



## STUDENT GUIDELINES FOR TRANSITION TO DISTANCE LEARNING 3.25.20

*Dear NNMC Students,*

We hope you are well, relaxed and most importantly, that you and your family are healthy and safe.

Classes will resume on Monday April 6, and Spring semester will extend two weeks, until May 29, to make up for the extended Spring Break.

This document provides useful information for making the transition to a virtual environment. Your professors have been working tirelessly to make their class content accessible in a virtual, online format. This is not an easy task. They have had only three weeks to convert all of their classes. Please express your thanks to them since this has been highly challenging.

Support services staff have also been working diligently to support you and make their services accessible to you online. We've included a brief outline on how to access these services once class begins. If you do not find the answer to your question or concern, please contact the Assistant Provost, Don Appiarus at [don.appiarus@nnmc.edu](mailto:don.appiarus@nnmc.edu) and he will make sure someone gets back to you with the information you need.

As developments evolve, please regularly check the Northern New Mexico College website for updates at [www.nnmc.edu](http://www.nnmc.edu)

It is also extremely important that you use your college email account. If you have not activated it, please contact Deborah Trujillo at [debra@nnmc.edu](mailto:debra@nnmc.edu).

If you have questions that are not answered in this document, please see the [Frequently Asked Questions](#) on the website. If you still have questions about services, there is a list of people for each student service area below who are ready to assist you.

### HOW YOUR COURSES WILL BE DELIVERED STARTING APRIL 6

Different instructors and courses require different methods to provide the best instruction. Please click [here](#) to access the list of all the courses that were originally scheduled as face-to-face and have been converted to an on-line format. The list includes some specific comments for certain courses. If it says contact your instructor, please do so through email. If you are unable to contact your instructor, please contact the department chair that supervises the course. Please note that if your course was originally delivered online, it will continue as usual (just login to Blackboard).

## ONLINE ACCESS

Northern recognizes that some students do not have access to computers or internet access. If you do not have access to technology or the internet, please complete the [Student Technology Access form](#).

### ONLINE COURSE DELIVERY METHODS

#### ■ Many classes are “Asynchronous.”

Asynchronous classes do not require students to attend real-time class sessions. Instead, students are provided with prerecorded video or audio lectures, assignments, and materials via an online platform such as Blackboard. Students are responsible for completing assignments on their own time and turning them in by the posted deadline. Instructors may also correspond with students via email and online discussion forums.

#### ■ Others are “Synchronous.”

Synchronous classes require students to meet virtually in real time. Synchronous courses will be offered on the same days and times that they were originally scheduled. Typically, synchronous online courses will be delivered via videoconferencing with Zoom. Zoom allows instructors and students to share screens, engage in virtual chat and virtual polling, and write on a virtual whiteboard.

#### ■ Some are “Hybrid.”

Hybrid classes combine the real-time delivery of synchronous classes with the completion of assignments on a student’s own time via the asynchronous model. For example, you may be asked to attend a live lecture via Zoom, but take quizzes or turn in papers via Blackboard.

#### ■ Blackboard Instruction

Blackboard is a learning platform that hosts class content, class instructions, the syllabus and other materials needed to teach a class online. Eagle Tech is ready to support you ([eagle.tech@nnmc.edu](mailto:eagle.tech@nnmc.edu) or 505-747-2224).

#### ■ Zoom Instruction

Zoom is a video conferencing learning platform used to host a class in a virtual format, where you can hear and see each other. For live zoom classes, you need to show up at the designated time (synchronous learning) where the whole class is “present” for the class. If your professor chooses, the class can be recorded for you to watch at a later time (asynchronous).

## ADDRESSING CHALLENGES

If you have problems or challenges navigating any of the online formats, please reach out to the Eagle Tech ([eagle.tech@nnmc.edu](mailto:eagle.tech@nnmc.edu), or 505-747-2224).

### FINANCIAL AID INFORMATION

The Financial Aid Office will communicate important information using email. Email is the College’s official means of communication, so keep checking your college email account for updated information. If you have questions regarding financial aid, please direct all questions to [finaid@nnmc.edu](mailto:finaid@nnmc.edu). Our staff is checking this account regularly and fielding questions to the appropriate staff member. The financial aid [website](#) also contains a wealth of helpful information.

## *Financial Aid Information (continued)*

If you have a late-starting course that was delayed by the campus closure and are expecting a refund due to an increase in enrollment status, the refund will occur the second Friday after the start of the late-starting course.

There are still many opportunities available for students to apply for scholarships for the Fall 2020 semester. We encourage you to take a look at [scholarship opportunities on Northern's website](#). Also, please don't forget to apply for federal financial aid for the upcoming 2020-2021 award year [by completing your 2020-2021 FAFSA](#). Some types of financial aid such as Work-Study and Supplemental Opportunity Grants are limited and are awarded on a first come first-served basis.

## **ADVISEMENT**

The Advisement Center is available to assist with any questions and concerns you may have as we transition to online instruction. If we can't provide the answer, we are happy to help connect you with the people and or resources you need.

## **ADVISING APPOINTMENTS FOR SUMMER AND FALL REGISTRATION**

Advisors are available online and by phone to provide advising sessions for first-year students to help you register for Summer and Fall classes. We recommend making appointments by emailing [advisement@nnmc.edu](mailto:advisement@nnmc.edu) or calling our main number, 505 747-2150. You may also contact your advisor directly by email or phone. We can also help students who are beyond the first year to contact their advisors.

## **TESTING SERVICES**

HiSET, Accuplacer and CLEP exams are not currently being offered while the campus is closed. Please contact Diana Garcia or Lisa Wilson with any specific questions.

## **CONTACT INFORMATION FOR ADVISEMENT AND TESTING**

**ADVISING:** [advisement@nnmc.edu](mailto:advisement@nnmc.edu) or 505 747-5010

[Lisa Wilson](#)

[Gwen Orona](#)

[Ambrosia Tuero](#)

**PLACEMENT TESTING:** 505 747-2154

[Diana Garcia](#)

[Lisa Wilson](#)

## **OFFICE OF THE REGISTRAR**

■ **Official Transcripts:** Transcripts will be processed daily if an email address is provided. Paper format will be available when campus reopens. Unofficial transcripts will be available on [myNNMC](#) (banner). Our office cannot run this process due to campus closure. Please be aware that the Cashier might not be on campus to take your payment. If you are a current student, you will be able to access Transcripts on Demand in your self-serve banner through [myNNMC](#). For students who have not attended our institution in a while, please contact our office at [registrar@nnmc.edu](mailto:registrar@nnmc.edu) or 505 747-2148 for further instructions.

■ **Petition to Graduate:** Students will be able to contact chairs via email to have information completed. Chairs can send information to our office at [registrar@nnmc.edu](mailto:registrar@nnmc.edu) or [janice.baca@nnmc.edu](mailto:janice.baca@nnmc.edu). The deadline has been extended until April 24.

■ **Withdrawal from Classes:** The new deadline to withdraw from any course is May 22 by 5 pm. Remember that it is you, the student, who needs to withdraw from a course yourself. Instructors can only withdraw students up until April 10.

■ **Commencement:** Students who meet the requirements for degree completion this semester will graduate, and transcripts will be available once they are completed by the registrar. While we must monitor the status of the pandemic and cannot yet give a date, the College is committed to hosting a live, in-person ceremony and celebration when it is safe for us to convene again as a community.

■ **Questions/Concerns:** Please contact the Registrar's Office if you have any questions that are not addressed above at [registrar@nnmc.edu](mailto:registrar@nnmc.edu) or [janice.baca@nnmc.edu](mailto:janice.baca@nnmc.edu) via email or (505) 747-2115.

## **BUSINESS OFFICE (CASHIER, PAYMENTS, ETC.)**

■ **Cashier:** The cashier will only be available intermittently until further notice in compliance with Governor Lujan Grisham's guidance given on 3/23/20.

■ **Payment:** The best and most effective way to make a payment is through Touchnet Online Bill Pay. This method is available 24/7 by visiting [www.nnmc.edu](http://www.nnmc.edu) and clicking on [myNNMC](#), then "Login to Touchnet Online Bill Pay". You may make payments via electronic check using a checking/savings account or by using a credit/debit card.

*If you are enrolled in a payment plan for the current semester, AND*

- You were not able to make the March 16, 2020 payment; and/or,
- You believe you may not be able to meet your April 15 payment deadline;
- The payment due date for March and April is extended to May 15, 2020;
- If payments are made in full for Spring 2020 by May 15, we will waive the late fees.

## **TUTORING AND ACADEMIC SUPPORT**

Northern will continue to offer tutoring services from the Writing Center, Math Tutoring Center, and Madrid Peer-Tutoring Center as classes resume online.

### ■ **Writing Center**

We know this is a difficult and confusing time, and we want to reassure you that the Writing Center will continue to provide tutoring when the Spring 2020 semester resumes on April 6th. All you need to do to participate in a tutoring session is to email your essay draft or share it through Google Docs and provide a telephone number. During your scheduled appointment, a tutor will contact you by phone and provide feedback and suggestions to help you improve your essay and your writing skills. You need to have access to your draft during this tutoring session.

*The following guidelines outline the Writing Center Tutoring Process:*

- Tutoring will be limited to half hour sessions during published hours.
- Students will email the Writing Center at [writingcenter@nnmc.edu](mailto:writingcenter@nnmc.edu) to request a tutoring session.
- Students should include name, name of course, MLA or APA, three possible time slots for a half hour tutoring session, their NNMC email, and a phone number.
- Appointment will be confirmed through email within 1-2 business days.
- Students will email their Word doc draft to the Writing Center or share a Google Doc with the Center at least one hour prior to their appointment.
- Students will make certain they can access and edit their draft during the tutoring session.
- At the time of the appointment, the tutor will contact the student via phone.

If you have any questions, please email us at [writingcenter@nnmc.edu](mailto:writingcenter@nnmc.edu). If you want to request an appointment for April 6<sup>th</sup> and onwards, please email starting April 2.

## ■ Math Learning Center

Starting April 6, 2020, Math Learning Center will continue to offer its services through Zoom (synchronously) and WebAssign (asynchronously).

- During regular MLC hours, MTWR 10 AM – 7 PM, students will be able to get in touch with our tutors and receive tutoring through Zoom. Our tutors' schedule and links for their Zoom meetings will be accessible through students' Eagle accounts starting April 6, 2020.
- **Instructions:** From your Eagle email, go to Google Apps, select Google Classroom App. Go to Math Learning Center classroom. You will find our Calendar under Classwork.
- Students enrolled in courses with WebAssign component will also be able to send a quick question and receive answer directly through WebAssign. Instructions: From your assignment on WebAssign, click on Ask Your Teacher and submit your question.

Please contact [ana.vasilic@nnmc.edu](mailto:ana.vasilic@nnmc.edu) or [davytorres@nnmc.edu](mailto:davytorres@nnmc.edu) for questions regarding Math Learning Center.

## ■ Peer Tutoring Services @ the Madrid Center

Online Hours: Monday – Thursday 11am-6 pm and Friday 11am-4 pm

Contact us at [eagles.tutoring@nnmc.edu](mailto:eagles.tutoring@nnmc.edu) or call 505 423-2321 for a tutoring session via Zoom, Google Hangouts Video, or Phone.

*The peer tutors at the Madrid Center can help students navigate the details of taking courses online, and can tutor the following courses:*

- Accounting Principles I & II
- Business Statistics
- College Algebra (Fridays only)
- Computer Programming I
- E-Commerce
- Film History
- General Chemistry
- General Chemistry II for STEM Majors
- Human Anatomy and Physiology I & II
- Introduction to Chemistry
- Introduction to Engineering
- Introduction to Math for Engineering I & II
- Introduction to Probability & Statistics (Fridays only)
- Microeconomic Principles
- Mycology
- Organic Chemistry
- Physics for Engineers
- Principles of Biology: Genetics
- Principles of Marketing
- Principles of Project Management
- Spanish I & II

## ■ Library Assistance

The Library has developed a link for all their information which can be accessed at: [https://nnmc.libguides.com/COVID\\_resources](https://nnmc.libguides.com/COVID_resources).

## ■ Counseling and Mental Health Support

Northern's Mental Health Counselor, Adam Baca, is available to provide virtual counseling and psychotherapy. He can be reached at 505 795-0740 to set up appointments.

## ■ Accessibility Resource Center (ARC)

Students with accommodations have all been notified that their accommodations will resume on April 6th, after Spring Break.

### *Accessibility Resource Center (continued)*

Students will have access to their assigned tutors via chat, email, zoom or phone. There are three tutors available for students under accessibility support who have not yet been assigned.

The Director is available to assist students with academics and advocacy. Dialogue with the faculty will continue for each individual accommodation as needed. If students need to set up accommodations, please contact the Director via email at [Verna.Trujillo@nnmc.edu](mailto:Verna.Trujillo@nnmc.edu)

ARC is prepared to work online for the entire semester with IT assistance, to support extended time and test accommodations. There are other tools and applications that will become available as the online system evolves.

If PDF or Audio books are needed, they can be re-sent to you or ordered.

### **FURTHER QUESTIONS?**

**For any additional assistance or support** that cannot be addressed with help from the areas noted above, please contact the Assistant Provost, Dr. Don Appiarius.

Sincerely,

Don Appiarius, EdD  
Assistant Provost  
[Don.Appiarius@nnmc.edu](mailto:Don.Appiarius@nnmc.edu)  
(505) 692-4016