SPRING 2022
SCHEDULE OF CLASSES

SPRING CLASSES START
JANUARY 18, 2022

REGISTER TODAY!
www.nnmc.edu
505.747.2111
CANNABIS & HEMP ENTERPRISES (CHE) I & II COURSES!
Are you hoping to join the booming New Mexico Cannabis and Hemp industry? Our CHE courses help prepare aspiring managers, business owners, investors, and employees for participation in this fast growing, highly regulated, and quickly evolving industry. Northern’s 8-week Classes are online, and start January 18, 2022. Sign up today!
- HORT 1420 Cannabis & Hemp Enterprises I (#24913)
- HORT 2420 Cannabis & Hemp Enterprises II (#24914)
For more information, contact us at che@nnmc.edu.

ENGINEERING NEWS: ABET-ACCREDITATION
for Bachelor in Electromechanical Engineering Technology and re- accreditation for Bachelor in Information Engineering Technology.

TECHNICAL TRADES @NNMC’S BRANCH COMMUNITY COLLEGE!
Our newly-established Technical Trades department, and accredited certificate & associate degree programs in Plumbing and Electrical Technology providing students with college credit while they learn highly marketable skills in these fields.

FAST, ONLINE BUSINESS CERTIFICATES
Gain the highly-employable business skills working and aspiring professionals need for today’s workplace
LEARN MORE: 747.2186, LBaca@nnmc.edu

HOLISTIC RN to BSN NURSING CURRICULUM FULLY ONLINE!
Northern’s unique holistic, accredited and affordable RN to BSN program is now offered online! $270/credit for all students.
LEARN MORE: 505.747.2209, etrabka@nnmc.edu

What’s new at Northern New Mexico College!

TITLE III STEM GRANT
Northern has received a $5 million TITLE III HSI STEM Grant (Hispanic-Serving Institutions–Science, Technology, Engineering, Mathematics and Articulation Programs) to increase STEM enrollment and support Hispanic and other low-income students attaining STEM degrees.

TUITION DISCOUNT PROGRAMS
SPECIAL LOW TUITION RATE FOR TRADES
Our certificate and associate degree programs in Plumbing and Electrical Technology are available at the LOW RATE OF $110 PER CREDIT HOUR, WITH NO FEES due the creation of Northern’s Branch Community College, and because of funding provided by Northern’s Mill Levy, which passed November 2019 with the support of local voters.

COMMUNITY RATE FOR ART CLASSES
$100 per credit hour, or $300 for a typical 3-credit art class, all fees included, for non-degree students taking six credits or less.

BIENVENIDO NON-RESIDENT SCHOLARSHIP
For non-NM residents who meet ONE of the following criteria:
- High school GPA of 3.0;
- ACT 23 or greater; SAT 1070 or greater;
- 12 complete college credits w/ GPA of 3.0;
- or HSE grads with HiSET: 60 (total), TASC: 500 (total), GED 2002-2014: 600 (total).

NNMC DEGREE PROGRAMS
BACHELOR’S DEGREES
- Biology (BS) w/ optional focus in Ecology and Evolution, Molecular and Cellular Biology, Pre-Health
- Business Administration (BBA) in Accounting, Management, and Project Management
- Early Childhood Education (BA)
- Elementary Education (BA)
- Environmental Science (BS)
- Information Engineering Tech (BEng)
- Integrated Studies (BA), emphases in Crime & Justice Studies, Humanities, Psychology, and Self-Design
- Mathematics (BS)
- Electromechanical Engineering Technology (BEng)
- RN to BSN (BSN) Fully Online

POST BACCALAUREATE
- Certificate in Information Engineering Technology
- Alternative Licensure Programs:
  - Elementary (K-8), Secondary (7-12), Special Education (K-12) Biology
  - Bilingual & TESOL Endorsements

ASSOCIATE OF ARTS DEGREES (AA)
- Business Administration
- Criminal Justice
- Early Childhood Education
- Elementary Education
- Environmental Science
- Film & Digital Media Arts
- General Psychology
- Liberal Arts
- Mathematics
- Substance Abuse Counselor

ASSOCIATE OF SCIENCE (AS)
- Biology
- Environmental Science

ASSOCIATE OF APPLIED SCIENCE (AAS)
- Allied Health
- Barbering
- Chemistry
- Cosmetology
- Electrical Technology
- Nursing
- Office Administration
- Plumbing (NEW)
- Radiation Protection
- Renewable Energy

ASSOCIATE OF ENGINEERING (AEng)
- Information Engineering Technology
- Software Engineering
- Pre-Engineering

CERTIFICATES
- Administrative Assistant
- Alternative Licensure:
  - Elementary (K-8), Secondary (7-12), Special Education (K-12)
- Barbering
- Bilingual, TESOL Endorsements
- Bookkeeper
- Cosmetology
- Electrical Technology
- Entrepreneurship
- Film Technician
- Hospitality, Tourism, Restaurant Mgmt
- Information Engineering Technology
- Microsoft Office Specialist
- Plumbing (NEW)
- Practical Nursing
- Project Management
- Radiation Control Technician
- uAS Drone Technology
NORTHERN will offer online, hybrid, and face to face classes in Spring 2022. We remain committed to delivering quality education and services as we continue to maintain necessary and appropriate COVID-19 health and safety protocols.

As of October 15, 2021: All students, faculty and staff present on either campus or engaged in college related activity off-campus, must provide proof of full vaccination to the NNMC Health and Safety Officer at healthandsafety@nnmc.edu. Exemptions to the vaccination policy will be considered on a case-by-case basis, and only for medical or religious reasons. Masks are required everywhere indoors.

Please refer to our COVID page at https://nnmc.edu/covid19/ for the most up-to-date college protocols and for information about testing and vaccination clinics locations.

STAY CONNECTED! Check your nnmc.edu student email regularly.

All Northern students receive a student ID number and a student email account. Your nnmc.edu email account is the college's official means of communication with you, and important college-related information will be sent to you via this email account. Please check it regularly. If you have forgotten your nnmc email password, please contact debra@nnmc.edu, or 505-747-2259.

WHO TO CONTACT FOR HELP:

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WHO TO CONTACT FOR HELP:

<table>
<thead>
<tr>
<th>ACADeMIC SUPPORT &amp; PEER TUTORING</th>
<th>CASHIER</th>
<th>FINANCIAL AID</th>
<th>REGISTRAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:eagles.tutoring@nnmc.edu">eagles.tutoring@nnmc.edu</a></td>
<td>(505) 747-2131</td>
<td><a href="mailto:finaid@nnmc.edu">finaid@nnmc.edu</a></td>
<td><a href="mailto:registrar@nnmc.edu">registrar@nnmc.edu</a></td>
</tr>
<tr>
<td>(505) 747-2321</td>
<td></td>
<td>(505) 747-2128</td>
<td>(505) 747-2138</td>
</tr>
<tr>
<td>ACCESSIBILITY RESOURCE CENTER</td>
<td>DISTANCE EDUCATION &amp; BLACKBOARD</td>
<td>INFORMATION TECHNOLOGIES (IT)</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:accessibility@nnmc.edu">accessibility@nnmc.edu</a></td>
<td><a href="mailto:distanceed@nnmc.edu">distanceed@nnmc.edu</a></td>
<td><a href="mailto:debra@nnmc.edu">debra@nnmc.edu</a></td>
<td></td>
</tr>
<tr>
<td>(505) 747-2152</td>
<td>(505) 747-5418</td>
<td>(505) 747-5000</td>
<td></td>
</tr>
<tr>
<td>ADMISSIONS</td>
<td>DUAL CREDIT COORDINATOR</td>
<td>LIBRARY</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:admissions@nnmc.edu">admissions@nnmc.edu</a></td>
<td><a href="mailto:dualcredit@nnmc.edu">dualcredit@nnmc.edu</a></td>
<td><a href="mailto:library@nnmc.edu">library@nnmc.edu</a></td>
<td></td>
</tr>
<tr>
<td>(505) 747-2111</td>
<td>(505) 484-8915</td>
<td>(505) 747-2243</td>
<td></td>
</tr>
<tr>
<td>ADVISEMENT</td>
<td>EAGLE TECH SUPPORT HELP DESK</td>
<td>MATH CENTER</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:advisement@nnmc.edu">advisement@nnmc.edu</a></td>
<td><a href="mailto:eagle.tech@nnmc.edu">eagle.tech@nnmc.edu</a></td>
<td><a href="mailto:math.center@nnmc.edu">math.center@nnmc.edu</a></td>
<td></td>
</tr>
<tr>
<td>(505) 747-2150</td>
<td>(505) 747-2224</td>
<td>(505) 747-2218</td>
<td></td>
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<tr>
<td>BOOKSTORE</td>
<td>EMAIL HELP</td>
<td>MENTAL HEALTH</td>
<td></td>
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<tr>
<td><a href="mailto:auxiliary@nnmc.edu">auxiliary@nnmc.edu</a></td>
<td><a href="mailto:debra@nnmc.edu">debra@nnmc.edu</a></td>
<td>COUNSELING</td>
<td></td>
</tr>
<tr>
<td>(505) 747-5406</td>
<td>(505) 747-2259</td>
<td><a href="mailto:adam.baca@nnmc.edu">adam.baca@nnmc.edu</a></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(505) 747-5064</td>
<td>(505) 747-5499</td>
</tr>
</tbody>
</table>

HELPFUL NORTHERN WEBPAGES (Start here: WWW.NNMC.EDU)

- FAQs / FREQUENTLY ASKED QUESTIONS DURING COVID: nnmc.edu/covid19/
- ADMISSIONS PROCESS, STEP-BY-STEP: nnmc.edu/home/student-gateway/admissions/
- COLLEGE DIRECTORY OF FACULTY & STAFF: nnmc.edu/team-category/college-directory/
- DEGREES & PROGRAMS: nnmc.edu/home/academics/schools-and-departments/
- MENTAL HEALTH COUNSELING FOR STUDENTS: nnmc.edu/home/student-gateway/campus-life/student-health/
- RESOURCE WEBPAGES: nnmc.edu/resources-gateway/
- TECH SUPPORT (DISTANCE ED, BLACKBOARD, ZOOM): nnmc.edu/tech-support/
- VETERANS RESOURCES: nnmc.edu/home/student-gateway/student-veterans-office/
### Final Exam Schedule

<table>
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<tr>
<th>CLASS DAY/TIMES</th>
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<tr>
<td><strong>DAYTIME CLASSES</strong></td>
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<tr>
<td>MW 0800-0915</td>
<td>Mon. May 9</td>
<td>0800-0950</td>
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<tr>
<td>MW 0930-1045</td>
<td>Wed. May 11</td>
<td>0800-0950</td>
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<tr>
<td>MW 1100-1215</td>
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<tr>
<td>MW 1230-1345</td>
<td>Wed. May 11</td>
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<tr>
<td>MW 1400-1515</td>
<td>Mon. May 9</td>
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<td>MW 1600-1715</td>
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<td>MWF 0800-0850</td>
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<td>TR 1900-2145</td>
<td>Thur. May 12</td>
<td>1800-1950</td>
</tr>
</tbody>
</table>

More information: Registrar’s Office, 505.747.2138

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### Spring 2022

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** Sat/Sun 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, make-up test days will be Sunday, May 15, 2022.

All tests will be in regularly assigned classrooms at regularly scheduled times.

### Distance Education

To access your online course(s)

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

In response to COVID 19 precautions, most classes have transitioned to a remote class format using Zoom or Blackboard.

If you are unfamiliar with either Zoom or Blackboard, go to the Distance Education webpage at: https://nnmc.libguides.com/de

Submit a DE Help Desk Ticket for assistance with Blackboard, Blackboard supported courses, tutoring assistance, contacting your instructor, etc. or contact our Eagle Techs at eagle.tech@nnmc.edu or (505) 747-22

KEN DVORAK, PHD, Dir, Ctr for Distance Education  Ben Lujan Library • LRC 114 • M-F, 8am-5pm • 505-747-5428 • (c) 505-692-0187 • krdvorak@nnmc.edu

JAMES MCKEOUGH, Ctr for Distance Education, James McKeough, Distance Education Coordinator and Systems Administrator, 505-747-5418 james.mckeough@nnmc.edu

Note: California residents are not eligible for online Academic Programs at Northern New Mexico College as the state of California is not a participant in the W-SARA reciprocity agreement for online programs.
Northern New Mexico College

Accessible, affordable, student-centered

OUR MISSION is to ensure student success by providing access to affordable, community-based learning opportunities that meet the educational, cultural and economic needs of the region.

WE ARE AN OPEN ADMISSIONS COLLEGE

Admission requirements at Northern are a high school diploma or GED, transcripts and ACT/SAT scores. Whether you are a first-time, returning or transfer student, it’s easy to apply. If you’re ready for higher education, we’re ready to work with you to achieve your goals.

FINANCIAL AID, SCHOLARSHIP AND GRANT OPPORTUNITIES

Northern offers a wide variety of federal, state and local funding resources to help you pay for your college experience. Some of the many funding opportunities include:

- Northern’s Financial Aid Office: Get assistance with your FAFSA and help exploring other financial aid options such as scholarships, grants, loans, and work study.
- NM Lottery and Bridge Scholarships: Covers tuition for qualifying high school graduates and GED recipients.
- NM Opportunity Scholarship: Provides tuition & fee assistance for students enrolled in credit bearing certificate or associate degree programs.
- Northern Scholarships: Over $125,000 was awarded to students in 2021.
- The Ruby Palmlund and Leonard Maley Nursing Endowment: Awards $5,000 annual scholarships to qualifying Associate Degree Nursing program students.
- And more! Contact the Financial Aid office at finaid@nnmc.edu

STUDENT SUCCESS & SUPPORT SERVICES

Northern offers a wide array of Student Support Services to ensure you get the most out of your college experience, achieve your academic goals and graduate with the necessary tools to excel in your chosen career.

- Accessibility Resource Center
- Advisement Center
- First Year Experience Classes
- Math Learning Center & Writing Center
- Madrid Peer Tutoring Center
- Office of Equity and Diversity
- Veterans Resource Center
- Student Life Activities
- Gym & Fitness Center

Northern New Mexico College does not discriminate on the basis of race, color, religion or creed, national origin or ancestry, sex, gender, gender identity, sexual orientation, pregnancy, spousal affiliation, age, physical or mental disability, medical condition, veteran status, genetic information, citizenship and any other basis protected by law, in employment, admission to, participation in, or receipt of services and benefits under any of its programs and activities.
# Academic Calendar SPRING 2022

## SPRING 2022 8-WEEK TERMS

### FIRST SPRING 2022 8-WEEK TERM

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Tues, Jan 18</td>
</tr>
<tr>
<td>Last Day to Drop/Add a Course with 100% Refund</td>
<td>Sun, Jan 23</td>
</tr>
<tr>
<td>Last Day to Drop a Course with 50% Refund without Record</td>
<td>Sun, Jan 30</td>
</tr>
<tr>
<td>Last Day for Instructors to Initiate a Withdrawal</td>
<td>Fri, Feb 18</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Fri, Feb 25</td>
</tr>
<tr>
<td>Last Day of Term</td>
<td>Fri, March 11</td>
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<tr>
<td>Final Grades Due</td>
<td>Mon, March 14</td>
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### SECOND SPRING 2022 8-WEEK TERM

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Mon, March 21</td>
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<tr>
<td>Last Day to Drop/Add a Course with 100% Refund</td>
<td>Sun, March 27</td>
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<tr>
<td>Last Day to Drop a Course with 50% Refund without Record</td>
<td>Sun, April 3</td>
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<tr>
<td>Last Day for Instructors to Initiate a Withdrawal</td>
<td>Fri, April 22</td>
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<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Fri, April 29</td>
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<td>Last Day of Term</td>
<td>Fri, May 13</td>
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<tr>
<td>Final Grades Due</td>
<td>Mon, May 16</td>
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<tr>
<td>First day to use financial aid for bookstore charges</td>
<td>Mon, Jan 4</td>
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## SPRING 2022 FULL-TERM CALENDAR

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<thead>
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<th>Event</th>
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<tbody>
<tr>
<td>First day to use financial aid for bookstore charges</td>
<td>Mon, Jan 3</td>
</tr>
<tr>
<td>Deadline for Degree &amp; Certificate Students to Submit an Application for Spring 2022</td>
<td>Fri, Jan 7</td>
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<tr>
<td>CONVOCATION</td>
<td>Mon, Jan 10-12</td>
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<tr>
<td>Deadline for Non-Degree Students to Submit an Application for Spring 2022</td>
<td>Fri, Jan 14</td>
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<tr>
<td>REGISTRATION FOR SPRING 2022</td>
<td>Mon, Oct 18-Fri, Jan 21</td>
</tr>
<tr>
<td>HOLIDAY (Martin Luther King Jr’s. Birthday)</td>
<td>Mon, Jan 17</td>
</tr>
<tr>
<td>CLASSES BEGIN</td>
<td>Tues, Jan 18</td>
</tr>
<tr>
<td>Late Registration (late fee required)</td>
<td>Tues, Jan 18-Fri, Jan 21</td>
</tr>
<tr>
<td>PAYMENT DEADLINE: pay in full, or 5% down + plan,</td>
<td>Fri, Jan 21</td>
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<tr>
<td>Disenrollment—Students who have missed the payment deadline</td>
<td>Fri, Jan 21</td>
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<tr>
<td>Last Day to Change Full-term Course Schedule (Drops/Adds only)</td>
<td>Fri, Jan 28</td>
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<tr>
<td>Last Day to Change Grade Option from CR-AU/AU-CR</td>
<td>Fri, Jan 28</td>
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<td>Last Day to Drop a Full-Term Course with 100% Refund without Record</td>
<td>Fri, Jan 28</td>
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<tr>
<td>Last Day to Receive a Refund for Texts through the Bookstore</td>
<td>Mon, Jan 31</td>
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<tr>
<td>Curriculum Assessment Day</td>
<td>Fri, Feb 18</td>
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<tr>
<td>Mid-Term Week</td>
<td>Mon, March 7-Fri, March 11</td>
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</tbody>
</table>
Mid-Term Grades Due ........................................... Tues, March 15
SPRING BREAK ............................................. Mon, March 14-Sun, March 20
Last Day for Instructors to Initiate a Withdrawal. ...................... Fri, March 25
Deadline to apply to Graduate in Spring 2022. ....................... Fri, April 1
REGISTRATION FOR SUMMER AND FALL 2022 BEGINS. ........... Mon, April 11
Last Day to Withdraw from a Full-Term Course. ...................... Fri, April 15
Holiday (Good Friday) No Classes. ................................ Fri, April 15
Final Exams* .................................................. Sun, May 8-Fri, May 13
Commencement Rehearsal .......................................... Thurs, May 12
Last Day of Term ............................................. Fri, May 13
Final Grades Due ............................................. Sun, May 15
Deadline to Apply to Graduate in Summer 2022. ................. Fri, June 3
Deadline to Apply to Graduate in Summer 2022 ................ Fri, June 3
CLASSES BEGIN ........................................... Mon, June 6
PAYMENT DEADLINE: Pay in full, or 5% + payment plan ........ Fri, June 10
Disenrollment–Students who have missed the payment deadline. .. Fri, June 10
REGISTRATION FOR FALL 2022. .............................. Mon, April 11-Fri, June 10
Last Day to Change Full-term Course Schedule ( Drops/Adds only) . Fri, June 10
Last Day to Change Grade Option from CR-AU/AU-CR .......... Fri, June 10
Last Day to Drop a Full-Term Course with 100% Refund without record. .. Fri, June 10
Last Day to Receive a Refund for Texts through the Bookstore .... Mon, June 13
Last Day for Final Payment ..................................... Fri, June 17
Juneteenth (Observed) ........................................ Fri, June 17
Holiday (Independence Day) ..................................... Mon, July 4
Last Day to Withdraw from a Full-Term Course ................... Fri, July 15
Last Day of Term ............................................. Fri, July 29
Final Grades Due ............................................. Mon, Aug 1
Deadline to Apply to Graduate in Fall 2022 ....................... Fri, Nov 4

NNMC EAGLE TECHS Providing tech support to the Northern Family

STUDENT TECH SET-UP
Do you need help getting set up for online learning? SCHEDULE A TECH SET-UP APPOINTMENT!

NORTHERN'S EAGLE TECHs are experienced, tech-savvy students who assist students, faculty and staff with general technological inquiries and provide information and training for NNMC's tech network.

GET SUPPORT WITH ANY NORTHERN SYSTEM
- Blackboard
- Zoom
- Eagle Email
- Microsoft 365
- Personalized tutoring/training sessions by appointment.

HOW TO CONTACT US
- By mail: eagle.tech@nnmc.edu
- By phone: (505) 747-2224
- By submitting a ticket on the Blackboard login page: nnmc.blackboard.com
Española Campus Map

See INSET on page 2 for buildings East of Railroad Avenue

- Campus Buildings
- Campus Parking

**ESPAÑOLA CAMPUS**
- AA: Arts Annex
- ADM: Administration
- CFA: Center for the Arts
- FAC: Facilities
- GE: General Education
- GYM: Eagle Gymnasium
- HT: High Technology
- JCI: Business Administration
- LIBR: Ben Lujan Library
- NURS: Nursing & Health Sciences
- SERPA: Engineering
- TEC: Teacher Education
- PORT: Barbering / Cosmetology

**OFF-SITE LOCATIONS**
- EHOSP: Española Hospital
- EVFAC: Española Valley Fine Arts Center
- EVHS: Española Valley High School
- GRD: GRD Health Center
- LAHS: Los Alamos High School
- LVMC: Las Vegas Medical Center
- PENHS: Penasco High School
- PVHS: Pojoaque Valley High School
- SVRMC: St. Vincent Regional Medical Cntr

Schedule a campus tour today!
Call 505.747.2111 or 505.747.2161
Bachelor’s Degree Programs

- Biology (BS)
  With optional focus in: Ecology and Evolution, Molecular and Cellular Biology, or Pre-Health
- Business Administration (BBA)
  Majors in: Accounting, Management, and Project Management
- Early Childhood Education (BA)
- Elementary Education (BA)

- Environmental Science (BS)
- Information Engineering Technology (BEng)
- Integrated Studies (BAIS)
  Choose an Emphases: Crime & Justice Studies, Humanities, Psychology, or Self-Design
- Mathematics (BS)
- Electromechanical Engineering Technology (BEng)
- RN to BSN (BSN) NOW FULLY ONLINE!

Associate Degree Programs (+new Tech Trade programs)

ASSOCIATE OF ARTS (AA)
- Business Administration
- Criminal Justice
- Early Childhood Education
- Elementary Education
- Environmental Science
- Film & Digital Media Arts
- General Psychology
- Liberal Arts
- Mathematics
- Substance Abuse Counselor

ASSOCIATE OF SCIENCE (AS)
- Biology
- Environmental Science

ASSOCIATE OF ENGINEERING (AEng)
- Information Engineering Technology
- Software Engineering
- Pre-Engineering

ASSOCIATE OF APPLIED SCIENCE (AAS)
- Allied Health
- Barbering
- Chemistry
- Cosmetology
- NEW: Electrical Technology
- Nursing
- Office Administration
- NEW: PLUMBING
- Radiation Protection
- Renewable Energy

Certificate Programs and Career Training Courses

- Administrative Assistant
- Alternative Licensure/Elementary/Secondary/Special Ed
- Barbering
- Bilingual/TESOL
- Bookkeeper
- Cannabis & Hemp Enterprises (NEW)
- Cosmetology
- Electrical Technology
- Entrepreneurship
- Hospitality, Tourism, and Restaurant Management
- Information Engineering Technology
- Microsoft Office Suite
- Plumbing
- Practical Nursing
- Project Management
- Radiation Control Technician
- sUAS Drone Technology

Dual Credit Program / For students still in high school

DUAL CREDIT CLASSES ARE TUITION-FREE
Dual Credit 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
It is highly recommended that high school students 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:
- Via distance learning with college and other dual credit students
- At a college campus with college and dual credit students
- At the high school with an instructor certified to offer the course

HOW TO ENROLL IN A DUAL CREDIT COURSE
- Apply online. First meet with your high school counselor and complete the dual credit application online, or on paper.
- If testing is available, you are encouraged to take a placement exam. If you have not already taken a placement exam, you may take one online. If you have already taken the ACT or SAT, you are not required to take the ACCUPLACER exam.
- Register for classes. Please contact your high school counselor to register for a course. Parent/guardian consent is required.
- Tuition, general fees and course-specific fees are waived for dual credit students. Books are paid for by the high school.
- Order your course materials and/or books online at bncvirtual.com/nnmc.
- For more information on the tuition free Dual Credit program, please call (505) 484-8915 or email dualcredit@nnmc.edu.
ADMISSIONS / How to Apply & Register @Northern
For more information about the steps below, go to www.nnmc.edu or call 505.747.2111.

- **ALL STUDENTS** begin the admissions process by applying online at www.nnmc.edu
- **ALL STUDENTS** must meet course pre/co-requisite(s).
- **ALL NEW STUDENTS** seeking a degree or certificate are required to attend New Student Orientation and must meet with an academic advisor before registering for your first 30 credits.
- **ALL STUDENTS** must have a student photo ID to access services such as computer labs, library, bookstore, transcripts, etc.

Are you a **NEW STUDENT SEEKING A DEGREE**?
- Complete a Certificate/Degree Application for Admission online at www.nnmc.edu

Are you a **TRANSFER STUDENT**?
- Complete a Certificate/Degree Application for Admission online, and 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 1110 and MATH 1215 (or higher), take the ACCUPLACER tests in English and math. Call (505) 747-2154 for testing times.

Are you a **RETURNING / READMIT STUDENT SEEKING A DEGREE**?
- If your last enrollment was before Fall 2019, please complete a Certificate/Degree Application for Admission online, then meet with your faculty advisor.

Are you a **NON-DEGREE / READMIT STUDENT**?
- If your last enrollment was before Spring 2020, you must enroll as a first time non-degree applicant.
- 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.

### STUDENT SERVICE OFFICES / ADMIN. ROTUNDA AREA
- Admissions .......................... 747.2111
- Accessibility Resources ............... 747.2152
- Advisement Center .................... 747.2150
- Dual Credit ............................ 484.8915
- Financial Aid Office ................. 747.2128
- Testing Services / Testing Examiner .... 747.2154
- Registrar .............................. 747.2138

### OFFICE HOURS
- Regular office hours: Mon.– Fri., 8 am to 5 pm
- Extended Hours: 8am to 6pm for the week before through the first week of classes.
- Regular Bookstore hours: Mon.– Thurs., 8:00 am – 5:00 pm

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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 (address above).
   - **SUBMIT TRANSCRIPTS** from high school & college courses (including dual credit) and any placement test scores you already have to Northern’s Admissions Office.
   - **TESTING:** The Accuplacer Placement exam is available online using zoom. The Placement exam is not required if you have recent high school transcripts (within the past two years) or other college entrance exams. Please contact diana.garcia@nnmc.edu or (505) 747-2154. If you have questions or would like to schedule your exam.

2. **APPLY FOR FINANCIAL AID**, finaid@nnmc.edu
   - Complete your FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. Submit your FAFSA as soon as possible to increase your chances to receive Pell Grants and Federal Work study.
   - **NEED HELP?** Contact a Financial Aid officer for assistance with your FAFSA, and for help exploring additional financial aid options such as scholarships, grants, loans and work study at finaid@nnmc.edu or (505) 747.2128.

3. **MEET WITH YOUR ADVISOR**, (505) 747.2150
   - Schedule a meeting with an advisor (required for new students) to discuss academic and career goals, and review course options. Email advisement@nnmc.edu, call 505 747.2150, or contact your program faculty advisor directly. If you are a new student, your advisor will also help you register for classes and New Student Orientation.

4. **REGISTER FOR CLASSES**, (505) 747.2150
   - All students must register for classes through the Advisement Center for their first 30 credits. Your advisor will help determine which classes you need and will try to fit your schedule preferences.
   - **Make arrangements to pay for your classes.** You must either pay in full or 5% down + payment plan ($25 fee). More info, page 11.
   - 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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**VETERAN’S RESOURCE CENTER**
The Veterans Resource Center at NNMC serves advisement and certification needs for students and their dependents who are eligible for veterans’ educational benefits. Call (505)747-5499, or email vrc@nnmc.edu.
Tuition & Fees per semester (Spring 2022)

Tuition & Fees 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. Totals listed are per semester.

<table>
<thead>
<tr>
<th>UNDERGRADUATE</th>
<th>TUITION</th>
<th>GENERAL FEES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW MEXICO RESIDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-11 hours, per credit hour (Part-time)</td>
<td>$135.85</td>
<td>$62.70</td>
<td>$198.55</td>
</tr>
<tr>
<td>12 to 18 hours = block (Full-time)*</td>
<td>$1630.20</td>
<td>$752.40</td>
<td>$2382.60</td>
</tr>
<tr>
<td><strong>SPECIAL RATE FOR RESIDENTS AGE 55+</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For ONE 3- or 4-credit non-art class per semester</td>
<td>$150.00</td>
<td>$0</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>SENIOR RESIDENTS / AGE 65+</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour (6 hours or less)</td>
<td>$5.00</td>
<td>$62.70</td>
<td>$67.70</td>
</tr>
<tr>
<td>Per credit hour (more than 6 hours)</td>
<td>$135.85</td>
<td>$62.70</td>
<td>$198.55</td>
</tr>
<tr>
<td><strong>COMMUNITY RATE (for art classes only)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour (6 hours or less)</td>
<td>$80.00</td>
<td>$20.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Per credit hour (more than 6 hours)</td>
<td>$135.85</td>
<td>$62.70</td>
<td>$198.55</td>
</tr>
<tr>
<td><strong>NON-RESIDENTS (including international students)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-11 hours, per credit hour (Part-time)</td>
<td>$504.74</td>
<td>$62.70</td>
<td>$567.44</td>
</tr>
<tr>
<td>12 to 18 hours = block (Full-time)</td>
<td>$6056.88</td>
<td>$752.40</td>
<td>$6809.28</td>
</tr>
<tr>
<td><strong>NON-RESIDENTS (Western Undergraduate Exchange)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-11 hours, per credit hour (Part-time)</td>
<td>$203.78</td>
<td>$62.70</td>
<td>$266.48</td>
</tr>
<tr>
<td>12 to 18 hours = block (Full-time)*</td>
<td>$2445.30</td>
<td>$752.40</td>
<td>$3197.70</td>
</tr>
<tr>
<td><strong>RN to BSN ONLINE PROGRAM COURSES (in-state/out-of-state)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour (Full or part-time, online fees included)</td>
<td>$254.00</td>
<td>$16.00</td>
<td>$270.00</td>
</tr>
<tr>
<td><strong>TECHNICAL TRADES (in-state/out-of-state)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PLUMBING &amp; ELECTRICAL TECHNOLOGY)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour</td>
<td>$110.00</td>
<td>$0.00</td>
<td>$110.00</td>
</tr>
</tbody>
</table>

| POST-BACCALAUREATE                                 |         |              |         |
| **NEW MEXICO RESIDENT**                           |         |              |         |
| Per credit hour + flat fee for 1 - 6 hours         | $147.35 | $237.22      | $384.57 |
| Per credit hour + flat fee for over 6 hours        | $147.35 | $356.35      | $503.70 |
| Engineering per credit hour + flat fee for 1 to 6 hours | $147.35 | $427.41      | $574.76 |
| Engineering per credit hour + flat fee for over 6 hours | $147.35 | $640.59      | $787.94 |
| **NON-RESIDENT**                                   |         |              |         |
| Per credit hour + flat fee for 1 to 6 hours        | $220.50 | $237.22      | $457.72 |
| Per credit hour + flat fee for over 6 hours        | $220.50 | $356.35      | $576.85 |
| Engineering per credit hour + flat fee for 1 to 6 hours | $220.50 | $427.41      | $647.91 |
| Engineering per credit hour + flat fee for over 6 hours | $220.50 | $640.59      | $861.09 |

**ADDITIONAL CHARGES: Registration (flat fee per semester)**

$29.26

NOTE: Course-specific fees may apply, such as lab ($78.38) 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/vue)

Other Fees (as applicable)

<table>
<thead>
<tr>
<th>Late fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Payment Plan</td>
</tr>
<tr>
<td>Graduation (one time)</td>
</tr>
<tr>
<td>Cap &amp; Gown</td>
</tr>
<tr>
<td>Unofficial Transcript</td>
</tr>
<tr>
<td>Official Transcript</td>
</tr>
<tr>
<td>Late Registration Fee</td>
</tr>
<tr>
<td>Late Online Payment Plan Fee</td>
</tr>
</tbody>
</table>

Course-specific fees

Please refer to the current Academic Catalog for a list of testing and course- or program-specific fees.
Registration for Spring 2022

Register Early. Pay Later.

Avoid late fees by registering before the first day of classes. You do not have to make a payment or arrange a payment plan until 5 pm, Friday, January 21, 2022.

REGISTRATION for Spring 2022:
Mon, October 18, 2021 to Fri, January 21, 2022
CLASSES BEGIN: Tues, January 18, 2022

All new students and transfer students are required to meet with an academic advisor for their first three semesters before registering for classes, or making any changes to their schedules.

All Northern students register for classes online at www.nnmc.edu

QUESTIONS ABOUT REGISTRATION?
Call the Office of the Registrar at (505) 747-2138

STUDENTS WHO NEED ADDITIONAL ASSISTANCE
Call Accessibility Resources Office at (505) 747-2152.

Books & Supplies (505) 747.2171

Northern has partnered with MBS Direct to provide a customized online bookstore. Your textbooks and course materials can be ordered online and shipped directly to you or the bookstore.

Visit Northern’s online bookstore at https://bookstore.mbsdirect.net/nnmc.htm

Eligible students can include the costs of their textbooks in their payment plan. Students must have a current course schedule and current semester student ID to buy books. Check the Academic calendar for deadlines to return textbooks or to purchase books and supplies.

DURING COVID CAMPUS CLOSURES, you can contact the bookstore at auxiliary@nnmc.edu or (505) 747-5406.

For step-by-step ordering instructions, please see “How to Order Digital Books and Course Materials” on our COVID page FAQs.

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

Paying for Classes

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

If you register after the following dates, you must make payment arrangements immediately.

PAYMENT / DISENROLLMENT DEADLINE
FOR SPRING 2022: Fri. January 21, 2022, 5 pm

YOU HAVE THREE WAYS TO PAY:

1. PAY IN FULL AT TIME OF REGISTRATION.
2. Pay five (5) percent down PLUS enroll online in a payment plan (+$25 payment plan fee) through TouchNet Online Bill Pay (accessed through myNNMC).
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.

IMPORTANT: Your financial aid or scholarship(s) can be used to cover your five (5) percent minimum payment (+$25 fee) if enrolling online in a payment plan. Please contact jessicah@nnmc.edu or heather.martinez@nnmc.edu for assistance.

QUESTIONS ABOUT FINANCIAL AID? Call (505) 747-2128.

IF YOU ARE DROPPED FROM YOUR COURSES:
Contact the Advisement Center at (505) 747-2150, advisement@nnmc.edu. We will help you re-register and guide you through the payment plan process.

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.

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.

No refund is made on regular or late registration fees, or in the case of disciplinary suspension or dismissal.

If you are dismissed for falsification of records, eligibility for refund will be entirely at the discretion of the College.

In the case of a course cancellation, all associated costs are refundable, including those which are normally non-refundable.

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

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).

You can find more Financial Aid information on our website, go to www.nnmc.edu, and click on in the “Students” menu at the top and select “Financial Aid”.

How to Apply for Financial Aid

FILE YOUR FAFSA:
The FAFSA is available at studentaid.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.

If you need assistance with the FAFSA we can help! FAFSA Assistance appointments can be set up at bit.ly/NNMC_FinAid_Appointment. You can also contact the office at finaid@nnmc.edu or (505) 474-2128.

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 by clicking on Eligibility and selecting the 2021-2022 Financial Aid Year.

HOW FINANCIAL AID IS PAID TO STUDENTS

If all requirements are met, your financial aid funds will be memoed to your student account prior to the start of the term. The memo can be used to pay for tuition, fees, and other non-institutional charges, such as books and supplies.

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 has been authorized for this purpose. The refund aid typically occurs five weeks after the start of classes. Single semester loans will be issued in two disbursements, the second being after midterms. Disbursement for grants and scholarships will not be issued for late starting classes until approximately a week after the first date of attendance.

SUMMER FINANCIAL AID

Many students may be eligible for additional Pell Grant funding for summer enrollment if they take at least six credits. For more info: contact Financial Aid at finaid@nnmc.edu 505.747.2128.

QUESTIONS?
The Financial Aid Office is located in the Montoya Administration Building, Northern New Mexico College, 921 Paseo de Oñate, Española, NM 87532.

Phone: (505) 747-2128, E-mail: finaid@nnmc.edu
Visit us on the web: https://nnmc.edu/home/student-gateway/financial-aid/

Substance Abuse Policy

Because we are committed to a safe working and learning environment for its faculty, staff, students, 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 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), Northern provide the following summary and report, and has the following approved policies:

- 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 students regarding our graduation rate and our on-campus crime rate. Please contact the Assistant Provost.
Title IX/ Anti-Sexual Harassment & Gender Discrimination Policy

www.nnmc.edu/titleix

Northern New Mexico College is committed to providing a learning and working environment free of all forms of harassment and discrimination for everyone in the College community. Northern New Mexico College does not discriminate on the basis of race, color, religion or creed, national origin or ancestry, sex, gender, gender identity, sexual orientation, pregnancy, spousal affiliation, age, physical or mental disability, medical condition, veteran status, genetic information, citizenship and any other basis protected by law, in employment, admission to, participation in, or receipt of the services and benefits under any of its programs and activities.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and will not be tolerated at Northern.

Title IX of the Education Amendments of 1972

Title IX is a federal law that protects people from:
- **Discrimination based on sex**, regardless of gender, identity, or orientation in educational programs or activities receiving federal funding, and;
- **Sexual harassment or sexual misconduct**, including unwelcome sexual advances, requests for sexual favors, stalking, and intimate partner violence, to name a few examples.

If you believe that you or someone else has been harassed or discriminated against on the basis of sex, you should report the alleged incident to the Title IX Coordinator, who will initiate and oversee a thorough investigation.

NORTHERN’S TITLE IX COORDINATOR:
Don Appiarius, EdD
Assistant Provost for Student Affairs
(505) 747.2255, titleix@nnmc.edu
Montoya Administration Office

Although almost all Northern staff and faculty members are mandatory reporters, and are required to share information related to incidents of sexual misconduct with the Title IX Coordinator, the college counselor, Adam Baca, is a confidential resource and not required to report cases of sexual harassment.

Both Federal and State law prohibits retaliation against anyone who has opposed an unlawful discriminatory practice or has filed a complaint, testified or participated in any proceedings under Federal or State law. Retaliation against an employee or student for filing a sexual harassment or gender discrimination complaint is strictly prohibited and grounds for a subsequent harassment complaint and possible disciplinary action up to and including termination or expulsion.

Go to nnmc.edu/titleix to read Northern’s full Title IX policy, and to learn more about the procedures for filing a sexual harassment or gender discrimination complaint, and the resources available to students at Northern and in the community.

Know Your IX: Learn more at nnmc.edu/titleix

Ben Lujan Library @Northern

A GREAT LEARNING RESOURCE FOR STUDENTS AND COMMUNITY! CHECK OUT OUR WEBSITE AT NNMC.EDU

- Access to over 50 databases
- Checkout our collection of over 40,000 books, music scores, DVDs, and CDs
- Access to over 140,000 eBooks
- Group study rooms and meeting spaces available for student collaboration, club meetings, and events
- Computer and WiFi access
- Technology assistance available for students at Eagle Tech Support
- Library instruction available to classes, groups or individuals
- Research consultations
- Interlibrary loan
- Borrowing privileges at other academic libraries in NM through the Passport Borrowing Program
- Print, copy, and scan services available
- iPads available for checkout
- Test proctoring services
- Blackboard and IT services located inside the library
- Community welcome!

Abbreviations for methods of instruction

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<td>BLKBD</td>
<td>Online Classes</td>
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<td>HYB</td>
<td>Hybrid</td>
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<td>RMOTE</td>
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Student Success Tips: How to Succeed in 8-week Courses

With some planning and consistent effort, you can thrive in 8-week courses! Because of the accelerated nature of these shorter courses, it is essential that you follow these guidelines.

1. Complete the Financial Aid Process: Make sure your financial aid process is complete so you can register, purchase textbooks, and will not be dropped from your classes for nonpayment. If you are unsure, contact the Financial Aid Office at finaid@nnmc.edu or 505 747-2128.

2. Register early: Register for your classes as soon as possible so that you can prepare for the semester.

3. Schedule carefully: Take 2 first 8-week courses and 2 second 8-week courses for 12 credits. If you need 15 credits, add a 16-week course or a first 8-week course. Try not to take two challenging 8-week courses at the same time.

4. Buy textbooks early: Purchase textbooks two weeks before the semester begins so you will be ready for class! Also, buy second 8-week textbooks at this time to take advantage of financial aid funds. At this link, enter your Eagle ID to see the textbooks for your required courses: https://bncvirtual.com/vb_buy2.php?FVCUSNO=3597&ACTION=chooseCourses

5. Log into your Blackboard course on the FIRST DAY: On the first day of classes, log in and carefully review the Start Here module, the Course Syllabus, the Instructor Information, and the Course Schedule.

6. Be organized: Create google calendar events for zoom classes, weekly deadlines, instructor office hours, exam dates, essay due dates.

7. Keep up with the work: Log in 3 to 4 times a week and specifically on the date each module opens. Review the weekly assignments. Break up the work and make a schedule to complete the assignments at least one day ahead of the deadline. (You may need this window if something comes up!) Add reminders to your phone or google calendar so you do not get behind in your schedule. 8-week courses move very quickly and it is essential that you keep up with the work!

8. Use the resources: If your instructor provides samples and rubrics, read these carefully. Examine all instructions very carefully. Watch all posted videos. Read all assignments carefully. Carefully review all instructor emails and announcements.

9. Ask for HELP: If you do not understand an assignment, ask your instructor for further explanation. Follow the instructor’s guidelines for preferred communication (course messages, phone, email). Visit the instructor’s office hours to review assignments in progress or ask questions about difficult concepts. Ask questions during zoom classes.

   If you need tutoring, visit one of the tutoring centers. Follow this link for information on Math Center, Writing Center, and Peer Tutoring: https://nnmc.edu/tutoring/

   If you need help navigating your Blackboard course or using zoom, contact an Eagle Tech at eagle.tech@nnmc.edu or (505) 747-2224.

   If you need help accessing your college technology (NNMC email, banner, or Blackboard), schedule a Tech Set Up. Contact Advisement at advisement@nnmc.edu.

   Seek help immediately. Do not wait as 8-week courses move very quickly.

10. Maintain excellent attendance and participation: Attend and participate actively in all zoom classes. Thoughtfully engage in online discussion posts. Continue to log in several times a week and complete your work by the deadlines. Missing just one day is like missing an entire week of classes.

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SP22 Parts of Term

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<tr>
<th>NAME</th>
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