

Northern New Mexico College

921 Paseo de Oñate, Española, NM 87532
www.nnmc.edu



Administrative Officers

Domingo Sanchez III, Interim President

Dr. Pedro Martinez, Provost, Vice President for Academic Affairs

Contents

Academic Calendar	2
Campus Map	3
Schedule Abbreviations	3
Students Still in High School	4
Dual Credit	4
Concurrent	4
Students Services Offices and Hours	4
Admission and Enrollment Process	5
New Students, Returning and Transfer Students	5
Degree and Non-degree Students	5
Registration	6
STUDENT EMAIL	6
Graduation	6
Tuition Promise	7
Tuition and Fees for Summer 2016	7
Tuition and Fees for Fall 2016	8
Payment for Classes	9
Delinquent Accounts	9
Refunds	9
Financial Aid	10
SunOnline Course Sharing Program	11
Helpful Terms	12
Substance Abuse	13
Student Right-to-Know Act	13
Campus Security	13
Final Exam Schedule	14
Distance Education	14
2016-2017 Planner	30
Important Phone Numbers	31

Northern does not discriminate on the basis of age, race, color, sex, sexual orientation, religion, handicap, national origin, ancestry, or medical condition in its educational programs, activities, employment, or admission policies.

Academic Calendar

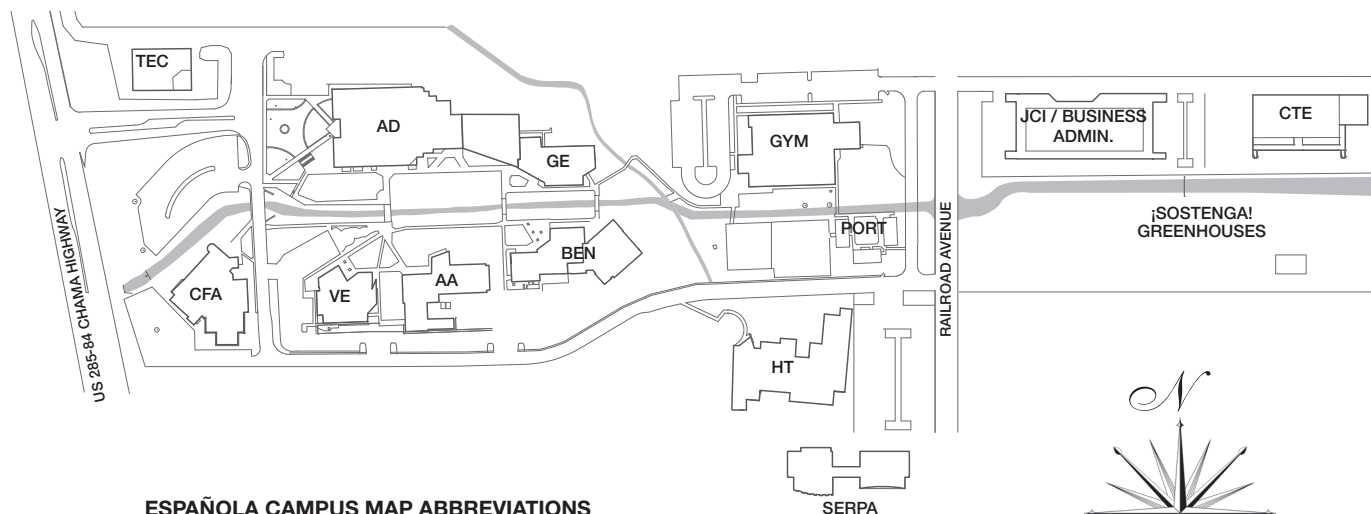
SUMMER 2016

Deadline for Degree & Certificate Students to Submit an Application for Summer 2016	Fri., May 20
PAYMENT DEADLINE: pay in full, or 5% down plus payment plan, or be disenrolled.	Fri., May 27
First Day for book charges through the Bookstore	Tues., May 31
Deadline for Non-Degree Students to Submit an Application for Summer 2016.	Fri., June 3
REGISTRATION FOR SUMMER 2016 ENDS	Sun., June 5
SUMMER CLASSES BEGIN	Mon., June 6
Last Day to Change Schedule (Drops/Adds only)	Wed., June 8
Last Day to Change Grade Option from CR-AU/AU-CR	Fri., June 10
Last Day to Drop a Full-Term Course with 100% Refund	Fri., June 10
Last Day for Charges through Bookstore	Fri., June 10
Last Day to Receive a 100% Refund for Texts through the Bookstore	Tue., June 14
Last Day to Drop a Full-Term Course with 50% Refund	Fri., June 17
Last Day to Receive 50% Textbook refund through the Bookstore.	Fri., June 17
Holiday Observed (Independence Day) College Closed/No Classes	Mon., July 4
Deadline to Petition to Graduate in Summer 2015	Fri., July 15
Last Day to Withdraw from a Full-Term Course.	Fri., July 15
Last Day of Term	Fri., July 29
Final Grades Due	Mon., Aug. 1

FALL 2016

Deadline for Degree & Certificate Students to Submit an Application for Fall 2016	Fri., Aug. 5
First Day for book charges through the Bookstore	Mon., Aug. 15
Deadline for Non-Degree Students to Submit an Application for Fall 2016	Fri., Aug. 19
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled	Fri., Aug. 19
Registration for Fall 2016	Mon., Apr 25 – Sun. Aug. 21
FALL CLASSES BEGIN	Mon., Aug. 22
LATE REGISTRATION – \$35.00 Late Registration Charge	Mon., Aug. 22 – Fri., Aug. 26
Last Day to Change Full-Term Schedule (Drops/Adds only)	Fri., Aug. 26
Last Day to Change on Account (financial aid–dual credit–3rd party)	Fri., Sept. 2
Last Day to Change from CR-AU/AU-CR.	Fri., Sept. 2
Holiday Observed (Labor Day) College Closed/No Classes	Mon., Sept. 5
Last Day to Receive a 100% Refund for Texts through the Bookstore	Fri., Sept. 9
Last Day to Drop from a Full-Term Course with a Refund	Fri., Sept. 9
Deadline to Petition to Graduate in Fall 2016	Fri., Sept. 9
Last Day to Drop from a Full-Term Course without Record	Fri., Sept. 9
Last Day to Receive a 50% Refund for Texts through the Bookstore	Wed., Sept. 14
Mid-Term Week.	Mon.–Fri., Oct. 10–14
Mid-Term Grades Due	Wed., Oct. 19
Last Day for Instructors to Initiate a Withdrawal	Fri., Oct. 28
Registration begins for Spring 2017	Mon., Nov. 7
Last Day to Withdraw from a Full-Term Course.	Thurs., Nov. 10
Holiday Observed (Veterans Day) College Closed, No Classes.	Fri., Nov. 11
Thanksgiving Break/College Closed/No Classes.	Mon.–Sun., Nov. 21–27
Final Exams*	Sat.–Fri., Dec. 10–16
Commencement Rehearsal.	Thurs., Dec. 15
*Exam make-up days in case of bad weather.	Fri.–Sat., Dec. 16–17
Last Day of Term	Fri., Dec. 16
Summer & Fall 2016 Commencement Ceremony	Sat., Dec. 17
Final Grades Due	Mon., Dec. 19
Winter Break	Mon., Dec. 19 – Mon., Jan. 2

Española Campus Map & Schedule Abbreviations



ESPAÑOLA CAMPUS MAP ABBREVIATIONS

AA Arts Annex	HT High Technology
AD Administration	JCI Business Administration
CFA Center Fine Arts	BEN Ben Lujan Library
CTE Career & Technical Education	SERP Solar Energy Research Park
GE General Education	TEC Teacher Education Center
GYM Gymnasium	VE Vocational Education & Nursing Bldg.
	PORT Portables/Barbering & Cosmetology

OTHER ABBREVIATIONS

ARR	To be arranged
BLKBD	Online Classes
HYB	Hybrid
WEB	WEB-only class
TBA	To be announced
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
SA	Saturday
SU	Sunday

OFF-SITE LOCATIONS

EHOSP	Española Hospital
EVFAC	Española Valley Fine Arts Center
EVHS	Española Valley High School
PENHS	Peñasco High School
GRD	GRD Health Center
LAHS	Los Alamos High School
LVMC	Las Vegas Medical Center
PVHS	Pojoaque Valley High School
SVRMC	St. Vincent Regional Medical Center

EL RITO CAMPUS

AD	Administration
ELEC	Electricity
GYM	Grant Gymnasium
JH	Jaramillo Hall

Dual Credit / For students still in high school

Dual Credit is a statewide program allowing high school students to earn college credit tuition-free.

BENEFITS OF THE DUAL CREDIT PROGRAM

Dual Credit gives students an opportunity to work towards a degree while in high school, and fulfills the requirement that all high school students take one of the following courses to be eligible to graduate: honors, advanced placement, dual credit, or distance learning.

You may take as many courses as you wish, including summer classes, provided they do not interfere with your high school work. Remedial, developmental and fitness classes may not be taken for dual credit. Dual credit students are not eligible for scholarships or financial aid.

HOW DUAL CREDIT COURSES ARE OFFERED

In order to take a dual credit course, high school students must take either the ACT, SAT, or COMPASS placement exam. Scores help college advisors place students in courses that align with their career plans and academic preparation.

Courses are offered:

- Through online distance learning with other high school and dual credit students
- At a college campus with college and dual credit students
- At the high school with an instructor who has been certified to offer the course

HOW TO ENROLL IN A DUAL CREDIT COURSE

- First meet with your high school counselor to complete the online application process.
- If you have not already taken a placement exam, you may take one at your high school or at NNMC.
- Northern recruiters and advisors visit each high school to register students. Parent/guardian consent is required to complete the registration process.
- Pick up any required textbooks at Northern's Bookstore.
- Dual Credit classes are tuition free. Books are paid for by the high school.
- **Course-specific fees** and supplies are paid by the student.

ABOUT THE PLACEMENT EXAM

- Northern works with counselors to provide the COMPASS placement exam in each high school. Contact your counselor for COMPASS testing dates and for information on ACT and SAT exams (typically offered in high school).
- If you have already taken the ACT or SAT, you do not have to take the COMPASS exam.

DUAL CREDIT VS. CONCURRENT

There are two types of high school enrollment:

A DUAL CREDIT student:

- Is enrolled in a public high school (or charter school).
- Is permitted by parents and high school authorities to apply for admission.
- If accepted, earns credit for both high school and college classes (college credit toward a degree and high school credit toward high school graduation). Tuition is waived for these classes.

A CONCURRENT student:

- Is enrolled in a public high school, but whose enrollment will count only toward college credit and not high school graduation, or
- Is enrolled in any school which is not state funded, regardless of whether or not the high school will count the college credit for graduation. This category includes home school.
- Earns college credit only and is responsible for all costs related to enrollment, including textbooks, tuition and fees, and course-specific fees.
- Students who want to take college courses without having them recorded on their high school transcripts may enroll as concurrent students. Students wishing to take courses not approved by their high school for Dual Credit may also enroll as concurrent students. ■

HELPFUL PHONE NUMBERS

Accessibility Resources	747.5448
Admissions	747.2111
Advisement Center	747.2150
Dual Credit	747.2269
Educational Opportunity Center	747.2220
Financial Aid Office	747.2128
COMPASS Testing	747.2154
Registrar	747.2115

STUDENT SERVICES

Regular office hours: Mon. – Fri., 8 am to 5 pm
Extended Hours: Mon.– Thurs., Aug. 15-18, 8 am–6 pm
Mon.– Thurs., Aug. 22-25, 8 am–6 pm

Extended Hours for Fall semester apply to the following offices:

Advisement Center, Admissions and Registration, Cashier, Financial Aid, Student Accounting and the Bookstore.

NORTHERN'S BOOKSTORE HOURS

Regular store hours: Mon.–Fri., 8:30 am – 4:30 pm

The Enrollment Process @Northern

For more information about the steps below, go to www.nnmc.edu

- **ALL STUDENTS** begin the enrollment process by applying online at www.nnmc.edu
- **ALL STUDENTS** must meet the pre/co-requisite(s) for each course.
- **ALL STUDENTS** must have a student photo ID to access services such as the library, computer labs, bookstore, transcripts, etc.
- **ALL NEW STUDENTS** seeking a degree or certificate are required to attend New Student Orientation and must meet with an academic advisor before registering for their first three semesters.

What type of student are you?

NEW STUDENTS/First-Time-Any-College (FTAC):

- If you are new to college and you are seeking a degree or certificate at Northern, complete a Certificate/Degree Application for Admission online at www.nnmc.edu

TRANSFER STUDENTS:

- If you have attended college elsewhere and are seeking a degree or certificate at Northern, complete a Certificate/Degree Application for Admission online.
- You must request an official transcript from each college you have previously attended be sent to Northern.
- If you have not yet completed courses equivalent to Northern's ENG 111 and MATH 130 (or higher), take the COMPASS tests in English and math. Call the Student Success Center at (505) 747-2154 for testing times.

READMIT DEGREE STUDENTS:

- If you have not been enrolled at any time since Spring 2015, complete a Certificate/Degree Application for Admission online, then meet with your faculty advisor.

NON-DEGREE & READMIT NON-DEGREE STUDENTS:

- If your last enrollment was before Spring 2015, you must enroll as a first time non-degree applicant. Please follow the steps below for non-degree students.
- If you are a high school graduate or GED completer, but do not wish to pursue a degree or certificate, complete a Non-degree Application for Admission form.
- Register online for classes. If you have trouble signing up for a course which has a prerequisite, see an advisor for assistance. Bring a copy of your ACT scores, college transcripts, or COMPASS test scores. ■

1 APPLY ONLINE TO NORTHERN at www.nnmc.edu.

- **Submit an online application** or download and submit a printed application to Northern's Admissions Office.
- **Submit high school transcripts**, transcripts for all dual-credit and college courses previously taken, and placement test scores to Northern's Admissions Office. Eligible scores are from ACT, SAT or COMPASS placement tests taken within the past two years. *If you have not yet tested...*
- **Take your Placement Test.** Northern offers COMPASS Testing for reading, writing and math. Your test scores will help your advisor place you in the right classes your first year.
- **Testing Center/Student Success Center:** (505) 747-2164.

2 APPLY FOR FINANCIAL AID

- **Complete your FAFSA (Free Application for Federal Student Aid)** at www.fafsa.gov. Submitting your FAFSA prior to April 1st increases your chances of receiving Pell Grants and Federal Work study.
- **Set up Direct Deposit.**
- **IF YOU NEED HELP**, call the Financial Aid office (747.2128) or Educational Opportunity Center (747.2220).

3 MEET WITH YOUR ADVISOR

- **Sign up for New Student Orientation.** Schedule a meeting with an academic advisor (747.2150). You will sign up for New Student Orientation (required for new students), discuss academic and career goals, and review course options.
- **You will be assigned an academic advisor** who will help you succeed during your first year and assist you with registration, making changes to your schedule, changing your major, identifying resources, and answering any questions you may have about your college experience.

4 REGISTER FOR CLASSES.

- **All students must register for classes through the Advisement Office for their first three semesters.** Your advisor will help you determine which classes you need to take and will try to fit your course and time preferences. You will register through the Banner system, accessed through **myNNMC**.
- Students must maintain 15 credit hours to qualify for the New Mexico Lottery Scholarship.
- In order to be cleared for registration, you must have completed steps **1** through **3** above. ■

Registration for Summer/Fall 2016

Register Early!

Many classes fill quickly, so register early! It is a good idea to choose alternatives in case some classes fill or are cancelled. You do not have to make a payment or arrange a payment until Fri., May 27, 2016 for summer and Fri., Aug. 19, 2016 for Fall.

Classes with insufficient enrollment will be cancelled. If a class for which you have registered is cancelled, you will be notified via your nnmcc.edu email. Please check online for time and location changes.

SUMMER 2016 CLASSES BEGIN:

Monday, June 6, 2016

FALL 2016 CLASSES BEGIN:

Monday, August 22, 2016

REGISTRATION:

Begins for Summer/Fall 2016: 8 am, Monday, April 25, 2016

Ends for Summer 2016: Sunday, June 5, 2016

Ends for Fall 2016: Sunday, August 21, 2016

OTHER TIMES/SHORT COURSES

For a course which is shorter than eight weeks, you must register by midnight on the Sunday before your class begins.

Refer to the Parts-of-Term (POTS) information online and on page 12 of this Schedule of Classes for specific drop/add and other deadlines for each term.

STUDENTS WHO NEED ADDITIONAL ASSISTANCE can call our Accessibility Resources Office during regular business hours at (505) 747-2152.

How to Add, Drop or Withdraw from Classes

All new students and transfer students are required to meet with an academic advisor before registering for classes, or making any changes to their schedules, for their first three semesters at Northern. Continuing students are encouraged to meet with an academic advisor before registering. Specific degrees require students to see an academic advisor every semester. All Northern students register for classes online at www.nnmcc.edu

Click on *myNNMC* (located in the top menu next to the search field on every page on our website) then Login to Banner and follow the links to Registration.

You will need your username (Banner Student ID number) and your PIN in order to proceed.

Note: Students are not able to drop/withdraw from their last class through *myNNMC*. You must see your academic advisor for signature. The Registrar's Office will drop you from your last class when you provide them with the form signed by your academic advisor.

IN PERSON (using Northern computers)

Students who do not have access to the Internet can come to the College and use our computers at several locations to register.

QUESTIONS ABOUT REGISTRATION?

Call the Office of the Registrar at (505) 747-2115 ■

Student Email

It is important to check your Northern email regularly. This is where you will receive all official broadcasts and notifications from the College regarding such matters as emergency closings, course cancellations, scholarship opportunities and campus events.

Professors will use your Northern email as the official email to communicate with you about matters related to your classes.

To view your official NNMCC Email Address from Banner:

Click on Personal Information, then on View Email Address.

Username examples:

Firstname_MiddleInitial_Lastname@nnmcc.edu

First time users, use temporary password *Eagles11*.

You will then create your own password.

QUESTIONS? Call Deborah Trujillo at (505) 747-2259 or email the IT Help Desk at itservices@nnmcc.edu

Graduation

If you expect to complete your degree or certificate at the end of Fall 2016, your Graduation Application (available through Banner self-service) and completed Petition-to-Graduate Form (available online at www.nnmcc.edu) must be in the Registrar's Office no later than **Friday, September 9, 2016**.

If the Registrar's Office does not receive your petition by the deadline, your effective date of graduation could be postponed until the end of the following term.

During the course of the semester, prospective graduating students will receive Commencement information from the Registrar's Office and the Bookstore through their official Northern email address (@nnmcc.edu).

NOTE: The graduation fee of \$100 is a flat fee covering all costs of graduation except for cap and gown. There is a separate fee of \$40.00 for cap and gown if you choose to attend commencement.

Northern's Summer/Fall Commencement ceremony will be on Saturday, December 17, 2016.

Northern's Tuition Promise Program

In April 2015, Northern's Board of Regents adopted a Tuition Promise Program to help full-time students earn a degree without worrying about increases to tuition and general fees. All students who completed Fall 2015 with at least 12 credit hours, and any newly admitted students (first time, readmit, or transfer) for the Spring semester or future Fall/Spring semesters who completes the semester with at least 12 credit hours, are eligible for the program.

Once a student becomes eligible, they will remain in the program by enrolling in at least 12 credit hours each subsequent fall and spring semester. Each eligible student will continue to pay Fall tuition and fee rates of the academic year eligibility was established until they reach a total of 120 earned credit hours. Your eligibility expires if you fall below 12 hours per semester or reach a total of 120 hours. Once lost, eligibility cannot be re-established for the Tuition Promise Program. For more information, please call 505.747.2100 or 505.747.2136

Tuition & Fees for Summer 2016 (Subject to change for Fall 2016 by action of Northern's Board of Regents.)

UNDERGRADUATE

NEW MEXICO RESIDENTS	TUITION	GENERAL FEES	TOTAL
1-11 hours, per credit hour (Part-time)	\$124.69	\$57.26	\$181.95
12 to 18 hours = block (Full-time)*	\$1496.28	\$687.12	\$2183.40
SENIOR RESIDENTS			
Per credit hour (6 hours or less)	\$5.00	\$57.26	\$62.26
Per credit hour (more than 6 hours)	\$124.69	\$57.26	\$181.95
NON-RESIDENTS (including international students)			
1-11 hours, per credit hour (Part-time)	\$463.32	\$57.26	\$520.58
12 to 18 hours = block (Full-time)	\$5559.84	\$687.12	\$6246.96
NON-RESIDENTS (Western Undergraduate Exchange)**			
1-11 hours, per credit hour (Part-time)	\$187.04	\$57.26	\$244.30
12 to 18 hours = block (Full-time)*	\$2244.48	\$687.12	\$2931.60
COMMUNITY RATE			
Per credit hour (6 hours or less)	\$80.00	\$20.00	\$100.00
Per credit hour (more than 6 hours)	\$124.69	\$57.26	\$181.95

GRADUATE

NEW MEXICO RESIDENT			
Per credit hour + flat fee for 1 - 6 hours	\$135.04	\$217.80	\$352.84
Per credit hour + flat fee for over 6 hours	\$135.04	\$326.80	\$461.74
Engineering per credit hour + flat fee for 1 to 6 hours	\$135.04	\$392.04	\$527.08
Engineering per credit hour + flat fee for over 6 hours	\$135.04	\$588.06	\$723.10
NON-RESIDENT			
Per credit hour + flat fee for 1 to 6 hours	\$202.55	\$217.80	\$420.35
Per credit hour + flat fee for over 6 hours	\$202.55	\$326.80	\$529.25
Engineering per credit hour + flat fee for 1 to 6 hours	\$202.55	\$392.04	\$594.69
Engineering per credit hour + flat fee for over 6 hours	\$202.55	\$588.06	\$790.61

ADDITIONAL CHARGE: Registration \$27.23 (flat fee per semester). *Note:* Course-specific fees may apply, such as lab or online class fees.

* Each credit hour over 18 will be charged at \$181.95 per hour.

**150% of resident tuition for eligible degrees, offered through the Western Undergraduate Exchange (www.wiche.edu/wue).

Late fees

Late Registration Fee	\$35.00
Late Online Payment Plan Fee	\$10.00

Course-specific fees

Please refer to the current Academic Catalog for a list of testing fees and course- or program-specific fees.

Other Fees (as applicable)

Online Payment Plan	\$25.00
Graduation	\$100.00
Cap & Gown	\$40.00
Unofficial Transcript	\$2.00
Official Transcript	\$5.00

Northern's Tuition Promise Program

In April 2015, Northern's Board of Regents adopted a Tuition Promise Program to help full-time students earn a degree without worrying about increases to tuition and general fees. All students who completed Fall 2015 with at least 12 credit hours, and any newly admitted students (first time, readmit, or transfer) for the Spring semester or future Fall/Spring semesters who completes the semester with at least 12 credit hours, are eligible for the program.

Once a student becomes eligible, they will remain in the program by enrolling in at least 12 credit hours each subsequent fall and spring semester. Each eligible student will continue to pay Fall tuition and fee rates of the academic year eligibility was established until they reach a total of 120 earned credit hours. Your eligibility expires if you fall below 12 hours per semester or reach a total of 120 hours. Once lost, eligibility cannot be re-established for the Tuition Promise Program. For more information, please call 505.747.2100 or 505.747.2136

Tuition & Fees for Fall 2016 (Subject to change by action of Northern's Board of Regents.)

UNDERGRADUATE

NEW MEXICO RESIDENTS	TUITION	GENERAL FEES	TOTAL
1-11 hours, per credit hour (Part-time)	\$130.00	\$60.00	\$190.00
12 to 18 hours = block (Full-time)*	\$1560.00	\$720.00	\$2280.00
SENIOR RESIDENTS			
Per credit hour (6 hours or less)	\$5.00	\$60.00	\$65.00
Per credit hour (more than 6 hours)	\$130.00	\$60.00	\$190.00
NON-RESIDENTS (including international students)			
1-11 hours, per credit hour (Part-time)	\$483.00	\$60.00	\$543.00
12 to 18 hours = block (Full-time)	\$5796.00	\$720.00	\$6516.00
NON-RESIDENTS (Western Undergraduate Exchange)**			
1-11 hours, per credit hour (Part-time)	\$195.00	\$60.00	\$255.00
12 to 18 hours = block (Full-time)*	\$2340.00	\$720.00	\$3060.00
COMMUNITY RATE			
Per credit hour (6 hours or less)	\$80.00	\$20.00	\$100.00
Per credit hour (more than 6 hours)	\$130.00	\$60.00	\$190.00

GRADUATE

NEW MEXICO RESIDENT			
Per credit hour + flat fee for 1 - 6 hours	\$141.00	\$227.00	\$368.00
Per credit hour + flat fee for over 6 hours	\$141.00	\$341.00	\$482.00
Engineering per credit hour + flat fee for 1 to 6 hours	\$141.00	\$409.00	\$550.00
Engineering per credit hour + flat fee for over 6 hours	\$141.00	\$613.00	\$754.00
NON-RESIDENT			
Per credit hour + flat fee for 1 to 6 hours	\$211.00	\$227.00	\$438.00
Per credit hour + flat fee for over 6 hours	\$211.00	\$341.00	\$552.00
Engineering per credit hour + flat fee for 1 to 6 hours	\$211.00	\$409.00	\$620.00
Engineering per credit hour + flat fee for over 6 hours	\$211.00	\$613.00	\$824.00

ADDITIONAL CHARGE: Registration \$28.00 (over 6 hours, flat fee per semester). *Note:* Course-specific fees may apply, such as lab or online class fees.

* Each credit hour over 18 will be charged at \$190.00 per hour for residents, \$543 per hour for non-residents.

**150% of resident tuition for eligible degrees, offered through the Western Undergraduate Exchange (www.wiche.edu/wue).

Late fees

Late Registration Fee	\$40.00
Late Online Payment Plan Fee	\$10.00

Course-specific fees

Please refer to the current Academic Catalog for a list of testing fees and course- or program-specific fees.

Other Fees (as applicable)

Online Payment Plan	\$25.00
Graduation	\$100.00
Cap & Gown	\$40.00
Unofficial Transcript	\$2.00
Official Transcript	\$5.00

Effective Aug. 15, 2016, eligible students will be able to include the cost of textbooks in their payment plan.

Books and Supplies, Payment

Books and Supplies

You can purchase all books and supplies at Northern's bookstore on the Española campus during regular business hours:

Monday through Friday, 8:30 am to 4:30 pm

Effective August 15, 2016, eligible students will be able to include the costs of their textbooks in their payment plan. You must have a current Northern photo ID for charges and checks. Students must have a current course schedule and current semester student ID to buy books. Check the calendar on *page 5* for deadlines to return textbooks or purchase books and supplies.

For more detailed information, especially concerning late-starting classes and short classes, contact the Bookstore Manager at (505) 747-2171.

All books and ISBN numbers are listed on our website at www.nnmc.edu

The Bookstore has a buy-back period during finals week. No receipt is necessary at this time. ■

Payment for Classes

Northern requires you to complete payment or payment arrangements for your classes. Failure to do so will result in disenrollment.

For Financial Aid students who have received an award letter, no further action is required unless the amount of award(s) is less than the balance due. In this case, the student **MUST** select payment option **1** or **2** from the list below to avoid being disenrolled.

DISENROLLMENT DEADLINES

If you register after this date, you must make payment arrangements immediately.

SUMMER 2016: Friday, May 27, 2016, 5 pm

FALL 2016: Friday, August 19, 2016, 5 pm

YOU HAVE THREE PAYMENT OPTIONS:

- 1 Pay in full at time of registration.
- 2 Pay 5 percent down PLUS enroll online in a payment plan through **TouchNet Online Bill Pay** (accessed through my.nnmc.edu).

IMPORTANT: Your financial aid or scholarship(s) can be used to cover your 10 percent minimum payment when enrolling online in a payment plan.

- 3 File a Third Party or Tuition Waiver form with Student Billing, 921 Paseo de Oñate, Española, NM 87532.

You are responsible for making payment arrangements for any amount not covered by a Third Party.

If you have questions about your financial aid, contact the Financial Aid Office at (505) 747-2128.

If you are dropped from your courses, we will gladly help you re-register and guide you through the payment plan process.

Contact Tobe Bott-Lyons:
(505) 747-5010, tobe.bottlyons@nnmc.edu

DELINQUENT ACCOUNTS

If your account is overdue or delinquent, you will be denied privileges and services offered by the College (which includes the New Mexico Educational Assistance Foundation).

You will be subject to the withholding of registration, re-admission, transcripts, graduation, and special services such as tutoring, ADA assistance, or other services.

REFUNDS

The schedule for deadlines to get a refund of tuition and fees is described in Northern's Catalog.

- 1 **Refunds are based on the date the notice (form or other written notice) is received**, not the date of transmittal to the College. For online drops, the computer records the date and time of activity.
- 2 **No refund is made on** regular or late registration fees, or in the case of disciplinary suspension or dismissal.
- 3 **If you are dismissed for falsification of records**, eligibility for refund will be entirely at the discretion of the College.
- 4 **In the case of a course cancellation**, all associated costs are refundable, including those which are normally non-refundable.
- 5 **In the case of loans, financial aid, or any other source of third-party funding**, any refunds are made to the lender or other appropriate financial aid program/entity, not directly to you. ■

Financial Aid

(For more information, go to www.nnmc.edu, and click on “Financial Aid” on our home page or in the “Students” menu.)

The Financial Aid Office at Northern New Mexico College is committed to helping students navigate and understand the financial aid process and identify financial resources to help make their college education affordable.

To apply for any type of aid including grants, scholarships, work-study and student loans, you must file a Free Application for Federal Student Aid (FAFSA).

Completing the following steps by the **April 30th** priority processing date and following through with all requirements will increase your ability to receive the maximum amount of financial aid you may be eligible for.

How to Apply for Financial Aid

FILE YOUR FAFSA

There are two ways that you can file your FAFSA:

1 The FAFSA is available at www.fafsa.ed.gov. Be sure to list Northern on the FAFSA using the *Federal Code 005286*. Continuing students who have filed a FAFSA in previous academic years should be able to file a renewal FAFSA online. A renewal FAFSA allows the option to pre-fill most of the information from previous years. You must have your FAFSA ID available in order to pre-fill your new FAFSA.

2 You may also seek assistance with the financial aid process by contacting the Educational Opportunity Center (EOC) at (505) 747-2200. The EOC is a federally funded program whose main office is on the Española campus. EOC also staffs offices in Taos, Santa Fe, Bernalillo and Las Vegas. Utilizing the free services provided by the EOC can decrease the burden of completing the financial aid process on your own.

STUDENT AID REPORT (SAR)

After completing the FAFSA, the Department of Education will send you a Student Aid Report (SAR), which is confirmation that your FAFSA has been received and processed by the Department of Education. If you provided an email address on the FAFSA, you will receive the SAR via email. Review the information carefully. If corrections need to be made, please contact the Financial Aid Office at Northern at (505) 747-2128 and we will be happy to advise you.

If everything is correct please keep your SAR for your records. The Financial Aid Office at Northern will also receive your Student Aid Report (SAR) electronically. We will inform you by letter if any documentation is needed to continue processing your financial aid.

VERIFICATION

You may be asked to complete additional forms to help in verifying information you provided on your FAFSA and will receive these forms by mail. Immediately submit the requested financial aid documents to Northern's Financial Aid Office.

RECEIVE YOUR AWARD LETTER

When all requirements are met for file completion a Financial Aid Award letter will be sent to you. You do not need to return the letter unless you were awarded work-study, or you no longer plan to attend Northern and want to decline your awards.

Award amounts are initially based on full-time enrollment status and will be prorated if you are not enrolled full-time.

Also be advised that receiving outside resources at any time during the academic year must be reported and may reduce your eligibility for grants or your award amounts.

Satisfactory Academic Progress (SAP)

To maintain eligibility to receive federal financial aid you must meet the following minimum standards by the end of any given enrollment period at Northern:

(Note: Some aid programs and scholarships may have their own eligibility requirements):

1 **Cumulative Grade Point Average (GPA):** Students must meet the minimum of a 2.0 cumulative GPA to receive aid.

2 **Completion Rate:** A student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned (i.e., received a grade of A, B, C, D or CR). This includes any course for which the student has remained enrolled past the add/drop period. A student must earn 70 percent of credits attempted to maintain satisfactory academic progress.

3 **Maximum Time Frame for Degree Completion:** Students are limited to 150 percent of the published length of their program.

Example: Associates in Early Childhood Education

Program requires 65 credit hours

65 credit hours X 150% = 198 credit hours maximum

Disbursement: How aid is paid to students

If all requirements are met before the start of the semester, your financial aid funds will be memoed to your student account prior to the start of the term. If authorized, the memo can be used to pay for tuition, fees, and other non-institutional charges. Books and supplies can be purchased with memoed financial aid funds one week prior to the start of classes.

If there is an excess of financial aid funds remaining after tuition, fees and books have been paid, then the remaining amount will be refunded to you by direct deposit into the bank account that you have previously authorized for this purpose.

Refund of disbursed aid typically occurs four weeks after the start of classes. Disbursement for grants and scholarships will not be issued for late starting classes until approximately a week after the first date of attendance. Single semester loans will be issued in two disbursements, the second being after midterms.

(Financial aid continues on next page)

Financial Aid *(continued from page 11)*

Withdrawing or failing courses while receiving financial aid

If you withdraw or receive failing grades in all of your courses, you may have to pay back a portion of unearned financial aid funds. If you find yourself in a situation where you may need to withdraw from courses, talk with Financial Aid staff to ensure there are not negative consequences to your actions.

Implications for late-starting classes

Award amounts are adjusted for changes in enrollment status (i.e., half-time, full-time) only up to the census date, which is the third Friday from the start of the term. This means that your awards will be frozen based on your enrollment status at the census date.

Make sure that you are enrolled in all courses that you plan on taking during the term including late starting courses before the add/drop date has passed. Once awards are frozen they cannot be changed.

Check your financial aid status

You can check your financial aid status in *myNNMC*. Login to Banner, then click on the financial aid tab. Required documents can be viewed and downloaded from this portal.

Additional helpful information

■ In order to receive federal or state financial assistance, you must have been admitted in regular degree status and your admission must be final (i.e., all required transcripts must be on file at the Admissions

Office). Non-degree students are not eligible for financial assistance.

■ If your financial aid awards do not cover the full cost of tuition and fees, you will be responsible for any remaining balance. Failure to complete payment or arrange a payment plan on any balance can result in disenrollment of courses.

Requesting an IRS Tax Transcript

If the tax tool is not used to transfer tax information into the FAFSA, you may be required to obtain a federal tax transcript from the IRS for verification purposes.

You have three ways to obtain your federal tax transcript:

- **Online Request:** Visit the IRS website at www.irs.gov
- **Telephone Request:** Call the IRS at 1-800-908-9946
- **Paper Request Form:** IRS Form 4506T-EZ

Questions?

Call or stop by the Financial Aid Office in the Montoya Administration Building, Northern New Mexico College, 921 Paseo de Oñate, Española, NM 87532.

- **Phone:** (505) 747-2128
- **Fax:** (505) 747-2121
- **E-mail:** finaid@nnmc.edu
- **Visit us on the web** at www.nnmc.edu, and click on “Financial Aid” on our home page or in the “Student” menu. ■

SunOnline Course Sharing Program

Northern participates in the SunOnline state-wide course sharing program available to all students currently enrolled at Northern.

What is Course Sharing? The SunOnline course sharing system enables Colleges/Universities to share available seat space in designated online courses. Because online learning allows students and instructors to be logistically separated from one another in both space and time, institutions that are quite far apart from one another can share virtual space in a course. For example, a college offering a section of an online course that it knows will not fill can make seats available to peer institutions. A college can provide a few seats in a course or two institutions may agree to have one provide an entire course for the other.

How does Course Sharing work? SunOnline is based on a Home/Provider model. *The Home Institution* is where the student is enrolled. *The Provider Institution* is the school that provides the course and instructor. One way to describe the role of the Provider Institution is that of vendor. The Home Institution effectively “outsources” the instruction on a seat-by-seat basis to another school or “vendor” through the course sharing process.

■ **The Home Institution** maintains its relationship with the student. The student registers for courses from the Home Institution course

schedule, using Home Institution course numbers, and pays tuition rates set by the Home Institution. The student has a standard fiscal relationship with the Home Institution. The Home Institution is the school from which the student receives the degree and consequently it is the school that maintains the student’s transcripts.

■ **The Provider Institution** maintains its relationship with the faculty. The Provider Institution also oversees the integrity of the curriculum and the learning process, and grades the student’s work. These grades are then communicated back to the Home Institution for inclusion in the student’s permanent record (transcript). The process is transparent from the student’s perspective.

For those interested in the SunOnline program, a website has been created to answer additional questions including an online schedule of courses being offered by SunOnline Course Sharing partners.

SunOnline Web Site: www.skillupnetwork.com

Ken Dvorak, PhD,

Director, Center for Distance Education

SunOnline Campus Coordinator Office

Office Hours: M – F, 8 am – 5 pm

Phone: 505-747-5428, Cell: 505-692-0187

Office Location: HT-102C, Email: krdvorak@nnmc.edu

Helpful Terms

AUDIT: A grade option available if you wish to enroll in a course without earning a grade. Audited courses do not count for financial aid or graduation. Standard pre-requisites, tuition and fees apply. You may switch from credit to audit during the first two weeks of a regular term or during the first week of an 8-week summer session, but not during any enrollment period of less than 8 weeks. Changes from audit to credit will require your instructor's signature. High school students enrolled for Dual Credit may not audit a course.

CONCURRENT ENROLLMENT: Applies to a person enrolled in a public high school whose enrollment will count toward college credit only and not high school graduation, or a person enrolled in any school which is not state funded, including home school, regardless of whether or not the high school will count the college credit for graduation.

CO-REQUISITE: A course which must be taken during the same term as the course to which it is linked (e.g., CHEM 110 and CHEM 110L). If you register in a lecture section which has multiple sections of lab experience, you must match the section numbers.

COURSE PLACEMENT EVALUATIONS: Standardized testing provides a way for you to establish that you have met the college's standard for admission, or that you have met the prerequisite for enrolling in a course if you have not already taken the specific course established as a prerequisite at Northern or elsewhere. Course placement scores, no matter which test instrument is used (i.e., COMPASS, ACT or SAT), must be no more than two years old.

CREDIT: If you are seeking a certificate or degree, you will sign up for credit. Credit courses will count toward meeting financial aid and graduation requirements.

DEGREE STUDENTS: Students who have a regular high school diploma or a GED and are working toward completing a specific certificate or degree offered at Northern.

DROP: Dropping a class removes it from your academic record. This is possible only during the first three weeks of a regular semester and can be refunded during the first two weeks. If you withdraw during the third week, the class will be removed from your academic record, but you will not receive a refund. Details concerning dropping from courses shorter than 16 weeks can be found in the current catalog. You can only drop a class online.

DUAL CREDIT STUDENT: A person who is enrolled in a public high school (or charter school) and is permitted by parents and high school authorities to apply for admission and, if accepted, will earn college credit toward a degree and high school credit toward high school graduation.

FIRST-TIME-ANY-COLLEGE (FTAC): A person who is applying to college for the first time ever and who is seeking to earn a degree or certificate in a specific program. If this is you, there is a special application for you, even if you have attended Northern under the Dual Credit/Concurrent program before graduating from high school.

HIGH SCHOOL GRADUATE: A person who has met all course and competency requirements required for a regular high school diploma.

NON-DEGREE STUDENTS: Students who want to take classes but do not want to pursue a certificate or degree offered by the College. This status applies to visiting students who are at Northern to take a class for transfer to another college, at which they may be concurrently enrolled. Although your application must show graduation from a high school or GED, and although you must list all colleges/universities attended, you will not be asked for transcripts. Regardless, you must demonstrate that you have met course prerequisites in order to enroll.

PART-OF-TERM (POT): Northern offers two regular semesters (Fall and Spring) and one Summer session per year. Each regular semester is approximately 16 weeks long, and summer session is 8 weeks. During any given semester, courses are offered from 1 to 16 weeks in length and during summer, from 1 to 8 weeks in length. These may be 3 weeks, 5 weeks, etc., and enrolling in, dropping, or withdrawing from such courses in these specific parts-of-term is strictly controlled.

In the schedule, look for a section laying out all the parts of term (POTS) within a particular term. Note the column labeled POT with numbers for each course in the Schedule of Classes. The numbers in this column correspond to the course numbers in the POT section.

Note: Financial aid benefits are tied to when courses start in terms of how many credit hours are considered as part of your financial aid at the start of the term. If you have questions, call the financial aid office for clarification.

PREREQUISITE: A requirement you must meet before you will be permitted to enroll in a specific course or program. Specific course prerequisites appear with the course description in the college catalog.

RESIDENCY: Tuition charges are determined by your residency status based on the information in your Application for Admission. Complete details are available in the current Catalog. Assignment of residency is not based on College policy, but on state regulations promulgated by the Higher Education Department and administered by the Registrar.

SUBSTITUTION: A formal approval (by your department advisor and the dept. chair/dean) for you to use one course to satisfy the requirements for another course which is required for graduation.

TOPIC CLASS: A special class that has been developed as a potential program offering. These are not part of any degree plan and are not described in detail in the College catalog.

WEB: This term, which stands for online delivery, will appear on the schedule of classes. You should not expect to have regular in-person meetings with your instructor.

WITHDRAWAL: If the deadline to "drop" a course has passed, you may still withdraw from a course, receiving a "W" on your academic record, but no refund. Courses shorter than 8 weeks have special withdrawal deadlines, most of them early in the course, if at all.

If you sign up for a one- or two-day weekend course, you must drop no later than the Sunday before the course is scheduled to start. Note that you cannot withdraw over the phone; you must do so online or in writing. ■

Substance Abuse & Campus Security

Substance Abuse

Because Northern is committed to a safe working and learning environment for its faculty, staff, students, and the general public, and because substance abuse affects people's performance, conduct, reliability, and general ability to learn and complete assigned tasks, **Northern has adopted the following policy on substance abuse:**

While you are on College property, you are denied the unauthorized use, manufacture, distribution, dispensation, sale, possession, or transfer of controlled substances, including the unauthorized use or possession of, or being under the influence of alcohol or alcoholic beverages.

Violation of this policy may result in such disciplinary action as dismissal and referral for investigation and/or prosecution by the appropriate law enforcement agencies.

Routine drug testing is not normally permitted, except for nursing students and members of athletic teams to meet the requirements of clinical contracts and/or NAIA regulations; however, if there is reasonable suspicion that a specific individual is in violation of this policy, that person may be required to undergo testing as a condition of continued enrollment as a student.

This does not, of course, preclude the College, at its discretion, from conducting random drug testing programs for students participating in any athletic activities conducted or sponsored by the College. ■

Student Right-to-Know Act

Federal legislation requires that each college make certain information available to you, the student, upon your request.

This information covers two areas which should be of concern to you as you make a decision to enroll at this College: our graduation rate and our on-campus crime rate.

GRADUATION RATE

For information on this portion of the act, contact the Dean of Students Office at (505) 747-2115. ■

Campus Security/Clery Act Report

As required by Public Law 101-542 (20 USC 1092), we provide the following summary and report. Northern has approved policies which include the following:

- Campus policies, procedures, and facilities for reporting crimes and other emergencies;
- Campus policies concerning the security of and access to residence halls and other facilities;
- Policies to encourage prompt reporting of crimes and the authority of campus law enforcement units as well as their relationship to state and local police;
- Types and frequency of programs designed to inform the campus community of security procedures and to encourage personal responsibility for one's safety;
- Crime prevention programs offered;
- Statistics concerning the occurrence of murder, robberies, sexual assault, burglary, aggravated assaults, and motor vehicle theft;
- Policy for monitoring and recording criminal activity at off-campus sites of recognized student organizations;
- Statistics concerning arrests for violations of liquor, drug, and weapon laws; and
- Campus policies regarding possession, use, and sale of alcoholic beverages, and enforcement of state underage drinking laws and federal and state laws as well as substance abuse educational programs required under the Drug Free Schools and Community Act of 1989.

A copy of the complete policy and the latest Campus Crime Report is available from the Director of Human Resources upon request.

Student Consumer and Safety/Security Information (Clery Report) can be found on the Student Gateway page (in the Students menu) and on the Policies page at www.nnmc.edu. ■

Final Examination Schedule

Fall 2016

Final examinations will be given only according to this schedule. Exams may not be given earlier than on the scheduled dates. This schedule applies to all campuses. Normal room assignments apply to each exam period.

CLASS DAY	TIMES	EXAM DAY	EXAM TIME
-----------	-------	----------	-----------

DAYTIME CLASSES

MW	0800-0915	Mon. Dec. 12	0800-0950
MW	0930-1045	Wed. Dec. 14	0800-0950
MW	1100-1215	Mon. Dec. 12	1000-1150
MW	1230-1345	Mon. Dec. 12	1200-1350
MW	1400-1515	Wed. Dec. 14	1500-1650
MW	1530	Wed. Dec. 14	1600-1750
MW	1630	Mon. Dec. 12	1600-1750
MWF	0800	Mon. Dec. 12	0800-0950
MWF	0900	Wed. Dec. 14	0800-0950
MWF	1000	Wed. Dec. 14	1400-1550
MWF	1100	Mon. Dec. 12	1000-1150
MWF	1200	Wed. Dec. 14	1200-1350
TR	0800	Tues. Dec. 13	0800-0950
TR	0930	Thurs. Dec.15	1000-1150
TR	1100	Tues. Dec. 13	1100-1250
TR	1230	Thurs. Dec.15	1300-1450
TR	1400	Tues. Dec. 13	1400-1550
TR	1530	Thurs. Dec.15	0800-0950
TR	1630	Tues. Dec. 13	1600 -1750

EVENING CLASSES

MW	1800-1915	Wed. Dec. 14	1800-1950
M	1800-2045	Mon. Dec. 12	1800-1950
MW	1930-2045	Wed. Dec. 14	2000-2150
W	1800-2045	Wed. Dec. 14	1800-1950
TR	1800-1915	Tues. Dec. 13	1800-1950
T	1800-2045	Tues. Dec. 13	1800-1950
TR	1930-2045	Tues. Dec. 13	2000-2150
R	1800-2045	Thurs. Dec.15	1800-1950

NOTE: Class starting times below may vary for a particular class (or campus location). If your class starts, for example, at 0930 on MW, your starting time falls under “0900,” and a starting time of 1230 would fall under “1200.” Exams for classes held only one day per week can be located by finding the 2-3 day sequence on which your class is held; i.e. a Tuesday-only class would be with the “TTH” combination at the appropriate time.

SATURDAY/SUNDAY CLASSES

Saturday/Sunday classes will test during the first two hours of the last class period.

DO YOU HAVE A DAY/TIME CONFLICT, OR A QUESTION ABOUT AN “ODD” DAY/TIME?

If the time of your scheduled class does not fit into any of the day/times above, check with the Registrar. Any personal conflicts with this schedule must be resolved with your individual instructor. The days/times for examinations are based on providing each student with a two-hour block for examination in each course, without having two consecutive classes testing back-to-back and without having any two examinations occur on the same day at the same time.

If either the Provost or the President decides that some event warrants invoking an alternate exam schedule, the make-up test day will be Friday, December 16. All tests will be in regularly assigned classrooms at regularly scheduled times. ■

Distance Education

To access your online course(s):

Go to *myNNMC* and click on “Login to Blackboard” or access the login page directly at nnmc.blackboard.com

Ken Dvorak, PhD,
Director, Center for Distance Education
SunOnline Campus Coordinator Office

Office Hours: M – F, 8 am – 5 pm

Office Location: HT-102C

Sigfredo Maestas High-Technology Bldg.

Phone: 505-747-5428

Cell: 505-692-0187

krdvorak@nnmc.edu



Important: Fees for online and interactive video courses will no longer appear in the fees column of this schedule. They will be automatically assessed, along with tuition and fees, at the rate of \$35 for students taking more than 3 hours for online access. ■

2016-2017 Planner

APRIL 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2016						

MAY 2016						

JUNE 2016						

JULY 2016						

AUGUST 2016						

SEPTEMBER 2016						

OCTOBER 2016						
S	M	T	W	T	F	S

NOVEMBER 2016						
S	M	T	W	T	F	S

DECEMBER 2016						
S	M	T	W	T	F	S

JANUARY 2017						
S	M	T	W	T	F	S

FEBRUARY 2017						
S	M	T	W	T	F	S

MARCH 2017						
S	M	T	W	T	F	S

OCTOBER 2016						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	T	F	S

JANUARY 2017						
S	M	T	W	T	F	S

FEBRUARY 2017						
S	M	T	W	T	F	S

MARCH 2017						
S	M	T	W	T	F	S

Phone Numbers

Hearing Impaired: use Telecommunications Relay Service, 1-800-659-8331

El Rito Campus information: (575) 581-4100. Española Campus information: (505) 747-2100.

To reach someone directly, call 747 and the 4-digit extension. From campus phones, use the last 4 digits.

Accessibility Resources	v.trujillo@nnmc.edu	5448
Admissions	forona@nnmc.edu	2269
Advisement	tobe.bottlyons@nnmc.edu	5010
Athletic Director	rcordova@nnmc.edu	2288
Biology	uricoy@nnmc.edu	2223
Bookstore	dalene.lucero@nnmc.edu	2171
Business Administration	LBaca@nnmc.edu	2186
Eagle Café		2179
CAMP (College Migrant Assistance Program)	stephanie.vigilroybal@nnmc.edu	5493
Career & Technical Education	ilopez@nnmc.edu	2264
Chemistry	bmlinnell@nnmc.edu	2248
Communications & Marketing	sandyk@nnmc.edu	2191
	annelise.burlett@nnmc.edu	2193
	jromero@nnmc.edu	2199
Community Services/Non-credit Courses	cromero@nnmc.edu	5477
Counseling Office	malinalix@nnmc.edu	2256
Dean of Students	ksena@nnmc.edu	2115
Distance Education	krdvorak@nnmc.edu	5428
Dual Credit	forona@nnmc.edu	2269
Equity and Diversity	patriciatrujillo@nnmc.edu	5447
Education	dms@nnmc.edu	5461
Alternative Licensure Program	tamara@nnmc.edu	5462
Educational Opportunity Center (EOC)	bbusto01@nnmc.edu	2204
Engineering	ilopez@nnmc.edu	2264
Environmental Science	uricoy@nnmc.edu	2223
El Rito Campus		575 581.4145
Facilities Rental	bcordova@nnmc.edu	2138
Financial Aid	finaid@nnmc.edu	2128
Fine Arts		2292
AE/GED	shari.jobe@nnmc.edu	5441
Language & Letters	lorig@nnmc.edu	2215
Humanities, Social Sciences	dbarton@nnmc.edu	2217
Human Resources		5483
IT Help Desk	debra@nnmc.edu	2259
International Students	forona@nnmc.edu	2269
Library Services	library@nnmc.edu	2243
Math and Physical Science, Math Center	davytorres@nnmc.edu	2174
Native American Coordinator	johnna@nnmc.edu	2141
Nursing & Health Sciences	jasmine.serrano@nnmc.edu	2207
Nursing (LPN and ADN)	talopez@nnmc.edu	2282
Nursing (RN to BSN)	etrabka@nnmc.edu	2209
Recruitment	sara.mccormick@nnmc.edu	2161
Registrar's Office	registrar@nnmc.edu	2115
SECURITY		2158
Student Activities	bespinosa@nnmc.edu	2254
Student Success Center/Testing Center		2164
Veterans Resource Center	forona@nnmc.edu	5499
Writing Center	dbegel@nnmc.edu	2294

Choose your path, find your future @Northern!

From earning your GED to graduating with a bachelor's degree and beyond, your educational journey @Northern begins with one phone call: 505 747.2111.

We invest in your success...

Northern is an open admissions college. Requirements are a high school diploma or GED, transcripts and ACT/SAT scores. Placement testing is available at Northern. Whether you are a first-time, returning or transfer student, it's easy to apply. *Simply click the "Apply to Northern" button at www.nnmc.edu and fill out the online application, or call 505-747-2111.*

Northern offers a wide variety of federal, state and local funding resources to help you pay for your college experience, including scholarships, federal financial aid and work study, specialized programs, and undergraduate research experiences that help cover the costs of tuition, fees and/or living expenses for qualifying students. *Some of the many funding opportunities include:*

- **Northern's Foundation awards over \$110,000 annually** through 60+ merit, need-based and program-specific scholarships.
- **The NM Lottery and Bridge Scholarships cover tuition** for qualifying high school graduates or GED recipients.
- **The US Department of Education provides need-based grants and work-study opportunities** for tuition and living expenses to low-income students based on family income.
- **NSF Noyce scholarships award \$12,000 annually** to qualifying STEM majors/graduates seeking to become teachers.
- **The College of Education's P'òe Scholars program provides scholarships** to qualifying Native American Education majors to become teachers, counselors and administrators in New Mexico public schools.
- **NSF S-STEM (PEARL) grant awards up to \$10,000 annual scholarships** to qualifying Engineer majors.
- **The Title III STEM Scholars program provides up to \$7,000 annually** in stipends to qualifying STEM majors.
- **The Ruby Palmlund and Leonard Maley Nursing Endowment awards \$5,000 annual scholarships** to qualifying Associate Degree Nursing program students.
- **The College Assistance Migrant Program (CAMP) provides tuition and stipends** for living assistance, health care, child care, books, and transportation to qualifying students from migrant and seasonal farm-working backgrounds.
- **Several American Indian scholarships are available**, including the Navajo Nation and the Eight Northern Pueblos Council Higher Education Scholarships. Northern's American Indian Center provides information and application assistance.
- **The DOE Accelerate Grant's Career Technical Program awards up to \$2,200 per year** in stipends to qualifying students.
- **Undergraduate Research Experience scholarships and stipends** are available in a number of STEM programs.
- **Northern's High School Equivalency Program (HEP) offers stipends** for transportation and meals, as well as college transition scholarships, to HEP program students from migrant and seasonal farm-working backgrounds seeking a GED.
- **The Daniels Fund provides one-semester tuition scholarships** to recent GED graduates transitioning to college.



...and provide the support you need to succeed!

Northern offers a wide array of Student Support Services that foster academic development, provide guidance in degree and career planning, and motivate students toward degree completion.

These services include:

- Advisement Center
- First Year Experience
- Math and Writing Tutoring Centers
- Accessibility Resource Center
- Veterans Resource Center
- American Indian Center
- Student Success Center and Computer Lab
- Educational Opportunity Center
- Career and Technical Training Center
- Office of Diversity and Equity