Northern New Mexico College
SPRING 2018 SCHEDULE OF CLASSES

REGISTRATION begins November 6, 2017
APPLY ONLINE at nnmc.edu or
Call Admissions at 505.747.2111
Check out our ABET-Accredited Bachelor in Information Engineering Technology (IET) with a concentration in Cybersecurity.

APPLY TODAY! Call 505.747.5425 or visit us online at www.nnmc.edu

Tailor your own bachelor’s degree with Northern’s “Self-Design” program, to meet their personal academic and career needs.

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Our ACBSP-Accredited College of Business Announces short term courses leading to a Bachelor’s Degree in Management.

Classes one day/week. Graduate in 16 months! For more information, call (505) 747.2184

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FIND YOUR FUTURE @NORTHERN!
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
505.747.2100
www.nnmc.edu

Administrative Officers
Dr. Richard J. Bailey, Jr., President
Dr. Ivan Lopez, Provost, VP for Academic Affairs
Ricky Bejarano, CPA, CGMA, VP for Finance and Administration

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Academic Calendar
Registration for Spring 2018 ($28.00 non-refundable registration charge applies). . Mon., Nov. 6–Mon., Jan. 15
Deadline for Degree & Certificate Students to Submit an Application for Spring 2018 ........ Fri., Jan .5
First Day for book charges through the Bookstore ....................................... Mon., Jan. 8
Deadline for Non-Degree Students to Submit an Application for Spring 2018 .......... Fri., Jan. 12
PAYMENT DEADLINE: pay in full, or 5% down plus a payment plan, or be disenrolled . . Fri., Jan. 12
Holiday Observed (Martin Luther King Jr. Day) College Closed–No Classes .......... Fri., Jan 15
SPRING CLASSES BEGIN ................................................................ Tues., Jan. 16
Late Registration: $35 non-refundable Late Registration Charge ............... Mon.–Fri., Jan.16–19
Last Day to Change Full-Term Schedule (Drops/Adds only) .................... Fri., Jan. 19
Last Day to Charge on Account (financial aid, dual credit,3rd party) ........ Fri., Jan. 26
Last Day to Change from CR-AU/AU-CR. ....................................... Fri., Jan. 26
Last Day to Drop from a Full-Term Course with a Refund ....................... Fri., Jan. 26
Last Day to Drop from a Full-Term Course without Record .................. Fri., Feb. 2
Last Day to Receive a 100% Refund for Texts through the Bookstore .......... Fri., Feb. 2
Deadline to Petition to Graduate in Spring 2018 .................................. Fri., Feb. 2
Midterm Week .......................................................................... Mon.–Fri., March 5–9
Midterm Grades due .................................................................. Mon., March 12
Spring Break .......................................................................... Mon. – Sun., March 12 – 18
Holiday Observed (Good Friday) College Closed, No Classes .................... Fri., March 30
Last Day for Instructors to Initiate a Withdrawal .................................... Thur., March 29
Last Day to Withdraw from a Full-Term Course .................................. Fri., April 13
Registration begins for Summer/Fall 2018. ........................................ Mon., April 16
Final Exams* ........................................................................ Mon.–Fri., May 5 – 11
Commencement Rehearsal .............................................................. Thurs., May 10
*Exam make-up days in case of bad weather ........................................ Fri.–Sat., May 11–12
Last Day of Term .................................................................... Fri., May 11
Spring 18 Commencement Ceremony ................................................ Sat., May 12
Final Grades Due .................................................................... Mon., May 14

www.nnmc.edu

APPLY ONLINE TODAY at nnmc.edu! QUESTIONS? Call 505.747.2111

www.nnmc.edu
Española Campus Map & Schedule Abbreviations

**ESPAÑOLA CAMPUS MAP ABBREVIATIONS**
- AA Arts Annex
- AD Administration
- CFA Center Fine Arts
- CTE Career & Technical Education
- GE General Education
- GYM Gymnasium
- HT High Technology
- JCI Business Administration
- BEN Ben Lujan Library
- SERP Solar Energy Research Park
- TEC Teacher Education Center
- 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 Españolía Hospital
- EVFAC Españolía Valley Fine Arts Center
- EVHS Españolía Valley High School
- GRD GRD Health Center
- LAHS Los Alamos High School
- LVMC Las Vegas Medical Center
- PENHS Pefiasco High School
- PVHS Pojoaque Valley High School
- SVRMC St. Vincent Regional Medical Center

**EL RITO CAMPUS**
- AD Administration
- ELEC Electricity
- GYM Grant Gymnasium
- JH Jaramillo Hall
Final Examination Schedule

**CLASS DAY**   **TIMES**   **EXAM DAY**   **EXAM TIME**

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Spring 2018

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.

**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 “TR” 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, May 11, 2018. All tests will be in regularly assigned classrooms at regularly scheduled times.

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**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: Ben Lujan Library, LRC 114
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.
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 prerequisites, 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, ACCUPLACER, 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 currently 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.
## Tuition & Fees (Spring 2018)

Tuition & Fees for Fall 2017-Summer 2018 are subject to change by action of Northern’s Board of Regents. Tuition and Fees for previous academic years are available online at [www.nnmc.edu](http://www.nnmc.edu).

### UNDERGRADUATE

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<td>1-11 hours, per credit hour (Part-time)</td>
<td>$135.85</td>
<td>$62.70</td>
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<td>12 to 18 hours = block (Full-time)*</td>
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<td>Per credit hour (6 hours or less)</td>
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<td>$135.85</td>
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<td><strong>NON-RESIDENTS (including international students)</strong></td>
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### POST-BACCALAUREATE

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<td>Engineering per credit hour + flat fee for over 6 hours</td>
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### ADDITIONAL CHARGES:
- Registration (flat fee per semester) $29.26

Note: Course-specific fees may apply, such as lab ($78.00) or online ($31.35 per credit hour) class fees.

*Each credit hour over 18 will be charged at $198.55/hour for residents, $567.44/hr for non-residents.

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

### Late fees

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Please refer to the current Academic Catalog for a list of testing fees and course- or program-specific fees.
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 ACCUPLACER 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 ACCUPLACER placement exam in each high school. Contact your counselor for ACCUPLACER testing dates and for information on ACT and SAT exams (typically offered in high school).
- If a you have already taken the ACT or SAT, you do not have to take the ACCUPLACER 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**

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
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<tr>
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**STUDENT SERVICES**

Regular office hours: Mon. – Fri., 8 am to 5 pm
Extended Hours: 8 am to 6 pm for the week before through the first week of classes.

**Extended Hours apply to the following offices:**
Advisement Center, Admissions, 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

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, COMPASS or ACCUPLACER placement tests taken within the past two years. If you have not yet tested...
   - Take your Placement Test. Northern offers ACCUPLACER 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 Student Self-Services 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.

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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 ACCUPLACER 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 2016, 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 Fall 2016, 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 ACCUPLACER test scores.
Registration for Spring 2018

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. January 12, 2018, 5 pm.

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

SPRING 2018 CLASSES BEGIN:
Tuesday, January 16, 2018

REGISTRATION:
Begins for Spring 2018: 8 am, Monday, November 6, 2017
Ends for Spring 2018: Monday, January 15, 2018

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. In order for financial aid to cover short courses: you must be enrolled by the third Friday from the start of the term.

Refer to the Parts-of-Term (POTS) information online and in 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.nnmc.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 (Eagle ID number) and your PIN in order to proceed.

Note: Students are not able to drop/withdraw from their last class through myNNMC after the first week of the semester. 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 and Financial Aid.

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 NNMC Email Address from Banner:
Click on Personal Information, then on View Email Address.

Username examples:
Firstname_MiddleInitial_Lastname@nnmc.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@nnmc.edu

Graduation

If you expect to complete your degree or certificate at the end of Spring 2018, your Graduation Application (available through Banner self-service) and completed Petition-to-Graduate Form (available online at www.nnmc.edu) must be in the Registrar’s Office no later than Friday, February 2, 2018.

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 (@nnmc.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 have graduated from NNMC with a certificate, associate, or bachelor’s degree within the last 5 years, the graduation fee is waived.

Northern’s Spring Commencement ceremony will be on Saturday, May 12, 2018.
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

Eligible students are 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 2 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.

SPRING 2018: Friday, January 12, 2018, 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 Advisement:
(505) 747-2150, advisement@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 March 1st 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 FSA ID available in order to pre-fill your new FAFSA.

2. You may also seek assistance with the financial aid process by contacting the Financial Aid Office at 747-2128. We will assist you with the filing of the FAFSA, between 8 am to 4:30 pm.

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 67 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 five 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.

Northern New Mexico College
Financial Aid (continued)

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.

Phone Numbers

NEW!
Beginning Summer 2017 students can receive additional Pell Grant funding for enrollment in at least six credits in the summer. For more information, talk to Financial Aid staff.

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.

Phone Numbers

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

Accessibility Resources ........................................... 5448
Admissions ......................................................... 2269
Advisement ......................................................... 2150
Adult Education (AE) .............................................. 2198
Athletic Director ................................................... 2288
Biology, Environmental Science .................................. 5480
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www.nnmc.edu
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.

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.

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.
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YOUR NORTHERN JOURNEY TO SUCCESS

4. Graduate
Graduate with a degree from Northern New Mexico College.
The possibilities are endless!

3. Thrive
Thrive with undergraduate research opportunities found nowhere else in the region, under the mentorship of world class faculty.

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