

Northern
New Mexico
College

STUDENT
HANDBOOK

Large Print Version



NOTES:



Northern New Mexico College STUDENT HANDBOOK

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BOARD OF REGENTS

Michael Branch, Board President

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ESPAÑOLA Campus

(505) 747-2100

921 Paseo de Oñate

Española, NM 87532

EL RITO Campus

(575) 581-4100

P.O. Box 160

El Rito, NM 87530

Produced by Northern's Student Services and Communications Offices. Cover photo by John T. Denne

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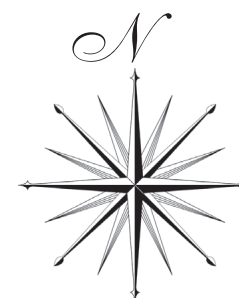
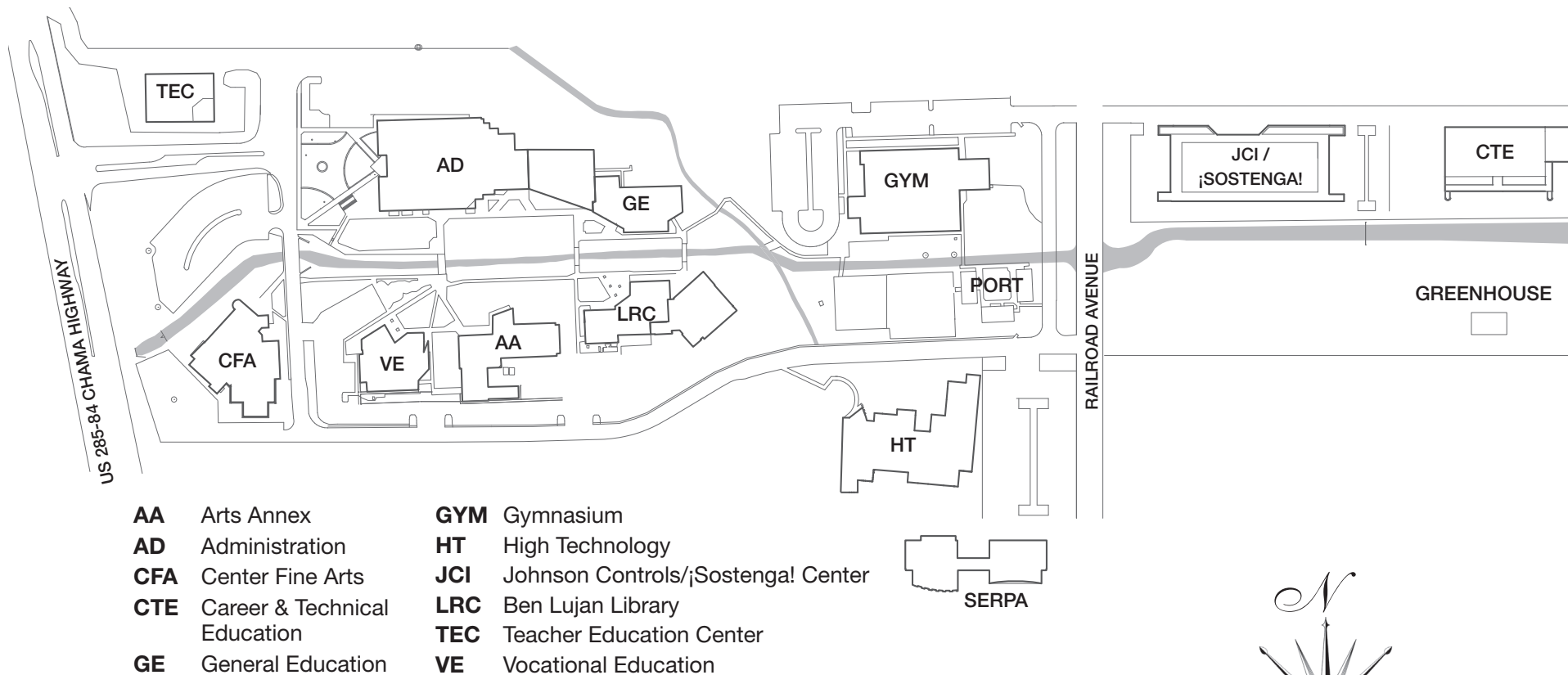
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Northern New Mexico College

Española Campus Map



CAMPUS PHONE NUMBERS	ESPAÑOLA [505]	EL RITO [575]
Main Number	747-2100	581-4100
Security	747-2158	(505) 927-0679
Accessibility Resource Center	747-2152	
Admissions	747-2111	
Adult Basic Education	747-2195	
American Indian Affairs	747-2141	
Bookstore	747-2171	
Cashier	747-2131	581-4147
Child Development Center	747-2123	
Dean of Student Services	747-2269	
Educational Opportunity Center (EOC)	747-2200	581-4125
Financial Aid	747-2128	
Gymnasium	747-2285	
High School Equivalency Program (HEP)	747-2144	581-4139

CAMPUS PHONE NUMBERS

ESPAÑOLA [505]

EL RITO [575]

ID Cards and Photos	747-2287	
Job Placement	747-2161	
Library	747-2243	581-4125
Placement Testing	747-2164	
Provost/Chief Instructional Officer	747-2210	
Recruitment	747-2161	
Registrar/Student Records	747-2138	
Student Advisement Center	747-2150	
Student Health	747-2256	
Transportation (Van)	747-2131	581-4147
Student Success Center	747-2164	
Veterans Benefits	747-2151	
Writing Center	747-2294	

Go to www.nnmc.edu for Full-Time Faculty listings and departmental phone numbers

FINANCIAL AID

Northern New Mexico College is committed to helping all students attain an affordable education. The philosophy of the Financial Aid Office is to award funding to as many qualified students as possible. The office tries to distribute resources equitably and make sure every student in need has the necessary resources to attend college. Using a combination of family support, grants, loans, work programs, and scholarships, the Financial Aid Office works so that each student has a personalized financial aid package. Students apply for federal and state student aid programs, including Pell grants, Academic Competitiveness Grant, SMART Grant, TEACH Grant, federal and state supplemental grants, Perkins loans, and Stafford loans by completing a Free Application for Federal Student Aid, commonly referred to as the FAFSA. The Financial Aid Office also awards the New Mexico Legislative Lottery Scholarship for all recent graduates of New Mexico high schools and GED recipients as applicable, as well as other state and NNMC Foundation scholarships.

A financial aid package is prepared for you after all components of your application are reviewed by a financial aid advisor. Your package might be

different from another student's as the financial aid process is individualized based upon your particular living and financial circumstances. The Financial Aid Office will ensure you have a financial aid package that best fits your needs. Once the semester is underway and you are registered for all of your classes, the awards in your financial aid package will be credited to your student account in the Business Office to offset the charges of tuition, fees and other charges (i.e. bookstore charges). Amounts that exceed your charges will be reimbursed to you. Use these funds wisely, as they are intended to help you for the duration of the semester. Plan a budget ahead of time.

Applying for financial aid is simply a matter of accurately completing forms and submitting paperwork in a timely manner. You can get help with the process in the Educational Opportunity Center, (EOC). Remember, the process is largely created through paperwork; therefore, you should keep copies of everything you send or deliver and records of the relevant dates. Do not give the Financial Aid Office the originals of income tax forms or other important documents. Make copies and have the copies dated by the Financial Aid Office for additional assurances that materials have been received.

SURVIVAL TIPS

An education is a privilege and YOUR responsibility, therefore, you are expected to contribute toward your education to the best of your ability and with the help of your family. Financial aid is only a supplement to help meet some of the costs associated with your education.

- Financial aid representatives are here to help; utilize this great resource!
- Read and be aware of financial aid programs and processes.
- Understand your rights, responsibilities, and the implications of all forms that you sign.
- Keep copies of all documents submitted to the Financial Aid Office and note the dates submitted.
- Take responsibility for your part in the financial aid process in order to ensure that you receive all that you are eligible to receive.
- Read the university catalog and course schedule thoroughly. Know and understand policies regarding registration, tuition and fee charges, refunds, course changes and financial aid disbursements.

YOUR RIGHTS

You have the right to know...

- what financial aid programs are available at NNMC
- the deadlines for submitting applications for each of the programs
- how financial aid is distributed, how decisions on distributions are made, and the basis for these decisions
- how your financial need was determined
- how your cost of attendance was determined (i.e. tuition and fees, room and board, books and supplies, transportation, personal, and miscellaneous expenses)
- what resources (current assets, family contribution, other financial aid, etc.) are considered in the calculation of your need
- how much of your financial need, as determined by NNMC, has been met
- the details of the various programs in your student aid package
- NNMC's refund policy
- what portion of the financial aid you receive must be repaid and what

portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, repayment procedures, the length of time you have to repay the loan, and when repayment is to begin

- how NNMC determines if you are making satisfactory academic progress and what happens if you are not
- policies and sanctions related to Copyright Infringement
- NNMC's Drug and Alcohol Policy
- NNMC's Crime Awareness Policy and access to the Campus Security report
- NNMC's default rate
- NNMC's retention rates and graduation rates
- NMHU's statistics regarding student body diversity

YOUR RESPONSIBILITIES

In accepting your responsibilities, you must...

- complete all application forms accurately and submit them on time to the proper place

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- provide correct information. Misreporting information on financial aid applications could result in indictment under the U.S. Criminal Code
 - return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the Educational Opportunity Center
 - be responsible for reading and understanding and keeping copies of all forms you sign
 - live up to all agreements you sign
 - perform the work agreed upon when accepting work-study assignments
 - be aware of and comply with NNMC policies and procedures
 - report all changes in name, address, telephone number, and enrollment status to the Financial Aid Office and Registrar's Office

STUDENTS' RIGHTS AND RESPONSIBILITIES

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of soci-

ety. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, we encourage you to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The minimal standards of academic freedom outlined below are essential to any community of scholars.

The freedom to teach and the freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. You must exercise your freedom with responsibility.

ACADEMIC FREEDOM AND RESPONSIBILITIES

On one hand, you must be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion. On the other hand, you are responsible for learning the content of any course of study for which you are enrolled.

The instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct of matters unrelated to academic standards.

PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

You have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, you are responsible for maintaining standards of academic performance established for each course in which you are enrolled.

If you believe that you have experienced prejudicial or capricious evaluations, you should follow the appellate process set out in Northern's Catalog. If you have questions, you should consult the Registrar for information on the procedures to be followed. If you have a complaint, you should consult the Dean of Student Services.

PROTECTION AGAINST IMPROPER DISCLOSURE

1. Information about students' views, beliefs, and political associations which instructors acquire in the course of their work as instructors and advisors are to be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate conditions, normally with the knowledge and consent of the student.

2. Northern has carefully considered policy as to the information which should be part of a student's permanent educational records and as to the conditions of its disclosure (see the current Catalog). To minimize the risk of improper disclosure, academic and disciplinary records are maintained separately, and the conditions of access to each are set forth in an explicit policy statement. Transcripts of academic records contain information about academic status only.

Information from disciplinary files is not available to unauthorized persons without the express consent of the student involved, except under legal compulsion or in cases in which the safety of persons or property is involved. No records are kept which reflect the political activities or beliefs of students. Administrative staff and faculty members are to respect confidential information about students which they acquire in the course of their work. Such records are kept by the Dean of Student Services.

PERSONAL FREEDOMS AND RESPONSIBILITIES

A. Freedom of Association

Students bring to the campus a variety of previously acquired interests and

develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests.

1. The membership policies and actions in the College community are determined by vote of only those persons who at the time are bona fide students.
2. Affiliation with an extra-mural organization should not, of itself, disqualify a student organization from institutional recognition.
3. Each organization should be free to choose its own advisor.
4. Student organizations shall be required annually to submit a statement of purpose, criteria for membership, rules or procedures, and a current list of officers and members.
5. Student organizations, including those affiliated with an extra-mural organization, should be open to all students, without regard to race, creed, sexual orientation, or national origin, except for academic or religious qualifications which may be required by organizations whose aims are primarily academic or sectarian.

The Dean of Student Services is responsible for the approval and oversight of all student organizations.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Student organizations should be allowed to invite and to hear any person of their choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the institution.

C. Freedom to Participate in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the area of its jurisdiction should be reviewed only through orderly and prescribed procedures.

THE STUDENT CODE

PREAMBLE

Northern has an obligation to clarify standards that it considers essential to its educational mission and its community life. These general behavioral expectations and the specific regulations related to them represent a reasonable way to regulate student conduct, keeping in mind that students should be as free as possible from imposed limitations that have no direct

relevance to their education.

Offenses against this code are as clearly defined as possible and will be interpreted in a manner consistent with principles of relevancy and reasonableness. Disciplinary sanctions will be applied only to those violations of standards of conduct which are published in this Student Handbook and other published college and departmental policies, rules and regulations.

STANDARDS OF CONDUCT

Students attending Northern New Mexico College are subject to all state, city and Northern laws, regulations and rules.

Northern New Mexico College recognizes its responsibility to the individual student, to the state, and to the communities of which its students are members. It maintains, therefore, a policy of disapproving those types of behavior which violate the standards of acceptable conduct. Continued misconduct of any type will jeopardize the student's privilege of recommendation by Northern and may cause his/her suspension or permanent dismissal.

Northern New Mexico College will cooperate with duly constituted legal authorities when a student is involved in violations of the law.

Students who are arrested by law enforcement officers and who are subsequently convicted for law violations may be subject to disciplinary action imposed by the College including warning, censure, restitution, probation, suspension and expulsion as the individual case warrants.

Students are subject to the provisions of New Mexico Statute and to disciplinary action by the College including warning, censure, restitution, probation, suspension and expulsion for engaging in the conduct listed hereafter:

1. Acts of dishonesty, including but not limited to:
 - a. Furnishing false information to any College official, faculty member, or office. For furnishing such false information, which results in improper admission, residency classification, tuition charge or financial aid, the sanction will be expulsion with forfeit of any money paid to the College for that term. In the case of improper admission, the sanction will include loss of any credit which may have been earned.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification will result in expulsion.
 - c. Tampering with the election of any recognized student organization.

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- d. Representing one's self or organization as an agent of the College without written authorization to do so will result in expulsion.
 - e. Soliciting a college representative to complete and/or submit academic suspension or financial aid appeal forms may result in expulsion.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, as well as other College activities, including its public-service functions on or off campus or the authorized non-College activities when the act occurs on College premises.
 3. Physical abuse, verbal abuse, threats, intimidation, harassment (sexual or otherwise)*, coercion and/or other conduct, which threatens or endangers the health or safety of any person, may result in immediate expulsion.
- *Sexual harassment/battery investigations will be conducted by the College's designated Title IX coordinator.*
4. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other person or public property.
 5. Failure to comply with directions of the College officials or law enforce-

ment officers acting in performance of their duties and/or failure to identify one's self to these persons when requested to do so.

6. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry or use of College premises.
7. Violation of published College policies, rules or regulations.
8. Failure to make satisfactory settlement with the College for any and all debts.
9. Participating in illegal gambling activities on College owned or controlled property or at a function identified with the College.
10. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.
11. Use, possession or distribution of controlled substances except as expressly permitted by law will result in immediate expulsion without appeal. Abuse of illicit drugs may lead to dependence as well as damage to the brain, liver, kidneys, and bones. Illicit drug abuse may also cause severe physical and psychological problems. Help may be obtained by making an appointment with the NNMC Exito Counselor, AD 241C, 747-2256.

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12. Use, possession or distribution of alcoholic beverages or intoxication except as expressly permitted by the law and College regulations will result in disciplinary sanctions which include, but are not limited to; warnings, probation, loss of privilege, college/residence hall suspension or expulsion, and referral to and satisfactory completion of rehabilitation programs. Continued abuse of alcohol may result in permanent brain injury, alcoholic hepatitis, and cirrhosis of the liver. Abusing alcohol may also lead to pancreatitis, disturbances in heart rate and rhythm, kidney failure and chronic lung infections. Help may be obtained by making an appointment with the NNMC Exito Counselor, AD 241C, 747-2256. (See the College's Substance Abuse Policy in the current Catalog.)
 13. False reporting of the presence of a bomb, firearm, incendiary or explosive device on campus.
 14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises will result in police referral and expulsion.

Note that this paragraph does not prohibit certified law enforcement officers from carrying a firearm on campus – this policy deals only with

the illegal or unauthorized possession of weapons, etc. **Certified officers are expected, however, to present their instructors with proof of certification (badge and certification card) before the first class. They must also be sensitive to the feelings of their instructors and fellow students by carrying concealed weapons if they are in civilian clothes or, regulations permit, leaving their firearms in their vehicles.**

15. Participation in campus demonstrations which disrupt the normal operations of the College and infringe on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.
 16. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
 17. Parking or driving in undesignated areas.
 18. Conduct which is disorderly, lewd, or indecent; a breach of peace, or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.
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19. Theft or other abuse of computer and/or computer time, including but not limited to the following:
- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official;
 - e. Use of computing facilities to send obscene or abusive messages;
 - f. Use of computing facilities to interfere with the normal operation of the College computing system;
 - g. Use of computing facilities for one's own monetary gain. Facilities are reserved for your use in pursuit of your studies, not to conduct personal business.
 - h. Theft of a computer or the failure to return a borrowed College computer;
 - i. Failure to pay for expenses incurred while using a College computer

and/or its software (e.g., accessing Internet sites which charge and then billing the expense to the College).

20. Violating any State of New Mexico Mandate or Codes of Conduct that are applicable to Northern New Mexico College Students.

RESPONSIBILITIES FOR ADMINISTRATION OF THE CODE

The disciplinary responsibilities of College members and the disciplinary procedures are as follows:

1. Each faculty and staff member has a responsibility to report as soon as possible, in writing, infractions of the code to the Dean of Student Services.
2. When an alleged infraction of College policies, procedures, rules, or regulations is brought to the attention of the Dean of Student Services, an appropriate investigation shall occur. The student(s) involved will be given the opportunity to submit a response to the claimed infraction to the Dean of Student Services or his/her designee. Following the investigation, the Dean will make an administrative decision on the case. If warranted, the Dean of Student Services will determine the appropriate disciplinary action.

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3. If the student agrees in writing that the sanction is appropriate, the sanction will be applied and a record made of the action on a form to be provided by the Dean. If the student does not agree, such a statement will be noted in writing with the student's signature and date.
 4. A notice of the student's right to a hearing shall be given to the student(s) and should the student wish to exercise his/her right to a hearing, he/she must submit to the Dean of Student Services a signed written request within five (5) working days from the time the notice or right of hearing is given to him/her.
 5. Pending action on the charges, the status of a student shall not be altered nor the student's right to be on campus or to attend classes be suspended, except for reasons relating to the student's physical or emotional safety and/or the well being of other persons or property.
 6. Records of cases in which disciplinary action has been upheld shall be held for ten (10) years after the date action was taken. (State Records Center Rule 92-07, 1-13-93, p. 49)

CYBER-BULLYING

Cyber-bullying involves the use of information and communication technologies (i.e. cellular phones) to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

The IT System of Northern New Mexico College imposes certain responsibilities and obligations, and is subject to College policies, and federal laws. In making appropriate use of Northern New Mexico College computing resources students are not permitted to use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, or sending unwanted mail.

If the Dean of Student Services is made aware that cyber-bullying/harassment is taking place through the use of Northern New Mexico College IT services, and/or personal technological devices, such actions may result in college imposed sanctions.

STUDENT DISCIPLINARY CODE DEFINITIONS

1. **Advisor** – is defined as a current member of the College faculty, staff, or student body, but one who has no active role in the proceedings.

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2. **Cheating** – includes but is not limited to: a) use of unauthorized assistance in taking quizzes, tests, or examinations; b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports solving problems, or carrying out other assignments; or c) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
 3. **College** – means Northern New Mexico College.
 4. **College Official** – means any person employed by the College who performs assigned administrative or professional responsibilities.
 5. **Dean of Student Services** – is that person who fills the position and is responsible for the administration of the Student Code.
 6. **Faculty Member** – means any person hired by the College to teach a formalized course.
 7. **Judicial Appeals Committee** – means that body of faculty, staff, and students authorized by the Dean of Student Services to consider an appeal determination.
 8. **The term “may”** is used in the permissive sense and implies that something may be done but need not be done.

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9. **Organization** – means those persons who have complied with the formal requirements for recognition by the Dean of Student Services.
 10. **Plagiarism** – includes but is not limited to: a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
 11. **Policy** – is defined as the written regulations of the College as found in, but not limited to, the Student Handbook and the College Catalog.
 12. **Premises** – includes all land, buildings, facilities, vehicles, and other property in the possession owned, used or controlled by the College (including adjacent streets and sidewalks).
 13. **Sexual Harassment** – includes but is not limited to; verbal or physical advances and any harassing conduct to which a student would not be subjected but for such an individual's sex. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated in any way that is unwelcome. A student who has initially welcomed such conduct by active participa-

tion must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

14. **The term “shall”** is used in the imperative sense and implies that something must be done.
15. **Student** – includes all persons taking formalized courses at the College. This includes, ABE, HEP and all students enrolled for credit courses.

DISCIPLINARY ACTIONS AND SANCTIONS

1. A documented verbal or written notice of warning must be given to the student who has violated the Student Code before any of the following sanctions may be imposed. Sanctions may be imposed in any order based on the severity of the infraction.
 - a. **Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period of time and included the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - b. **Withholding** – withholding of grades, transcripts, and/or degree.

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- c. **Restitution** – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - d. **Discretionary Sanction** – work assignments, service to the College, or other discretionary assignments that must be approved by the Dean of Student Services.
 - e. **College/Residence Hall Suspension** – separation of the student from the College and/or residence halls for a definite period of time, after which the student may be eligible to return.
Conditions for readmission may be specified. Suspension carries with it the loss of any money paid to the College for that term.
 - f. **College/Residence Hall Expulsion** – permanent separation of the student from the College and/or residence halls. Expulsion carries with it the loss of any money paid to the College for that term.
 - g. **Barring** – barring from campus.
- 2. More than one of the sanctions listed above may be imposed for any single violation.
 - 3. Disciplinary sanctions shall not be made part of the student's permanent academic record.

INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Student Code shall be referred for final determination to the Dean of Student Services.
2. The Student Code shall be reviewed every five (5) years under the direction of the Dean of Student Services.

STUDENT'S RIGHTS

Students, the premises occupied by students, and the personal possession of students should not be searched without proper authorization from the Dean of Student Services. In order for the authority to make such a search must be clearly based on sufficient evidence that a violation of the Code has occurred (e.g., the smell of marijuana or alcohol, physical evidence such as empty bottles, etc.) The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed. In all cases, the extent of a search will be limited by the circumstances that justified the authorization to search.

JUDICIAL APPEALS COMMITTEE

If a penalized student questions the fairness of the disciplinary action

imposed by the Dean of Student Services, the student shall be granted, upon request, the right to a formal hearing before the Judicial Appeals Committee.

1. The student should be informed by the Dean, in writing, of the reasons for the disciplinary action, with sufficient particularity and in sufficient time, (within three business days), to insure an opportunity to prepare for a hearing should the student wish to appeal.
2. The Judicial Appeals Committee will include faculty, staff, and students and comprised of five members. No member of the hearing committee who is otherwise interested in the particular case may participate in the proceedings.
3. The student appearing before the Judicial Appeals Committee has the right to be assisted in a defense by an advisor of the student's choice. [See the definition of an "advisor" on page 16.] The hearing will occur no later than 10 business days after the student submits a written appeal to the Dean of Student Services.
4. Formal rules of evidence do not apply, but matters should be heard so that they are fully and fairly presented.

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5. The Judicial Appeals Committee shall keep a summary record of all proceedings, turning over all records and other documentation to the Dean of Student Services at the conclusion of the review.
 6. The decision of the Judicial Appeals Committee is final. The Dean of Student Services shall review the documents considered by the committee during the appeal and shall uphold the committee's decision unless there is evidence that the decision was based on a misinterpretation of policy.

CONDUCT OF HEARINGS

Hearings shall be conducted according to the following guidelines:

1. Hearings normally should be conducted in private.
2. Admission of any person to the hearing shall be at the discretion of the chairperson of the Judicial Appeals Committee.
3. In hearings involving more than one accused student, the chairperson of the Judicial Appeals Committee may decide to conduct separately the hearings concerning each student.
4. After the hearing, the Committee shall determine (by majority vote)

whether the sanction was appropriate and whether the student received due process.

VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code. For example, if both violations result from the same factual situation, without regard to the tendency of civil litigation, time-lines in court, or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for the individual because of that student's status as a student. If, however, the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College. The College will cooperate fully with law enforcement and other agencies in the enforcement of

criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, staff and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

STUDENT CLUBS AND ORGANIZATIONS

CONTACT: Dean of Student Services, 747-2269

LOCATION Joseph M. Montoya Administration Building

- Interact with a diverse group of people and make friends.
- Get involved with the college and surrounding communities.
- Learn more about your interests—academic, cultural or social.

CURRENT CLUBS & ORGANIZATIONS

- Aikido
- American Indian Student Organization (AISO)
- Biology Interest Group (BIG)
- Cosmetology
- Estudiantes Verdes

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- Explorer's
 - Integrated Health Student's Society (IHSS)
 - Northern Engineering Student Association (NESA)
 - Phi Theta Kappa
 - Radiology I & II
 - Student Nursing Association (SNA)
 - Student Senate

If you are interested in creating a new club, contact the Dean of Student Services.

CAMPUS RESOURCES

ACCESSIBILITY RESOURCE CENTER

Hours: Monday – Friday, 8 am – 5 pm

Contact: [505] 747-2152

Location: Joseph M. Montoya Administration Building in Advisement Center

Web address: <http://special.nnmc.edu>

- Provides accommodations for those who feel that they have a physical

or learning disability.

- Refers students to outside sources of assistance to help cope with personal problems.

ADMISSIONS

Hours: Monday – Friday, 8 am – 5 pm

Contact: [505] 747-2111

Location: Joseph M. Montoya Administration Building

Web address: <http://admissions.nnmc.edu>

- Processes all admission applications
- Changes demographic information (name/address/phone)
- Changes from non-degree to degree seeking (or vice versa)

AMERICAN INDIAN AFFAIRS

Hours: Monday – Friday, 8 am – 5 pm

Contact: [505] 747-2141

Location: Joseph M. Montoya Admin. Bldg. in the American Indian Center

Web address: <http://aia.nnmc.edu>

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- Serves American Indian students needing academic and personal support to enter college, and helps them be successful in college
 - Strives to increase American Indian enrollment
 - Retains students in college and helps students through graduation
 - Services include:
 - _ academic advisement
 - _ scholarship information
 - _ internships and employment opportunities
 - _ referral services
 - _ American Indian Student Organization
 - _ student advocacy
 - _ xerox, telephone, and fax service
 - Tribal education liaison

CHILD DEVELOPMENT CENTER

Hours: Monday – Friday, 7:30 am – 5:15 pm

Contact: [505] 747-2123

Location: Day Care Portable, South end of Campus

**Web address: www.nnmc.edu ➡ Current Students ➡ Resources
for Students**

The Child Development Center accepts children ages 3-5, and serves the childcare needs of the students, staff and faculty of NNMC.

- Encourages learning and language development
- Facilitates social, emotional, fine and gross motor skills
- Promotes growth of intellectual skills
- Provides a clean, safe, fun, nurturing home atmosphere
- Tuition rate is \$95.00 a week.* State assistance may be available to those who qualify.

**For current information on tuition rates and hours of operation contact the Child Care Center or check the website.*

EDUCATIONAL OPPORTUNITY CENTER (EOC)

Hours: Monday – Friday, 8 am – 5 pm

Contact: [505] 747-2200

Location: Joseph M. Montoya Administration Building

Web address: www.nnmc.edu ➔ Current Students ➔ Resources for Students

- The EOC is a federally funded project authorized by Public Law 94-482, Section 124, Title IV of the Higher Education Act
- There are alternate EOC Offices in Bernalillo, Taos, Santa Fe, and Las Vegas.
- The EOC provides services to extend post-secondary education opportunities to adults who are low income and first generation college bound students.

EOC services include:

- _ Providing information about grants, scholarships, and loans
- _ Information on technical/vocational schools, colleges and universities
- _ Educational, financial and career advisement
- _ Assistance with completing forms and compiling information needed

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- to apply for admissions, financial aid and scholarships
 - _ Assistance in registering for required exams or other entrance tests
 - _ GED referral programs
 - _ Campus visits

EL RITO CAMPUS LIBRARY

Materials appropriate to El Rito programs are available in the library facility located on the El Rito campus. For Library hours and additional information call 575-581-4100.

FINANCIAL AID

Hours: Monday – Friday, 8 am – 5 pm

Contact: [505] 747-2128

Location: Joseph M. Montoya Administration Building

Web address: <http://aid.nnmc.edu>

- Provides monetary assistance to students who can benefit from further education but who cannot do so without such assistance
- Assists qualified, deserving students who must find funds to attend college
- Grants & Loans

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- Scholarships
 - Student employment opportunities

GYMNASIUM

Contact: [505] 747-2285

Web address: www.nnmc.edu ➔ Community & Visitors

Northern has two gyms, one at each campus. The El Rito Grant Gymnasium is available to meet the needs of the campus resident students, faculty and staff. *The Española Eagle Memorial Sportsplex offers a variety of activities, including:*

- Multipurpose area for aerobics
- Physical training machines
- Weight Room
- Raquetball
- Full-size basketball court

LIBRARY

Hours: Monday – Thursday, 8 am – 9 pm, Friday, 8 am – 5 pm

Saturday and Sunday, 12 pm – 5 pm

Open between semesters, Monday – Friday, 8 am – 5 pm

Closed on Holidays

Contact: [505] 747-2243

Location: Ben Lujan Library

Web address: <http://library.nnmc.edu>

The NNMC Library is committed to providing distance learners with the same excellent resources and services our on-campus students have come to expect.

- Provides orientation sessions for class groups and/or individualized instruction
- Provides a copy machine,* computers and Internet access
- Group study room
- Audiovisual viewing and listening space
- Interlibrary loan and reciprocal borrowing privileges

**Copy machine is available for use at a minimal fee.*

MATH LEARNING CENTER

Hours: Hours vary by semester; please call or check the website for current tutoring and workshop schedules

Contact: [505] 747-5487

Location: High Tech Building, HT 101

Web address: www.nnmc.edu ➡ **Current Students** ➡ **Resources for Students**

Northern's Math Center is dedicated to helping students strengthen their math skills so that they gain confidence and independence in math learning. The center assists students at all stages of the learning process, through one-on-one instruction, small study groups, and peer-to-peer consultation.

Services include:

- Free drop-in tutoring
- Online resources, computer stations, and MATLAB® software
- COMPASS Placement Test preparation and workshops
- Services for students and faculty

NORTHERN BOOKSTORE

Hours: Monday & Thursday, 8 am - 5 pm; Tuesday & Wednesday, 8 am - 6 pm
Friday, 8 am - Noon

Contact: [505] 747-2171

Location: Joseph M. Montoya Administration Building

Web address: www.nnmc.edu ➔ **Current Students**

- Textbooks and classroom supplies
- Textbooks/supplies can be charged to student accounts*
- Book buy back offered each semester*
- Graduation cap and gown orders*
- Clothing, backpacks, hot and cold beverages/snacks

**Contact Bookstore staff or check the website for current information and dates.*

REGISTRAR'S OFFICE

Hours: Monday – Friday, 8 am – 5 pm

Contact: [505] 747-2138

Location: Joseph M. Montoya Administration Building

Web address: www.nnmc.edu ➔ **Current Students**

- Maintains educational records
- Evaluates transfer credits
- Produces course schedules
- Manages registration for classes
- Handles official transcript requests
- Implements course cancellation due to insufficient enrollment or no instructor
- Oversees faculty grades
- Processes graduation applications
- Provides enrollment verification*

**Northern's Policy indicates that personal identity information about the student will not be released to a third party without written consent from the student.*

STUDENT ADVISEMENT CENTER

Hours: Monday – Thursday, 8 am – 6pm; Friday, 8 am – 5pm

Contact: [505] 747-2175

Location: Joseph M. Montoya Administration Building

Web address: www.nnmc.edu ➔ **Current Students**

- *Offers academic advising for student who:*
 - _ are new to Northern
 - _ have never attended college
 - _ are transferring from another college/university
 - _ are being readmitted into Northern
 - _ are currently enrolled at Northern
 - _ need help choosing classes and understanding the educational process
- At the end of your first semester you will be assigned to a full-time faculty advisor from your chosen field of study
- Staff advisors will be available during periods between terms and during the summer session when full-time faculty advisors are not on campus

STUDENT EMAIL ACCOUNTS

Hours: Monday – Friday, 8 am – 5 pm

Contact: [505] 747-2259

Location: Vocational Educational (VE) Building

Web address: <http://it.nnmc.edu>

- Northern provides every student a campus email account with a sufficient amount of storage space. It is in your best interest to use your email account liberally for current information, campus alerts, school closures, etc.
- You may access your account from the **MyNNMC** portal. An example of your email address should look like the following: *yourname@nnmc.edu*

STUDENT HEALTH & COUNSELING

Hours: Monday – Thursday, 9 am – 6 pm

Contact: [505] 747-2256

Location: Joseph M. Montoya Administration Building

Web address: www.nnmc.edu ➔ **Current Students**

The following health services are free and confidential to all students:

- Individual counseling sessions (walk-in and by appointment).

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- Student Health Insurance information
 - Regional health service information
 - Crisis hotline information
 - Support groups

STUDENT SUCCESS CENTER / TUTORING CENTER*

Hours: *Semester Hours:*

Monday – Thursday, 7:30 am to 8 pm; Friday, 7:30 am – 3:30 pm

1st week of each semester:

Monday – Friday, 7:30 am – 5 pm

Contact: [505] 747-2164

Location: Student Success Center 102 (Between Admin Bldg. and GE Bldg.)

Web address: www.nnmc.edu ➡ Current Students ➡ Resources for Students

- Computer lab
- Self-paced computer tutorial programs
- Tutorial assistance
- Study groups

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- Mentors
 - Course Placement Evaluation
 - Internet assistance

** Please contact the Student Success Center for a current tutoring schedule.*

THE WRITING CENTER

Hours: Hours vary by semester; please call or check the website
for current schedule

Contact: [505] 747-2294

Location: AD 129 (Administration Building, lower floor)

Web address: www.nnmc.edu ➔ Current Students ➔ Resources for
Students

Northern's Writing Center offers individual tutoring sessions for students seeking advice and assistance in reading and writing. *Tutors assist students in developing the following skills:*

- Understanding assignments
- Selecting and focusing a topic
- Conducting research

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- Organizing ideas and creating an outline
 - Structuring paragraphs and essays
 - Proper sentence structure
 - Editing and proofreading their work
 - Formulating thesis statements
 - In-text citations and Works Cited lists in both MLA and APA style
 - Résumés and cover letters

NOTES:

Española Campus: 505 747.2100
921 Paseo de Oñate, Española, NM 87532

El Rito Campus: 575 581.4100
P.O. Box 160, El Rito, NM 87530

