC in a timely manner does not absolve the student from knowing and complying with the content of such communication.
- It shall be the responsibility of the student to ensure there is available space in their mailbox for new and incoming mail.
- A student email account shall be disabled or deleted if the student has not enrolled within the last six (6) consecutive semesters.
- Mailbox size of student email accounts and other conditions, settings, configurations, and the like are governed by the terms and conditions of the hosted email system.
- Access to student email requires internet access. Access to the internet and the device (computer, mobile phone, tablet, and the like) shall be the sole responsibility of the student. Students who do not have access to computers and/or the internet at home or at their workplaces may use any available computer on campus.
- Re-directing email to personal email accounts is allowed. However, it shall be the sole responsibility of the student to ensure that the settings and configurations are correct and shall not absolve the student from the responsibilities associated with the communication sent to their official SFCC email.
- Email is an asset of SFCC and students, faculty, and staff do not have an expectation of privacy in their email accounts. SFCC discourages sending emails with personally identifiable information. SFCC shall not provide email address to outside entities for commercial or promotional use.
- Email use violations are actions that violate the ethical use of the email system. Violations of this policy are subject to discipline. The Vice President for Academic and Student Affairs shall be responsible for enforcing student actions pertinent to the violations of such policies according to 2-1 SFCC Student Code of Conduct Policy and 2-2 SFCC Student Corrective Action and Disciplinary Action Policy.

Educational Uses of Email

Faculty members and/or Staff shall determine if and how email may be used in their classes. Should a faculty member and/or staff decide to use email as a method of communication in class, it shall be specified in the course outline. Faculty members and/or staff may expect students' frequent access to their email, which may be used for their courses.

The complete policy for e-mail and its use at SFCC is available on the SFCC website.

SFCC IS A DRUG AND ALCOHOL FREE CAMPUS

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. Abuse of alcohol and drugs impairs work and academic performance, poses a threat to the health and safety of the SFCC community and undermines the learning environment. SFCC is committed to maintaining a drug free campus as well as helping students and staff solve drug and alcohol-related problems. SFCC 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.

Illegal Drugs and Alcohol

- A. The *Student Code of Conduct* covers all property and facilities owned, used, leased or controlled by SFCC and any other site where SFCC business is being conducted, including motor vehicles.
- B. Controlled substances are defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812 and implementing regulations, 21 CFR 1308.11-08.15. Controlled substances include but are not limited to, marijuana hashish, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, anabolic steroids, certain prescription, and certain controlled substance analogs. Possession, use, sale, or trafficking of controlled substances and glues is prohibited and punishable as a crime.
- C. Illegal uses of alcohol include, but are not limited to, serving, buying, or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence. Possession of alcohol is prohibited on all SFCC properties and in SFCC vehicles. (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).
- D. This *Code of Conduct* is not intended to supersede or negate any existing policies on substance abuse, student or employee discipline or any additional requirements imposed on its students, instructors or staff by federal or state law.
- E. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on SFCC property or as part of any of its activities by any member of the SFCC community is strictly prohibited.
- F. As a condition of continued registration and enrollment, all students shall abide by the *Code of Conduct*. Violation of this policy shall result in disciplinary action, up to and including expulsion.
- G. SFCC's response to any violation of this policy may include, as a total or partial alternative to disciplinary action, a requirement that the student participate satisfactorily in an approved substance-abuse treatment or rehabilitation program as a condition of continued employment or registration/enrollment.

Legal Sanctions and Health Risks

- A. Penalties for even the most minor violation of the New Mexico Liquor Control Act can include fines up to \$300, confiscation of property and imprisonment for up to seven months. More serious violations carry greater penalties, with larger fines and longer imprisonment.
- B. Penalties for illegal drug use can include significant fines and imprisonment. Penalties for illegal sale of drugs are greater and may include property confiscation. Alternative penalties for illegal drug and alcohol use may include mandatory community service. Violation of laws by a foreign national may result in deportation.
- C. Driving or using machinery after drinking or using drugs creates the risk of injury or even death for the user and others. Penalties include criminal charges, up to and including homicide, monetary fines, as well as the loss of the driver's license and impoundment of the vehicle. The minimum blood alcohol levels at which drivers' licenses are revoked in New Mexico are .02% for those under 21 and .08% for those 21 and over. All drivers in New Mexico are presumed to be intoxicated at the .08% level.
- D. In drug-related cases, a court may permanently suspend eligibility for federal benefits, including student financial aid. A criminal record can seriously hurt education and career opportunities.

Health Risks Associated with Use of Illicit Drugs and the Abuse of Alcohol

- A. Excessive alcohol consumption and abuse of illicit drugs can lead to certain types of cancer, pathological changes in the liver, brain, heart, and muscle which can lead to disability and death, as well as addiction, birth defects, shortened life span, stomach ulcers, phlebitis, varicose veins and other health problems.
- B. Alcohol is significantly involved in all types of accidents: motor vehicle, home, industrial and recreational. Alcohol and drugs are also factors in homicide assaults, rapes, suicides and family and date violence.
- C. Unintended pregnancies and sexually transmitted diseases are often associated with alcohol and other drug abuse. Intravenous (IV) drug use is a high-risk factor for AIDS, which is a serious and often fatal disease.
- D. Substance abuse negatively impacts personal, work and academic relationships.

For more information on the possible effects and health risks associated with the use of illicit drugs and alcohol, contact one of the Counselors on staff at SFCC.

Campus and Community Resources for Substance Abuse Problems

Any member of the SFCC community who is concerned about substance-abuse can receive free, confidential assistance from a licensed Counselor on staff at SFCC. Students may receive counseling on campus or be referred to the most appropriate community agency.

Other community resources include (all are in Santa Fe unless noted otherwise):

Christus St. Vincent Care Connection Program	505 995-9550
Christus St. Vincent Sobering Center	505 913-4330
New Mexico Treatment Services LLC	505 982-2129
Santa Fe Recovery Center	505 471-4985
The Life Link	505 438-0010
Turning Point Recovery Center (Albuquerque)	505 217-1717