

Student Handbook

and Planner 2026-2027



MESSAGE FROM THE PRESIDENT!



Welcome to Clovis Community College, where your education and our community's success go hand in hand.

At CCC, we believe education has the power to transform. It is about building meaningful careers, strengthening our workforce, creating opportunities, and improving the lives of families and communities across Eastern New Mexico and beyond. When you choose Clovis Community College, you are not only investing in yourself, but you are investing in the future of our region.

Every program at CCC is designed with purpose. We work closely with local industries, employers, and community partners to ensure that what you do here at CCC matters. Whether your goal is to enter the workforce quickly, advance in your current field, or take up a new hobby, CCC is committed to helping you develop the skills, knowledge, and confidence needed to succeed.

Our community needs skilled professionals, innovative thinkers, dedicated leaders, and community-builders. From healthcare and education to skilled trades, business, and technology, the path you choose at CCC contributes to the vitality and growth of our communities. Your success strengthens not only your future, but the future of the entire region we serve.

While you are here, we encourage you to fully engage in your experience. Build relationships with your instructors, connect with peers, seek out hands-on learning opportunities, and take advantage of the support services designed to help you reach your goals. The more connected we are as a community, the better off we all are in achieving our desired outcomes.

At Clovis Community College, you are part of something bigger. You are part of a community that believes in hard work, opportunity, and progress. Together, we are building a skilled workforce, a vibrant community, and a stronger future.

Thank you for choosing CCC. We look forward to supporting your journey and celebrating the impact you will make in your career and in our community.

A handwritten signature in blue ink, appearing to read 'J. Fuentes'.

DR. JONATHAN FUENTES, PRESIDENT

OUR MISSION

Clovis Community College delivers high-quality education, training, and lifelong learning that empowers individuals, enriches lives, and fuels economic vitality across the communities we serve.

MESSAGE FROM THE EXECUTIVE VICE PRESIDENT!



Welcome to Clovis Community College!

Choosing CCC is an important step, and I commend you for investing in yourself and your future. Our mission is centered on you—your goals, your growth, and your success—and every division of this campus works together to support your journey.

As Executive Vice President, I have the privilege of working alongside faculty and staff who are deeply committed to student success. From academic support and student services to campus operations and

technology, our teams collaborate to remove barriers, create opportunities, and ensure you have access to the resources you need to thrive.

Your time at CCC will be what you make of it. I encourage you to be proactive—ask questions, seek help early, and take advantage of the many support services available to you. Build relationships with your instructors, advisors, and staff. These connections matter, and they are a key part of your success.

We also recognize that life does not pause while you pursue your education. Challenges may arise, and when they do, please know that you are not alone. Our campus community is here to support you, both inside and outside the classroom.

Whether your goal is to enter the workforce, continue your education, or explore new possibilities, Clovis Community College is honored to be part of your journey. We are committed to walking alongside you every step of the way. I wish you success in your studies and look forward to celebrating your achievements—both while you are here and long after you leave CCC.

Welcome to the Clovis Community College family!

A handwritten signature in black ink that reads "Robin Kuykendall". The signature is fluid and cursive.

DR. ROBIN KUYKENDALL, EXECUTIVE VICE PRESIDENT

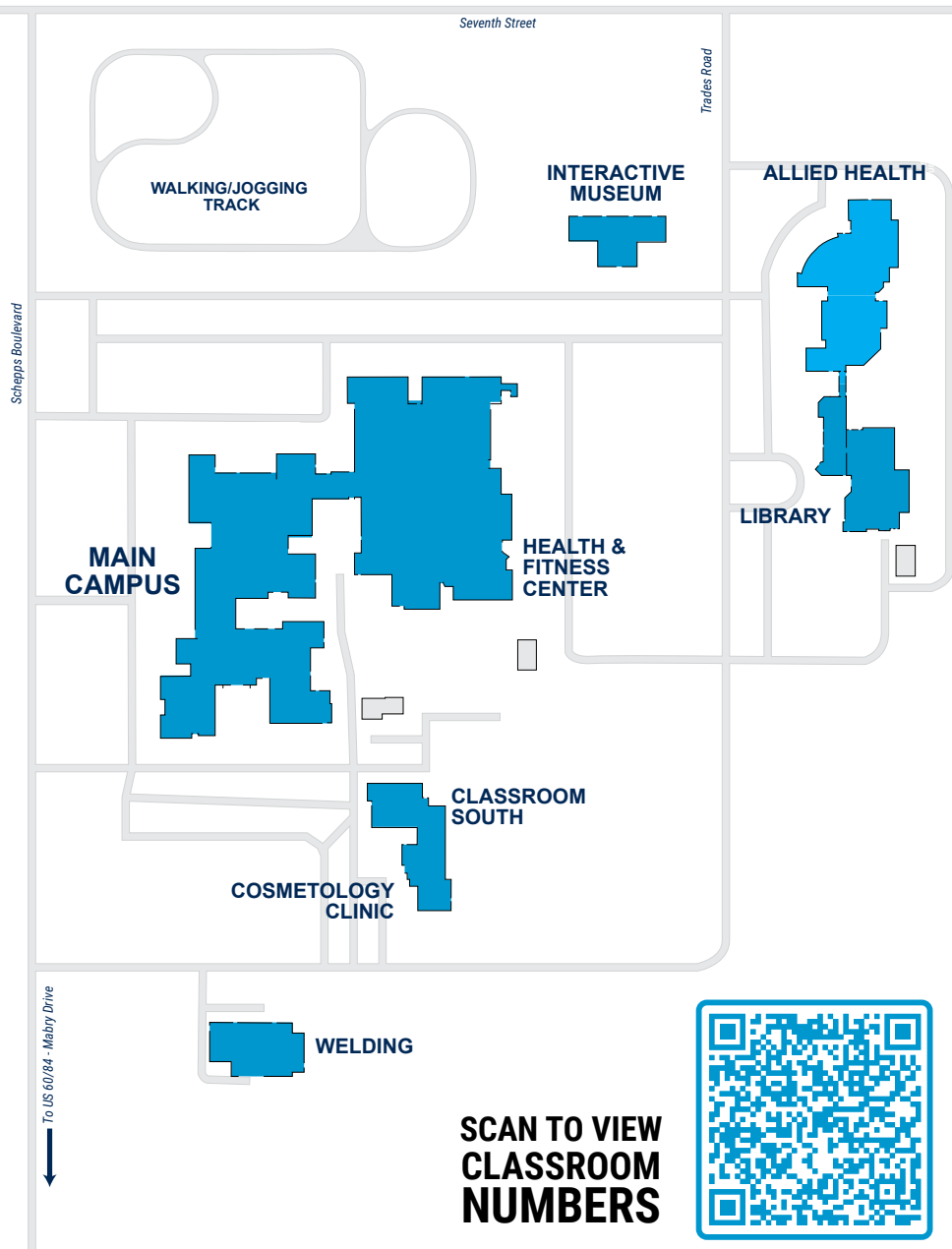
OUR VISION

To be your college of choice and a trusted community partner.



Clovis Community CollegeTM

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GETTING STARTED CHECKLIST

C-NUMBER: _____

1

ACTIVATE YOUR STUDENT EMAIL:

Your CCC student email is your official method of communication with the College. You must activate your account to access important systems like Canvas and receive updates from instructors and campus offices. Be sure to check your student email daily so you don't miss important deadlines, announcements, or time-sensitive information. Information on activating your email can be found at: clovis.edu/webmail

2

LOG INTO CANVAS AND PATHWAY:

Canvas is CCC's online learning system where you will access your courses, submit assignments, participate in discussions, and track your progress. Pathway is your student portal where you can view your schedule, check your bill, access financial aid information, and manage your student account. It is important to log into both systems regularly to stay informed and on track. Access Canvas at: cloviscc.instructure.com/login Access Pathway at: pathway.clovis.edu

3

GET TEXTBOOKS AND COURSE MATERIALS:

Be sure to obtain all required textbooks and materials before classes begin. CCC offers options such as the Textbook Affordability Package (TAP), which provides access to course materials digitally. You can also stop by the Bookstore in the Commons for assistance with purchasing or accessing your materials.

4

PAY YOUR BILL AND/OR CONFIRM FINANCIAL AID:

Confirm that your tuition and fees are paid or that your financial aid is complete and in place. You can log in to Pathway to view your bill, check your balance, and ensure everything is finalized. Taking care of this early helps you avoid being dropped from your classes for non-payment. For help in Financial Aid, contact **575.769.4060** or finaid@clovis.edu.

5

LOCATE SUPPORT SERVICES:

CCC offers a variety of resources to support your success. Visit the Library in the Library Building for research and study support, **Tutoring and Academic Coaching Services in Room 415A** for academic assistance, and **Holistic Support in Room 102** for help with basic needs and other resources. Getting familiar with these services early can make a big difference in your success.

6

SUBSCRIBE TO RAVE ALERTS:

RAVE is CCC's emergency notification system. By subscribing, you will receive important alerts related to campus safety, weather closures, and other urgent situations.

Sign up here: getrave.com/login/clovis

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.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 the CCC's scholarship opportunities at clovis.awardspring.com.

DIVISION CHAIRS AND AREAS OF SUPERVISION

Dr. Melissa Reed, Dean of Instruction

Room 151 📞 575.769.4933

Allied Health

Vacant, 575.769.4997

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

Business Administration, Behavioral Science & Education

Monica Turner, 575.769.4948

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

- Social Work
- Sociology
- Special Education

Communications, Fine Arts & Humanities

Dr. Vicki Bridinger De Leon, 575.769.4906

- American Sign Language
- Art History
- Art Studio
- Communication
- Dance
- English
- Film & Digital Media Art
- First Year Experience
- History
- Humanities
- Music
- Philosophy
- Religion
- Spanish
- Theater

Health & Physical Education

Brad Heath, 575.769.4156

- Exercise Science
- Health Education
- Physical Education

Occupational Technology

Vacant, 575.769.4933

- Automotive Technology
- Cosmetology
- Esthetics & Nail Tech
- Industrial Technology
- Welding
- Woodworking

STEM

Dr. Jessica Brown, 575.769.4947

- Animal Science
- Agronomy
- Biology
- Business Computer Information Systems
- Computer Information Systems Technology
- Computer Science
- Chemistry
- Mathematics
- Physics
- Transitional Studies (Basic Algebra I & II)

FACULTY OFFICE ASSIGNMENTS

Automotive Room 166
575.769.4178

Shanel Adkins

Allied Health Building
575.769.4976

Jessica Burgess, Nursing
Karen Burns, Emergency Medical Services
Program Director
Martha Campos, Nursing
Courtney Cathey, Nursing
Abigail Gordon, Nursing
Samantha Griego, Emergency Medical Services
Clinical Coordinator
Dr. Janna Hackett, Nursing
Amy McBride, Nursing
Garret Meeks, Phlebotomy
Lori O'Leary, Radiologic Technology Program
Director
Dr. Elena Soto, Nursing Program Director
Kyli Thatcher, Nursing
Benjamin Trujillo, Radiologic Technology
Dr. Andrea Zamora, Nursing

Cosmetology Faculty Office Room 189
575.769.4104

Autumn Anderson, Cosmetology
Meranda Chapman, Cosmetology
Kristian Conde, Cosmetology
Katy Miller, Esthetics

Educational Services Room 151
575.769.4111

Dr. Robin Kuykendall, Executive Vice President
Dr. Melissa Reed, Dean of Instruction
Elizabeth Chavez, Director of Workforce
Partnership/Non-Credit Training
Perla Herrera, Educational Services Coordinator

Faculty Office I Room 141
575.769.4911

Dr. Jessica Brown, Chair, STEM
Shauma Brown, English
Jessica Holt, Theater
Sarah McCune, Mathematics
Robin Urioste, English

Faculty Office II Room 202 (Upstairs)
575.769.4935

Ram Aryal, Science
Michelle Hughes, Science

Faculty Office III Room 303
(Health & Fitness Center)
575.769.4151

Brad Heath, Chair, Health & Physical Education

Faculty Office IV Room 403
575.769.4945

Cindy Martin, Education
Jim Mitchell, Industrial Technology
Jennie Piepkorn, Psychology
Monica Turner, Chair, Business Administration,
Behavioral Science & Education
Mark Gallegos, Criminal Justice

Faculty Office V Room 509
575.769.4957

Dr. Aaron Anderson, History
Dr. Vicki Bridinger De Leon, Chair,
Communications, Fine Arts & Humanities
Dr. Diana Byers, Computer Information Systems
Dr. Linda D'Amour, English
Teresa Guillen, Spanish
Kelsey Knight, Communications
Michael Longhofer, Art
CJ Thomas, Communications

Faculty Office VI Room 604
575.769.4098

Robrena Wade, Physical Therapist Assistant
Program Director

Professional Development Center (PDC)
Room 742
575.769.4017

Selina Marriott, Professional Development
Instructional Technologist
Haley Kramer, Academic Systems Support
Specialist

Welding Welding Lab
575.769.4917

Sean Poindexter, Welding
Nathan Dart, Welding

FACULTY OFFICE DIRECTORY

Name	Phone Number	Department
	575.769.XXXX	
Longhofer, Michael	4932	Art
Adkins, Shanel	4178	Automotive
Turner, Monica	4948	Business Administration
Knight, Kelsey	4934	Communications
Thomas, Celeste	4740	Communications
Byers, Diana	4163	Computer Information Systems
Anderson, Autumn	4108	Cosmetology
Chapman, Meranda	4103	Cosmetology
Conde, Kristian	4104	Cosmetology
Gallegos, Mark	4941	Criminal Justice
Burns, Karen	4918	Emergency Medical Services
Griego, Samantha	4954	Emergency Medical Services
Martin, Cindy	4145	Education
Brown, Shauma	4754	English
D'Amour, Linda	4907	English
Urioste, Robin	4753	English
Heath, Brad	4156	Health and Physical Education
Anderson, Aaron	4960	History
Bridinger De Leon, Vicki	4906	History
Mitchell, Jim	4904	Industrial Technology
Brown, Jessica	4947	Mathematics
McCune, Sarah	4786	Mathematics
Burgess, Jessica	4139	Nursing
Campos, Martha	4992	Nursing
Cathey, Courtney	4982	Nursing
Gordon, Abigail	4983	Nursing
Hackett, Janna	4987	Nursing
McBride, Amy	4981	Nursing
Soto, Elena	4978	Nursing
Zamora, Andrea	4970	Nursing
Meeks, Garrett	4968	Phlebotomy
Piepkorn, Jennie	4943	Psychology
Wade, Robrena	4067	Physical Therapist Assistant
O'Leary, Lori	4979	Radiologic Technology
Trujillo, Benjamin	4996	Radiologic Technology
Aryal, Ram	4931	Science
Hughes, Michelle	4919	Science
Guillen, Teresa	4938	Spanish
Holt, Jessica	4908	Theater
Poindexter, Sean	4917	Welding
Dart, Nathan	4900	Welding

STUDENT SERVICES

Dr. Brandon Finney, Dean of Student Services

Room 137 📞 575.769.4994

Academic Advising

Dr. H.A. Miller Student Services Center
Jennifer Bussey, Director 575.769.4018

Academic Coaching, Tutoring, Writing Center

Tutoring Center Room 415A
Santana Sena, Manager 575.769.4119

Admissions, Recruiting, Registration, Allied Health Applications, Graduation, Transcript Services, Veteran Affairs

Dr. H.A. Miller Student Services Center
Kari Smith, Director 575.769.4021

Adult Education, High School Equivalency, ESL

Mabel Lee Hawkins Center for Student Success
Emily Glikas, Executive Director 575.769.4109

Alumni and Foundation

Room 146C
Nikki Lovett, Director 575.769.4114

Career Services

Dr. Miller Student Services Center
Michelle Cochran, Coordinator 575.769.4085

CCC Bookstore

Amber Ornce, Manager 575.769.4050

Dual Credit, Early Admission, Early College High School

Room 463
Kellyann Weber, Director 575.769.4916
Melissa Winn, ECHS 575.769.4778
Dean of Students

Campus Life and Student Organizations

Dr. H.A. Miller Student Services Center
Michelle Cochran, Coordinator 575.769.4085

Holistic Support

Dr. H.A. Miller Student Services Center
Krystine Zuest, Director 575.769.4184

Financial Aid, Scholarships, Federal and State Aid, Student Loans

Dr. H.A. Miller Student Services Center
Alicia Saber, Interim Director 575.769.4058

Health and Fitness Center

Room 313
Brad Heath, HFC Facilities 575.769.4156
Coordinator

HelpDesk, C#, Campus Portal, Student Email

Room 119
Rachel Page, Coordinator 575.769.4009

Dr. W.D. Dabbs Library

Paul Moore, Director 575.769.4080

Office of Accessibility and Resources (OARS)

Dr. H.A. Miller Student Service Center
Celia Donofrio 575.769.4121

OT Program Applications (Automotive,
Cosmetology, Esthetics, Industrial
Technology—Plant Operations/Wind Energy,
Welding)

Room 403
Michelle Garcia, 575.769.4945
Faculty IV Secretary

Payment Plans (TouchNet), Third-party Sponsor

Dr. James H. Turner Business Services Center
Room 112
Katrina Walley, Comptroller 575.769.4034

Security, Student ID, Parking Pass

Dr. H.A. Miller Student Services Center
Richard Benavidez, Director 575.769.4149

Starfish Early Alert

Dr. H.A. Miller Student Services Center
Bret Greeno, Starfish Manager 575.769.4099

Tax Help

Room 403
Michelle Garcia, Faculty IV 575.769.4945
Secretary

Testing Center, Accuplacer, Proctored Exams

Room 109
Christine Barber, Coordinator 575.769.4019



STUDENT SERVICES DIRECTORY

Name	Phone Number 575.769.XXXX	Department
Bussey, Jennifer	4018	Academic Advising
Donofrio, Celia	4029	Academic Advising/OARS
Greeno, Bret	4099	Academic Advising
Rivas, Carmen	4022	Admissions
Dale, Matthew	4026	Admissions/Graduation
Smith, Kari	4021	Admissions, Recruiting, Registrar
Cochran, Michelle	4085	Career Services, Campus Life Coordinator
Glikas, Emily	4095	Center for Student Success
Finney, Brandon	4994	Dean of Student Services
Weber, Kellyann	4916	Dual Credit
Brown, JoAnna	4779	Early College High School/Dual Credit
Winn, Melissa	4778	ECHS Dean of Students
Garcia, Chris	4056	Financial Aid
Jones, Sandy	4063	Financial Aid
Sisco, Jonathan	4186	Financial Aid
Bailey, Sarah	4924	Financial Aid
Carpenter, Kasey	4158	Financial Aid/Scholarships
Lovett, Nikki	4114	Foundation
Heath, Brad	4156	Health & Fitness Center
Mount, Troy	4903	Help Desk
William, Rebecca	4008	Help Desk
Page, Rachel	4009	Information Technology/Help Desk
Zuest, Krystine	4184	Holistic Support
Moore, Paul	4080	Library
Ravan, Alice	4079	Library
Garcia, Michelle	4945	OT Program Applications, Tax Help
Garcia, Carla	4023	Recruiting
Benavidez, Richard	4149	Security
Weist, Dennis	4142	Security
Lopez, Orlanda	4142	Security
Nicolas, Jon	4142	Security
Wilson, Belle	4962	Academic Advising
Marquez, Maria	4015	Student Services
Barber, Christine	4019	Testing
Sena, Santana	4119	Tutoring, Writing Center, Academic Coaching
Cook, Brett	4024	Recruiting
Saul, Sky	4757	Recruiting
Saber, Alicia	4058	Financial Aid
Valdez, Robles	4187	Academic Coaching
Jones, Karen	4148	Library

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

Fall Registration Begins: April 13, 2026.

Super Saturday Registration: August 15, 2026.

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

Begins on [April 14, 2026](#) 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	November 25 - 29
Winter Break	December 21 - January 1

GRADUATION APPLICATION DEADLINE

Fall Diploma/Certificate	October 23
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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](tel:575.769.4060) for information regarding Pell disbursement dates.

SPRING 2027 ACADEMIC CALENDAR

CLASSES BEGIN/END

Regular 16-week term	January 19 - May 14
First 8-week term	January 19 - March 12
Second 8-week term	March 22 - May 14

Spring Registration Begins: November 9, 2026.

Super Saturday Registration: January 11, 2027.

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 26

SENIOR CITIZEN REGISTRATION

Begins on [November 10, 2026](#) 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 15 - 19

GRADUATION APPLICATION DEADLINE

Spring Diploma/Certificate	March 12
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CEREMONY

RadTech Pinning	May 13
Nurses' Pinning	May 13
2027 Commencement	May 14

SPRING PELL DISBURSEMENT DATES

Please call the Financial Aid Office at [575.769.4060](tel:575.769.4060) for information regarding Pell disbursement dates.

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

Summer Registration Begins: April 12, 2027.

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 6

SENIOR CITIZEN REGISTRATION

Begins on [April 13, 2027](#) 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 2
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
Juneteenth Holiday	June 18
Independence Day (Observed)	July 5

GRADUATION APPLICATION DEADLINE

Summer Diploma/Certificate	July 16
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CEREMONY

Nurses' Pinning	July 29
Paramedic Pinning	July 29

SPRING PELL DISBURSEMENT DATES

Please call the Financial Aid Office at [575.769.4060](tel:575.769.4060) for information regarding Pell disbursement dates

Academic Coaching is a free, voluntary service available to all students, including:

- Incoming freshmen
- Students on Academic Probation or Academic Suspension
- Students referred through the Starfish Early Alert system

What Is Academic Coaching?

Academic Coaching provides one-on-one support in a confidential and supportive environment. Students work with an Academic Coach to identify challenges, build academic skills, and create a personalized plan for success.

How Academic Coaches Help

- Support students in taking ownership of their academic success
- Create individualized success plans
- Teach effective academic strategies such as:
 - Time management
 - Note-taking
 - Reading strategies
 - Goal setting
- Connect students to campus resources, including:
 - Academic Advising
 - Tutoring & Writing Centers
 - Student Services
 - Career Services

Who Are Academic Coaches?

Academic Coaches are trained staff members in the Tutoring Center who are committed to helping students stay focused, motivated, and on track to reach their goals.

Contact Us

☎ 575.769.4187 📍 clovis.edu/students/academiccoaching ✉ tutoring@clovis.edu
📍 Tutoring Center (Room 415 Office D)

ACADEMIC COACHING



SCHEDULE YOUR TIME



PRIORITIZE



STUDY STRATEGIES



PREPARATION



SELF-EFFICACY



SUCCESS

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 (\$10 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 at clovis.edu/register.

Grades

Grades will be available on the Web within five working days from the last day of the semester. If you need assistance, please call Admissions at [575.769.4025](tel:575.769.4025) or General Student Information at [575.769.4969](tel:575.769.4969).

Official CCC transcripts will be available through Parchment five working days after the semester ends.

Transcripts

College transcripts are an official and permanent academic record of your performance at Clovis Community College.

Clovis Community College has authorized Parchment to manage the ordering, processing, and secure delivery of official CCC transcripts. Ordering through Parchment provides you with the ease and convenience of ordering transcripts online. This means faster, better service for students!

Ordering an eTranscript via Parchment offers:

- Secure online access to request your transcript 24/7.
- Email notification when transcripts are processed and received.
- Online tracking ability.
- After request, electronic transcripts may be available in as little as an hour.

CCC recommends that students select Parchment's electronic delivery when possible. eTranscripts will arrive at their destination quickly and are the least expensive option. Please note: if you are sending the electronic transcript to another college or university, you must request to have the transcript sent directly from CCC to the recipient. Most colleges and universities will not accept an eTranscript that was initially delivered to a personal email address and then forwarded or printed by the student.

Each official transcript costs \$10.00. An additional fee will be added based on the method of delivery and destination. During the ordering process, you will be able to see the exact charge prior to entering your credit card information.

Military Students

Applying for Tuition Assistance (TA):

1. Meet with your Educational Service Officer or counselor within your military branch.
2. Submit a TA request by logging into your respective branch's education portal.
3. We recommend that you register for classes as soon as possible after you obtain TA approval. You may register with the CAFB Admissions Representative, on-campus, or online through your Campus Portal account.

TA Refund Policy

Clovis Community College returns unearned military tuition assistance on a proportional basis through at least the 60% portion of the term for which they were provided regardless of the reason for withdrawal (service-related or otherwise). Any unearned TA funds will be returned directly to the military service, not to the service member.

For specific dates, visit <http://www.clovis.edu/admissions/military.aspx>.

Military Tuition Rate

Active duty military (stationed in New Mexico), New Mexico National Guard, and their spouses and dependents are eligible to apply for CCC's in-state, in-district tuition rate. To qualify for the lowest tuition rate at CCC, print and complete the Application for Waiver of Non-Resident Tuition and return it in person either to the Admissions and Records Office, or via the email listed below.

Additional Resources for Paying for your Education - Military, Military Spouses, & Dependents

You may qualify for additional financial assistance. To obtain information regarding your financial aid eligibility and types of financial aid available, please contact the Office of Financial Aid at [575.769.4060](tel:575.769.4060) or finaid@clovis.edu.

Often referred to as Spouse Tuition Assistance, the Military Spouse Career Advancement Accounts (MyCAA) program can provide varying amounts of financial assistance to military spouses. CCC accepts MyCAA funding. Complete the online application for MyCAA funding and contact an advisor at [575.769.4020](tel:575.769.4020) or academic.advising@clovis.edu for more information.

The Military Spouse Scholarship is awarded to a student who meets the following criteria:

- is the spouse of an active duty military member
- has earned a GPA of at least 2.0
- proves financial need
- completes the scholarship application

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 details 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 Admissions Office.

Courses at Clovis Community College are approved for educational assistance for veterans, active duty military personnel, and eligible dependents.

- Chapter 30: Montgomery G.I. Bill®
- Chapter 31: Veteran Readiness and Employment
- Chapter 33: Post-9/11 G.I. Bill®
- Chapter 35: Dependents Educational Assistance
- The Forever G.I. Bill® (Harry W. Colmery Act)

Getting Started:

1. Request certification from the Veterans Affairs Certifying Official (located in the Admissions office)
2. Submit your certificate of eligibility
3. Submit all official college transcripts including CCAF and JST
4. See an advisor for class approval

📞 575.769.4025 📠 Fax: 575.769.4190 🖱️ clovis.edu/admissions @ admissions@clovis.edu
📍 Dr. H. A. Miller Student Services Center

ACADEMIC ADVISING

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

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

📞 575.769.4020 🖱️ clovis.edu/advising @ academic.advising@clovis.edu
📍 Dr. H. A. Miller Student Services Center

ALUMNI

Welcome, CCC Alumni! Congratulations on our 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, as well as 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.



**SCAN HERE TO
GIVE BACK TO
CCC ALUMNI
ASSOCIATION!**

📞 575.769.4114 🌐 clovis.edu/alumni @ Facebook group: CCC Alumni Association

FOUNDATION

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, the Clovis Community College Foundation continues to work hard to change the lives of our students.



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

📞 575.769.4114 🌐 clovis.edu/foundation



**SCAN HERE TO DONATE
AND HELP CHANGE
THE LIFE OF A STUDENT!**



Clovis Community College partners with BibliU to provide a destination point on campus. Bookstore staff are committed to quality products and services and work collaboratively with CCC to provide textbooks and other educational material, as well as help maintain an effective learning environment for a diverse group of students, reflect an image of quality, and provide advice on services and resources appropriate for educational needs.

TEXTBOOK AFFORDABILITY PACKAGE (TAP)

The Textbook Affordability Package (TAP) focuses on textbook accessibility and affordability for all students. Textbook fees are automatically built into tuition and fees at the time of registration. Students are automatically opted into the program upon registration of classes. Those wishing to opt out can do so within their Canvas course using the BibliU (Textbooks) page. Opting out of the TAP fee will opt students out for all classes. Opt out information will also be sent to student email accounts each semester. Financial Aid can cover textbooks included under TAP. Contact finaid@clovis.edu for more information. Most courses at CCC fall under the Traditional Textbook Affordability Package (TTAP) or the Programmatic Textbook Affordability Package (PTAP).

Traditional Textbook Affordability Package (TTAP)

This package is based on the rental of textbooks and applies to most general education courses and some program courses. Under TTAP textbook fees are based on a credit hour fee and includes textbooks, lab manuals, and access codes. This fee excludes lab kits and supplies. See clovis.edu/bookstore for a list of courses included in TTAP, textbook fees, opt out deadlines, pickup or shipping information, rental return dates, and options for purchasing textbooks at the end of the semester if desired. Textbooks under the TTAP are based on a rental and must be returned at the end of the semester.

Programmatic Textbook Affordability Package (PTAP)

This is a package in which textbooks, lab manuals, and access codes required for a program are purchased as a bundle each semester. See clovis.edu/bookstore for a complete list of programs included in PTAP, programmatic textbook fees, opt out deadlines, and pickup or shipping information.

Lab Kits and Supplies Not Included in TAP

TAP includes all textbooks, lab manuals, and access codes. Lab kits and supplies are excluded. Financial Aid or third-party billing can be used for items not included in TAP. For more information contact the bookstore at bookstore@clovis.edu.

GROSS RECEIPTS TAX

There is no tax charged on textbooks. Normal tax is charged on supplies and other items purchased at the bookstore.

Visit clovis.edu/bookstore for additional information on the various formats of course materials, online orders, and return policies.

📞 575.769.4050 📍 clovis.edu/bookstore @ bookstore@clovis.edu

📍 Across from Cashiers' Windows

C-NUMBERS AND ID CARDS

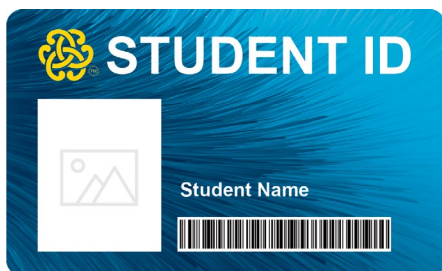
The “C-Number” is CCC’s student identification number. All students are assigned a C-Number upon completion of the admission process. The barcode on your Student ID Card will be scanned for access to many campus services, including:

- Library
- Gym
- Center for Student Success
Computer Lab
- Transcript requests
- Campus Portal 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

📞 575.769.4144 📍 clovis.edu/security 📍 Dr. H. A. Miller Student Services Center

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. Students who join have the opportunity to bring more life to campus by hosting events, fundraisers, and more! For more information about joining a student organization or club, contact [575.769.4085](tel:575.769.4085).



CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board at Clovis Community College 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 the advisor at CCC_CAB@clovis.edu.



ASSOCIATION FOR NON-TRADITIONAL STUDENTS IN HIGHER EDUCATION (ANTSHE)

ANTSHE believes that adult learners reach a higher level of success and completion of their degree programs when they have the support of faculty, administrators, advisors, and other members of their informal support network (i.e., friends, family, colleagues, etc.). Interested in joining? Contact the advisor at ccc_antshe@clovis.edu.



MIXED GAMING CLUB

Through gaming and mutual interests, students gain the opportunity to find a healthy balance in learning and leisure. We strive for our members to gain positive experiences through the Mixed Gaming Club to grow strategically, mentally, and academically. Students that participate in the

Mixed Gaming Club have the opportunity to have fun, meet new peers, and become the best possible version of themselves. If you are interested in becoming part of the Mixed Gaming Club, contact the advisor at MixedGamingClub@clovis.edu.



GENDER/SEXUALITY ALLIANCE

All of our work with students focuses on leadership development and activism that prioritizes building alliances not only across sexual orientation and gender identity lines, but also across race, ethnicity, and inclusion. If you are interested in joining GSA, contact the advisor at ccc_gsa@clovis.edu.



MILITARY COMMUNITY GROUP

Are you a military spouse or dependent? Are you interested in being part of a Clovis Community College based military student group? Contact the advisor at mcg@clovis.edu.



PHI THETA KAPPA HONOR SOCIETY

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, contact the advisor at ccc_ptk@clovis.edu.



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, or contact the advisor at ccc_rsa@clovis.edu.



STUDENT AMBASSADORS of Clovis Community College

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

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

Have any questions or would like more info? Email us at st_ambassadors@clovis.edu.



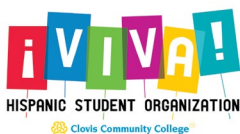
STUDENT NURSES ASSOCIATION

Clovis Community College

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 or contact the advisor at ccc_sna@clovis.edu.



HISPANIC STUDENT ORGANIZATION

Clovis Community College

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 the advisor at

ccc_viva@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!



TEACH TOGETHER

Teach together is a peer mentorship organization for ECED and educational majors. Student can participate in conversations, classroom readiness activities, and other lifelong skills before they enter their career.

Our main venue is on Canvas where students can connect with us and ask questions or enjoy the teaching resources available.

Benefits of being in Teach Together include:

- Great for Resume
- Access to resources to use for your CCC ECED classes or teaching
- Connect with the group for activities
- Request mentoring or coaching

Contact information: teachtogether@clovis.edu.



PHYSICAL THERAPIST ASSISTANT STUDENT ASSOCIATION

Physical Therapist Assistant (PTA) students are invited to join this professional student association, whose purpose is to foster interest in the physical therapy profession, promote ethical and professional behaviors based on the American Physical Therapy Association Core Values and Values-Based Behaviors for the PTA, and to foster a lifelong commitment to learning with literature reviews on current evidence-based practice Membership in the PTA Student Association is

open to all students current enrolled in the PTA program at Clovis Community College. For more information about the PTA Student Association, please contact the PTA Department at ccc_pta@clovis.edu.



ART SQUAD

Art Squad, the student organization dedicated to all things creative! Whether you love painting, drawing, or sculpting,, the Art Squad is the perfect place to express yourself and connect with fellow art enthusiasts. We host Art exhibitions and collaborate on exciting

projects. Come make art, meet new friends, and unleash your creativity with us! To join please email ccc_artsquad@clovis.edu.



DRAMA CLUB

The Drama Club is a dynamic student organization for those passionate about performance, storytelling, and creativity. Whether you enjoy acting, directing, stage design, or working behind the scenes, Drama Club offers a welcoming space to explore your talents and build confidence. Members

collaborate on productions, participate in workshops, and bring stories to life through live performances. It's a great opportunity to express yourself, develop new skills, and connect with others who share a love for the arts. To join please email ccc_dramaclub@clovis.edu

📞 575.769.4085 🖱️ clovis.edu/campuslife 📍 Room 138, Dr. H. A. Miller Student Services Center
@ Facebook page: Campus Life at Clovis Community College

CAREER SERVICES

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

Services are available at Career Services 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!

Services available:

- Career exploration
- Resume assistance
- Interview Preparation
- Job Opportunities
- Internship Program

Career Tips

- Always keep your resume updated!
- Research! This can be the deciding factor on the success of your interview.
- Practice! Practice common interview questions so you can feel prepared.
- Follow up! Make sure to follow up your applications and interviews with polite inquiries and thank-you letters.

Intern CCC

The Intern CCC Student Internship Program is a professional development opportunity designed to strengthen students' job skills by integrating classroom learning with closely related work experiences. Students have the option to complete 1) a paid, on-campus internship in partnership with a department that aligns with his or her academic focus or 2) a paid on or off-campus internship for course credit with a local business or organization that aligns with his or her area of study. Student internships last for one academic semester and should be applied for the semester prior.

Make an appointment today!

📞 575.769.4085 📍 clovis.edu/careerservices

📍 Dr. H. A. Miller Student Services Center

📧 Facebook page: Career Services at Clovis Community College @ career.services@clovis.edu

HOLISTIC SUPPORT

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

The Holistic Support Department at Clovis Community College is dedicated to fostering a campus environment where students and employees are empowered to overcome obstacles and thrive both academically and personally. In collaboration with faculty, staff, and community partners, the department assists with access to comprehensive resources that address basic needs such as food security, housing stability, transportation, mental health services, and financial assistance. Through data analysis and the facilitation of training and awareness programs, the Holistic Support Department plays an essential role in improving student persistence, fostering campus well-being, and cultivating a culture of care and accountability at Clovis Community College.

WHO IS ELIGIBLE FOR CASE MANAGEMENT SERVICES?

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

RESOURCES AVAILABLE FOR REFERRAL

- Prioritizing needs
- Legal Services
- Test anxiety
- Child care
- Time management
- Community resources
- And more!
- Stress management
- Income assistance
- Money management
- Housing
- Study skills
- Nutrition
- Self-Esteem
- Medical coverage
- Transportation
- Mental health
- Campus Cabinet

📞 575.769.4184 📍 clovis.edu 📍 Room 102, Holistic Support

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



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**.

ENLACE

ENLACE is a grant-funded student outreach program that partners with area schools to increase high school graduation and college enrollment by reducing academic and non-academic barriers and increasing exposure to and engagement with educational opportunities among area students and families. To learn more about ENLACE, visit us in Room 171-E or call **575.769.4046**.

DUAL CREDIT AND EARLY ADMISSION

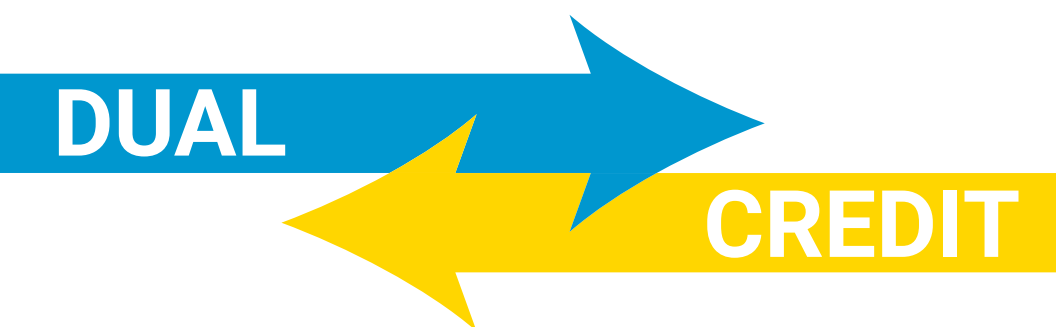
DUAL CREDIT

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 homeschool students qualify. Age requirements differ by high school and courses need to be approved by both the high school and the college. A wide array of courses can be taken as dual credit (except courses such as transitional courses and physical education 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 to determine courses available under the NM Dual Credit Program.

CCC also offers Career Technical Education (CTE) programs that allow students to take dual credit CTE courses that either lead directly to an industry certificate or feed into a full-time program. Our pathways include automotive technology, industrial technology, welding technology, EMS, CNA, phlebotomy, 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.

To ensure students have the best possible advising for dual credit courses, students follow their selected education plan to guide course choices. Students can choose from four different educational plans:

- 4-Year Academic/STEM
- 4-Year Academic/Non-STEM
- Allied Health Programs
- Career Technical Education Programs



DUAL

CREDIT

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. *Early admission 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.

📞 575.769.4779 📍 clovis.edu/dualcredit 📍 Room 463

EARLY COLLEGE HIGH SCHOOL

Early College High School is for students who want to jumpstart their college career or complete a Career Technical Education Program. (ECHS) is a partnership between Clovis Community College and Clovis Municipal Schools. ECHS provides the opportunity for students to earn their high school diploma and associates degree or certificate/industry credential simultaneously. ECHS students spend their academic day on the CCC campus. ECHS is for students who want to jumpstart their college career or complete a Career Technical Education Program.

📞 575.769.4778 📍 clovis.edu/cechs 📍 Room 463

FINANCIAL AID

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

Some of the programs administered by this office include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), New Mexico Work Study (NMWS), Teacher Preparation Affordability Scholarship (TPAS), Federal College Work Study (FCWS), Federal Direct Loan (subsidized and unsubsidized), Veteran Educational Assistance, and institutional and state 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.studentaid.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 fill out the FAFSA at studentaid.gov using [school code 004743](http://clovis.edu). Students must have submitted an official 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.

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.

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

Visit <https://clovis.awardspring.com> to apply for additional scholarships. Students who are offered these scholarships will be notified through their CCC email accounts.

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 completed FAFSA (unless you are a high school student)
- Apply online at clovis.edu/hr/studentemployment.aspx
- Meet satisfactory academic progress; 2.0 cumulative GPA
- Be enrolled in at least six semester credit hours (three in the summer semester)

FILL OUT THE FAFSA

1. Go to [FAFSA.gov](https://fafsa.gov) and create or log in to your FSA ID within studentaid.gov. An FSA ID is a username and password you will need to sign the FAFSA form online. It takes about 10 minutes to create an FSA ID. A parent needs their own FSA ID, if you're dependent student.
2. Select your school code - CCC school code is **004743**.
3. Gather your documents for 2024 for self and depending on dependency status will also need parents. Social Security number/ Alien registration number is required. You will need your Parent(s) social security number if you are a dependent student.
4. Sign and submit your FAFSA form. You're not finished with the FAFSA form until you (and your parent(s), if you are a dependent student) sign it. The application will take 3-5 days to process.

Additional Information may be required

If you have questions, the financial aid staff is here to help you!

 **CCC** School Code **004743**

📞 575.769.4060 📍 clovis.edu/financialaid @ finaid@clovis.edu
📍 Dr. H. A. Miller Student Services Center

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](tel:575.769.4969) for Help Desk assistance.

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.

THE CAMPUS PORTAL

All CCC students have been issued a username and password to access the Campus Portal provides access to online services, student email, Canvas, and a host of other campus information. By using online services through the Campus Portal, students can register for classes, check financial aid, make payments, print unofficial transcripts, and access other campus-related information.

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](tel: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 registered students and uses email as an official means of sending information to students. After you have registered for classes, 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 at <https://login.microsoftonline.com>. 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](tel: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



HEALTH AND FITNESS CENTER

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

The Health and Physical Education department offers a variety of courses in the HFC which provides a site for many fitness, recreational and wellness activities. Students, Employees and Retirees currently enrolled at CCC may present a valid CCC ID card and use the facilities whenever an activity class is not scheduled. The age policy for the CCC's Health and Fitness Center is the following:

PHED courses for CREDIT: Anyone 16 years or older including High School/ECHS students MUST be enrolled in a PHED course for credit, to be able to use the HFC during the semester. Students will still need to meet the minimum academic requirements as outlined by CCC.

PHED courses for AUDIT or PASS/FAIL: MUST be 18 years old with a High School degree or have obtained a GED.

ONLY the Lifeguarding course follows the guidelines outlined by the American Red Cross allowing individuals 15 years of age and older to enroll in the HLED 1150 course provided they enroll for credit.

Students and community members enrolling in PHED water-related courses are automatically charged a \$20 per-semester pool usage fee. If you are not enrolling in a PHED course but are a student and would like the use of the swimming pool facilities, please make the request at the CCC Cashier's window to purchase the semester long pass for \$20 or purchase a day pass or a five (5) day pass. Guest passes are for those 18 years of age or older. The schedule for open swimming varies from semester to 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.

📞 575.769.4156 📍 clovis.edu/fitness 📍 Health and Fitness Center

🕒 Fall and Spring	Monday-Thursday	6 a.m. to 9 p.m.
	Friday	6 a.m. to 1 p.m.

🕒 Summer	Monday-Thursday	6 a.m. to 8 p.m.
	Friday	6 a.m. to 1 p.m.

🕒 Interim	Monday-Thursday	6 a.m. to 8 p.m.
	Friday	6 a.m. to 1 p.m.

🏊 Pool Hours For pool hours, contact 575.769.4157 or visit clovis.edu/fitness

* Hours of operation may vary, call if you have any questions.

📞 575.769.4156 📍 clovis.edu/fitness 📍 Health and Fitness Center

DR. W. D. DABBS LIBRARY

The Dr. W. D. Dabbs Library offers a print and media collection of more than 60,000 volumes. Twenty (20) computers provide students with access to the Internet, Microsoft Online Suite, and online databases. Five (5) large and four (4) small study rooms are available to enrolled students for academic study groups. The Library's web page clovis.edu/library provides off-campus access to a number of online indexes and full-text databases to assist enrolled students in library research. A valid C# is required to access these online services.

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

The Office of Accessibility & Resources 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
- Assistance finding digital textbook options
- Laptop checkout
- Special seating and back supports
- Adaptive equipment

Students with disabilities are encouraged to register with the Office of Accessibility & Resources to ensure their academic needs are being addressed as quickly as possible.

SERVICE AND OTHER ANIMALS ON CAMPUS

When using CCC facilities, a service animal may accompany a student, employee, contractor, or member of the public with a disability. No other animals are allowed on campus.

Hence, service animals (specifically trained dogs and/or miniature horses) are allowed public access such as the library, academic buildings, classrooms, dining areas, labs (that are not off limits to Service Animals due to codes or regulations), work areas, and student centers; whereas support animals are not.

Questions or concerns relating to public access by a service animal, and requests for reasonable accommodation in the workplace or academic setting not involving a service animal should be referred to either Human Resource Services (employees) at [575.769.4045](tel:575.769.4045) or HRS@clovis.edu, or the Office of Accessibility and resources (students and visitors) at [575.769.4121](tel:575.769.4121).

Service animals must be under the direct physical control of the handler at all times. Under the ADA, Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the handler's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls. The law does not require Service Animals to wear a vest; however, CCC encourages the use of a vest or other service animal identification while on campus.

Clovis Community College will require a service animal to be removed from campus facilities, programs, or activities if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. A service animal is considered out of control if it engages in behavior such as jumping on individuals, making unwanted physical contact, biting, nipping, growling, or otherwise displaying aggressive behavior. Repeated barking or disruptive behavior not related to the animal's trained task, as well as positioning that blocks walkways, exits, or access to facilities in a manner that creates a safety concern, are also considered out of control.

If a service animal is removed for any of these reasons, the individual with a disability will still be permitted to access and participate in campus programs, services, and activities without the animal. The College will allow the service animal to return when the handler can demonstrate that the animal will remain under control and will not pose a safety risk to others. Repeated incidents involving aggressive or uncontrolled behavior will result in permanent exclusion of the service animal from campus facilities.

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 your 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 into your Canvas account and select the Starfish link from the course menu.

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 you, the student.
- 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.

📞 575.769.4099 🖱️ clovis.edu/students/starfish

📍 Dr. H. A. Miller Student Services Center



Starfish

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 encouraged to schedule appointments for any testing. Students requesting the use of the private room must contact the Testing Center for appointments.

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.

To ensure a fair and secure testing environment, cell phones, electronic devices, and personal belongings (except medical devices) are not permitted in the Testing Labs.

Before entering the lab, students will be asked to:

- Silence their phones and store them in a provided locker with their personal belongings or return items to their vehicles.
- ID Requirement: All students must present a physical ID that is valid, government-issued or school-issued ID to test.

📞 575.769.4088 📍 clovis.edu/testing @ testing@clovis.edu 📍 Room 109

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

TUTORING CENTER

SCHEDULE AN APPOINTMENT

At Clovis Community College, we are committed to supporting your academic success. We offer personalized tutoring designed to help you build confidence, strengthen skills, and stay on track throughout the semester. Our experienced Tutors work with students in a supportive, student-centered environment.



**SCAN QR CODE TO SCHEDULE
YOUR APPOINTMENT TODAY!**

Appointments are available in person and virtually to fit your schedule.

WHAT TUTORING CAN HELP WITH

Tutoring services extend far beyond course-specific material and are available for students at all levels. Support areas include:

- Understanding course concepts and assignments
- Improving study habits and learning strategies
- Time management and organization
- Note-taking and active reading strategies
- Test-taking strategies and test anxiety support
- Goal setting and academic planning

WHY USE TUTORING?

Tutoring helps students:

- Stay engaged and motivated
- Improve academic performance
- Develop lifelong learning skills
- Build confidence in and out of the classroom

TIPS FROM THE TUTORS MAKE COURSE MATERIAL STICK BY:

- Attending every class and staying engaged
- Taking notes in your own words
- Asking questions during lectures
- Participating in group study sessions
- Managing your time and avoiding procrastination
- Bringing all homework and materials to tutoring sessions
- Seeking help early—don't wait until it's too late

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

Virtual appointments are welcome.

NEED HELP?

LIVE

CHAT

TUTORING CENTER OFFERS LIVE CHAT!

Chat with a CCC Tutor, Monday through Friday | 8:00 AM - 5:00 PM

Visit Clovis.edu and click the **Let's Chat** function at the top.

SUPPORT FOR EVERY WRITER. EVERY ASSIGNMENT.

The Clovis Community College Writing Center is a welcoming space where students can receive free, one-on-one writing support in a supportive and collaborative environment. Our goal is to help students develop strong writing skills that will benefit them through courses, majors, and future careers.



SCHEDULE YOUR APPOINTMENT TODAY!

Appointments are available in person and virtually, making it easy to get support when you need it.

WHO CAN USE THE WRITING CENTER?

The Writing Center is open to all CCC students, regardless of experience level or discipline. Whether you are a confident writer or just getting started, our tutors meet you where you are in the writing process.

WHAT WE CAN HELP WITH

Writing Center support extends beyond grammar and proofreading. Tutors can help you with:

- Understanding assignment expectations and rubrics
- Brainstorming and developing ideas
- Outlining and organizing papers
- Drafting and revising assignments
- Strengthening thesis statements and arguments
- Improving clarity, flow, and sentence structure
- Grammar, punctuation, and mechanics
- Proper citation and formatting (MLA, APA, Chicago)

WHY VISIT THE WRITING CENTER?

Students who visit the Writing Center often:

- Understanding assignment expectations
Produce stronger, clearer writing
- Gain confidence as writers
- Learn strategies they can use independently
- Improve critical thinking and communication skills
- Feel more prepared for academic and professional writing

TIPS FROM THE WRITING TUTORS. GET THE MOST OUT OF YOUR VISIT.

- Start assignments early
- Bring your assignment prompt and rubric
- Bring any drafts or notes you have
- Be open to feedback and revision
- Ask questions and share your writing goals
- Visit early and often — not just at the end

📞 575.769.4092 📍 clovis.edu/owl ✉ WritingCenter@clovis.edu
📍 Room 415A

Virtual appointments are welcome.

POLICIES

CCC 2026 --2027 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 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. The full drug policy can be viewed on <https://www.clovis.edu/security>.

EQUAL EDUCATIONAL OPPORTUNITY

Clovis Community College is committed to the equitable treatment of all persons and to supporting equal employment access and opportunities to all campus programs, facilities, and services.

College policy and state and federal laws and regulations forbids unlawful discrimination and harassment against any individual, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), sexual orientation, national origin (including English proficiency), age, disability, veteran status, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA) on the basis of the individuals citizenship status or participation in any WIOA Title I- financially assisted program or activity.

If you think that you have been subject to discrimination at this federally funded institution under Section 188 of the Workforce Innovation and Opportunity Act, the Age Discrimination Act of 1975, the Code of Federal Regulations Title 29 Part 38, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), The Americans with Disabilities Act, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) or any other policy, please contact Human Resources, the Department of Holistic Support, or the Executive Vice President.

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 inquires regarding the non-discrimination policies.

Director of Holistic Support
417 Schepps Blvd., Clovis, NM 88101
Room 138 | [575.769.4184](tel:575.769.4184)

Director of Security
417 Schepps Blvd., Clovis, NM 88101
Room 134 | [575.769.4149](tel:575.769.4149)

Director of Human Resources
417 Schepps Blvd., Clovis, NM 88101
Room 112 | [575.769.4043](tel:575.769.4043)

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](tel: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 on 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 [575.769.4149](tel:575.769.4149).
- For emergency situations, contact the Clovis Police Department at [575.769.1921](tel:575.769.1921) or [911](tel: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 and/or Director of Security are responsible for investigating and resolving complaints of sexual harassment involving students. The Director of Human Resources is responsible for resolving complaints of sexual harassment involving employees. The Title IX Coordinator will be notified within 48 hours on any complaints or reports that could fall under title IX.

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 31).

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 the Campus Portal or at the Admissions and Records 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 emailed to admissions@clovis.edu. 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. Withdrawing from a course is final and you cannot be reinstated.

Director of Diversity, Equity & Inclusion
417 Schepps Blvd., Clovis, NM 88101
Room 138 | [575.769.4184](tel:575.769.4184)

Director of Security
417 Schepps Blvd., Clovis, NM 88101
Room 134 | [575.769.4149](tel:575.769.4149)

Director of Human Resource Services
417 Schepps Blvd., Clovis, NM 88101
Room 112 | [575.769.4045](tel:575.769.4045)

CODE OF CONDUCT

PURPOSE

The mission of Clovis Community College is to provide high-quality education and training that improves the lives of all students and ignites economic vitality in the communities we serve. 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 Dean of Student Services, 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 or access control cards 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.
10. CCC Laptops not returned by the day after the start of the following semester, will be filed as "stolen" with the Clovis Police Department.

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, lasers, or other electronic devices to classes or computer labs without prior approval.
2. Any form or participation in hazing is prohibited at CCC and should be reported to Executive Vice President or Dean of Student Services as a violation of the Student Code of Conduct. Hazing, whether subtle, harassing in nature, or violent, includes acts that endanger the mental or physical health or safety of a student, acts that cause intimidation or social ostracism, and/or acts that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing conduct may include but is not limited to harassment, abusive words or conduct directed at others, stalking, intimidation, cyber-bullying, repeated interruption of class or other CCC activities, misbehavior resulting from alcohol or drug abuse, or other conduct that substantially disrupts the educational process. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene, having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to college authorities is a violation of this policy. Any group or individual responsible for hazing may be subject to criminal prosecution, civil prosecution, and/or disciplinary action as outlined in the Sanctions section of the CCC Student Handbook.
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.

STUDENT COMPLAINT PROCESS

The purpose of Clovis Community College's student complaint process is to establish a process whereby a student may request resolution of a problem, conflict, concern, or issue that negatively impacts a student(s) or is inconsistent with College policy. This process is not to be used when a student disagrees with the teaching practices or the work required for a course. Issues excluded from the student complaint process are:

- Student Conduct decisions
- Results of formal appeals as outlined in the Student Appeal section

For complaints regarding discrimination or harassment based on a protected class status, see the Discrimination and Harassment Policy.

STEP 1: INFORMAL RESOLUTION

If a problem, conflict, or issue arises between two or more students or between a student and a CCC employee, these individuals should attempt to resolve the problems amongst themselves through an informal procedure. If the problem cannot be mutually resolved, it should be taken to the employee's immediate supervisor or instructor for mediation. If this does not result in satisfactory resolution, the complainant should take the concern to the Dean of Instruction for academic-related concerns or the Dean of Student Services for student-related concerns. The Deans will attempt to resolve the problem through discussion or mediation. If a dispute cannot be resolved through an informal procedure, the student may proceed with a formal written complaint.

STEP 2: FORMAL GRIEVANCE PROCEDURE

If the student is dissatisfied with the outcome of the informal process, the student must initiate a formal complaint no later than 10 calendar days into the subsequent semester, including summer. Without a written complaint, the College will assume the issue is resolved. The student must complete the Formal Student Complaint Form outlining the complaint, providing any supporting documentation, and identifying the desired resolution. Formal complaints shall be directed to the Executive Vice President of Academic Affairs who is authorized to take any interim action necessary to maintain the peace and integrity during the formal investigation and determination process. The Executive Vice President will submit the formal complaint to the Dean of Student Services if it is a student-related concern and to the Dean of Instruction if it is an academic-related concern. The Deans shall consult with any appropriate employee or student and gather supporting documentation in order to facilitate a thorough investigation of the complaint. The complainant and the respondent (person the complaint is against) will receive a written decision from the appropriate Dean within 10 business days after receiving the written complaint. 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.

STEP 3: APPEALS

The response from a formal complaint may be appealed by either the complainant or respondent within 10 business days of receiving the decision. Appeals must be submitted to the Executive Vice President in writing using the Formal Student Complaint Form. The Executive Vice President's decision regarding the appeal will be submitted in writing and made no later than 10 business days from receiving the written appeal. The appeal decision shall be the final ruling; there shall be no further appeal as a matter of right unless described in one of the appeal processes below.

Students not satisfied with CCC's decision on a formal complaint or grievance procedure can contact the New Mexico Higher Education Department. Students must follow the CCC Grievance process as outlined on this website and inside the CCC Student Handbook prior to filing a complaint with the New Mexico Higher Education Department.

Additional appeals outside of the formal complaint process can be found under the Student Appeals Section.

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.

Academic Policy Appeal

- a. Actions that adversely affect students regarding academic policies such as status of enrollment, credit hours earned, graduation requirements, and grade point averages may be appealed in writing to the Dean of Instruction. If the student does not agree with the decision of the Dean of Instruction, the student may submit a written appeal to the Executive Vice President. If the student does not agree with the decision of the Executive Vice President, the student may submit a final written appeal to the Admissions and Standards Committee. Decisions of the Admissions and Standards Committee are final.

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 Dean of Instruction. The Dean of Instruction 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 Enrollment Services/Registrar in the Admissions and Records Office.
- e. 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.
- f. 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.

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. Such requests must be submitted to the Director of Enrollment Services/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 Enrollment Services/Registrar by the Tuesday before the semester begins. The decision of the committee is final and not subject to appeal.

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 Satisfactory Academic Progress or scholarship eligibility 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 state scholarships) and the Financial Aid Appeals Committee (for other Satisfactory Academic Progress 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.
- 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.

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 Allied Health Division Chair. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Dean of Instruction.

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 HARASSMENT 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 Director of Holistic Support. In cases of alleged discrimination or harassment, individuals should follow this policy and procedure to initiate grievances.

DISCRIMINATION AND HARASSMENT PROCESS

Step 1: Informal Discussion.

The complainant, with the Director of Holistic Support shall attempt to resolve the matter through informal discussions with the accused party. The Director 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 discrimination/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 2.

Step 2: Written Statement of Grievance.

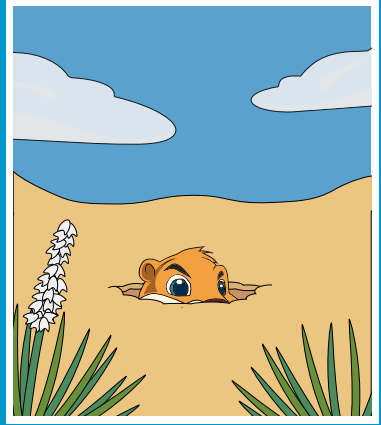
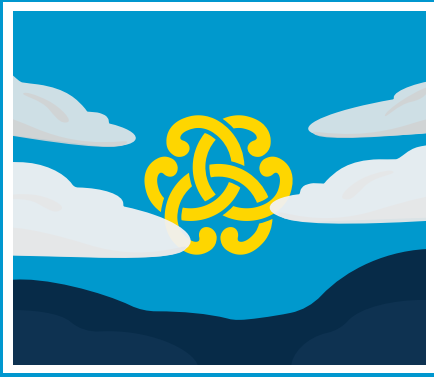
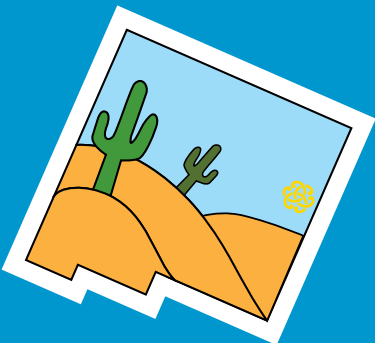
If, as a result of informal discussion with the accused party, the problem is not resolved, the complainant may file a formal complaint by submitting a Formal Student Complaint Form. The formal complaint shall state the time, place, and nature of the grievance and the corrective action desired. The formal complaint must be received within ten (10) working days after the informal discussion(s) are concluded. If the formal complaint is not received within the stated time, the College shall not be required to take further action on behalf of the complaining party. Copies of the written statement of grievance must be provided to the Director of Campus Security within five (5) working days of the complaint being submitted. Upon receipt of the formal complaint, the Director of Campus Security will facilitate an investigation and confer with Executive Vice President in determining the appropriate length of the investigation period, which will be a minimum of ten (10) and a maximum of thirty (30) working days. The preferred time frame will be ten days, but additional time can be allotted depending on the nature of the investigation, the number of witnesses to interview, supporting documentation to gather, and availability of parties and witnesses. The complainant will be notified in writing of the allotted time for investigation. The Director of Campus Security must then provide a written response of the ruling to the complainant within ten (10) working days after completion of the investigation. 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. Copies of the written response to the complainant must be provided to the President.

Step 3: Appeal.

If the complainant is not satisfied with the written response of the Director of Campus Security, he/she must appeal within ten (10) working days of receipt of the Director's response by submitting a Student Formal Complaint Appeal Form. The appeal should state the reasons the complainant believes the decision to be in error and shall request a review of the records. A copy of the formal complaint, the investigation report, and the final ruling will be submitted to the Executive Vice President within five (5) working days of the appeal submission. The Executive Vice President shall review and provide a written decision to the complainant within ten (10) working days of receipt of the appeal. The decision of the Executive Vice President shall be the final ruling; there shall be no further appeal as a matter of right.



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