

FALL 2019

COURSE SCHEDULE



Clovis Community College



SAVE TIME AND REGISTER ONLINE: WWW.CLOVIS.EDU/REGISTER

REGISTRATION BEGINS APRIL 8, 2019 | CLASSES START AUGUST 19

Important Dates

Fall Registration begins April 8, 2019

Senior Citizen registration begins on April 9

Super Saturday Registration Events: August 10 and 17, 10 AM to 3 PM

Classes Begin/End

Regular 16-week term	August 19 - December 6
First 8-week term	August 19 - October 11
Second 8-week term	October 14 - December 6

Last day to register, add, or drop a class or change from audit to credit

Regular 16-week term	August 23
First 8-week term	August 23
Second 8-week term	October 18

Last day to change from credit to audit

Regular 16-week term	October 11
First 8-week term	September 13
Second 8-week term	November 8

Last day to withdraw from a class

Regular 16-week term	November 8
First 8-week term	September 27
Second 8-week term	November 22

(Workshops: before the first meeting)

Finals Week: You may have a different class meeting time during Finals Week. Please check your course syllabus for details.

Holiday Closures

Labor Day	September 2
Veteran's Day	November 11
Thanksgiving Holiday	November 27 - December 1
Winter Break	December 23 - January 5

Ceremony

PTA Pinning Ceremony	December 5
Nurses' Pinning Ceremony	December 5

Graduation Application Deadline

Fall 2019 Diploma/Certificate	November 25
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Refund Schedule

Full refund of tuition and fees will be issued on canceled classes. Refunds are processed after registration closes and financial aid is complete and will be mailed to students approximately four weeks after registration closes. If you have any questions, contact the Business Affairs Office at 575.769.4132 or see www.clovis.edu/fees. Students who drop a workshop must notify the Business Affairs Office to begin the refund process.

Regular 16-Week Term

August 19 - 30	100% refund
August 31 - December 6	0% refund

First 8-Week Term

August 19 - 23	100% refund
August 24 - October 11	0% refund

Second 8-Week Term

October 14 - 18	100% refund
October 19 - December 6	0% refund

Workshops

Before the first meeting	100% refund
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This class schedule is subject to change after publication. Please check for changes with the Academic Advising Office or the CCC website for the most up-to-date course information. Consumer information for Clovis Community College, including our graduation rates, the median debt of students completing programs, and other important information, can be found at: www.clovis.edu/consumerinformation.



16-WEEK CLASSES

AUGUST 19 - DECEMBER 6

ENGLISH (CONTINUED)

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Composition I, Composition II, Introduction to Literature, Professional & Technical Comm, Intro to Creative Writing, Introduction to Poetry, Introduction to Short Fiction.

ESTHETICS/NAIL TECH

The Esthetics/Nail Tech program is a combined program that runs Monday-Thursday from 8 a.m. to 5 p.m. To apply students should call 575.769.4113 or stop by Room 151. Students will need to fill out a Cosmetology application, submit high school transcripts to the Office of Admissions, and meet the Accuplacer score requirements prior to being accepted into the program. Applications are now being accepted for Fall 2019.

FIRST YEAR EXPERIENCE

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include First Year Seminar, Topics: Academic Literacy.

GEOLOGY

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Physical Geology Lec/Lab.

HEALTH CARE ASSISTANT

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Health Care Assistant.

EXERCISE SCIENCE (HPE ACADEMIC COURSES)

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Youth Fitness.

HEALTH EDUCATION (HPE ACADEMIC COURSES)

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Am Red Cross First Aid CPR/AED.

The instructional material of this class will be delivered through an online format. Students will be required to attend one of the two on-campus, hands-on sessions that meet either Saturday, October 5 from 9:00am-Noon or Tuesday, October 8 from 6:00-9:00pm.

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Concepts of Health & Wellness, Fitness Concepts Special Popul, Personal Health Management, History & Philosophy of PE.

HISTORY

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include United States History I, United States History II, World History I, World History II, Survey of New Mexico History.

HUMANITIES

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Intro to World Humanities I, Intro to World Humanities II.

INDUSTRIAL TECHNOLOGY

The Industrial Technology program offers concentrations in Plant Operations & Equipment and Wind Energy. The program runs Monday - Friday from 8 a.m. to 12 p.m. To apply students should call 575.769.4113 or stop by Room 151. Students will need to fill out an OT application and meet the Accuplacer score requirements prior to being accepted into the program. Applications are now being accepted for Fall 2019.

LEGAL STUDIES (PARALEGAL)

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Intro to Legal Asst Studies, Family Law, Corporate Law.

MANAGEMENT

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Small Business Management, Principles of Management.

MARKETING

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Principles of Marketing.

MATHEMATICS

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Survey of Mathematics, Intermediate Algebra, College Algebra, Introduction to Statistics.

MUSIC

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Music Appreciation: Western, Fund of Piano for Non-Majors.

NAIL TECH/ESTHETICS

The Nail Tech/Esthetics program is a combined program that runs Monday-Thursday from 8 a.m. to 5 p.m. To apply students should call 575.769.4113 or stop by Room 151. Students will need to fill out a Cosmetology application, submit high school transcripts to the Office of Admissions, and meet the Accuplacer score requirements prior to being accepted into the program. Applications are now being accepted for Fall 2019.

NURSING

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Medical Terminology, Pathophysiology, Healthcare Ethics.

The Nursing Program runs Monday-Thursday with exams usually given on Fridays. The application is available at www.clovis.edu/nursing and should be submitted along with transcripts to the Office of Admissions. Deadlines to submit applications are June 1 for Fall and October 1 for Spring.

NUTRITION

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Human Nutrition.

OCCUPATIONAL TECHNOLOGY

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Woodworking I, Woodworking II, Cabinet Making I, Cabinet Making II.

PHYSICAL EDUCATION (HPE ACTIVITY COURSES)

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Dance: Beginning Belly Dancing, Dance: Ballroom, Zumba, Basketball, Aqua Fit: Senior Aquatics, Aqua Fit: Water Aerobics, Yoga: Beginning Yoga, Training: Body Sculpting.

This section is recommended for senior citizens.

Table with columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Training: Body Sculpting, Training: Body Sculpting, Training: Beg. Weight Training, Training: Beg. Weight Training, Training: Beg. Weight Training, Training: Circuit Training, Training: Circuit Training, Training: Circuit Training, Fitness: Indoor Cycling, Fitness: Indoor Cycling, Fitness: Indoor Cycling, Fitness: Core Fitness I, Aerobics: Beg. Step Aerobics, Martial Arts: Self-Defense, Int. Racquetball, Volleyball II, Topics in PE: Tai Chi, Topics in PE: Boot Camp, Topics in PE: Boot Camp, Topics in PE: Suspension Trng, Topics in PE: Mindful/Meditation.



16-WEEK CLASSES

AUGUST 19 - DECEMBER 6

PHILOSOPHY

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Logic, Reason & Critl Thinking, Introduction to Ethics, and Philosophical Thought.

PHLEBOTOMY TECHNICIAN

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Intro to Medical Lab Theory and Clinical Phlebotomy.

Students are required to register concurrently for all four of the Phlebotomy courses listed above.

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant Program runs Tuesday-Friday. The application is available at www.clovis.edu/pta and should be submitted along with transcripts and observation hours log to the Office of Admissions. The deadline to submit applications is June 1.

PHYSICS

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Survey of Physics with Lab and Algebra-Based Physics I/Lab.

POLITICAL SCIENCE

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes American National Government.

PSYCHOLOGY

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Introduction to Psychology, Comm & Counseling Skills, and Developmental Psychology.

RADIOLOGIC TECHNOLOGY

The Radiology Program runs Monday-Thursday. The application is available at www.clovis.edu/radt and should be submitted along with transcripts to the Office of Admissions. The deadline to submit applications is June 1.

RELIGION

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Intro to World Religions, New Testament, Life of Christ, History of Christianity, The Book of Acts, Women of the Bible, and Men of the Bible.

SIGN LANGUAGE (AMERICAN SIGN LANGUAGE)

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes American Sign Language I.

SOCIOLOGY

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Introduction to Sociology and Soc Intimate Relations/Family.

SPANISH

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Spanish I, Spanish II, and Spanish III.

TRANSITIONAL STUDIES

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Basic Reading Skills II and Basic Algebra I and II.

WELDING

Table with 9 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Gen Welding for the Hobbyist.

Other than the hobbyist class listed above, the full-time Welding program runs Monday - Thursday from 7 a.m. to 12 p.m. To apply students should call 575.769.4113 or stop by Room 151. Students will need to complete an OT application, and meet the Accuplacer score requirements prior to being accepted into the program. Applications are now being accepted for Fall 2019.

Adult Education banner with icons for math, a person at a computer, and a brain with a lightning bolt.

- High School Equivalency (GED® and HiSet®) Preparation
• English as a Second Language
• Literacy and Computer Skills

Our Adult Education program provides FREE, convenient courses to assist adult learners in becoming college and career ready.

Learn more at www.clovis.edu/css/abe.aspx or call 575.769.4095.



CAREER & DEVELOPMENT CENTER

The Career & Development Center provides students with a variety of resources regarding CCC Foundation Scholarships, resume and cover letter assistance, interview preparation, and career exploration.

The center also offers creative solutions to financial obstacles for qualifying students. The Student Emergency Assistance Fund provides monetary relief to students for emergencies that occur during the semester and may cause them to drop out of class. The Child Care Assistance Fund is available to cover child care expenses for parents wishing to remain in school. Please stop by and pick up an application!

For more information and questions, call 575.769.4085



Save time and get ahead with

8 WEEK COURSES



ONLINE | ON-CAMPUS | CANNON AFB

FIRST 8-WEEK TERM

AUGUST 19 - OCTOBER 11

ART STUDIO

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32015 ARTS 2996 330 1 Topics in Art: Mural Projects S 8:00am-4:00pm CCC

BUSINESS AND OFFICE TECHNOLOGY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31424 BOFT 101 3N4 1 Personal Keyboarding Online Ewers, Dannette \$50

COMMUNICATION

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32066 COMM 1130 370 3 Public Speaking MW 4:30pm-7:00pm CCC Regnier, Rex

COMPUTER INFORMATION SYSTEMS

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31906 CIS 106 3N4 1 Windows Fundamentals Online \$50

EMERGENCY MEDICAL SERVICES

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31941 EMS 115 3N4 4 Anat/Phys for EMS Professional Online Burns, Karen \$50

FIRST YEAR EXPERIENCE

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31978 FYEX 1110 330 3 First Year Seminar MW 9:00am-11:30am CCC Bender, Heather

HISTORY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32151 HIST 1120 370 3 United States History II MW 6:00pm-8:30pm CCC Anderson, Aaron

LEGAL STUDIES (PARALEGAL)

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 30720 LEST 105 3N4 3 Legal Wrtg Term / Research I Online Rowley, Richard \$50

OCCUPATIONAL TECHNOLOGY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 30312 OT 122 330 2 Woodworking I TR 6:45pm-9:15pm CCC Oborny, Robert

PHYSICAL EDUCATION (HPE ACTIVITY COURSES)

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32343 PHED 1230 330 1 Individual Sport: Golf MW 8:00am-9:40am CCC Heath, Bradley

TRANSITIONAL STUDIES

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31810 TRST 0910 330 3 Basic Writing Skills I MW 12:00pm-2:30pm CCC Heath, Deborah

SECOND 8-WEEK TERM

OCTOBER 14 - DECEMBER 6

BUSINESS AND OFFICE TECHNOLOGY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 30069 BOFT 102 3N7 1 Computerized 10-Key Operations Online Ewers, Dannette \$50

CHEMISTRY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32044 CHEM 1120C 3N7 4 Intro to Chem Lec/Lab Non-Maj Online Phipps, Carrie \$50

COMMUNICATION

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32067 COMM 1130 375 3 Public Speaking MW 4:30pm-7:00pm CCC Regnier, Rex

COMPUTER INFORMATION SYSTEMS

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31907 CIS 107 3N7 1 Internet Fundamentals Online \$50

CRIMINAL JUSTICE

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32070 CIJS 1110 3N7 3 Intro to Criminal Justice Online Talbert, Laura \$50

EARLY CHILDHOOD EDUCATION

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32078 ECED 1110 3N7 3 Child Growth, Dev & Learning Online Flygare, Michelle \$50

ENGLISH

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32127 ENGL 1120 3N7 3 Composition II Online Nagy, Paul \$50

FIRST YEAR EXPERIENCE

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31981 FYEX 1110 335 3 First Year Seminar MW 9:00am-11:30am CCC

HISTORY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32138 HIST 1110 3N7 3 United States History I Online Powers, Michael \$50

LEGAL STUDIES (PARALEGAL)

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31019 LEST 106 3N7 3 Legal Wrtg Terminology Res II Online Rowley, Richard \$50

NURSING

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31848 NSG 105 335 3 Medical Terminology MW 4:00pm-6:30pm CCC Benavidez, Kristin

NUTRITION

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32283 NUTR 2110 3N7 3 Human Nutrition Online Soto, Elena \$50

OCCUPATIONAL TECHNOLOGY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 30313 OT 122 335 2 Woodworking I TR 6:45pm-9:15pm CCC Oborny, Robert

PHYSICAL EDUCATION (HPE ACTIVITY COURSES)

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32330 PHED 1610 335 1 Fitness for Life CCC Heath, Bradley

PSYCHOLOGY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32237 PSYC 1110 3N7 3 Introduction to Psychology Online Penland, Alexandra \$50

SOCIOLOGY

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 32210 SOCI 2310 3N7 3 Contemporary Social Problems Online Richeson, J \$50

TRANSITIONAL STUDIES

Table with 10 columns: CRN, SUBJ, NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 31813 TRST 0911 335 3 Basic Writing Skills II MW 6:00pm-8:30pm CCC Johnson, Winona



Pathway Online Services Portal

Pathway is CCC's online services portal for students to access information and services. When you are admitted to CCC, you will be issued a C-Number for accessing your Pathway account. For help with Pathway, please call the CCC Help Desk at 575.769.4969.

pathway.clovis.edu

- Register, add, or drop classes
- Access Student Email
- View Transcripts
- Access Library Resources

...and more!

REGISTRATION & NEW STUDENT INFO

ACCUPLACER ASSESSMENT

All students enrolling for the first time in courses with a math component, a writing component, or courses that require extensive reading are required to take the Accuplacer assessment before registering. The Accuplacer assessment is given in the Testing Center. Students are required to register for the appropriate level of classes indicated by the results of the assessment.

The computerized assessment is free and covers mathematics, writing, and reading. Low scores will not keep students from enrolling in college, but some courses and programs have minimum score requirements.

Students may be exempt from taking the Accuplacer assessment if they have other test scores (e.g., ACT/SAT) that demonstrate college level skills. A valid picture identification is required when testing. After completing the assessment, take a copy of your Accuplacer Student Score Report to your Academic Advisor.

For more information on the Accuplacer assessment, including Testing Center hours of operation, call the Testing Center at 575.769.4088.

ADVISING

All students are encouraged to contact an Advisor prior to registering for assistance with course selection. The following students are required to meet with an Academic Advisor:

- First-time, degree-seeking students
- All Financial Aid students
- Students applying for Veteran's Assistance
- Students returning from academic probation or suspension status

Advisors are available on a walk-in basis. Each Advisor specializes in different major fields and student needs. Please contact the Academic Advising Office at 575.769.4020 or email academic.advising@clovis.edu for hours of operation or more information.

BOOKS AND SUPPLIES

Books and supplies are available at CCC's Barnes & Noble Bookstore. Please purchase your books prior to your first class meeting. More information regarding book orders and rentals can be found at www.clovis.edu/bookstore.

CAMPUS TOURS & STUDENT ORIENTATION

Need a guide? Let us show you around! Campus tours are available for individuals and groups. Schedule a tour today by calling the Recruitment Office at 575.769.4013.

Attending orientation is important in answering any questions you may have about your college career. Orientation topics include: student services; campus resources; meeting students and staff; and getting involved. Take advantage of this opportunity to meet other new students and take a campus tour with a member of the Student Ambassador program. If you are a first-time student, it is highly recommended you attend orientation. We are confident that CCC can help you establish a good start to a successful semester and help lay the foundation for your college career. If you have any questions about fall orientation, please contact the Recruitment Office at 575.769.4013 or text 575.479.5006.

Fall Orientation will be on Wednesday, August 14, 2019, in CCC Town Hall. Sign-in begins at 10:00 AM.

CLASS CANCELLATIONS

Classes may be cancelled for lack of enrollment or if an instructor is unavailable. Please login to your CCC student email via Pathway at pathway.clovis.edu to see if any of your classes have been cancelled. If so, please check the online schedule or see an Advisor to select an alternate class.

CLASSROOM LOCATION

To view your classroom location online, login to Pathway at pathway.clovis.edu, click on the **Student Tab**, click on the **Student Detail Schedule** in the *Student Quick Links box in the middle column*, select your *term*, and then click **submit**.

Complete classroom locations and instructor listings will be posted at the main entrances of the campus during the first week of classes.

PARKING REGISTRATION

Clovis Community College encourages all students to register their vehicles with the Security Office in the Dr. H. A. Miller Student Services Center. You will need your license plate number along with the state of registration and make, model, year, and color of your vehicle to receive your free CCC decal.

NOTICE OF NON-DISCRIMINATION

Clovis Community College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, serious medical condition, or age in its programs and activities. The following personnel have been designated to handle inquiries regarding the non-discrimination policies:

Mr. Freddie Salazar, Director of Security
417 Schepps Blvd. Clovis, NM 88101 Room 134
575.769.4144

Ms. Gay Goetsch, Director of Human Resource Services
417 Schepps Blvd. Clovis, NM 88101 Room 112
575.769.4045

For further information on notice of non-discrimination, visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1.800.421.3481.

SPECIAL SERVICES & ACADEMIC CASE MANAGEMENT

Students who need assistance for a disability or disabling condition or who need help dealing with personal or educational issues can contact the Special Services and Academic Case Management Coordinator at 575.769.4099.

STUDENT EMAIL

All CCC students will be issued an email address. After you are accepted for admission, you will receive a letter detailing login instructions. Student email is CCC's primary method of communication with students. Announcements sent to your email account will contain important information including important deadlines and academic progress; therefore, you should check your CCC email account frequently. Your instructors will also use this email address to contact you. For assistance logging in, call 575.769.4969.

STUDENT ID CARD

You will need your student ID card to use resources in the Center for Student Success, Health and Fitness Center (gym), and the Library or to charge your books to your financial aid account in the Bookstore and to pick up financial aid and/or payroll checks. Your student ID card may also be required for identification upon request from Security staff. Your first student ID card is free. A \$10 replacement fee is required for lost cards and should be paid at the Business Office cashier's window.

Please bring your class schedule and a picture ID to the Security Office in the Dr. H. A. Miller Student Services Center to receive your student ID card.

WITHDRAWING FROM CLASSES

If you withdraw from a class after the last day of late registration, the withdrawal will be recorded as "W" on your transcript. If you feel you will be unable to complete a course successfully, you must withdraw in order to avoid a failing grade for the course. You can withdraw online at pathway.clovis.edu or complete a form in the Admissions and Records Office or in the CAFE Educational Services Office prior to the deadline. For more information, please contact the Admissions and Records office at 575.769.4025.

Please see the Academic Calendar at www.clovis.edu/academiccalendar for final withdrawal dates. Financial aid students should contact the Financial Aid office for information on how withdrawals may affect future financial aid. Withdrawing from a class is final and you cannot be reinstated.



TUITION, FEES, & PAYMENT

Deadline to pay for Fall 2019 Semester is midnight on August 9, 2019. After that date, payment must be made the day of registration.

If payment or other financial arrangement is not made by the payment deadline, class registrations may be voided. It is the student's responsibility to drop classes through the Admissions Office if he or she does not plan to attend. Do not assume registration will automatically be voided for nonpayment. Students who are dropped for nonpayment are encouraged to re-register and make payment arrangements to secure their classes; however, your original class(es) may be closed, and you may have to choose alternate classes.

TUITION AND FEES

Tuition charges are determined by residency status, the number of credit hours taken, and fees applicable to each course. See the following chart to calculate your tuition charges. Tuition and fees are subject to change due to legislative or Board of Trustee action.

Miscellaneous Fees

Student Fee*	\$40
Dishonored Check*	\$25
Graduation	
Certificate/Participating*	\$30
Diploma/Participating*	\$30
Replacement diploma/certificate*	\$20
Health and Fitness Center	
Swimming Pool Usage*	\$20
1-Day Pass*	\$5
5-Day Pass*	\$20
Hybrid Course Fee* (per course)	\$25
ID Card Replacement Fee*	\$10
ITV Long Distance Learning* (per credit hour)	\$4
Official Transcript Fee* (plus applicable shipping fees)	\$6
Online Course Fee* (per course)	\$50
Technology and Facilities Fee* (per credit hour)	\$10

*Fees are non-refundable

Credit Hour	NM Resident In-District	NM Resident Out-of-District	Non-Resident	Senior Citizen \diamond	Technology & Facility Fee
1	44	54	111	5	10
2	88	108	222	10	20
3	132	162	333	15	30
4	176	216	444	20	40
5	220	270	555	25	50
6	264	324	666	30	60
7	308	378	777		70
8	352	432	888		80
9	396	486	999		90
10	440	540	1110		100
11	484	594	1221		110
12	528	648	1332		120
13-18 [‡]	528	648	1332		120
19	572	702	1443		130
Each Additional Hour	44	54	111		10

[‡]You can enroll in 13-18 credits for the same cost as 12 credit hours. \diamond Senior Citizens must register on or after April 9 to be eligible for the reduced rate.

RESIDENCY STATUS FOR TUITION PURPOSES

Tuition charges are determined by your residency status. The Admissions and Records Office classifies residency status for you when your completed application is received and processed. Residency is based on the following definitions:

Resident In-District: Students whose legal state of residency is New Mexico, who live within the boundaries of the Clovis Community College tax district, and who have lived in New Mexico for the past 12 consecutive months.

Resident Out-of-District: Students whose legal state of residency is New Mexico, and who have lived in New Mexico for the past 12 consecutive months, but who live outside of the Clovis Community College tax district.

Any Texas residents who reside within a 135-mile radius of CCC will be assessed in-state, out-of-district tuition.

Non-Resident: Students whose legal state of residency is not New Mexico or who have not lived in New Mexico for the past 12 consecutive months.

Petitions for In-State Tuition Classification: You must petition for changes to your residency status by completing a Petition for Resident Tuition Classification. This form is available in the Admissions and Records Office. All requirements must be met by **August 19, 2019** and documentation submitted to the Admissions and Records Office by **September 6, 2019**.

Military Exemption: Military personnel and their dependents qualify for in-state tuition rates. Contact the Admissions and Records Office at 575.769.4025 or the CAFB Educational Services Office at 575.784.6295 for assistance.

FINANCIAL AID

Students eligible for financial aid who would like to charge their tuition and fees must set up a Pending Financial Aid Payment Plan (PFAPP), even if their file is complete. Students who withdraw before their financial aid checks are disbursed may lose their eligibility and may be responsible for payment of tuition, fees, books, and miscellaneous charges.

Financial aid students who stop attending, withdraw, or are administratively withdrawn from classes before October 21, 2019 may be subject to a Federal Refund Calculation.

If you are using Financial Aid, please contact the Financial Aid Office prior to withdrawing. Withdrawing from a class is final and you cannot be reinstated. Contact the Admissions and Records Office at 575.769.4025 or email admissions@clovis.edu if you need assistance.

Students with a PFAPP may charge books and supplies August 10 – 30, 2019 (based on remaining eligibility).

Visit the Financial Aid Office or call 575.769.4060 or email finaid@clovis.edu for more detailed information.

SCHOLARSHIPS

CCC has many scholarships available, ranging from \$100 to \$1,000 per year. Students are encouraged to apply for scholarships to lessen the need for loans or part-time work to attend school. These scholarships are made possible by generous contributions to the College and CCC Foundation.

Apply online for dozens of CCC scholarships at clovis.academicworks.com.

SENIOR CITIZEN DISCOUNT

Senior citizens may register beginning **April 9, 2019** and pay the reduced rate of \$5 per credit hour. Senior citizens who register prior to April 9, 2019 are not eligible for the senior citizen discount. Qualifications for senior citizen discount:

- Must be 65 years of age by **September 6, 2019**
- Must be a New Mexico resident
- Must enroll for six credit hours or less during the semester

Senior citizen students must pay any course fees associated with classes. Senior citizens enrolled at CCC and who receive a reduction in tuition are entitled to all rights and privileges afforded all students.

PAYMENT OPTIONS

In-person:

Cash, money orders, checks (made payable to Clovis Community College), MasterCard, Visa, Discover, and American Express payments may be made at the cashier's window across from the Bookstore.

By phone:

Phone in credit card information to 575.769.4132 or 575.769.4035.

Online:

Login to *Pathway* at pathway.clovis.edu

- Click on the **Student Tab**
- Click on **Pay Here** under *Registration Tools*

Third-Party Sponsor:

If a third party (i.e., employer or government agency) is paying tuition and fees on a student's behalf, either the student or the third party must provide a copy of the authorization to the cashier at the time of registration.

Deferred Payment Plan:

CCC offers a deferred payment plan administered by TouchNet Information Solutions. To initiate payment plan, login to *Pathway* at pathway.clovis.edu. Students must have a checking or credit card account to schedule and make payments, and students must be enrolled in at least three credit hours to take advantage of the payment plan. Students should initiate the contract and make initial payment at the time of registration to confirm their registration. Students are charged a non-refundable fee of \$10 to use the deferred payment plan.

IMPORTANT FAFSA INFORMATION: Financial Aid students meeting the priority deadline of July 26, 2019 will be guaranteed to have their financial aid processed by the first day of classes. To meet a priority deadline, you must have been admitted to or be currently enrolled in a degree-seeking program at CCC, have submitted a valid FAFSA to the federal government with the results received by CCC, be in good standing for financial aid, and submit all additional documentation required, if any, for the completion of your file. Any required corrections could delay completion of your file. You should login to *PATHWAY* to check for any outstanding financial aid documents and/or requirements.

For a complete list of course and program fees, please visit www.clovis.edu/fees



MISSION STATEMENT

To provide high quality education and training that improves the lives of all students and ignites economic vitality in the communities we serve.

VISION STATEMENT

To become *the college of choice* for students seeking to improve their lives and for employers seeking to develop and grow a highly skilled workforce.

EXCELLENCE

We insist on providing high quality, relevant education and training provided by highly talented faculty and staff who encourage and motivate our students to succeed.

DIVERSITY

We seek to provide a safe environment for open and respectful dialog among individuals and groups from varied backgrounds and experiences.

COLLABORATION

We pursue meaningful partnerships because we believe we must all work together to make a difference in our community and the world.

FLEXIBILITY

We seek to be creative in the times and methods we use to offer education and training because we know that our students have families and jobs that place important demands on their time.

OPTIMISM

We strive to be the beacon of hope for our students and for the community because we know education improves the lives of not only the students we serve, but also their families and the community overall.

RESPECT

We strive to be respectful and responsive in our interactions with students, employers, and community members.