



**Clovis
Community
College**

2017-18

**STUDENT PLANNER
AND HANDBOOK**



Clovis Community College

2017-18 Student Planner Handbook

This handbook belongs to:

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

*Information and dates in this handbook are subject to change.
Please visit us on the web at www.Clovis.edu for the most up-to-date information.*

Welcome to Clovis Community College!

By choosing to attend CCC, you have taken a step to improve your future through higher education. You have access to a wide selection of general education courses that will provide a foundation for your Bachelor's degree and over 30 applied science degrees designed to train students for careers in fields such as nursing, radiologic technology, automotive technology, welding, cosmetology, wind technology, and many other occupations.



Our highly qualified faculty and staff are here to ensure your success at CCC and to provide resources for you as you look for employment after completing a program of study. We are eager to help you apply for Financial Aid, select your courses, and register for the schedule that best meets your needs. All of our staff are focused on creating a rewarding student experience.

Thank you for choosing Clovis Community College. We are proud of our staff and the services we provide, and we are proud to have you as our student!

Becky Rowley
President

CCC Mission Statement

The mission of Clovis Community College, an institution of dedicated educators, professionals, and students, is to serve and empower lifelong learners who are seeking educational opportunities within and beyond the limits of our communities by being learner-centered, embracing advances in technology, and making accredited, high-quality education affordable and accessible.

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Student Registration Checklist

1. Apply for Admission

- Apply online at www.clovis.edu and receive your C-Number

2. See an Advisor

- Our advisors will help you interpret your test scores (Accuplacer, ACT or SAT, and others), evaluate classes from other schools, declare your major, and assist in selecting classes for the upcoming semester.
- Advisors take students on a walk-in bases and are available Monday through Thursday 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:30 p.m. on Fridays.
- All new students or students receiving financial aid must meet with an Advisor to help the student properly manage his or her degree plan and schedule.

3. Register

- Meet with an Academic Advisor to register you in your classes.
- Complete a registration form and turn it in to the Admission and Records Office.
- Register online at <http://pathway.clovis.edu>.

4. Make Payment Arrangements

- Pay with cash, check, or credit card at the Cashier's Window after registering.
- Call the cashiers at 575.769.4035 and provide credit card information.
- Establish PFAPP for eligible Financial Aid students initiated through TouchNet via Pathway.
- Defer payments or pay in full through TouchNet via Pathway.
- Provide Third Party payment voucher to Business Office.

For further information regarding payment, please contact 575.769.4035.

5. Orientation

- Orientation is held prior to the beginning of each semester. Please see a Student Ambassador at the Information Desk or call 575.769.4016 to receive information, dates, and times for Kickoff Orientation.

Dr. Robin Jones, Executive Vice President

Room 151; 575.769.4111

Division Chairs and Areas of Supervision

Allied Health

Shawna McGill, 575.769.4954

- Emergency Medical Services
- Health Care Assistant
- Nursing
- Physical Therapist Assistant
- Radiologic Technology

Business Administration;

Behavioral Science; Education

Monica Sanchez, 575.769.4948

- Accounting
- Bilingual Education
- Business Administration
- Criminal Justice
- Early Childhood Education
- Economics
- Education Foundations
- Elementary Education
- Finance
- Management
- Marketing
- Paralegal (Legal Assistant Studies)
- Political Science
- Psychology
- Sociology
- Special Education

Math; Science; Humanities; Health & Physical Education

Todd Kuykendall, 575.769.4931

- Anthropology
- Biology
- Chemistry
- Dance
- Geology
- Health and Physical Education
- Humanities
- Math
- Philosophy
- Physics
- Religion
- Statistics

Occupational Technology

Robin Kuykendall, 575.769.4916

- Automotive Technology
- Aviation Science
- Cosmetology
- Esthetics & Nail Tech
- Industrial Technology
- Occupational Technology
- Welding

Languages; History; Theatre

Janett Johnson, 575.769.4753

- Academic Career Studies
- English
- French
- German
- History
- Music
- Reading Skills
- Spanish
- Theatre
- Writing Skills

CIS; Art; Communication

Ray Walker, 575.769.4953

- Business and Office Technology
- Cisco Network Academy
- Communication
- Computer Information Systems
- Fine Art
- Graphic and Media Art
- Sign Language

Faculty Office Directory

Automotive - Room 166

575.769.4178

Paul Blair, Automotive Technology

Allied Health Building

575.769.4976

Amanda Arredondo, Nursing

Kristin Benavidez, Nursing

Cori Gurule, Nursing

Janna Hackett, Nursing

Melissa Ham, Radiologic Technology

Camille Jackson, Nursing

Lauren Jerige, Nursing

Laura Kauffman, Nursing

Aaron Lockmiller, Nursing

Shawna McGill, Chair, Allied Health

Kelsi Peabody, Nursing

Dr. Caroline Popescu, Nursing

Sarah Rowe, Nursing

Elena Soto, Nursing

Andrea Stephens, Nursing

Benjamin Trujillo, Radiologic Technology

Amy Tyson, Nursing

Toni West, Nursing

Callie Whittington, Nursing

Cosmetology Faculty Office – Room 189

575.769.4104

Autumn Anderson, Cosmetology

Catherine Cobb, Cosmetology

Melanie Lotz, Cosmetology

Mae Szalay, Cosmetology

Educational Services - Room 151

575.769.4111

Dr. Robin Jones, Executive Vice President

Robin Kuykendall, Director of Extended

Learning; Chair, Occupational Technology

Al Potthoff, Business and Non-Credit

Training Manager

Faculty Office I - Room 141

575.769.4911

Teresa Guillen, Spanish

Gina Hochhalter, English

Janett Johnson, Chair, Languages; History;

Theatre

Emilee Nieman, English

Gregory Rapp, English

Scott Richeson, Sociology

Faculty Office II - Room 202 (Upstairs)

575.769.4935

Dana Albright, Psychology

Michelle Hughes, Science

Todd Kuykendall, Chair, Mathematics; Science;

Humanities; Health & Physical Education

Cory Roberts, Science

Donald Scroggins, Science

Faculty Office III - Room 303

(Health and Fitness Center)

575.769.4151

Brad Heath, Health and Physical Education

Jan Williams, Health and Physical Education

Faculty Office IV - Room 403

575.769.4945

Vicki Bridinger De Leon, History

Christy Mendoza, Theatre

Jim Mitchell, Industrial Technology

Paul Nagy, English

Donna Pharies, Mathematics

Melissa Reed, Business Administration

Monica Sanchez, Chair, Business Administration;

Behavioral Science; Education

Erin Schwertner-Watson, Mathematics

Faculty Office V - Room 509

575.769.4957

Dr. Aaron Anderson, History

V. K. Bussen, Mathematics

Simon Chavez, Communication

Terry Davis, Computer Information Systems

Carolyn Lindsey, Fine Art

Michael Powers, History

Ray Walker, Chair, Computer Information

Systems, Art, and Communication

Faculty Office VI - Room 604

575.769.4098

Robin Broom, Physical Therapy

Brandi Varnado, Physical Therapy

Faculty Development Center - Room 171

575.769.4017

Audra Brown, Instructional Technologist

Adam Herrera, Instructional Technologist

Welding - Welding Lab

575.769.4917

Sean Poindexter, Welding

Faculty Office Assignments

Name	Room Number	Department
Albright, Dana	202	Psychology
Anderson, Aaron	509	History
Anderson, Autumn	189	Cosmetology
Arredondo, Amanda	911	Nursing
Benavidez, Kristin	915	Nursing
Blair, Paul	166	Automotive Technology
Bridinger De Leon, Vicki	403	History
Broom, Robin	604	Physical Therapy
Bussen, V.K.	509	Mathematics
Chavez, Simon	509	Communication
Cobb, Catherine	189	Cosmetology
Davis, Terry	509	Computer Information Systems
Guillen, Teresa	141	Spanish
Gurule, Cori	925	Nursing
Hackett, Janna	912	Nursing
Ham, Melissa	921	Radiologic Technology
Heath, Brad	303	Health and Physical Education
Hochhalter, Gina	141	English
Hughes, Michelle	202	Science
Jackson, Camille	919	Nursing
Jerige, Lauren	924	Nursing
Johnson, Janett	141	English
Kauffman, Laura	906	Nursing
Kuykendall, Todd	202	Science
Lindsey, Carolyn	509	Fine Art
Lockmiller, Aaron	917	Nursing
Lotz, Melanie	189	Cosmetology
McGill, Shawna	920	Nursing
Mendoza, Christy	403	Theatre
Mitchell, Jim	403	Industrial Technology
Nagy, Paul	403	English
Nieman, Emilee	141	English
Peabody, Kelsi	910	Nursing
Pharies, Donna	403	Mathematics
Poindexter, Sean	WELD	Welding
Popescu, Caroline	918	Nursing
Powers, Michael	509	History
Rapp, Gregory	141	English
Reed, Melissa	403	Business Administration
Richeson, Scott	141	Sociology
Roberts, Cory	141	Science
Rowe, Sarah	907	Nursing
Sanchez, Monica	403	Business Administration
Schwertner-Watson, Erin	403	Mathematics
Scroggins, Don	202	Science
Soto, Elena	908	Nursing
Stephens, Andrea	909	Nursing
Szaloy, Mae	189	Cosmetology
Trujillo, Benjamin	931	Radiologic Technology
Tyson, Amy	916	Nursing
Varnado, Brandi	604	Physical Therapy
Walker, Ray	509	Computer Information Systems
West, Toni	929	Nursing
Whittington, Callie	923	Nursing
Williams, Jan	303	Health and Physical Education

Fall 2017 Academic Calendar

Classes Begin/End

Regular 16-week term	August 21 – December 8
First 8-week term	August 21 – October 13
Second 8-week term	October 16 – December 8

Registration Dates

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

Regular 16-week term	August 25
First 8-week term	August 25
Second 8-week term	October 20

Senior Citizen Registration

Registration started on April 18 and ends on the last day of registration for each term as listed in the section above.

Last day to change from credit to audit

Regular 16-week term	October 13
First 8-week term	September 15
Second 8-week term	November 13

Last day to withdraw from a class

Regular 16-week term	November 13
First 8-week term	September 29
Second 8-week term	November 27
Workshops	Before the first meeting

Holidays (campus closed)

Labor Day	September 4
Veterans Day	November 10
Thanksgiving Holiday	November 22 – 26
Winter Break	December 18 – January 2

Graduation Application Deadline

Fall Diploma/Certificate	November 28
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Ceremony

PTA Pinning	December 7
Nurses' Pinning	December 8

Fall Pell Disbursement Dates

Please call the Financial Aid Office at 575.769.4060 for information regarding Pell disbursement dates.

Spring 2018 Academic Calendar

(Spring Registration Begins November 6)

Classes Begin/End

Regular 16-week term	January 16 – May 11
First 8-week term	January 16 – March 9
Second 8-week term	March 19 – May 11

Registration Dates

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

Regular 16-week term	January 22
First 8-week term	January 22
Second 8-week term	March 23

Senior Citizen Registration

Begins on November 7 and ends on the last day of registration for each term as listed in the section above.

Last day to change from credit to audit

Regular 16-week term	March 9
First 8-week term	February 9
Second 8-week term	April 13

Last day to withdraw from a class

Regular 16-week term	April 13
First 8-week term	February 23
Second 8-week term	April 27
Workshops	Before the first meeting

Holidays (campus closed)

Martin Luther King, Jr. Holiday	January 15
Skillfest (Employee Professional Development).....	March 2
Spring Break (begins at 4:30 p.m. on March 25).....	March 12 - 16

Graduation Application Deadline

Spring Diploma/Certificate.....	March 23
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Ceremony

Rad Tech Pinning	May 10
Nurses' Pinning	May 11
2017-2018 Commencement Ceremony.....	May 11

Spring Pell Disbursement Dates

Please call the Financial Aid Office at **575.769.4060** for information regarding Pell disbursement dates.

Summer 2018 Academic Calendar

(Summer Registration Begins April 10)

Classes Begin/End

Regular 8-week term	June 4 – July 27
First 4-week term	June 4 – June 29
Second 4-week term	July 2 – July 27

Registration Dates

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

Regular 8-week term	June 8
First 4-week term	June 5
Second 4-week term	July 5

Senior Citizen Registration

Begins on April 10 and ends on the last day of registration for each term as listed in the section above.

Last day to change from credit to audit

Regular 8-week term	June 29
First 4-week term	June 15
Second 4-week term	July 13

Last day to withdraw from a class

Regular 8-week term	July 13
First 4-week term	June 22
Second 4-week term	July 20
Workshops	Before the first meeting

Holidays (campus closed)

Memorial Day	May 28
Independence Day	July 4

Ceremony

Nurses' Pinning	July 27
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Graduation Application Deadline

Summer 2018 Diploma/Certificate	July 13
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Grades

Grades will be available on the Web within five days from the last day of the semester. To view grades, go to pathway.clovis.edu and log in with your user name and password. Click on the Student Tab in the upper left corner. The student grade module can be found in the middle column. If you need assistance, please call Admissions at **575.769.4025** or General Student Information at **575.769.4969**.

Official CCC transcripts will be available upon request five working days after the semester ends.

Admissions and Records

The Office of Admissions and Records staff are here to assist you with the following:

- Applying for admission
- Registering for classes
- Adding and dropping classes
- Withdrawing from classes
- Declaring a major or changing your major
- Applying for graduation
- Applying for Certificates of Completion or Certificates of Achievement
- Requesting an official copy of your transcript (\$6 fee per transcript)
- Obtaining a copy of your class schedule
- Changing your personal information such as your name, address, telephone number
- Requesting verification of enrollment



NOTE: Some of these services are available online (www.clovis.edu/register).

Phone: 575.769.4025

Fax: 575.769.4027

Online: www.clovis.edu/admissions

Email: admissions@clovis.edu

Location: Dr. H. A. Miller Student Services Center

Hours of Operation:

Monday-Thursday

8 a.m. to 5 p.m.

Friday

8 a.m. to 4:30 p.m.

Advising

Academic advising, career exploration, degree planning, and limited personal counseling are available at the Academic Advising Office located in the Student Services Center. All degree-seeking students, including entering freshmen, those receiving Veterans' assistance, and students who may be returning from academic probation or suspension status are **required** to meet with an Academic Advisor each semester.



All students are encouraged to meet with an Academic Advisor to ensure all classes meet degree requirements. Partnering with Advising staff is the best way to make sure you achieve your educational goals. To speak with an Academic Advisor, please call 575.769.4020.

Phone: 575.769.4020

Online: www.clovis.edu/advising

Email: academic.advising@clovis.edu

Location: Dr. H. A. Miller Student Services Center

Hours of Operation:

Monday-Thursday

8 a.m. to 5 p.m.

Friday

8 a.m. to 4:30 p.m.

Alumni

Welcome future alumni, and congratulations on your achievements! Your success does not end when you move on from Clovis Community College. The CCC Alumni Association was created to foster pride for the college and lifelong friendships among all who have attended.

Whether you earned an associate degree, a certificate, or completed just one class, we want to connect with you. We look forward to hearing from you and learning about your CCC experience.



Phone: 575.769.4085

Online: www.clovis.edu/careers

Website: www.clovis.edu/alumni

Bookstore

Barnes & Noble College Booksellers at Clovis Community College provides in-store and online services to students, faculty, staff, and the surrounding community. Product offerings include new, used, and rental textbooks, clothing, school supplies, imprinted gifts, and a wide variety of snacks.

BARNES & NOBLE

COLLEGE

The CCC Bookstore book buyback is held at the end of each semester. Textbooks that have gone out of print may not be among those repurchased. Dates and times for the book buyback are posted in advance at various campus locations.

Phone: 575.769.4050

Online: clovis.bncollege.com

Location: Across from Cashiers' Windows

Hours of Operation:

Monday-Thursday*

Friday

8 a.m. to 5 p.m.

8 a.m. to 4:30 p.m.

*During the first week of the semester, the Bookstore will be open until 7 p.m., Monday- Thursday.



C-Numbers and ID Cards

The “C-Number” is CCC’s student identification number. All students are assigned a C-Number upon completion of the admission process. This number is printed on your Student ID Card and is used for many campus services, including:

- Library
- Gym
- Center for Student Success Computer Lab
- Transcript requests
- Pathway login ID requests
- And many more!



ID Cards

Students must present their CCC student ID to charge books to their financial aid account in the Bookstore and to pick up financial aid and/or payroll checks. A student ID card may also be required for identification upon request from Security staff. The first student ID card is free. A \$10 replacement fee is required for lost cards and should be paid at the Cashier's Window.

Students must bring the following documents to obtain an ID card:

- Copy of current class schedule
- A photo ID such as a state driver's license or military ID
- A CCC business office document showing tuition payment or arrangements have been made

Phone: 575.769.4143

Online: www.clovis.edu/security

Location: Dr. H. A. Miller Student Services Center

Hours of Operation:

Monday-Friday

8 a.m. to 6 p.m.

Campus Activities and Student Organizations

Students are encouraged to participate in campus activities and student organizations that relate to their respective areas of study or interest. For more information about student organizations, contact **Dana Albright at 575.769.4944 or dana.albright@clovis.edu**.

Getting Involved

Students can get involved in a number of ways at Clovis Community College. One way to make an impact at CCC is to become a part of any of the Campus Activities Board (CAB) funded organizations. CAB is a great way to be active on campus—becoming involved may be easier than you think. In order to join CAB, students must have completed at least 15 credits at CCC with a minimum 2.5 GPA, and they must be enrolled at least part time in coursework. If you are interested in joining CAB, contact **Dana Albright at 575.769.4944 or dana.albright@clovis.edu**.

Campus Activities Board (CAB)



CCC's Campus Activities Board provides a form of government for the supervision of student activities; provides a forum for the expression of student views and interests; maintains academic freedom, academic responsibility, and student rights; improves the cultural, social, and physical welfare of students; promotes

national and international understanding and fellowship at the student level; and fosters the recognition of the rights and the resulting responsibilities of students attending college, community, and among humanity.

In order to join CAB, students must have completed at least 15 credits at CCC with a minimum 2.5 GPA, and they must be enrolled at least part time in coursework. If you are interested in joining CAB, contact Dana Albright at **575.769.4944 or dana.albright@clovis.edu**.

Phi Theta Kappa Honor Society (PTK)

The purpose of Phi Theta Kappa International honor society is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. To encourage continued education, PTK offers opportunities to apply for over \$87 million in scholarships from PTK, partnering senior colleges, universities and foundations.



Phi Theta Kappa chartered the Alpha Tau Nu chapter at CCC in 1991. Membership in Phi Theta Kappa is by invitation only. A student must have completed 12 credit hours towards an associate's degree with a GPA of 3.5 to qualify. Invitations are sent out during the spring and fall semesters. For more information, please contact **Misty Padilla at 575.769.4980**.

Radiology Student Association (RSA)

Radiology students are invited to join this professional student association, whose purpose is to foster interest in the imaging profession and to promote professional behaviors including but not limited to community service, excellent patient care, and ethical behaviors and to foster active involvement in professional societies. Membership in the Radiology Student Association is open to all students currently enrolled in the Radiology Program at Clovis Community College. No monetary dues are required. For more information about the Radiology Student Association, please visit the **Rad Tech Department in the Allied Health Building, 575.769.4976.**

Student Nurses Association (SNA)

The Student Nurses Association is open to all Nursing Students at CCC. This organization is a stepping stone to membership in the professional nursing association after graduation. A student can hold membership at the local, state, or national level. Members participate in fund-raising activities to help benefit needy families and fellow students and to help with convention expenses. For more information about the Student Nurses Association, visit the **Nursing Department in the Allied Health Building, 575.769.4976.**

Annual Paint the Prairie Dawg Dash 5k Fun Run

Each year in the spring, the Campus Activities Board hosts a colorful 5k fun run on our campus, with proceeds benefitting their organization for future activities. Runners must compete in the race while colored powder is thrown at them, resulting in fun for the entire family. Participants are encouraged to run in costumes and prizes are given to the most creative runners. This race is held each April as a part of Community College Month.



Benefit Racquetball Tournaments

The New Mexico Racquetball Association sanctioned St. Pat's Festival Racquetball Tournament is held annually in March, and the Fall Challenge Racquetball Tournament is held during the fall semester. For more information, please contact the Health and Fitness Center by calling **575.769.4150.**



Career Services

Are you **anxious** about looking for a job?

Are you **unsure** of how to prepare for an interview? Do you have **doubts** about what type of field you're interested in?

Services are available to all Clovis Community College students as well as members of the Clovis community and surrounding areas. Career Services is here to make sure that students are prepared for job searching. Whether it's a first job or a new career field, help is available to gain the knowledge and skills you need to succeed!

Services available:

- Career exploration
- Resume and cover letter assistance
- Interview preparation

Phone: 575.769.4085

Online: www.clovis.edu/careers

Location: Dr. H. A. Miller Student Services Center

Get in touch to make your appointment today!

Career Tips:

- Don't give up! The average amount of time an unemployed individual searches for a job is 10 to 21 weeks (Department of Labor, 2011).
- The average number of people who apply for a job: 118. Only 20 percent get an interview (*Interview Success Formula*).
- Network! In 2012, there were 3.6 million jobs available nationwide. About 80 percent of available jobs are not advertised (*Interview Success Formula*).



Case Management Services

"You don't have to do it alone..."

Clovis Community College's Case Management Services staff are dedicated to assisting students on an individual and confidential basis to achieve their educational and life goals.

Who is eligible for Case Management Services?

All students are eligible. We are here to help students who feel overwhelmed by school and other commitments to gain control of their surroundings. We will connect students with academic support services such as Tutoring, TRIO Student Support Services, Advising, Special Services, and Financial Aid as well as community support services such as child care, transportation, housing, health care, income, food, and referrals for domestic violence and substance abuse issues.

Resources available for referral:

- Prioritizing needs
- School supplies
- Test anxiety
- Child care
- Time management
- Community resources
- Stress management
- Income assistance
- Money management
- Housing
- Study skills
- Nutrition
- Self-esteem
- Medical coverage
- Transportation
- Mental health
- And more!

Where can I find Case Management Services?

Academic Advising Office

Phone: 575.769.4020

Office: Dr. H. A. Miller Student Services Center

Hours of Operation:

Monday-Thursday

8 a.m. to 5 p.m.

Friday

8 a.m. to 4:30 p.m.

Mabel Lee Hawkins Center for Student Success

The Center for Student Success offers unlimited free educational opportunities to Clovis Community College students. Our aim is to help you remove any barriers that stand between you and achieving your educational goals.

- Open computer lab with Internet access
- Laptops available for students to check out
- Free high school equivalency exam preparation
- Free ESL classes (English-as-a-Second Language)
- Free citizenship classes
- Round tables for group study sessions

Phone: 575.769.4095

Online: www.clovis.edu/css

Email: css@clovis.edu

Location: Room 171

Hours of Operation:

Monday-Thursday

8 a.m. to 8 p.m.

Friday

8 a.m. to 4:30 p.m.

Computers for Student Use

Computers are available for student use in the Library, the Center for Student Success, and specified computerized classrooms as needed.



An open computer lab is available to all current CCC students in the Center for Student Success in Room 171. Specific computers in the lab are equipped with course-specific software students may need. For more information, please call 575.769.4095.

Clovis Community College FOUNDATION

Created in 1997, the Clovis Community College Foundation is a charitable organization committed to increasing the number and diversity of scholarships offered, providing support for faculty development, creating an endowment base to ensure continued financial assistance to students, and securing additional equipment and materials for the college.

CCC's many unique gifts and treasures made possible through the Foundation include:

- Joe and Charlyne Sisler Allied Health Building
- Don and Gustenia Bonner Nursing Education Building
- Norman and Vi Petty Performing Arts Center
- Dr. H. A. Miller Student Services Center
- Dr. W. D. Dabbs Library
- Over 45 private scholarships awarded to CCC students each year

For more information, contact:

Phone: 575.769.4115

Website: <http://www.clovis.edu/foundation>



Cultural Arts Series 2017-18

We proudly present our seventeenth season with performances that will inspire, educate, and entertain you! CCC students and staff receive discounted tickets for each show!



Saturday, Sept. 23
Thursday, Oct. 19
Thursday, Nov. 16
Thursday, Jan. 25
Thursday, Feb. 8
Thursday, Mar. 8
Thursday, Apr. 12
Thursday, Apr. 26

Mirage – Visions of Fleetwood Mac
Julie Fowlis
Michael Martin Murphey
Portland Cello Project
Golden Dragon Acrobats
Mile Twelve
Bookends - Music of Simon & Garfunkel
State Street Ballet presents “Cinderella”



Connect with the Cultural Arts Series to learn more about upcoming show announcements and more! Find us on Facebook at [Facebook.com/CulturalArtsSeries](https://www.facebook.com/CulturalArtsSeries) or www.ClovisArts.org.

Eula Mae Edwards Museum and Gallery



The Museum is home to the permanent collection of Eula Mae Edwards “Early Man in New Mexico.” The Gallery features bimonthly exhibits of local artists and group showings, such as the CCC Juried Art Show Exhibition and Clovis Schools’ Young Masters Juried Student Art Show. Each exhibit includes an artist reception welcoming the community to view the new exhibit as well as visit with the featured artist(s).

Dual Credit

Get a jump start on college and take classes at CCC while still in high school, tuition free! High school students at a New Mexico public, private, or charter school as well as New Mexico homeschooled students qualify. Age requirements differ by high school and courses need to be approved by both your high school and the college. Check with the high school counselor first. A wide array of courses can be taken as dual credit (except courses such as developmental courses and HPE activity courses), so check with your counselor to determine course options. New Mexico homeschool students should contact the Director of Extended Learning at CCC to determine eligibility and courses available under the NM Dual Credit Program.

CCC also offers a Career Technical Institute program which allows students to take dual credit occupational technology courses that either lead directly into an industry certification or feed into a full-time program. These programs include automotive technology, industrial technology, welding technology, nail technician, and healthcare assistant. Under the NM Dual Credit program, students may be responsible for course fees.

Early Admission

High school students who are part of a homeschool association or public, private, or charter school outside of New Mexico are eligible for early admission. This allows students to earn college credit while still in high school. Under early admission, students are eligible to take any CCC course offered and are responsible for tuition, books, and course fees.

Educational Services, *Director of Extended Learning*

Phone: 575.769.4916

Online: www.clovis.edu/dualcredit

Location: Room 151

Hours of Operation:

Monday-Thursday

8 a.m. to 5:00 p.m.

Friday 8 a.m. to 4:30 p.m.

Email as an Official Means of Communication

Clovis Community College provides an email address to all admitted students and uses email as an official means of sending information to students. After you are accepted for admission, you will receive a letter detailing login instructions. CCC email is the appropriate delivery method for official communication by Clovis Community College with students unless otherwise prohibited by FERPA regulations. Official communications include reminders of important dates such as deadlines to withdraw from class or to apply for graduation, etc. Students should access their student email accounts via Pathway at **pathway.clovis.edu**. Students are also responsible for adhering to the Student Email Policy they receive when first logging into their student email account.

Student Responsibilities:

- Students are responsible for checking their official student email regularly (at least 3 times per week).
- Students must be aware of mailbox capacity and ensure there is sufficient space in their accounts.
- Students must recognize that certain communication may be time critical. Students who choose to forward email from their CCC accounts to other email accounts do so at their own risk.
- Students will be responsible for reporting problems with their student email accounts to the Help Desk at **575.769.4969**.

College Responsibilities:

- The Information Technology Department is responsible for creating and maintaining email accounts.
- The content of email communication is the responsibility of the originating department.
- The college will not hold the student responsible for college email system malfunctions that limit their access to time critical information.

Financial Aid

The Financial Aid Office is responsible for the administration of student financial aid programs, most of which are based on need.

Some of the programs administered by this office include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), New Mexico Work Study (NMWS), Federal College Work Study (FCWS), Federal Direct Loan (subsidized and unsubsidized), Veteran Educational Assistance, and scholarships. A student may apply for Pell Grants and Direct Loans as well as many other programs by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. For more detailed information about financial aid, please refer to the CCC Catalog or www.clovis.edu/financialaid.

Students planning to attend college should apply for financial aid as early as possible. A student must apply for aid each academic year. Students can apply online, beginning in February, for the following fall semester. Students must have a high school diploma or high school equivalency credential and have a degree plan on file with the Academic Advising Office to be eligible for financial aid. Campus-based aid (all federal programs except the Pell Grant) is awarded according to the need of the student on a first-come, first-served basis. Scholarships are also available. For details on financial aid, contact the Financial Aid Office at **575.769.4060**.



Scholarship seekers will find dozens of scholarship opportunities on our website at www.clovis.edu/scholarships.

Additional scholarships can be applied for at <https://clovis.academicworks.com>. Students who are offered these scholarships will be notified through their CCC email accounts.

Phone: 575.769.4060

Online: www.clovis.edu/financialaid

Email: finaid@clovis.edu

Location: Dr. H. A. Miller Student Services Center

Hours of Operation:

Monday-Thursday

8 a.m. to 5 p.m.

Friday

8 a.m. to 4:30 p.m.

Health & Fitness Center

 Clovis Community College

The Health and Fitness Center is available to students for individual and organized recreation. Facilities include a gymnasium, aerobic dance studios and fitness center, racquetball/handball courts, weight room, tennis courts, jogging track, exercise pool, showers, and locker rooms.

The Health and Fitness department offers a variety of courses in health and physical education and provides a site for many recreational, leisure, and wellness activities. Students currently enrolled at CCC may present a valid CCC ID card and use the facilities whenever an academic class is not scheduled.



Students and community members enrolling in HPE water-related courses are automatically charged a \$20 per-semester pool usage fee. If you are not enrolling in HPE courses but would like the use of the swimming pool facilities, please make the request at the Cashier's Window. The schedule for open swimming varies each semester.

Community members may also take advantage of our programs for individualized wellness and fitness. These services are provided to businesses and industries through educational lectures, assessment, and fitness activities.

Phone: 575.769.4150

Online: www.clovis.edu/fitness

Location: Health and Fitness Center

Fall and Spring Semesters

Monday-Thursday	6 a.m. to 9:15 p.m.
Friday	6 a.m. to 5:45 p.m.
Saturday	8 a.m. to 1:45 p.m.

Summer

Monday - Thursday	6 a.m. to 8:15 p.m.
Friday	6 a.m. to 5:45 p.m.
Saturday	8 a.m. to 1:45 p.m.

Interim

Monday-Thursday	6 a.m. to 7:45 p.m.
Friday	6 a.m. to 5:45 p.m.
Saturday	8 a.m. to 1:45 p.m.

Pool Hours and HPE Services

Please call **575.769.4150** for pool hours or visit **www.clovis.edu/fitness**.

Help Desk Services

To better serve our students, CCC has created a Help Desk to assist students with accessing or navigating through the accounts listed below. The Help Desk will assist students over the phone or in person with any online issue they may encounter while registering, adding/dropping classes, resetting passwords, uploading files, determining their username, etc. Call **575.769.4969**.

C-Number for Online Services

All CCC students have been issued a student ID number which is printed on their ID card. This ID begins with a “C” and will often be referred to as a “C-number” (example C00999999). Students can use this number to determine their Pathway username, and it will frequently be requested when receiving assistance on campus or over the phone.

Pathway

All CCC students have been issued a username and password to access Pathway, our online web portal. Pathway provides access to online services, student email, Canvas, and a host of other campus information. All campus announcements will be posted on Pathway, so please check it regularly for new information. By using online services through Pathway, students can register for classes, check financial aid, make payments, print unofficial transcripts, and access other campus-related information. To access Pathway, go to **pathway.clovis.edu**.

Student Email

CCC students will receive a letter with their assigned CCC student email address once they are admitted. CCC faculty and staff will be sending you important and/or critical information using this email address. It is the student’s responsibility to check his or her CCC email regularly. For more information, please see “Email as an Official Means of Communication” on page 24.

Phone: 575.769.4969

Toll Free: 1-800-769-1409, option #4

Online: www.clovis.edu/help

Email: helpdesk@clovis.edu

Location: Room 118E

Hours of Operation:

Monday-Thursday

Friday

Interim, Monday-Thursday

Interim, Fridays

7 a.m. to 7:00 p.m.

7 a.m. to 4:30 p.m.

7 a.m. to 5 p.m.

7 a.m. to 4:30 p.m.



Did you know you can submit a Help Desk Request through Pathway? Log in at pathway.clovis.edu. You can find Frequently Asked Questions on the Pathway login page under “Learn how to use Pathway.”

Dr. W. D. Dabbs Library

The Dr. W. D. Dabbs Library offers a print and media collection of more than 60,000 volumes. Twenty computers provide students with access to Internet, online databases, and word processing software. Five large and four small study rooms are available to enrolled students for academic study groups. The Library's web page provides off-campus access to a number of online indexes and full-text databases to assist enrolled students in library research.

Library tours and instruction are available on a group or individual basis.

Phone: 575.769.4080

Online: www.clovis.edu/library

Email: ccclib@clovis.edu

Location: Across the parking lot east of the main building

Fall and Spring Hours of Operation:

Monday-Thursday	8 a.m. to 8 p.m.
Friday	8 a.m. to 4:30 p.m.
Saturday-Sunday	Closed

Interim:

Monday-Thursday	8 a.m. to 5 p.m.
Fridays	8 a.m. to 4:30 p.m.
Saturday-Sunday	Closed

Summer Hours of Operation:

Monday-Thursday	8 a.m. to 7 p.m.
Friday	8 a.m. to 4:30 p.m.
Saturday-Sunday	Closed



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 to recognize and encourage academic and professional achievement.



Awards are generally based on scholastic achievement and financial need. Your financial need may not be the only consideration for individual scholarships; we may also take into account your grades, academic major, residency, and other factors. Students are encouraged to file the FAFSA (Free Application for Federal Student Aid) in order to determine eligibility for federal and state aid. However, you do not need to be PELL eligible in order to be awarded a scholarship at CCC.

In order to be considered for scholarships, you must meet the following criteria: be degree seeking, have a FAFSA on file, have at least a GPA of 2.0 or better (unless otherwise stated on the application), and if you are a new student or high school senior, you must also have completed an Admissions application.

For more information, please contact the CCC Financial Aid Office.



Scholarship seekers will find dozens of scholarship opportunities on our website at www.clovis.edu/scholarships.

Additional scholarships can be applied for at <https://clovis.academicworks.com>. Students who are offered these scholarships will be notified through their CCC email accounts.

Phone: 575.769.4060

Online: www.clovis.edu/financialaid

Email: finaid@clovis.edu

Hours of Operation:

Monday-Thursday

Friday

8 a.m. to 6 p.m.

8 a.m. to 4:30 p.m.



Special Services

Clovis Community College

Special Services Office

The Special Services Office provides support to students with disabilities (learning, physical, psychological, etc.), primarily through accommodations and adaptive technology that allow students an equal opportunity to pursue their educational goals. Each individual is unique; accommodations are based on documentation and are designed to meet individual needs. Disability assistance includes but is not limited to:

- Testing accommodations
- Sign language interpreters
- Assistance with note-taking
- Textbooks recorded on CD
- Laptop checkout
- Special seating and back supports
- Adaptive equipment (such as Kurzweil 3000 reading system, SeeTec electronic enlarger, and voice-activated word processing)

Students with disabilities are encouraged to register with Special Services to ensure their academic needs are being addressed as quickly as possible.

Phone: 575.769.4020

Online: www.clovis.edu/specialservices

Location: Dr. H. A. Miller Student Services Center

Hours of Operation:

Monday-Thursday

8 a.m. to 5 p.m.

Friday

8 a.m. to 4:30 p.m.



STUDENT AMBASSADORS of Clovis Community College

The Student Ambassador program is an exciting opportunity for exemplary students to aid in promoting Clovis Community College to prospective students and community members. The Student Ambassadors will fill an important role within the college to help build our image in our community. Ambassadors will develop interpersonal and leadership skills and make important networking contacts. To qualify for membership, you must be a full-time student and be able to commit to the Student Ambassador program for one calendar year. In addition, you must have completed at least 12 credit hours with a minimum GPA of 3.0. Ambassadors will be student employees and will be required to participate in the following activities:

- Attend weekly meetings
- Complete training sessions each semester
- Conduct campus tours
- Participate in community events
- Work at the Information Desk

To be considered, eligible students must complete an application for membership. Applications may be picked up at the Academic Advising Office and finalists will be contacted for interviews.

Phone: 575.769.4013

Location: Room 137, Dr. H. A. Miller Student Services Center

Testing

The Testing Center provides students a quiet place to take the Accuplacer assessment, online course exams, mid-term and final exams, and many other certification and commercial exams. Instructors may arrange for students to take their exams in the Testing Center, Monday through Friday, during our normal business hours. Students are not required to make an appointment to take their exams in the Testing Center unless they are requesting the use of the private room.



Accuplacer Testing is a computerized college placement program provided free of charge by CCC. It is an assessment that measures a student's level of knowledge in English, reading, and mathematics. Accuplacer scores help students and advisors choose the appropriate level of classes, thereby increasing the likelihood of success in college. Scores on this assessment will not keep a student from being admitted to CCC. Accuplacer was designed to help you succeed in college. To ensure accurate placement in classes, please do your best in answering the test questions. The Accuplacer is computer based. If you are unsure how to use the computer (or mouse), please let the testing staff know prior to testing.

Phone: 575.769.4088

Online: www.clovis.edu/testingcenter

Email: testing@clovis.edu

Location: Room 109

***Hours of Operation:**

Monday-Thursday	8 a.m. to 8 p.m.
Friday	8 a.m. to 4:30 p.m.
Interim, Monday-Thursday	8 a.m. to 5 p.m.
Interim, Fridays	8 a.m. to 4:30 p.m.

**Accuplacer assessments will not be started unless you have time to finish before the Testing Center's close of business.*

TRIO

STUDENT SUPPORT SERVICES



Clovis Community College

TRIO Student Support Services is a federally funded educational opportunity outreach program designed to motivate, retain, graduate, and transfer eligible students. For further information, please call **575.769.4774**, or stop by Room 142.

To qualify, students must demonstrate academic need and meet one or more of the following criteria:

- First generation - neither parent earned a four-year degree
- Low income - must meet federal guidelines
- Disabled - must be registered with CCC's Special Services Office

Services offered through the TRIO SSS Program:

- Academic Advising, Monitoring, and Support
- Private TRIO SSS Computer Lab and Secluded Study Area
- Loan-out Program for Laptops, Calculators, Earphones, and Voice Recorders
- Assigned Peer Mentor
- Financial Literacy and Academic Workshops
- Grant Aid
- Visits to Four-Year College Campuses
- Free Tickets to Cultural Activities

Phone: 575.769.4774

Online: www.clovis.edu/trio

Email: trio@clovis.edu

Location: Room 142

Hours of Operation:

Monday - Thursday

8:00 a.m. to 5 p.m.

Friday

8 a.m. to 4:30 p.m.

Tutoring

Tutoring is available in a variety of subjects, including:

- Biology
- Chemistry
- Spanish
- Mathematics
- Physics
- Statistics
- Writing
- Accounting
- and more!



Tutoring services extend far beyond course-specific material. Other tutoring topics include time management, note-taking, study skills, test-taking strategies, test anxiety, and goal setting.

Tips from the tutors to help make course material stick:

- Attend every class
- Take notes in your own words
- Ask questions during class
- Participate in group study sessions
- Don't procrastinate
- Bring all homework/materials to tutoring sessions
- Don't wait until it's too late to seek help

BrainFuse, CCC's free online tutoring service, includes 24-hour service available in some subject areas. Access BrainFuse through the Student Resources Tab in Pathway for a live online session.

Phone: 575.769.4119

Online: www.clovis.edu/tutoring

Email: tutoring.center@clovis.edu

Location: Room 415A

Fall and Spring Hours of Operation:

Monday-Thursday	10 a.m. to 6 p.m.
Friday	12 p.m. to 2 p.m.

Summer Hours of Operation:

Monday-Thursday	10 a.m. to 5 p.m.
Friday	Closed

Interim: No tutoring during Interim.

The Writing Center

Do you have trouble with writing assignments?
Do you struggle with organizing an essay?
Is research difficult for you?

If you answered “yes” to any of these questions, the Writing Center is the place for you. We have trained tutors who will assist you in becoming an independent and effective writer.

Also, we will help you with writing assignments from any subject. Courses include History, Sociology, English, Art, Psychology, Communication, Occupational Technology, and more!

BrainFuse, CCC’s free online tutoring service, includes 24-hour service available in some subject areas. Access BrainFuse through the Student Resources Tab in Pathway for a live online session.



Phone: 575.769.4119

Writing Center Phone: 575.769.4183

Online: www.clovis.edu/owl

Email: writing.center@clovis.edu

Location: Next to the Cyber Café in the Dr. W. D. Dabbs Library

Fall and Spring Hours of Operation:

Monday-Thursday	10 a.m. to 6 p.m.
Friday	Closed

Summer Hours of Operation:

Monday-Thursday	10 a.m. to 5 p.m.
Friday	Closed

Interim: No tutoring during Interim.

Policies

CCC 2017-2018 Catalog

A downloadable copy of the Clovis Community College Catalog is available at <http://www.clovis.edu/catalog>.

Cellular Phone Policy

Students who carry cellular telephones or similar electronic devices should be aware that their use could be disruptive to others around them. Cellular telephones or any similar electronic devices are to be turned off in classrooms, laboratories, the Computer Resource Center in the Center for Student Success, the Library, the Student Services Center, the Testing Center, and other designated areas on campus. Any student who has an urgent need to be reached by cellular phone while in class or in one of the designated areas should request permission from the instructor or person in charge of the area to leave the cellular phone on. Anyone receiving a call in one of these areas should exit the room before starting a conversation.

Children in Classrooms

Children are not allowed to attend classes and should not accompany adults while classes are in session. Children should not be left unattended on campus.

Drink Containers in Classrooms

Individual instructors have the option of allowing drinks in the classroom. Drinks brought into a classroom must be in a container with a tight-fitting lid such as the plastic mugs sold in the CCC Bookstore or at area convenience stores. Food consumption is prohibited in classrooms. Food and drinks are not permitted in the ITV classrooms or computerized classrooms.

Drug-Free Policy

Clovis Community College is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of Clovis Community College to foster a healthy atmosphere for the pursuit of education and service. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of Clovis Community College, including but not limited to its campus grounds, facilities, vehicles, or any activity held on the College premises. As a condition of enrollment, all students of Clovis Community College shall abide by the terms of the Drug-Free Campus Policy.

Clovis Community College has established an ongoing drug-free awareness program to inform employees and students about the dangers of drug abuse in the workplace; the Institution's policy of maintaining a drug-free workplace; any available drug counseling; and the penalties that may be imposed upon employees and students for drug abuse violations occurring in the workplace. Clovis Community College offers counseling referral services to those requesting it.

Legal sanctions will be in accordance with applicable local, state, and federal laws. Students and employees engaged in unlawful possession, distribution, or use of controlled substances may also be subject to expulsion or termination of employment and referral for prosecution.

Equal Educational Opportunity

Clovis Community College is committed to equitable treatment of all persons without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical condition. Assistance with these concerns is available through the office of the Executive Vice President or the Human Resource Services Office.

Tobacco-Free Policy

The Clovis Community College Board of Trustees recognizes that all use of tobacco, including cigars, cigarettes, pipes, electronic cigarettes, and smokeless tobacco represents a health and safety hazard which can present serious consequences for the user and those non-users who are exposed to their use in the facilities of Clovis Community College. Smoking and the use of smokeless tobacco is prohibited by all students, employees, visitors, and guests in all buildings and vehicles owned or leased by Clovis Community College and in any other areas around the college designated as non-smoking or non-tobacco use. Tobacco-free areas include all college courtyards, spaces between buildings, and campus interior parking lots. Designated smoking areas are the perimeter parking lots only.

Campus Security

The Clovis Police Department provides security and law enforcement for the College. Twenty-four hour patrol and dispatch services are provided with access through the emergency telephone number, 911.

CCC employs campus security officers who may be reached at the Security Office, Room 134, in the Dr. H. A. Miller Student Services Center during business hours or by telephone at **575.769.4143**.

Students and visitors witnessing any crime, suspicious activity, or emergencies on campus are asked to report their observations to Campus Security. A copy of the Campus Security Policy is on file in the Library along with the annual report of crime on campus and is also available online at **www.clovis.edu/security**.

The Clovis Community College Security department has an Emergency Response Plan (ERP) available for viewing to all students. The ERP is located in the Security Office and the campus Library during business hours. However, when feasible the following procedures should be followed in the event of an emergency on campus. An emergency is identified as but not limited to the following: mobile active threat of violence/active shooter on campus, fire and bomb threat evacuation, severe weather response, and suspicious persons and/or activities.

• Mobile Active Threat of Violence/Active Shooter on Campus:

- Immediately seek shelter.
- If in a classroom, turn off lights, lock door, close mini-blinds, silence cell phones, and remain calm and quiet. Do not attempt to leave the room until escorted out by uniformed police officers.
- If in main campus or open common areas and you can escape in a safe manner, do so. If not, seek shelter behind big heavy objects; remain calm and quiet.
- Do not make cell phone calls, but use texting instead.

• Fire and Bomb Threat Evacuation:

- Get familiar with nearest evacuation routes.
- Follow verbal directions from instructors or campus personnel.
- Remain calm and quiet.
- Leave personal belongings behind if not feasible to carry out.
- Assist persons with disabilities or others that need assistance in evacuation.
- Do not use elevators.

• Severe Weather Response:

- Follow instructions by CCC personnel and seek shelter in a designated safe area.
- Do not go outside to see what type of weather is approaching.
- Remain calm and quiet.
- Do not make cell phone calls, but use texting instead.

• Suspicious Persons and/or Activities:

- Report suspicious persons and/or activities to Security at 575.769.4143 or 575.760.4105.
- For emergency situations, contact the Clovis Police Department at 575.769.1921 or 911.
- Service/contract vendors are required to display "vendor" badges while on campus performing work or servicing the campus to avoid calls on suspicious persons or activities.

For additional information on campus safety and security, please visit **www.clovis.edu/security**.

Sexual Harassment

Clovis Community College does not tolerate sexual harassment in any form. Offenders will be disciplined appropriately.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, harassment due to sexual preference or orientation, and other physical and verbal behavior of a sexual nature where:

- Submission to sexual conduct is made either an explicit or implicit term or condition of an individual's employment or education;

- Submission to or rejection of sexual conduct is made by an individual as the basis for academic or employment decisions affecting that individual; or
- When sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonable interference with an individual's academic or professional performance or creates an intimidating, hostile, or demeaning employment or educational environment.

Any student, employee, or job applicant who feels he or she has been sexually harassed should promptly report such incidents without fear of reprisal. All such reports, whether written or made orally, will be seriously reviewed. Confidentiality will be maintained to the extent possible.

The circumstances, the nature, and the context in which the sexual harassment allegedly occurred will be investigated. The Executive Vice President is responsible for investigating and resolving complaints of sexual harassment involving students. The Director of Human Resource Services is responsible for resolving complaints of sexual harassment involving employees.

Student Email

Students enrolled at Clovis Community College will be assigned an email account as a formal channel for faculty and staff to communicate important and/or critical information. Students should check their email on a regular basis. Students are also responsible for adhering to the Student Email Policy they receive when first logging into their student email account. For more information, please see Email as an Official Means of Communication (Page 23).

Student Financial Responsibility

Before registering, students will be required to sign or electronically accept an agreement of financial responsibility, which confirms students are liable for all tuition and fee charges on their student account, including collection costs resulting from delinquent charges being turned over to a collection agency.

In addition, Clovis Community College will provide necessary student information, such as proof of enrollment and attendance, and itemized charges for tuition and fees, to a bank or other financial institution when necessary to respond to a payment dispute initiated by or on behalf of the student.

Student Records

A permanent record of enrollment is created in the Office of Admissions and Records when a student applies for admissions and enrolls in a course. The Family Education Rights and Privacy Act requires CCC to provide students with access to their official education records. The student's record also contains personal data such as name, address and social security number. Students must provide the college with written consent to release academic information to another college, agency, organization, employer or individual.

Family Educational Rights and Privacy Act (FERPA)

Clovis Community College adheres to the Family Educational Rights and Privacy Act of 1974. In compliance with FERPA, eligible students have the right to review their academic records and limit disclosure of information from their records. For further information, refer to our website at www.clovis.edu/notifications or the Clovis Community College catalog.

Awarding Degrees/Certificates

Completion of credit hours and degree/certificate requirements are monitored by the Admissions and Academic Advising offices. Clovis Community College reserves the right to grant degrees and certificates to students when all requirements are met.

Student Right-to-Know and Campus Security Act

The Student Right-to-Know Act requires disclosure of the completion or graduation rates of certificate and degree-seeking students to all prospective and enrolled students. This report is compiled by July 1 of each year. Copies of the report can be obtained on the Internet at www.clovis.edu. The annual report of crime on campus is also available in the Library and on the Internet at www.clovis.edu/notifications.

Withdrawing from Classes

Students cannot withdraw from any course(s) after the withdrawal deadlines published in the Academic Calendar at www.clovis.edu/AcademicCalendar. Students who need to withdraw may do so online via Pathway or at the Admissions and Records Office or at the Cannon Air Force Base Educational Services Office prior to the deadline. Dual credit students must contact their high school counselor to withdraw from a course. Withdrawal from a course can affect financial

assistance or Veteran's benefits. It is recommended that students consult an Academic Advisor and Financial Aid prior to withdrawing if they are receiving a Pell Grant.

If a student cannot withdraw online or appear in person, he/she must send signed permission with the individual who is completing the withdrawal form(s). The written permission must include the student's identification number (C Number) and specify the course(s) from which the student wishes to withdraw. Forms may also be faxed to **575.769.4027**. In cases of extreme emergency, students may request permission from the Admissions and Records Office to make alternative arrangements prior to the withdrawal deadlines.

Code of Conduct

Purpose

The mission of Clovis Community College is to provide high-quality educational opportunities by keeping the learners' needs at the center of decision making. In keeping with this mission, CCC has adopted a Student Code of Conduct that seeks to recognize both rights and responsibilities. Free inquiry and expression are essential parts of this learning environment; however, this also demands responsible behavior. This Code is designed to help ensure order in the college community, protect the rights of community members, and to create an environment that enhances the opportunity for learning. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Executive Vice President, or his or her designee, for final determination.

Definitions

The following terms used in this Code are defined:

"College" means Clovis Community College.

"Faculty member" means any person hired by the College to conduct classroom, lab, or tutoring activities.

"College official" includes any person employed by the College performing assigned administrative or professional responsibilities.

"Student" includes all persons taking courses at the College, both full- and part-time, as well as those participating in services or activities provided by Community Services, the Center for Student Success, and the Career Services Office.

"College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.

"College-sponsored activity" means any activity on or off campus that is initiated, aided, authorized, or supervised by the College.

"Policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, College Catalog, Policy Manual, and Course Schedules.

Unacceptable Behavior

Three types of unacceptable behavior are defined in this Code: criminal offenses, disciplinary non-criminal offenses, and violations against the academic community. Each is treated separately, although some offenses listed as non-criminal, or violations against the academic community, may in fact constitute a criminal offense.

Criminal Offenses

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
2. Attempted or actual theft of and/or damage to property of the College, property of a member of the college community, or other personal or public property.
3. Manufacture, possession, control, sale, transmission of or use of any controlled substance or illegal drugs on College premises.
4. Possession of a weapon, firearm, explosive and/or facsimile weapons on College premises.
5. Obstructing or restraining the lawful movement of another and thereby causing personal or campus disorder.
6. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
7. Fraudulent use or forgery of any College seal or document, including the Student ID card.

8. Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College premises.
9. Violation of any other federal, state or local law on College premises or at College-sponsored activities.

Non-criminal Offenses

1. Verbal or written communication that exposes any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.
2. Abusive and/or disruptive disagreement or personal harassment.
3. Personal misconduct, including all forms of sexual misconduct or harassment (see the Discrimination and Grievance Policy).
4. Littering and posting of notices in non-designated spaces without approval and unauthorized distribution or sale of goods on campus.
5. Violation of College traffic and parking regulations.
6. Smoking in areas designated non-smoking.
7. Possession or use of alcohol by any person on College premises.
8. Leaving children or animals unattended on campus.
9. Use of bicycles, skateboards, rollerblades and other non-motorized vehicles or equipment (except wheelchairs) outside designated areas (if any).
10. Failure to comply with a directive of College officials or security officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Tampering with the election of any College-recognized student organization.
12. Intentionally or maliciously furnishing false information to the College.
13. Violation of any other published College policies, rules or regulations.

Offenses against the Academic Community

1. Disruption of the learning environment or any behavior that detracts from the goals of or diminishes the dignity, respect, or worth of other students on campus. This includes overt disrespect for the ideas and opinions of others; disruptive chatter during class; and bringing activated cellular phones, beepers, or other electronic devices to classes or computer labs without prior approval.
2. Academic dishonesty, including but not limited to plagiarism, cheating, collusion, and forgery of any academic records. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term "cheating" includes, but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the College community.
3. Inappropriate use of computer time, including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computing facilities to interfere with the work of any member of the College community;
 - e. Use of computing facilities to send obscene or abusive messages; or
 - f. Use of computing facilities to interfere with normal operation of the College computing system (see Acceptable Use Policy in Library and on the campus web page for further detail).

For additional information, please see the CCC Course Catalog.

Sanctions

Multiple sanctions or any level sanction may be imposed for a given offense. In the case of criminal behavior, CCC shall immediately inform the appropriate local law enforcement agency of any violation, whose procedures shall prevail. The College reserves the right to impose additional

sanctions subsequent to civil and/or criminal proceedings.

Informal sanctions

Admonition: a verbal notice that continuation of policy violations will be cause for formal disciplinary action.

Formal sanctions

1. Warning: a written reprimand from the College.
2. Disciplinary probation: a written notice that further violations may result in suspension. Disciplinary probation may be imposed for any length of time and shall be automatically removed when the imposed period expires.
3. Disciplinary suspension:
 - a. Suspension of rights and privileges: an individual penalty imposing limitations or restrictions to fit the particular case, usually a curtailing of specific privileges.
 - b. Partial suspension: separation or dismissal from one or more classes.
 - c. Immediate interim suspension: imposed on an individual who has committed a violation judged to be of potential endangerment to persons or property, or of such magnitude as to be disruptive of routine College business.
 - d. Suspension from the College: involves the cancellation of a student's current enrollment and prohibition from entering the College campus except in response to an official summons, and from registering for any kind of scholastic work at or through the College.
4. Bar against readmission: imposed on a student who has left the College for disciplinary reasons.
5. Towing of vehicle or suspension of campus parking privileges: may be imposed for gross vehicular violations or repeated parking violations.
6. Withholding of transcript or degree: imposed upon a student who has a disciplinary case pending final disposition.
7. Restitution: reimbursement for damage to or misappropriation of property.

Rules of Procedure

Informal Grievance Procedure

If problems between two or more students arise, these students should attempt to resolve the problems amongst themselves through an informal procedure. If the problem cannot be mutually resolved, it should be taken to their immediate supervisor or instructor for mediation. If this does not result in satisfactory resolution, the complainant should take the problem to the Executive Vice President, who may attempt to resolve the problem through discussion or mediation. Academic matters should be addressed through the Executive Vice President. If a dispute cannot be resolved through an informal procedure, it should be filed in a formal written grievance.

Formal Grievance Procedure

Charges and Administration Review

1. Any member of the College community may file charges against any student for misconduct. Charges shall be directed to the Executive Vice President. To be considered formal, the charges must be in writing and should be submitted as soon as possible after the event takes place. The Executive Vice President is authorized to take any interim action necessary to maintain the peace and integrity during the formal investigation and determination process.
2. The Executive Vice President shall conduct an investigation to determine if the charges have merit. If so, the Executive Vice President will provide due process by notifying the student of the charges against him/her in writing no later than five (5) working days after receipt of the grievance and offer an opportunity to respond. If a student is under 18 years of age, a copy of the letter will be sent to the parents or guardian of the student. A student charged will have five (5) working days to respond in writing to the charges.
3. Whether the student responds to the charges or not, the Executive Vice President will then render a decision that may involve dismissal of the charges or imposition of any of the sanctions listed above and will notify the student and legal guardian (if under 18) in writing of the outcome.

Appeals

1. A decision reached by the Executive Vice President may be appealed by accused students or complainants to an appeals board within five (5) working days of the sanctions imposed. Such appeals shall be in writing and shall be delivered to the Executive Vice President, who will forward the request for appeal to the President. Sanctions will remain in effect during the appeals procedure, unless otherwise directed by the Executive Vice President.
2. An appeal shall be conducted for one or more of the following purposes:
 - a. To determine whether the original process was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
 - d. To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. The President of the College will name an Appeals Committee to conduct a formal hearing to review the charges. This Committee will include representatives from various College constituencies, including faculty, professional and support staff, and students. The President will designate the chair for the Committee.
4. The Appeals Committee will set a hearing and notify the student in writing of the date and time, which should occur as soon as possible after the student has requested a hearing.
5. A student who fails to appear before the Appeals Committee shall forfeit his or her right to appeal.
6. Hearing shall be conducted by the Appeals Committee according to the following guidelines, adhering to the evidentiary standard:
 - a. Hearing normally shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the chairperson of the Appeals Committee.
 - c. In hearing involving more than one accused student, the chairperson of the Appeals Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney.
 - e. The complainant, the accused, and the Appeals Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by any of the parties. All testimony will be taken under oath.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Appeals Committee at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Appeals Committee.
 - h. After the hearing, the Appeals Committee shall determine by majority vote, based on a preponderance of the evidence, whether the student has more likely than not violated the Student Code of Conduct and whether the sanctions imposed fit the nature of the violation.
7. If an appeal is upheld, the Appeals Committee will forward binding recommendations to the Executive Vice President.
8. In all appeals, review of the sanction(s) by the Appeals Committee may not result in more severe sanction(s) for the accused student. Instead, following an appeal, and upon the recommendations of the Appeals Committee, the Executive Vice President may reduce, but not increase the sanction(s) originally imposed.
9. There shall be a single verbatim record, such as a tape recording or written minutes, of all hearing before the Appeals Committee. The record shall be the property of the College. A student who has filed an appeal may request to obtain a copy of the tape or transcript by paying the cost of reproduction.

Discrimination and Grievance Policy

Title VI and VII of the Civil Right Act of 1964, Age Discrimination in Employment Act of 1967, Title I of the 1968 Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act require the College to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging discrimination. Clovis Community College is committed to equitable treatment of all persons without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical conditions.

Definition

Any act of discrimination against an individual at Clovis Community College is defined as the failure to treat persons equally where no reasonable distinction can be found between those favored and those not favored. A grievance shall mean a complaint has been filed indicating a violation, misinterpretation or inequitable application of Clovis Community College policies and practices.

Scope

This policy applies to any student. An individual may bring questions about procedure, seek informal advice or present a complaint to the Executive Vice President. In cases of alleged discrimination, individuals may use this policy and procedure to initiate grievances.

Grievance Process

Step 1: Informal Discussion.

The complainant, with the Executive Vice President, shall attempt to resolve the matter through informal discussions with the accused party. The Executive Vice President will act as a mediator/facilitator and consult confidentially with the person against whom the complaint is directed in order to call the objectionable behavior to that person's attention, or conduct an informal sexual harassment investigation. If the matter is not resolved to the complainant's satisfaction, the complainant may, within ten (10) working days after the informal discussion(s) are concluded, advance to Step Two.

Step 2: Written Statement of Grievance.

If, as a result of informal discussion with the accused party, the problem is not resolved, the complainant may submit a written grievance to the Executive Vice President. Copies of the written statement of grievance must be provided to the President. The written statement of grievance shall state the time, place, and nature of the grievance and the corrective action desired. The written statement of grievance must be received within ten (10) working days after the informal discussion(s) are concluded. If the written complaint is not received within the stated time, the College shall not be required to take further action on behalf of the complaining party. The Executive Vice President must provide a written response to the complainant within ten (10) working days after receipt of the written statement of grievance. Copies of the written response to the complainant must be provided to the President. The written response must include a copy of the grievance procedures for use by the complainant in the event he/she finds the response unsatisfactory. If the Executive Vice President's response is satisfactory, the grievance shall be closed.

Step 3: Grievance Committee.

If the complainant is not satisfied with the written response of the Executive Vice President, he/she must within ten (10) working days of receipt of the Executive Vice President's response, request in writing that a Grievance Committee be convened. The letter shall state the reasons the complainant believes the decision to be in error and shall request a review of the records. A meeting will be arranged within ten (10) working days. The meeting shall be conducted as follows:

1. The written statement of grievance prepared in Step Two shall be reviewed.
2. A five-member ad hoc Grievance Committee will be appointed by the President. If the President is involved in the grievance, then the committee shall be appointed by the Chair of the Board of Trustees. The five members will include an administrator, two professionals, and two support personnel who are full-time employees. The committee will hear testimony, examine witnesses, and consider any relevant evidence presented.
3. Both the complainant and the accused party shall have the right to present relevant written or oral statement, testimony, evidence, and witnesses. The complainant and accused may be present at the hearing and may be represented by persons of their choice. Each party shall have the right to be represented by counsel and to question witnesses and hear testimony.
4. Within five (5) working days following the close of the meeting, the Grievance Committee shall issue a written decision for resolution of the grievance, limiting the decision to the issues contained in the formal grievance.
5. The Grievance Committee shall present its decision in writing to the complainant, the accused, and the President. The response shall include instructions to the complainant on proceeding to Step Four of the grievance process in the event the complainant is not satisfied with the outcome at this level. If the complainant accepts the results of Step Three, the grievance shall be closed.

Step 4: Review by the President.

If the complainant is dissatisfied with the committee response, he/she may, within five (5) working days, request in writing a review by the President. If the President is involved in the grievance, then the complainant may, within five (5) working days, request in writing a review by the Chair of the Board of Trustees. The request must state the desired outcome of the review. Within five (5) working days after receipt of the grievance, the President will notify all parties of her decision, which may include, but not be limited to one of the following:

1. Dismissal of the charges;
2. Reduction of any recommended sanctions;
3. Upholding of the Grievance Committee's decision; or
4. Other action as deemed appropriate by the President.

There shall be no further appeal as a matter of right.



Clovis Community College

