

# C O U R S E S C H E D U L E



**Clovis  
Community  
College**

Registration begins November 7, 2016!

**Classes start  
January 17!**

#PictureSuccess



# SPRING 2017

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

## Important Dates

### Spring Registration begins November 7, 2016

#### Classes Begin/End

January 17 - May 12 ..... Regular 16-week term  
January 17 - March 10 ..... First 8-week term  
March 13 - May 12 ..... Second 8-week term

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

January 23 ..... Regular 16-week term  
January 23 ..... First 8-week term  
March 17 ..... Second 8-week term

**Senior Citizen registration** begins on November 8 and ends on the last day of registration for the terms listed above.

#### Last day to change from credit to audit

March 10 ..... Regular 16-week term  
February 10 ..... First 8-week term  
April 14 ..... Second 8-week term

#### Last day to withdraw from a class

April 14 ..... Regular 16-week term  
February 24 ..... First 8-week term  
April 28 ..... Second 8-week term  
Before the first meeting ..... Workshops

#### Holidays - Campus Closed

January 16 ..... Martin Luther King, Jr. Holiday  
March 3 ..... Skillfest (employee professional development)  
March 27 - 31 ..... Spring Break

#### Graduation Application Deadline

March 24 ..... Spring Diploma/Certificate

#### Ceremony

May 11 ..... Radiologic Technology Pinning  
May 12 ..... Nurses' Pinning  
May 12 ..... 2016-17 Graduation Commencement

#### 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**

January 17 - 30 ..... 100% refund  
January 31 - May 12 ..... 0% refund

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

January 17 - 23 ..... 100% refund  
January 24 - March 10 ..... 0% refund

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

March 13 - 17 ..... 100% refund  
March 18 - May 12 ..... 0% refund

#### **Workshops**

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



**REGISTER ONLINE:**  
**WWW.CLOVIS.EDU/REGISTER**



FULL TERM CLASSES (16 WEEKS)

JAN. 17 - MAY 12



This schedule is broken into three sections: 16-Week Classes, First 8-Week Session, and Second 8-Week Session. Online classes are indicated in red within each section. If you do not see your class listed under 16-Week Classes, please check in the 8-Week listings.

ACADEMIC CAREER STUDIES

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: 10010 ACS 102 1N0 3 Freshman Seminar Online Brandon \$50

ACCOUNTING

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10109 ACCT 150 1E0 3 Personal Income Tax 1/9-1/13 and 1/14, 10001 ACCT 201 101 4 Introductory Accounting I, 10002 ACCT 201 1N0 4 Introductory Accounting I, 10003 ACCT 202 1N0 4 Introductory Accounting II

ANTHROPOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: 11112 ANTH 243 1N0 3 Intro to Cultural Anthropology Online Steele \$50

ART

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10015 ART 101 101 3 Drawing I, 10014 ART 101 102 3 Drawing I, 10016 ART 102 101 3 Drawing II, 11575 ART 125 1N0 3 Intro to Programming Concepts, 11400 ART 131 1N0 3 Art Appreciation, 11577 ART 210 101 3 Photography I, 10772 ART 217 101 3 Digital Photography, 10023 ART 217 1N0 3 Digital Photography, 10025 ART 221 101 3 Painting I, 10026 ART 222 101 3 Painting II, 10027 ART 224 101 3 Advanced Painting, 11508 ART 226 101 3 Painting Projects, 11406 ART 231 101 3 Pottery I, 11416 ART 232 101 3 Pottery II, 11509 ART 234 101 3 Southwest Pottery, 11005 ART 241 101 3 Sculpture I, 11113 ART 242 101 3 Sculpture II, 11578 ART 255 1N0 3 Graphic Design I, 11511 ART 256 101 3 Graphic Design II, 11580 ART 258 1N0 3 Digital Graphics, 11114 ART 262 101 3 Art History II, 11582 ART 262 1N0 3 Art History II, 11100 ART 265 101 3 Digital Publishing, 11045 ART 274 101 3 Hot Glass Beadmaking

AUTOMOTIVE TECHNOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: 10472 AT 100 101 4 Intro to Auto Electronics T 6:00pm-9:15pm CCC Blair \$25



The Automotive Technology program runs Monday – Thursday from 7 a.m. to 12:15 p.m. To apply, students should call 575.769.4113 or stop by Room 151. Students must complete AT 100 with a C or better, complete an OT application, and meet the Accuplacer score requirements prior to being accepted into the program. Applications are now being accepted for Spring 2017.

AVIATION SCIENCE

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: 11299 AVS 151 1N0 3 Private Pilot Ground Inst Online Lewellen \$250

BIOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10050 BIOL 113 101 4 Biology for General Ed / Lab, 10054 BIOL 113 1N0 4 Biology for General Ed / Lab, 10056 BIOL 115 1N0 4 Human Biology and Lab, 10058 BIOL 211 101 4 Human Anat / Phys I / Lab, 11384 BIOL 211 102 4 Human Anat / Phys I / Lab, 10057 BIOL 211 103 4 Human Anat / Phys I / Lab, 10649 BIOL 211 104 4 Human Anat / Phys I / Lab, 10983 BIOL 211 105 4 Human Anat / Phys I / Lab, 10060 BIOL 211 106 4 Human Anat / Phys I / Lab, 10061 BIOL 211 1N0 4 Human Anat / Phys I / Lab, 10062 BIOL 212 101 4 Human Anat / Phys II / Lab, 11385 BIOL 212 102 4 Human Anat / Phys II / Lab, 11089 BIOL 212 103 4 Human Anat / Phys II / Lab, 10063 BIOL 212 104 4 Human Anat / Phys II / Lab, 10119 BIOL 212 1N0 4 Human Anat / Phys II / Lab, 10065 BIOL 222 101 4 Microbiology and Lab, 10120 BIOL 222 102 4 Microbiology and Lab, 11477 BIOL 222 103 4 Microbiology and Lab, 10973 BIOL 222 1N0 4 Microbiology and Lab

BUSINESS ADMINISTRATION

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10886 BAD 151 101 3 Introduction to Business, 10045 BAD 151 102 3 Introduction to Business, 10046 BAD 151 1N0 3 Introduction to Business, 10048 BAD 201 1N0 3 Business Communication, 10049 BAD 215 1N0 3 Business Law I, 11118 BAD 277 1N0 2 Integrated Bus Concepts

BUSINESS AND OFFICE TECHNOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10989 BOFT 111 1N0 3 Business Document Processing I, 10072 BOFT 115 1N0 3 Workplace and Life Essentials

CHEMISTRY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10082 CHEM 113 101 4 Chemistry for Gen Ed / Lab, 10085 CHEM 113 1N0 4 Chemistry for Gen Ed / Lab, 11386 CHEM 151 1N0 4 General Chemistry I and Lab, 10086 CHEM 152 1N0 4 General Chemistry II / Lab

COMMUNICATION

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10133 COMM 101 101 3 Interpersonal Comm., 10135 COMM 101 102 3 Interpersonal Comm., 10136 COMM 101 103 3 Interpersonal Comm., 10138 COMM 101 104 3 Interpersonal Comm., 10139 COMM 101 1N0 3 Interpersonal Comm., 10140 COMM 102 101 3 Public Speaking, 10147 COMM 102 1N0 3 Public Speaking, 11592 COMM 125 1N0 3 Intercultural Communication, 10594 COMM 203 101 3 Intro to Am Sign Language

COMPUTER INFORMATION SYSTEMS

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 11057 CIS 090 1N0 0 Basic Computer Skills, 10090 CIS 101 1N0 3 Fund of Computer Concepts, 10091 CIS 103 101 4 Config Cisco Devices Inter Rou, 10854 CIS 120 101 3 Intro to Information Systems, 10094 CIS 120 102 3 Intro to Information Systems, 10095 CIS 120 103 3 Intro to Information Systems, 10733 CIS 120 104 3 Intro to Information Systems, 11274 CIS 120 105 3 Intro to Information Systems, 10097 CIS 120 1N0 3 Intro to Information Systems, 11576 CIS 125 1N0 3 Intro to Programming Concepts, 10734 CIS 134 101 4 Comp. Hardware/Software, 10735 CIS 135 1N0 4 Network Fund for Network+, 10104 CIS 140 1N0 3 Intro to Word Processing, 10105 CIS 150 1N0 3 Introduction to Spreadsheets, 10106 CIS 160 1N0 3 Database Design / Dev Access, 10889 CIS 232 101 4 Serv Admin Use Micro Win Serv, 10129 CIS 235 101 3 Fund of Network Security, 11579 CIS 255 1N0 3 Graphic Design I, 11581 CIS 258 1N0 3 Digital Graphics, 10130 CIS 265 101 3 Digital Publishing

COSMETOLOGY



The Cosmetology program runs Monday – Thursday from 8 a.m. to 5 p.m. To apply, students should call 575.769.4113 or stop by Room 151. Students will need to fill out a Cosmetology application, submit high school transcripts to the Office of Admissions, and meet the Accuplacer score requirements prior to being accepted into the program. Applications are now being accepted for Spring 2017.

CRIMINAL JUSTICE

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include 10148 CRJU 102 1N0 3 Intro to Criminal Justice, 10149 CRJU 103 1N0 3 Introduction to Policing, 11102 CRJU 203 1N0 3 Probation and Parole, 10151 CRJU 213 1N0 3 Criminal Law, 10152 CRJU 214 1N0 3 Criminal Procedures, 11593 CRJU 241 1N0 3 Police and Community Relations, 10155 CRJU 246 1N0 3 Understanding Gangs, 11594 CRJU 264 1N0 3 Criminal Justice and the Courts

DANCE

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: 10156 DNC 101 1N0 3 Introduction to Dance Online Williams \$50



EARLY CHILDHOOD EDUCATION

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Child Growth/Dev and Learn, Health, Safety and Nutrition, etc.

ECONOMICS

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Principles of Macro Econ., Principles of Micro Econ.

EDUCATION FOUNDATIONS

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: Struct Observations of Teach.

EMERGENCY MEDICAL SERVICES

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include EMT - Basic, EMT / Basic Lab, EMT - Intermediate, etc.

ENGLISH

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include English Composition, Eng Composition / Research, Types of Lit/Short Story, etc.

ESTHETICS/NAIL TECH



The Esthetics/Nail Tech program is a combined program that runs Monday – Thursday from 8 a.m. to 5 p.m. To apply, students should call 575.769.4113 or stop by Room 151.

FAMILY CONSUMER SCIENCE

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

FINANCE

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

GERMAN

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows: Beginning German I, Beginning German II.

HEALTH AND PHYSICAL EDUCATION

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Beginning Racquetball, Water Walking, Aqua Aerobics, Yoga, etc.

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Pilates, Personal Defense, Cardio Cycling, etc.

This class is held for only the four days indicated above. Students should bring the Lifeguarding book to the first class. This book can be purchased at the CCC Bookstore (300m pretest swim required).

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Teach Child Games and Fitness, Challenge Racquetball, Boot Camp, etc.

HEALTH CARE ASSISTANT

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

HISTORY

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Survey of Am Hist to 1865, Survey of Am Hist Since 1865, World Civilization I, etc.

HUMANITIES

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: Introduction to Humanities II.

INDUSTRIAL TECHNOLOGY

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row: Welding Basics and Fabrication.



The Industrial Technology program offers concentrations in Plant Operations & Equipment and Wind Energy. The program runs Monday – Friday from 8 a.m. to 12 p.m.

LEGAL STUDIES (PARALEGAL)

Table with columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Torts, Practice and Procedure, Litigation, Criminal Law, etc.



MANAGEMENT

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 10348 MGT 201 1N0 3 Principles of Management Online Reed \$50

MARKETING

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 10351 MKT 201 1N0 3 Principles of Marketing Online Reed \$50

MATHEMATICS

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Basic Algebra I, Basic Algebra II, Intermediate Algebra, College Algebra, Plane Trigonometry, Math for General Education.

MUSIC

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Piano I, Music Appreciation, Guitar I.

NAIL TECH/ESTHETICS



The Esthetics/Nail Tech program is a combined program that runs Monday – Thursday from 8 a.m. to 5 p.m. To apply, students should call 575.769.4113 or stop by Room 151. Students will need to fill out a Cosmetology application, submit high school transcripts to the Office of Admissions, and meet the Accuplacer score requirements prior to being accepted into the program. Applications are now being accepted for Fall 2017.

NURSING

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Medical Terminology.



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

OCCUPATIONAL TECHNOLOGY

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Woodworking I, Woodworking II, Cabinet Making I, Cabinet Making II.

PHILOSOPHY

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include World Religions, Introduction to Philosophy, Ethics.

PHYSICAL THERAPIST ASSISTANT



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

PHYSICS

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Survey of Physics and Lab, General Physics II and Lab.

POLITICAL SCIENCE

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include American National Government, Intro to State / Local Gov't.

PSYCHOLOGY

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Introductory Psychology, Human Growth / Dev., Child Psychology, Adolescent Psychology, Life, Living, Death and Dying, Psychology Addictive Behavior.

RADIOLOGIC TECHNOLOGY



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

RELIGION

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include World Religions, Life of Christ, Women of the Bible, Men of the Bible.

SIGN LANGUAGE INTERPRETER

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Intro to American Sign Lang, Am Sign Lang I / Lab.

SOCIOLOGY

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Introductory Sociology, Contemporary Social Issues, Understanding Gangs.

SPANISH

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

STATISTICS

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Statistical Methods I.

THEATER

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Beginning Acting, The Motion Picture.

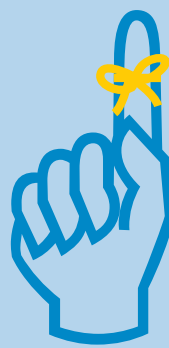
WELDING

Table with 9 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row 1: 11486 WELD 272 101 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 Spring 2017.

IMPORTANT FAFSA INFORMATION



Financial Aid students meeting the priority deadline of December 1, 2016 will be guaranteed to have their financial aid processed by the first day of classes. To meet a priority deadline, you must have been admitted to or be currently enrolled in a degree-seeking program at CCC, have submitted a valid FAFSA to the federal government with the results received by CCC, be in good standing for financial aid, and submit all additional documentation required, if any, for the completion of your file. Any required corrections could delay completion of your file. You should login to PATHWAY to check for any outstanding financial aid documents and/or requirements.

Pathway.Clovis.edu

- Register, add, or drop classes
Access Library Resources
Access Student Email
View Transcripts
...and more!

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.



8 WEEK COURSES ONLINE | ON-CAMPUS

Eight-week classes are offered twice each semester in an effort to allow students to accelerate the completion of their degrees or catch up quickly with developmental courses. Please note the course dates for the two different eight-week terms offered this Spring. Online classes are indicated in red within each section.

FIRST 8-WEEK TERM JAN. 17 - MAR. 10 ACADEMIC CAREER STUDIES

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Freshman Seminar.

BUSINESS AND OFFICE TECHNOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Personal Keyboarding.

COMMUNICATION

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Public Speaking.

COMPUTER INFORMATION SYSTEMS

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Windows Fundamentals.

CIS 106 will be taught using Windows 10.

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Internet Fundamentals.

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Basic Comp Maint / Troubleshoot.

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes PowerPoint Presentations.

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Intro to Microsoft Publisher.

CIS 175 will be taught using the Windows version of Microsoft Publisher 2016.

ENGLISH

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Basic Writing Skills I and English Composition.

HEALTH AND PHYSICAL EDUCATION

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Cardio Cycling, Walking and Conditioning, and Cross Trng for Adv Fitness.

HISTORY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Survey of Am Hist to 1865.

MATHEMATICS

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Basic Algebra I and Basic Algebra II.

OCCUPATIONAL TECHNOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Woodworking I and Woodworking II.

PHILOSOPHY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Introduction to Philosophy.

PSYCHOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Introductory Psychology.

READING

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Basic Reading Skills and College Reading.

SECOND 8-WEEK TERM ACADEMIC CAREER STUDIES

MAR. 13 - MAY 12

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Freshman Seminar.

BUSINESS AND OFFICE TECHNOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Personal Keyboarding and Computerized 10-Key Operations.

COMMUNICATION

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Interpersonal Communication and Public Speaking.

COMPUTER INFORMATION SYSTEMS

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Intro to Information Systems.

CIS 120 covers the Microsoft Office 2016 Windows versions of Word, Excel, Access, and PowerPoint.

ENGLISH

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Basic Writing Skills II, English Composition, and Introduction to Literature.

FAMILY CONSUMER SCIENCE

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Introduction to Nutrition.

HEALTH AND PHYSICAL EDUCATION

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Cardio Cycling, Individual Health / Condition, and Challenge Tennis.

HISTORY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Survey of Am Hist Since 1865 and New Mexico History.

MATHEMATICS

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Basic Algebra II and Intermediate Algebra.

NURSING

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Medical Terminology and Pathophysiology.

OCCUPATIONAL TECHNOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Woodworking I and Woodworking II.

PHILOSOPHY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes Healthcare Ethics.

PSYCHOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Introductory Psychology and Human Growth / Development.

READING

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include College Reading.

SOCIOLOGY

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Rows include Introductory Sociology and Child Family / Community.

THEATER

Table with 10 columns: CRN, SUBJ NUM, SEC, HRS, TITLE, DAYS, TIME, LOCATION, INSTRUCTOR, FEES. Row includes The Company Class.



# 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

Attending Kickoff Orientation is the first step in answering any questions you may have about your college career. Topics covered in orientation include: student services, campus resources, getting involved, and tours. Take advantage of this opportunity to meet other new students and take a campus tour with a member of the Student Ambassador Program. If you are a first-time student, it is highly recommended you attend Kickoff Orientation. We are confident that we can help you get a good start to a successful experience at CCC, and we want to help you lay the foundation for your success in the future. If you have any questions about Spring Kickoff Orientation, please contact the Recruitment Office at 575.769.4013.

**Spring Kickoff Orientation will be on Thursday, January 12, 2017 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 **November 8, 2016** and pay the reduced rate of \$5 per credit hour. Senior citizens who register prior to November 8, 2016 are not eligible for the senior citizen discount.

Qualifications for senior citizen discount:

- Must be 65 years of age by February 3, 2017
- 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 withdraw 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.



# TUITION, FEES, & PAYMENT

**Deadline to pay for Spring 2017 Semester is midnight on January 5, 2017.**

**After that date, payment must be made the day of registration.**

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

## TUITION AND FEES

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

### Miscellaneous Fees

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

\*Fees are non-refundable

†You can enroll in 13-18 credits for the same cost as 12 credit hours. † Senior Citizens must register on or after November 8 to be eligible for the reduced rate.

Credit Hour	NM Resident In-District	NM Resident Out-of-District	Non-Resident	Senior Citizen †	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

## 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 January 17, 2017 and documentation submitted to the Admissions and Records Office by February 3, 2017.

**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 March 20, 2017 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 January 9-25, 2017 (based on remaining eligibility).

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

## 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.



# The mission of



## Clovis Community College



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.

EST. 1990



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