






**PSYCHOLOGY**

CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
30325	PSY 101	301	3	Introductory Psychology	MW	12:00pm-1:15pm	CCC	Albright	
30326	PSY 101	302	3	Introductory Psychology	M	6:45pm-9:15pm	CCC	Smith	
30327	PSY 101	303	3	Introductory Psychology	TR	9:00am-10:15am	CCC	Kendall	
30328	PSY 101	304	3	Introductory Psychology	TR	12:00pm-1:15pm	CCC	Albright	
30331	PSY 101	305	3	Introductory Psychology	R	6:45pm-9:15pm	CCC	Kendall	
31538	PSY 101	306	3	Introductory Psychology	W	6:45pm-9:15pm	CCC	Smith	
31605	PSY 101	307	3	Introductory Psychology	TR	3:00pm-4:15pm	CCC	Kendall	
30333	PSY 101	3N0	3	Introductory Psychology			Online	Albright	\$50
30334	PSY 106	301	3	Human Growth/Dev.	T	6:45pm-9:15pm	CCC	Irwin	
30335	PSY 106	302	3	Human Growth/Dev.	MW	1:30pm-2:45pm	CCC	Albright	
31104	PSY 106	3N0	3	Human Growth/Dev.			Online	Popescu	\$50
30339	PSY 201	302	3	Child Psychology	TR	1:30pm-2:45pm	CCC	Albright	
30340	PSY 201	3N0	3	Child Psychology			Online	Albright	\$50
30341	PSY 202	301	3	Adolescent Psychology	M	6:45pm-9:15pm	CCC	Irwin	
31709	PSY 214	3N0	3	Brain and Behavior			Online	Penland	\$50

**RADIOLOGIC TECHNOLOGY**

 The Radiology Program runs Monday – Thursday. The application is available at [www.clovis.edu/radt](http://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**

CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
31522	REL 110	3N0	3	World Religions			Online	Bush	\$50
31049	REL 201	3N0	3	Life of Christ			Online	Brandon	\$50
30353	REL 202	3N0	3	Women of the Bible			Online	Kesler	\$50
31034	REL 204	3N0	3	Men of the Bible			Online	Kesler	\$50
31523	REL 234	301	3	Ancient Greek Rel Hist Culture	TR	4:30pm-5:45pm	CCC	Howard	

**SIGN LANGUAGE INTERPRETING**

CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
30356	SIGN 203	301	3	Intro to American Sign Lang	M	6:00pm-8:30pm	CCC	Millar	

**SOCIOLOGY**

CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
30366	SOC 101	301	3	Introductory Sociology	M	6:45pm-9:15pm	CCC	Richeson	
30368	SOC 101	302	3	Introductory Sociology	TR	12:00pm-1:15pm	CCC	Richeson	
30367	SOC 101	303	3	Introductory Sociology	R	6:45pm-9:15pm	CCC	Richeson	
30369	SOC 101	3N0	3	Introductory Sociology			Online	Richeson	\$50
30372	SOC 215	3N0	3	Child Family/Community			Online	Corrie	\$50
31485	SOC 242	3N0	3	Victimology			Online	Richeson	\$50
30373	SOC 243	3N0	3	Juvenile Justice			Online	Richeson	\$50
30444	SOC 262	3N0	3	Terrorism			Online	Richeson	\$50

**SPANISH**

CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
30377	SPAN 101	301	4	Beginning Spanish I	T	6:00pm-9:15pm	CCC	Guillen	
30379	SPAN 101	3N0	4	Beginning Spanish I			Online	Guillen	\$50
31533	SPAN 102	301	4	Beginning Spanish II	M	6:00pm-9:15pm	CCC	Guillen	
30382	SPAN 102	3N0	4	Beginning Spanish II			Online	Guillen	\$50

**STATISTICS**


CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
31046	STAT 213	301	4	Statistical Methods I	W	6:00pm-9:15pm	CCC	Akhtar	
31035	STAT 213	3N0	4	Statistical Methods I			Online	Nelson Ray	\$50

**THEATRE**

CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
31526	THTR 111	301	3	Introduction to Theatre Arts	TR	9:00am-10:15am	CCC	Mendoza	
31240	THTR 228	301	3	The Company Class	T	6:45pm-9:15pm	CCC	Mendoza	

**WELDING**

CRN	SUBJ NUM	SEC	HRS	TITLE	DAYS	TIME	LOCATION	INSTRUCTOR	FEES
31626	WELD 272	301	3	Gen Welding for the Hobbyist	M	5:30pm-8:30pm	CCC	Poindexter	\$280

 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 2016.

# Fall 2016

## ACADEMIC CALENDAR

**Fall Registration begins April 11, 2016**

Classes Begin/End

August 22 - December 9 ..... Regular 16-week term  
 August 22 - October 14 ..... First 8-week term  
 October 17 - December 9 ..... Second 8-week term

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

August 26 ..... Regular 16-week term  
 August 26 ..... First 8-week term  
 October 21 ..... Second 8-week term

**Senior Citizen registration** begins on April 12 and ends on the last day of registration for the terms listed above.

Last day to change from credit to audit

October 14 ..... Regular 16-week term  
 September 16 ..... First 8-week term  
 November 14 ..... Second 8-week term

Last day to withdraw from a class

November 14 ..... Regular 16-week term  
 September 30 ..... First 8-week term  
 November 28 ..... Second 8-week term  
 Before the first meeting ..... Workshops

Holidays - Campus Closed

September 5 ..... Labor Day  
 November 11 ..... Veterans Day  
 November 23 - 27 ..... Thanksgiving Holiday  
 December 19 - January 2 ..... Winter Break

Graduation Application Deadline

November 28 ..... Fall Diploma/Certificate

Ceremony

December 8 ..... PTA Pinning  
 December 9 ..... Nurses' Pinning

Refund Schedule

Full refund of tuition and fees will be issued on cancelled 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. Students who drop a workshop must notify the Business Affairs Office to begin the refund process.

**Regular 16-Week Term**

August 22 - September 2 ..... 100% refund  
 September 3 - December 9 ..... 0% refund

**First Half Term (8-Week)**

August 22 - 26 ..... 100% refund  
 August 27 - October 14 ..... 0% refund

**Second Half Term (8-Week)**

October 17 - 21 ..... 100% refund  
 October 22 - December 9 ..... 0% refund

**Workshops**

Before the first meeting ..... 100% refund



# Pathway

[pathway.clovis.edu](http://pathway.clovis.edu)

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

...and more!

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.

**Finals Week (Week 16):** You may have a different class meeting time during Finals Week. Please check your course syllabus for details.



# 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, English, 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](mailto: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](http://www.clovis.edu/bookstore).

## 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](http://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](http://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.

## STUDENT ORIENTATION

Fall Kickoff Orientation is recommended for all first-time, degree-seeking students. Student Orientation gives you an opportunity to learn about the many programs at CCC which will play an important role in your success.

**Orientation for the Fall 2016 Term will be on Thursday, August 18, 2016 from 11:00 a.m. to 1:00 p.m. in CCC Town Hall.**

## 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.

## 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](http://clovis.academicworks.com).

## SENIOR CITIZEN DISCOUNT

Senior citizens may register beginning **April 12, 2016** and pay the reduced rate of \$5 per credit hour. Senior citizens who register prior to April 12, 2016 are not eligible for the senior citizen discount.

Qualifications for senior citizen discount:

- Must be 65 years of age by September 9, 2016
- 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.

## 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 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. Before an ID card can be issued, your student schedule must be signed off by the Business Office to show that payment or payment arrangements have been made.

## 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](http://pathway.clovis.edu) or complete a form in the Admissions and Records Office or in the CAFB Educational Services Office prior to the deadline. For more information, please contact the Admissions and Records office at 575.769.4025.

See the Academic Calendar at [www.clovis.edu/academiccalendar](http://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.

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.





### 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
ID Card Replacement Fee*	\$10
ITV Long Distance Learning* (per credit hour)	\$4
Official Transcript Fee*	\$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	39	42	89	5	10
2	78	84	178	10	20
3	117	126	267	15	30
4	156	168	356	20	40
5	195	210	445	25	50
6	234	252	534	30	60
7	273	294	623		70
8	312	336	712		80
9	351	378	801		90
10	390	420	890		100
11	429	462	979		110
12	468	504	1068		120
13-18*	468	504	1068		120
19	507	546	1157		130
Each Additional Hour	39	42	89		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 12 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 22, 2016 and documentation submitted to the Admissions and Records Office by September 9, 2016.

**Military Exemption:** Active duty 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 24, 2016 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](mailto:admissions@clovis.edu) if you need assistance.

Students with a PFAPP may charge books and supplies August 15-31, 2016 (based on remaining eligibility).

Visit the Financial Aid Office or call 575.769.4060 or email [fnaid@clovis.edu](mailto:fnaid@clovis.edu) for more detailed information.

For a complete list of course and program fees, please go to [www.clovis.edu/fees](http://www.clovis.edu/fees)

## PAYMENT INFORMATION

**Deadline to pay for Fall 2016 Semester is August 12, 2016. 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.

### 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](http://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](http://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.

### OTHER IMPORTANT PAYMENT INFORMATION

Students receiving financial aid as well as third-party sponsor benefits may experience a delay of their financial aid check.

Students who withdraw from their classes may be held responsible for payment of tuition, fees, etc.

A student who has an outstanding balance at Clovis Community College will not be eligible to register for classes. Once the balance is paid in full, registration can be processed.

Before registering, the student will be required to sign or electronically accept an agreement of financial responsibility, which confirms the student is 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.

Military students using CAFB Tuition Assistance must present a signed Tuition Assistance Form for payment to be processed. For more information, please call 575.769.4049.