



2020 -2021
**STUDENT PLANNER
AND 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 clovis.edu for the most up-to-date information.

Welcome to Clovis Community College!

Welcome to Clovis Community College!

We are happy to have you as part of our CCC family. As you begin this academic year, you are embarking on a path that is full of promise and hope. Thank you for allowing us to be part of the “Pathway to your Future.” You will find many choices along the way, including nursing, radiologic technology, physical therapist assistant, automotive technology, welding, cosmetology, wind technology, computer information systems, and many other career fields.

If you are a returning student, I am excited to see you continue making progress toward the completion of your educational goals. For those new to the College family, I welcome you and encourage you to take advantage of the services available on campus to help you succeed. You will find many resources throughout this Handbook to help you along your journey. Please do not hesitate to reach out to our highly qualified faculty and staff for assistance.

I would be remiss if I did not acknowledge the uncertainty that currently exists in our world. I want to assure you that the dedicated staff of Clovis Community College will continue to adapt to our changing environment to provide you the best service available to assist you with your goals.



DR. CHARLES NWANKWO, PRESIDENT

MISSION STATEMENT

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

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Student Registration Checklist

Do you need money for college?

To receive any type of Financial Aid such as scholarships, loans, student employment, or grants, you must first complete the FAFSA. Visit www.fafsa.ed.gov to complete your FAFSA and send it to Clovis Community College by using the school code 004743. Don't forget to search all of CCC's scholarship opportunities at clovis.academicworks.com.



1 Apply For Admission:

C-Number: _____

CCC is an open admission college, so getting accepted is as simple as filling out a FREE application! Apply online at www.clovis.edu/apply or submit a written application in person to the office of Admissions and Records. Once successfully applied, students will receive a C-Number (Student ID Number) that will be needed for a variety of campus services.



2 See an Advisor:

- Our advisors will help interpret placement scores (Accuplacer, ACT or SAT, and others), evaluate transcripts from other schools, declare a major, and assist in selecting classes for the upcoming semester.
- Advisors see students on a walk-in basis 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 for classes; OR
- Complete a registration form and turn it in to the Admission and Records Office; OR
- Register online at <http://pathway.clovis.edu>.



4 Make Payment Arrangements:

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

For further information regarding payment, please contact 575.769.4035.



5 Get Student ID/Attend Orientation:

Say cheese! Once payment arrangements have been made, obtain a student ID card by visiting Campus Security. Your student ID is needed at the library, gym, computer labs, and more! Orientation is held prior to the beginning of each semester. Please see a Student Ambassador at the Information Desk or call 575.769.4025 to receive information, dates, and times.

Division Chairs and Areas of Supervision

Dr. Robin Jones, Executive Vice President

Room 151 📞 575.769.4111

Allied Health

Shawna McGill, 575.769.4954

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

Business Administration; Behavioral Science; Education

Monica Turner, 575.769.4948

- Accounting
- Business Administration
- Business Finance
- Business Law
- Criminal Justice
- Early Childhood Education
- Economics
- Entrepreneurship
- Management
- Marketing
- Paralegal (Legal Assistant Studies)
- Political Science
- Psychology
- Sociology

Computer Information Systems; Art; Communication

Ray Walker, 575.769.4953

- American Sign Language
- Art History
- Art Studio
- Business and Office Technology
- Business Computer Information Systems
- Cisco Network Academy
- Computer Information Systems
- Communication
- Film & Digital Media Art

Languages; History; Theatre

Greg Rapp, 575.769.4930

- English
- First Year Experience
- History
- Music
- Spanish
- Theatre
- Transitional Studies (Reading & Writing Skills)

Health & Physical Education

Brad Heath, 575.769.4156

- Dance
- Exercise Science
- Health Education
- Physical Education

Mathematics; Science; Humanities

Don Scroggins, 575.769.4909

- Anthropology
- Biology
- Chemistry
- Geology
- Humanities
- Mathematics
- Philosophy
- Physics
- Religion
- Transitional Studies (Basic Algebra I & II)

Occupational Technology

Melissa Reed, 575.769.4967

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

Faculty Office Directory

Automotive Room 166

575.769.4178

Paul Blair, Automotive Technology

Allied Health Building

575.769.4976

Karen Burns, Emergency Medical Services

Courtney Cathey, Nursing

Madison Dailey, Nursing

Melissa Ham, Radiologic Technology

Hannah Houston, Nursing

Camille Jackson, Nursing

Lauren Jerige, Nursing

Laura Kauffman, Nursing

Amanda (Hannah) Kinley, Nursing

Amy McBride, Nursing

Shawna McGill, Chair, Allied Health

Elena Soto, Nursing

Andrea Stephens, Nursing

Benjamin Trujillo, Radiologic Technology

Hannah Tucker, Nursing

Amy Tyson, Nursing

Toni West, Nursing

Callie Whittington, Nursing

Cosmetology Faculty Office Room 189

575.769.4104

Autumn Anderson, Cosmetology

Melanie Lotz, Cosmetology

Mae Szalay, Cosmetology

Jennifer Vaughn, Cosmetology

Educational Services Room 151

575.769.4111

Dr. Robin Jones, Executive Vice President

Al Potthoff, Business and Non-Credit Training
Manager

Faculty Office I Room 141

575.769.4911

Shauma Brown, English

Teresa Guillen, Spanish

Janett Johnson, English

Krista Jones, Science

Gregory Rapp, Chair, Languages, History, Theatre

Scott Richeson, Sociology

Faculty Office II Room 202 (Upstairs)

575.769.4935

Michelle Hughes, Science

Christopher Jones, Psychology

Joy Newton, Science

Cory Roberts, Science

Don Scroggins, Chair, Mathematics; Science;
Humanities

Faculty Office III Room 303 (Health & Fitness Center)

575.769.4151

Brad Heath, Chair, Health and Physical Education

Jan Williams, Health and Physical Education

Faculty Office IV Room 403

575.769.4945

Vicki Bridinger De Leon, History

Jessica Faucett, Mathematics

Brandon Finney, Mathematics

Jim Mitchell, Industrial Technology

Paul Nagy, English

Melissa Reed, Chair, Occupational Technology

Monica Turner, Chair, Business Administration;
Behavioral Science; Education

Faculty Office V Room 509

575.769.4957

Dr. Aaron Anderson, History

Simon Chavez, Communication

Terry Davis, Computer Information Systems

Dr. Gina Hochhalter, English

Carolyn Lindsey, Fine Art

Michael Powers, History

Ray Walker, Chair, Computer Information
Systems, Art, and Communication

Faculty Office VI Room 604

575.769.4098

Keishla Cota, Physical Therapy

Brandi Varnado, Physical Therapy

Faculty Development Center Room 171

575.769.4017

Amanda Lamb-Rupe, Instructional Technologist

Selina Marriott, Instructional Technologist

Welding Welding Lab

575.769.4917

Sean Poindexter, Welding

Faculty Office Assignments

Name	Room Number	Department
Anderson, Aaron	509	History
Anderson, Autumn	189	Cosmetology
Blair, Paul	166	Automotive Technology
Bridinger De Leon, Vicki	403	History
Brown, Shauma	141	English
Burns, Karen	904	Emergency Medical Services
Cathey, Courtney	907	Nursing
Chavez, Simon	509	Communication
Cota, Keishla	604	Physical Therapy
Dailey, Madison	910	Nursing
Davis, Terry	509	Computer Information Systems
De Leon, Vicki Bridinger	403	History
Faucett, Jessica	403	Mathematics
Finney, Brandon	403	Mathematics
Guillen, Teresa	141	Spanish
Ham, Melissa	921	Radiologic Technology
Heath, Brad	303	Health and Physical Education
Hochhalter, Gina	509	English
Houston, Hannah	909	Nursing
Hughes, Michelle	202	Science
Jackson, Camille	919	Nursing
Jerige, Lauren	924	Nursing
Johnson, Janett	141	English
Jones, Christopher	202	Psychology
Jones, Krista	141	Science
Kauffman, Laura	912	Nursing
Kinley, Amanda (Hannah)	908	Nursing
Lindsey, Carolyn	509	Art
Lotz, Melanie	189	Cosmetology
McBride, Amy	911	Nursing
McGill, Shawna	920	Nursing
Mitchell, Jim	403	Industrial Technology
Nagy, Paul	403	English
Newton, Joy	202	Science
Poindexter, Sean	WELD	Welding
Powers, Michael	509	History
Rapp, Gregory	141	English
Reed, Melissa	403	Business Administration
Richeson, Scott	141	Sociology
Roberts, Cory	202	Science
Scroggins, Don	202	Science
Soto, Elena	925	Nursing
Stephens, Andrea	917	Nursing
Szaloy, Mae	189	Cosmetology
Trujillo, Benjamin	931	Radiologic Technology
Tucker, Hannah	915	Nursing
Turner, Monica	403	Business Administration
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 2020 Academic Calendar

CLASSES BEGIN/END

Regular 16-week term	August 24 - December 11
First 8-week term	August 24 - October 16
Second 8-week term	October 19 - December 11

REGISTRATION DATES

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

Regular 16-week term	August 28
First 8-week term	August 28
Second 8-week term	October 23

SENIOR CITIZEN REGISTRATION

Registration started on April 14 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 16
First 8-week term	September 18
Second 8-week term	November 13

LAST DAY TO WITHDRAW FROM A CLASS

Regular 16-week term	November 13
First 8-week term	October 2
Second 8-week term	November 30
Workshops	Before the first meeting

HOLIDAYS (CAMPUS CLOSED)

Labor Day	September 7
Veterans Day	November 11
Thanksgiving Holiday	November 25 - 29
Winter Break	December 21 - January 3

GRADUATION APPLICATION DEADLINE

Fall Diploma/Certificate	November 30
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CEREMONY

PTA Pinning	December 10
Nurses' Pinning	December 10

FALL PELL DISBURSEMENT DATES

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

CLASSES BEGIN/END

Regular 16-week term	January 19 - May 14
First 8-week term	January 19 - March 12
Second 8-week term	March 15 - May 14

REGISTRATION DATES

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

Regular 16-week term	January 25
First 8-week term	January 25
Second 8-week term	March 19

SENIOR CITIZEN REGISTRATION

Begins on November 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 16-week term	March 12
First 8-week term	February 12
Second 8-week term	April 16

LAST DAY TO WITHDRAW FROM A CLASS

Regular 16-week term	April 16
First 8-week term	February 26
Second 8-week term	April 30
Workshops	Before the first meeting

HOLIDAYS (CAMPUS CLOSED)

Martin Luther King, Jr. Holiday	January 18
Skillfest	March 5
Spring Break	March 22 - 26

GRADUATION APPLICATION DEADLINE

Spring Diploma/Certificate	April 2
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CEREMONY

Rad Tech Pinning	May 13
Nurses' Pinning	May 13
2020 Commencement	May 14

SPRING PELL DISBURSEMENT DATES

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

Summer 2021 Academic Calendar

CLASSES BEGIN/END

Regular 8-week term	June 7 - July 30
First 4-week term	June 7 - July 2
Second 4-week term	July 6 - July 30

REGISTRATION DATES

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

Regular 8-week term	June 11
First 4-week term	June 8
Second 4-week term	July 7

SENIOR CITIZEN REGISTRATION

Begins on April 13 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	July 6
First 4-week term	June 18
Second 4-week term	July 16

LAST DAY TO WITHDRAW FROM A CLASS

Regular 8-week term	July 16
First 4-week term	June 25
Second 4-week term	July 23
Workshops	Before the first meeting

HOLIDAYS (CAMPUS CLOSED)

Memorial Day	May 31
Independence Day	July 5

GRADUATION APPLICATION DEADLINE

Summer Diploma/Certificate	July 16
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CEREMONY

Nurses' Pinning	July 29
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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. Under the Student Grade module, select the term you need, then hit Final. 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.

Academic Coaching at Clovis Community College is offered to all populations of students on campus including: incoming freshman, any student that has been placed on Academic Probation, Academic Suspension and any student referred as part of the Starfish Early Alert process. Academic coaching is a unique program that will provide students with the opportunity to meet one-on-one with a coach to address academic and personal needs within a confidential setting. Students will be educated about campus-wide resources, assess and identify present challenges, and develop personal plans to facilitate success.





Based on needs, Academic Coaches and students can explore strategies for success such as campus engagement and how to make the most of their CCC experience.


Academic Coaching is completely voluntary for both students and coaches.

Academic Coaches:

- Meet with students to help them take ownership of their academic success
- They assist students in setting a success plan that can meet their specific objectives
- They are well versed in academic strategies for success (such as time management, note-taking techniques, reading strategies, and goal setting)
- Can refer students to resources on campus that can aid in the students' success, such as Academic Advising, Trio, Tutoring and Writing Centers, Student Services and Career Services.

Academic Coaches at Clovis Community College are staff and faculty members who are committed to helping students achieve the maximum effort if the students are motivated to try their best.

 575.769.4187  clovis.edu/students/academiccoaching  academic.coaching@clovis.edu
 Tutoring Center (Room 415 Office D)

 Hours of Operation	Monday-Thursday	8 a.m. to 6 p.m.
	Friday	8 a.m. to 4 p.m.

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 (clovis.edu/register).

📞 575.769.4025 📠 575.769.4027 🖱️ clovis.edu/admissions 📧 admissions@clovis.edu
📍 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 and Foundation

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.



☎ 575.769.4085 🖱 clovis.edu/alumni @ Facebook group: CCC Alumni Association

CCC 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



☎ 575.769.4131 🖱 clovis.edu/foundation

The Clovis Community College Bookstore 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, and imprinted gifts for you to show your school spirit!

We also provide textbook buyback all year long, so stop by or contact us directly to get a quote!

☎ 575.769.4050 🖱 clovisbookstore.com @ bookstore@clovis.edu

📍 Across from Cashiers' Windows

🕒 Hours of Operation:	Monday-Thursday	8 a.m. to 5 p.m.
	Friday	8 a.m. to 4:30 p.m.

Hours may vary based on season or current events, please check our website for up-to-date listings.

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

📞 575.769.4143 📍 clovis.edu/security 📍 Dr. H. A. Miller Student Services Center

🕒 Hours of Operation: Monday-Friday | 8 a.m. to 6 p.m.

Campus Life 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 Alexis Noon at 575.769.4085 or alexis.noon@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 Simon Chavez at 575.769.4928 or simon.chavez@clovis.edu.

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 benefiting 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.

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 Alexis Noon at 575.769.4085.

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 AMBASSADORS

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

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

Have any questions or would like more info? Text us at **575.479.5006**.

 575.769.4025  Room 138, Dr. H. A. Miller Student Services Center

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**.

VIVA! HISPANIC STUDENT ORGANIZATION

Students have the opportunity to join Viva!, CCC's Hispanic Student Organization (HSO). With Viva!, students have an opportunity to learn more about the multifaceted and unique aspects of Hispanic culture, volunteer at campus and community events, and learn more about themselves and others by forming lasting connections. If you are interested in becoming part of Viva! HSO, please contact Chance Webb at **575.769.4785** or **chance.webb@clovis.edu**.

Members of Viva have the opportunity to:

- Raise money for scholarship opportunities on campus, and outline the requirements for those awards.
- Provide education and immersion of the multifaceted and unique aspects of Hispanic culture.
- Be a force for change and improvement at Clovis Community College and within the local community.
- Become leaders, learning about organizational processes and maintaining respectful professional relationships.
- Have fun!

Career & Development Center


Are you **anxious** about looking for a job? Are you **unsure** of how to prepare for an interview? Do you have **doubts** about your career field interest?

Services are available at the Career & Development Center to all Clovis Community College students as well as members of the Clovis community and surrounding areas. The Career & Development Center is here to make sure that students are prepared in all aspects of the job hunt; from job search to job offer. Whether it's a first job or a new career field, help is available to gain the knowledge and skills you need to succeed!

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!

 575.769.4020  Academic Advising 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)
- Round tables for group study sessions

 575.769.4095  clovis.edu/css  css@clovis.edu  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.

Dual Credit and Early Admission

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 Educational Partnerships/Dual Credit at CCC to determine eligibility and courses available under the NM Dual Credit Program.

CCC also offers a Career Technical Education 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, EMS, healthcare assistant, fundamentals of game design, and networking. Under the NM Dual Credit program, students may be responsible for course fees. All dual credit students must meet course placement requirements.


EARLY ADMISSION

High school students who are part of a homeschool association or public, private, or charter school in states other than 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. All early admission students must meet course placement requirements.

**In addition, New Mexico students who wish to take a non-dual credit eligible class may register as early admission.*

Director of Educational Programs/Dual Credit

 575.769.4779  clovis.edu/dualcredit  Room 463

 Hours of Operation: Monday-Thursday | 8 a.m. to 5:00 p.m.
Friday | 8 a.m. to 4:30 p.m.

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 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 October 1, for the following fall semester. Students can fill out the FAFSA at fafsa.ed.gov using school code 004743. 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. Additional eligibility requirements may apply. 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

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.



Scholarship seekers will find dozens of scholarship opportunities on our website at 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.

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.

STUDENT EMPLOYMENT

A wide range of student jobs on campus are open only to CCC students. Often, you can find a job that combines good pay and valuable work experience because the job duties relate to your academic major. Many supervisors are flexible in setting up a work schedule and you may be able to work between classes. Studies show that students who work tend to make better grades, learn to manage their time more efficiently, are more persistent in their goal to graduate, and may have to borrow less in loans to help pay for college expenses.

To apply for a student employment position, students are required to:

Have a complete FAFSA (unless you are a high school student)

Apply online at www.fafsa.ed.gov

Meet satisfactory academic progress; 2.0 cumulative GPA

Enrolled in at least six semester credit hours (three in the summer semester)

Complete online application available at clovis.edu/hr/studentemployment.aspx

VETERAN AFFAIRS OFFICE

CCC is approved to train veterans and other eligible persons under the provisions of Title 38, U.S. Code for courses required to complete the programs found in the Course Catalog. CCC is also an approved work site for Veterans Work Study Program. For more detail on the programs, please contact the Department of Veterans Affairs (DVA) or visit them online at: www.gibill.va.gov. CCC Veteran Affairs Certifying Official is located in the Financial Aid Office.

📞 575.769.4060 🖱️ clovis.edu/financialaid @ finaid@clovis.edu

📍 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.



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). Your C number 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**.



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 webpage at www.clovis.edu/pathway.

STUDENT EMAIL

CCC students will receive a letter with their assigned CCC student email address once they are newly admitted. CCC faculty and staff will be sending you important and/or critical information using this email address. If you are a returning student, please call **575.769.4969** for email assistance. It is the student's responsibility to check his or her CCC email regularly.

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.

 575.769.4969  1-800-769-1409  clovis.edu/helpdesk  helpdesk@clovis.edu  Room 119

 Hours of Operation:	Monday-Thursday	7 a.m. to 6:00 p.m.
	Fridays	7 a.m. to 4:30 p.m.
	(Interim) Monday-Thursday	7 a.m. to 5 p.m.

Health and Fitness Center

The Health and Fitness Center is available to students to increase personal fitness levels through courses and individual workouts. Our facilities feature a dedicated aerobic room with treadmills, elliptical machines, and rowing machines; full weight room with both circuit equipment and free weights; gymnasium with two basketball/volleyball courts; six racquetball courts; two dance studios; four lighted, outdoor tennis courts; 4-lane lap pool for aqua aerobics, fitness classes, and free swim; outdoor jogging track; 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.

📞 575.769.4150 📍 clovis.edu/fitness 📍 Health and Fitness Center

🕒 Fall and Spring	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 clovis.edu/fitness.

Dr. W. D. Dabbs Library



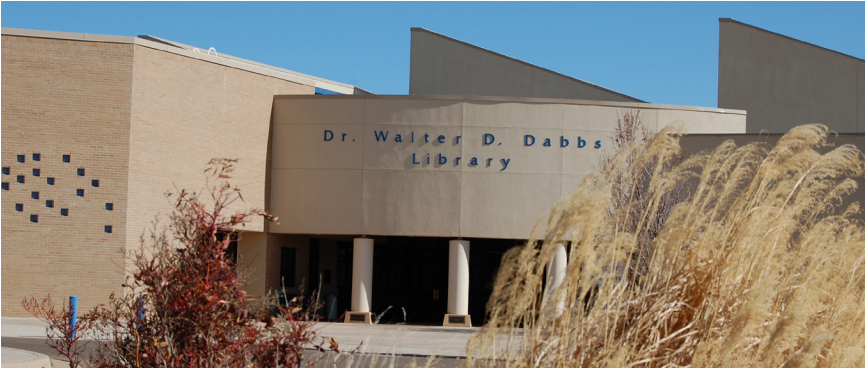
The Dr. W. D. Dabbs Library offers a print and media collection of more than 60,000 volumes. Twenty computers provide students with access to Internet, online databases, and word processing software. Five large and four small study rooms are available to enrolled students for academic study groups. The 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.

📞 575.769.4080 📍 clovis.edu/library @ ccclib@clovis.edu

📍 Across the parking lot east of the main building

🕒 Fall and Spring	Monday-Thursday Friday Saturday-Sunday	7:30 a.m. to 8 p.m. 8 a.m. to 4:30 p.m. Closed
🕒 Interim:	Monday-Thursday Fridays Saturday-Sunday	8 a.m. to 5 p.m. 8 a.m. to 4:30 p.m. Closed
🕒 Summer	Monday-Thursday Friday Saturday-Sunday	8 a.m. to 7 p.m. 8 a.m. to 4:30 p.m. Closed



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
- Adaptive equipment (such as Kurzweil 3000 reading system and voice-activated word processing)
- Textbooks recorded on CD
- Laptop checkout
- Special seating and back supports

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

☎ 575.769.4121 📍 clovis.edu/specialservices 📍 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.



Starfish

Starfish is an Early Alert retention tool that supports student academic success. Starfish simplifies communication between students, faculty and support services. Through Starfish, you can connect with a network of faculty and staff who directly support your success at CCC.

Starfish Early Alert allows an instructor to notify you when there is a concern regarding your course grades or academic performance. These Early Alert notifications called "Flags" identify concerns such as frequent absences, missed assignments, low scores or possible failure in a class. Starfish also allows instructors to give praise or "Kudos" to celebrate a student's success or improvement in a class. "Referrals" are used to direct you to a particular student service on campus.

Notifications are sent to your CCC email or may be viewed on your Starfish Profile Dashboard. To access your Starfish account, log in to your Canvas account and select the Starfish tab on the bottom left corner of your screen.

YOUR RIGHT TO KNOW



- The only members that will be able to view a raised flag will be the instructor that raised the flag, advisors and members of the college that are associated with the flag, and yourself.
- Starfish flags are raised in support of you, not against you. If you receive a flag, you are not "in trouble". You are encouraged to respond and take action on your instructor's concerns.
- Starfish data is protected under the Family Education Rights and Privacy Act of 1974 (FERPA).
- Tracking Items (Flags, Kudos, Referrals) **are** part of your student record.

☎ 575.769.4962 📍 clovis.edu/students/starfish 📍 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.

☎ 575.769.4088 🖱 clovis.edu/testingcenter @ testing@clovis.edu 📍 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.
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.*



Tutoring

Tutoring is available in a variety of subjects, including:

- All biology courses
- 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

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

📞 575.769.4119 🖱️ clovis.edu/tutoring @ tutoring.center@clovis.edu 📍 Room 415A

🕒 Fall and Spring	Monday-Thursday	10 a.m. to 6 p.m
	Friday	10 a.m. to 2 p.m.

🕒 Summer	Monday-Thursday	10 a.m. to 5 p.m.
	Friday	By Appointment

🕒 Interim:	No tutoring during Interim.
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VIRTUAL APPOINTMENTS ARE WELCOME

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 in any subject. Courses include History, Sociology, English, Art, Psychology, Communication, Occupational Technology, and more!

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

☎ 575.769.4183 📍 clovis.edu/owl 📧 writing.center@clovis.edu

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

🕒 Fall and Spring Monday-Thursday | 10 a.m. to 6 p.m.
 Friday | Closed

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

🕒 Interim No tutoring during Interim.

VIRTUAL APPOINTMENTS ARE WELCOME



CCC 2020-2021 Catalog

A downloadable copy of the Clovis Community College Catalog is available at clovis.edu/catalog.

CELL PHONE POLICY

Students should be aware that the use of cell phones or similar electronic devices could be disruptive to those around them. Cell phones should be turned to silent in classrooms, the Tutoring Center, the Center for Student Success, the Library, the Student Services Center, and other designated areas on campus. 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.

NOTICE OF NON-DISCRIMINATION

Clovis Community College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, spousal affiliation, gender identity, serious medical condition, or age in its programs and activities. Please visit clovis.edu/consumerinfo/ for more information. The following personnel have been designated to handle inquiries regarding the non-discrimination policies.

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

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

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 575.769.4144.

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 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.

All students and employees are encouraged to download the RAVE mobile app for emergency notifications, www.getrave.com/login/clovis. For additional information on campus safety and security, please visit 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & STUDENT RECORDS

Clovis Community College adheres to the Family Educational Rights and Privacy Act of 1974. In compliance with FERPA, eligible students have the following rights with respect to their educational records:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCC to comply with the requirements of FERPA.

For further information regarding the procedures related to student rights, disclosure of educational records and directory information, refer to our website at clovis.edu/notifications and 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 clovis.edu. The annual report of crime on campus is also available in the Library and on the Internet at clovis.edu/notifications.

WITHDRAWING FROM COURSES

Students cannot withdraw from any course(s) after the withdrawal deadlines published in the Academic Calendar at 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. All withdrawals are final and must be made prior to the deadline published in the semester schedule.

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 curtailment 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.

Student Appeals

An appeals process for students at Clovis Community College is available to afford students an opportunity to express their position in matters that affect their welfare during their enrollment. Students have a right to appeal a violation of college policies or request exceptions to policies because of unusual or special circumstances. Should the need arise, the following appeals exist to benefit students: Grade Appeals, Suspension Appeals, General Academic Appeals, and other appeals for violations of conduct or policy. In all cases, final appeals must be made in writing to the Admissions and Standards Committee.

1. Academic Policy Appeal
 - a. Actions that adversely affect students regarding general academic policies such as status of enrollment, credit hours earned, graduation requirements, and grade point averages may be appealed in writing to the Director of Admissions and Records/Registrar. If the student does not agree with the decision of the Director of Admissions and Records/Registrar, the student may submit a written appeal to the Admissions and Standards Committee. Decisions of the Admissions and Standards Committee are final.
2. Grade Appeal Process
 - a. Students wishing to appeal a final course grade must first meet with the faculty member involved within 60 days from the time the original grade was submitted to the Admissions and Records Office.
 - b. If the matter is not resolved, the student may refer the issue to the appropriate Division Chair, who will mediate the appeal.
 - c. If the matter is still not resolved to the student's satisfaction, the student may submit in writing the reasons for the appeal to the Executive Vice President. The Executive Vice President will meet with those involved to review the circumstances leading to the appeal.
 - d. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Admissions and Standards Committee. The written appeal may be submitted to the Director of Admissions and Records/ Registrar in the Admissions and Records Office.
 - e. If desired, the student may file a written request for a hearing and appear with witnesses. The Admissions and Standards Committee will consider the appeal, interviewing the faculty member involved if necessary.
 - f. The decision of the committee will be submitted in writing to the student. The decision of the committee is final and not subject to appeal.

- g. If a grade change is approved as a result of this process, the change of grade will be submitted to the Admissions and Records Office where the appropriate change will be made to the student's academic record.
3. Academic Suspension Appeal Process
- a. A student who wants to apply for readmission to CCC and wishes to appeal an academic suspension status at CCC must submit a written request to the Admissions and Standards Committee explaining any unusual circumstances that would justify readmission. In addition, the student may make a written request for a hearing and bring witnesses if desired. Such requests must be submitted to the Director of Admissions and Records/ Registrar. The Director will present the written request to the Admissions and Standards Committee. Students who have fulfilled the requirements of their suspension do not have to appeal for readmission but must contact an Academic Advisor.
 - b. Upon receipt of the written appeal, the Admissions and Standards Committee will review the request and determine what action to take. The Admissions and Standards Committee will send written notification of the decision to the student. All appeals must be submitted to the Director of Admissions and Records/Registrar by the Tuesday before the semester begins. The decision of the committee is final and not subject to appeal.
4. Financial Aid Appeal Process
- a. Students have the right to appeal the denial of financial aid. Such circumstances that may be appealed include death of a relative, injury or illness of the student or family member, or other mitigating circumstances. Students must provide detailed information regarding why the student failed to meet SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. Supporting documentation regarding the mitigating reasons must accompany the appeal. The Director (for 150 percent maximum time frame) and the Financial Aid Appeals Committee (for other SAP concerns) review the appeal letters on a case-by-case basis to determine if the student's circumstances warrant allowing the student to continue receiving aid. Decisions of the Financial Aid Appeals Committee are final.
 - b. Students placed on good status with an approved academic plan (G-Plan) remain eligible for Title IV aid as long as they continue to meet the conditions of that plan. Students regain eligibility once their cumulative GPA is 2.00 or greater and their cumulative incremental status is 67% or greater.
5. Clinical practice decisions
- a. Clinical practice decisions require advanced education in the medical field. As a result, unsafe practice as determined by the Allied Health departments cannot be reversed by the Admissions and Standards appeals process. An unsafe practice determination will be made by the majority vote of the Allied Health faculty which may then be appealed through the Division Chair. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Executive Vice President.
6. Other appeals
- a. Other appeals not included in the definitions previously described should be presented in writing to the Executive Vice President, who will determine the appropriate office, supervisor, or committee to hear the matter.

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.

DISCRIMINATION AND 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: The written statement of grievance prepared in Step Two shall be reviewed.

1. 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.
2. 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.
3. 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.
4. 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.

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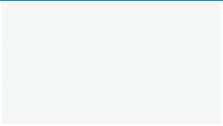
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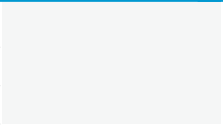
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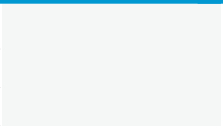
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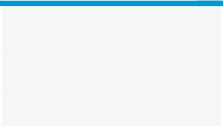
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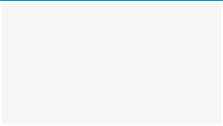
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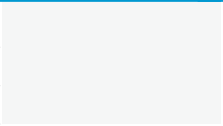
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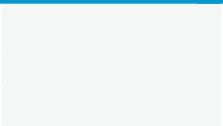
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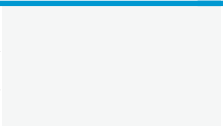
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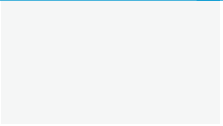
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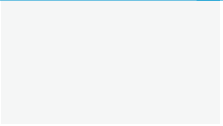
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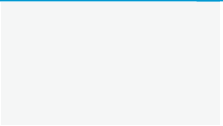
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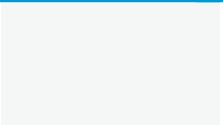
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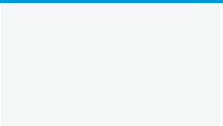
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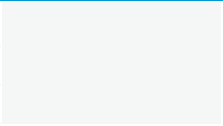
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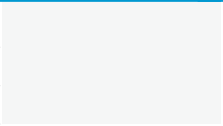
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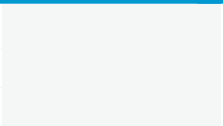
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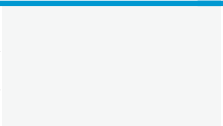
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13	14	15	16	17	18	19	18	19	20	21	22	23	24	15	16	17	18	19	20	21
20	21	22	23	24	25	26	25	26	27	28	29	30	31	22	23	24	25	26	27	28
27	28	29	30											29	30					

SUNDAY

11

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

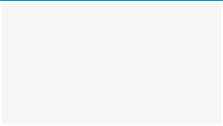
16

SATURDAY

17

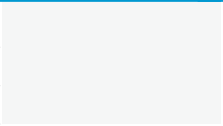
SUNDAY

18



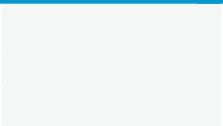
MONDAY

19




TUESDAY

20




WEDNESDAY

21




THURSDAY

22



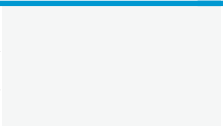
FRIDAY

23



SATURDAY

24



SEPTEMBER 2020							OCTOBER 2020							NOVEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7
6	7	8	9	10	11	12	11	12	13	14	15	16	17	8	9	10	11	12	13	14
13	14	15	16	17	18	19	18	19	20	21	22	23	24	15	16	17	18	19	20	21
20	21	22	23	24	25	26	25	26	27	28	29	30	31	22	23	24	25	26	27	28
27	28	29	30											29	30					

SUNDAY

25

MONDAY

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

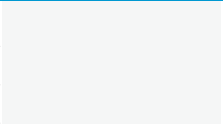
30

SATURDAY

31

SUNDAY

1



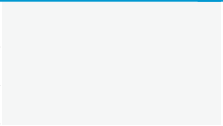
MONDAY

2



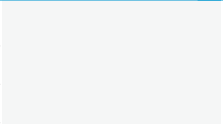
TUESDAY

3




WEDNESDAY

4




THURSDAY

5



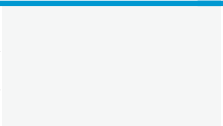
FRIDAY

6



SATURDAY

7



OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

SUNDAY

8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

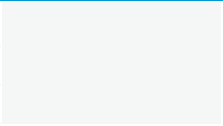
13

SATURDAY

14

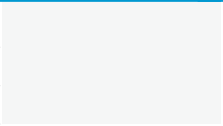
SUNDAY

15



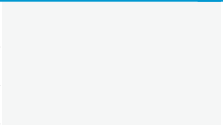
MONDAY

16




TUESDAY

17




WEDNESDAY

18




THURSDAY

19



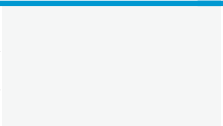
FRIDAY

20



SATURDAY

21



OCTOBER 2020							NOVEMBER 2020							DECEMBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

SUNDAY

22

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

SATURDAY

28

November 2020

SUNDAY

29

MONDAY

30

TUESDAY

DECEMBER

1

WEDNESDAY

2

THURSDAY

3

FRIDAY

4

SATURDAY

5

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY

6

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

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FRIDAY

11

SATURDAY

12

SUNDAY

13



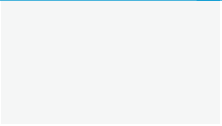
MONDAY

14



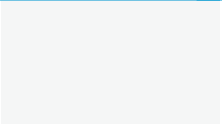
TUESDAY

15




WEDNESDAY

16




THURSDAY

17



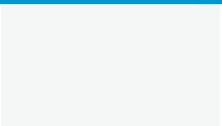
FRIDAY

18



SATURDAY

19



NOVEMBER 2020							DECEMBER 2020							JANUARY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	30	30		
29	30												31							

SUNDAY

20

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

SATURDAY

26

December 2020

SUNDAY **27**

MONDAY **28**

TUESDAY **29**

WEDNESDAY **30**

THURSDAY **31**

FRIDAY **1**

JANUARY

SATURDAY **2**

NOVEMBER 2020							DECEMBER 2020							JANUARY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	30	30		
29	30												31							

SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

DECEMBER 2020

FEBRUARY 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



WEDNESDAY

THURSDAY

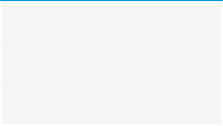
FRIDAY

SATURDAY

		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

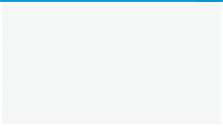
SUNDAY

10



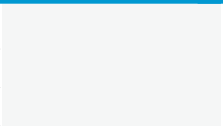
MONDAY

11




TUESDAY

12




WEDNESDAY

13




THURSDAY

14



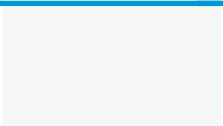
FRIDAY

15



SATURDAY

16



DECEMBER 2020							JANUARY 2021							FEBRUARY 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	30	30	28							
							31														

SUNDAY

17

MONDAY

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21

FRIDAY

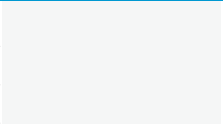
22

SATURDAY

23

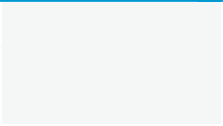
SUNDAY

24



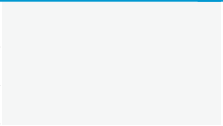
MONDAY

25



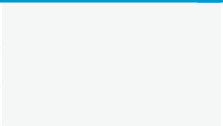
TUESDAY

26




WEDNESDAY

27




THURSDAY

28



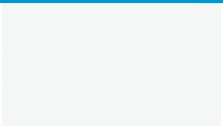
FRIDAY

29



SATURDAY

30



DECEMBER 2020							JANUARY 2021							FEBRUARY 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	30	30	28							
							31														

SUNDAY

31

MONDAY

FEBRUARY

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

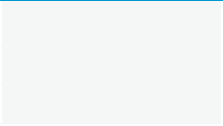
SATURDAY

6

February 2021

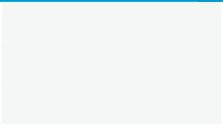
SUNDAY

7



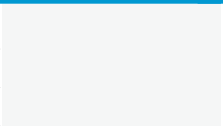
MONDAY

8




TUESDAY

9




WEDNESDAY

10




THURSDAY

11



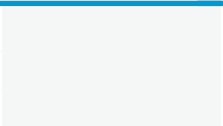
FRIDAY

12



SATURDAY

13



JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	30	30	28							28	29	30	31			
31																				

SUNDAY

14

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY 21

MONDAY 22

TUESDAY 23

WEDNESDAY 24

THURSDAY 25

FRIDAY 26

SATURDAY 27

JANUARY 2021							FEBRUARY 2021							MARCH 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	30	30	28							28	29	30	31			
31																				

SUNDAY

28

MONDAY

MARCH

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

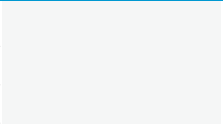
5

SATURDAY

6

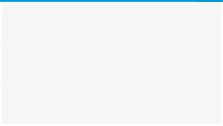
SUNDAY

7



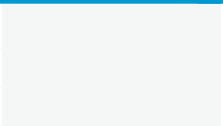
MONDAY

8




TUESDAY

9




WEDNESDAY

10




THURSDAY

11



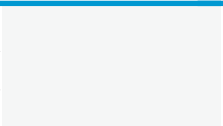
FRIDAY

12



SATURDAY

13



FEBRUARY 2021							MARCH 2021							APRIL 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10
7	8	9	10	11	12	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17
14	15	16	17	18	19	20	21	22	23	24	25	26	27	18	19	20	21	22	23	24
21	22	23	24	25	26	27	28	29	30	31	25	26	27	28	29	30				
28																				

SUNDAY

14

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

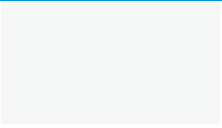
19

SATURDAY

20

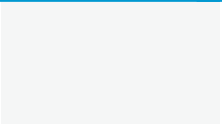
SUNDAY

21



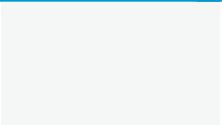
MONDAY

22



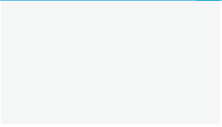
TUESDAY

23



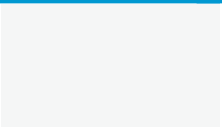
WEDNESDAY

24



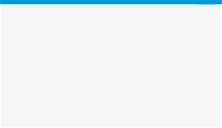
THURSDAY

25



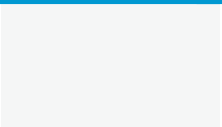
FRIDAY

26



SATURDAY

27



FEBRUARY 2021							MARCH 2021							APRIL 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10
7	8	9	10	11	12	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17
14	15	16	17	18	19	20	21	22	23	24	25	26	27	18	19	20	21	22	23	24
21	22	23	24	25	26	27	28	29	30	31				25	26	27	28	29	30	
28																				

SUNDAY

28

MONDAY

29

TUESDAY

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WEDNESDAY

31

THURSDAY

APRIL

1

FRIDAY

2

SATURDAY

3

MARCH 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY 2021

S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



WEDNESDAY

THURSDAY

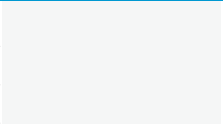
FRIDAY

SATURDAY

	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

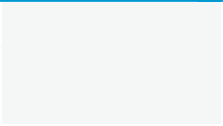
SUNDAY

4



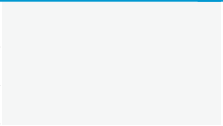
MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

8



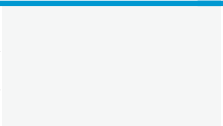
FRIDAY

9



SATURDAY

10



MARCH 2021							APRIL 2021							MAY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

SUNDAY

11

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

SATURDAY

17

SUNDAY

18



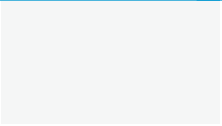
MONDAY

19



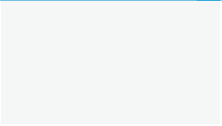
TUESDAY

20



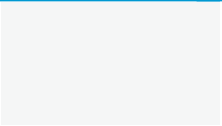
WEDNESDAY

21



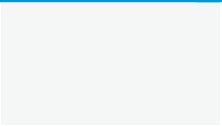
THURSDAY

22



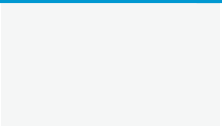
FRIDAY

23



SATURDAY

24



MARCH 2021							APRIL 2021							MAY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	2	3	4	5	6	7	8
7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15
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21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29
28	29	30	31				25	26	27	28	29	30		30	31					

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

MAY

1

APRIL 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUNE 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



WEDNESDAY

THURSDAY

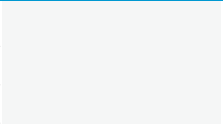
FRIDAY

SATURDAY

			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

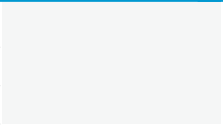
SUNDAY

2



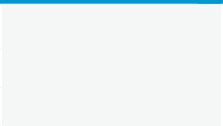
MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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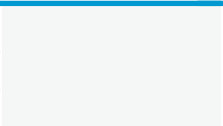
FRIDAY

7



SATURDAY

8



APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

16



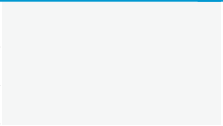
MONDAY

17



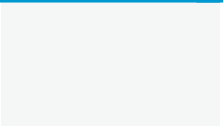
TUESDAY

18




WEDNESDAY

19




THURSDAY

20



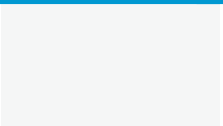
FRIDAY

21



SATURDAY

22



APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

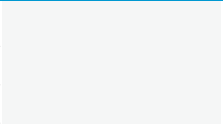
28

SATURDAY

29

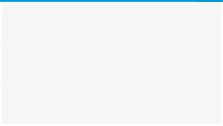
SUNDAY

30



MONDAY

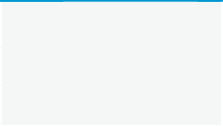
31



TUESDAY

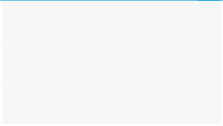
JUNE

1



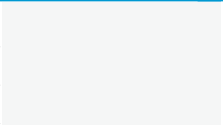
WEDNESDAY

2



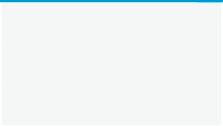
THURSDAY

3



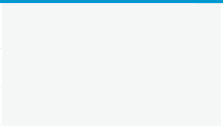
FRIDAY

4



SATURDAY

5



APRIL 2021							MAY 2021							JUNE 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

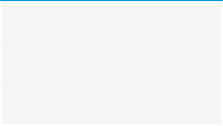
11

SATURDAY

12

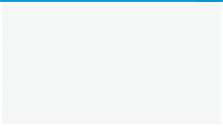
SUNDAY

13



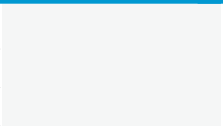
MONDAY

14




TUESDAY

15




WEDNESDAY

16




THURSDAY

17



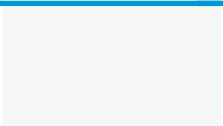
FRIDAY

18



SATURDAY

19



MAY 2021							JUNE 2021							JULY 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
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23	24	25	26	27	28	29	27	28	29	30	31			25	26	27	28	29	30	31	
30	31																				

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

JULY

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FRIDAY

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SATURDAY

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MAY 2021							JUNE 2021							JULY 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
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23	24	25	26	27	28	29	27	28	29	30	31			25	26	27	28	29	30	31
30	31																			

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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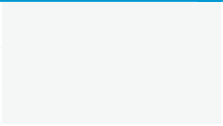
SUNDAY

11



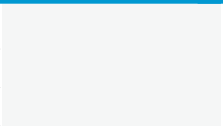
MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

15



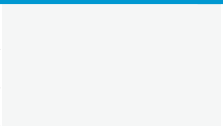
FRIDAY

16



SATURDAY

17



JUNE 2021							JULY 2021							AUGUST 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7
6	7	8	9	10	11	12	11	12	13	14	15	16	17	8	9	10	11	12	13	14
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20	21	22	23	24	25	26	25	26	27	28	29	30	31	22	23	24	25	26	27	28
27	28	29	30	31										29	30	31				

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

24

July 2021

JUNE 2021							JULY 2021							AUGUST 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30	31			25	26	27	28	29	30	31	29	30	31				

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

31