

STUDENT PLANNER AND HANDBOOK

2023

2024



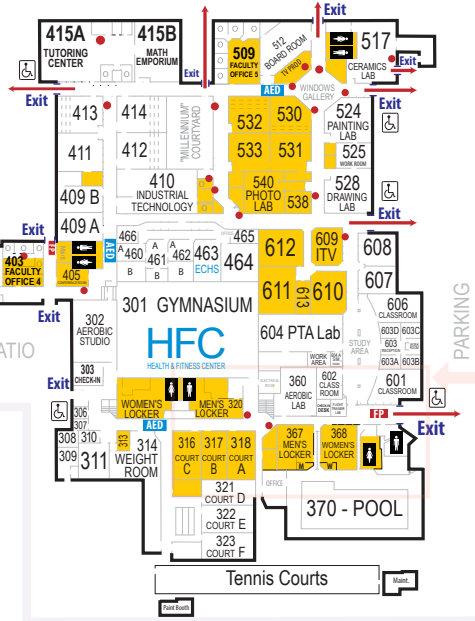
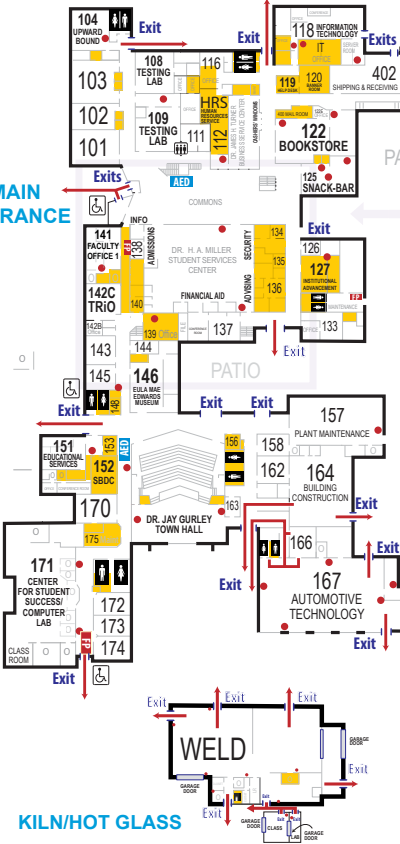
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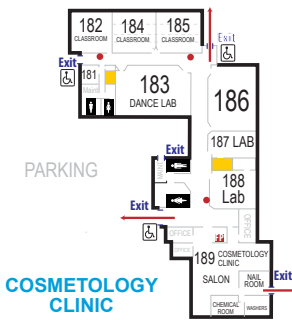
To US 60/84 - Mabry Drive

CAMPUS MAIN BUILDING FIRST FLOOR

MAIN ENTRANCE



CLASSROOM SOUTH



COSMETOLOGY CLINIC



This handbook belongs to

NAME

ADDRESS

CITY, STATE, ZIP

PHONE

EMAIL

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

Welcome to Clovis Community College!



I am very excited to welcome you to the College! I can say with every confidence that no matter your path in life, this College has something for you. You will find a supportive, welcoming environment that will focus on your educational endeavors. No matter your interest, CCC has something for everyone. The College offers classes of interest, such as Welding for Hobbyists, Woodworking, and a wide variety of physical education classes like water aerobics and weight-lifting. If your focus is to complete your general education classes in preparation for transfer to a four-year institution, CCC's general education classes are New Mexico Higher Education Department approved, which guarantees transfer

to any university in the state of New Mexico. If you are looking for a program that provides a credential upon graduation, we offer degrees in programs such as Nursing, Radiologic Technology, Cosmetology and Automotive Technology. Graduation from these programs allows the student to test for nationwide credentials in those fields where that is required for employment.

Clovis Community College offers a wide range of student support services to aid you as you progress through your selected program of study. Academic Advisors are assigned by discipline which allows for valuable insight and provides sound, prudent advice to all students; they are well-versed in the requirements of each degree. The Financial Aid department works with each student to evaluate the possibility of aid in the form of scholarships such as the Opportunity Scholarship, which provides tuition-free funding for students in the state of New Mexico. In addition, common financial paths such as PELL grants will be evaluated to help students receive the aid they are entitled to. The College also provides support to students once enrolled through services in the Tutoring and Writing Centers. These services, in addition to dedicated, experienced, educated faculty provide each student with outstanding learning opportunities.

This Student Planner and Handbook includes valuable information. It provides an outline of student services as well as the policies that govern student behavior. Important dates are included and provide a snapshot of each of the semesters. The purpose of this planner is to aid each student in organization while having a resource at their fingertips for all things related to semesters of study. Students who use the planner to the fullest extent find it helps keep them organized and successful throughout the semester.

Again, welcome to Clovis Community College. We are excited that you chose CCC as your educational partner and we look forward to your successes down your chosen path!

A handwritten signature in black ink that reads "Robin Jones".

DR. ROBIN JONES, INTERIM PRESIDENT

MISSION STATEMENT

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

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REGISTRATION STEPS

C-NUMBER: _____

1

APPLY FOR ADMISSION:

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

2

MEET WITH CAREER SERVICES:

- Our Career Services Coordinator is here to help students with a variety of career planning activities by offering personalized assistance through the career decision-making process.
- If you are having trouble deciding on a major, complete the Career Interest Inventory to discover promising careers and college majors that align with your interests and skill-set.
- The Career Services Office is open Monday through Thursday, 8 a.m. to 5 p.m. and 8 a.m. to 4:30 p.m. on Fridays; walk-ins are welcome but appointments are strongly encouraged.

For more information or to schedule an appointment, please contact 575.769.4085.

3

SEE AN ADVISOR:

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

4

REGISTER:

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

5

MAKE PAYMENT ARRANGEMENTS:

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

For further information regarding payment, please contact 575.769.4035.

6

GET STUDENT ID/ATTEND ORIENTATION:

Say cheese! Once payment arrangements have been made, obtain a student ID card by visiting Campus Security. Your student ID is needed at the library, gym, computer labs, and more!

Orientation is held prior to the beginning of each semester. Please see a Student Ambassador at the Information Desk or call 575.769.4025 to receive information, dates, and times.

Do you need money for College?

To receive any type of Financial Aid such as scholarships, loans, student employment, or grants, you must first complete the FAFSA.

Visit www.fafsa.ed.gov to complete your FAFSA and send it to Clovis Community College by using the school code 004743. Don't forget to search all of the CCC's scholarship opportunities at clovis.academicworks.com.

Division Chairs and Areas of Supervision

Dr. Robin Kuykendall, Executive Vice President

Room 151 📞 575.769.4111

Allied Health

Shawna McGill, 575.769.4954

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

Business Administration; Behavioral Science; Education

Monica Turner, 575.769.4948

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

Computer Information Systems; Art; Communication

Ray Walker, 575.769.4953

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

Languages & History

Vicki Bridinger De Leon,
575.769.4906

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

Health & Physical Education

Brad Heath, 575.769.4156

- Dance
- Exercise Science
- Health Education
- Physical Education

Mathematics; Science; Humanities

Brandon Finney,
575.769.4933

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

Occupational Technology

Melissa Reed, 575.769.4967

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

Faculty Office Assignments

Automotive **Room 166**
575.769.4178
Paul Blair, Automotive Technology

Allied Health Building
575.769.4976
Karen Burns, Emergency Medical Services
Martha Campos, Nursing
Courtney Cathey, Nursing
Abigail Gordon, Nursing
Melissa Ham, Ultrasound
Amy McBride, Nursing
Shawna McGill, Chair, Allied Health
Garret Meeks, Phlebotomy
Lori O'Leary, Radiologic Technology
Crystal Rodriguez, Nursing
Elena Soto, Nursing
Kristen Soukup, Nursing
Keitta Torres, Nursing
Benjamin Trujillo, Radiologic Technology
Toni West, Nursing
Jennifer Wheeler, Nursing
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

Faculty Office I **Room 141**
575.769.4911
Vicki Bridinger De Leon, Chair, Languages; History
Jessica Brown, Mathematics
Shauma Brown, English
Linda D'Amour, English
Brandon Finney, Chair, Mathematics; Science; Humanities
Scott Richeson, Sociology
Robin Vrioste, English

Faculty Office II **Room 202 (Upstairs)**
575.769.4935

Michelle Hughes, Science
Christopher Sparks, Science
Erin Thomas, Psychology

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

Brad Heath, Chair, Health and Physical Education
Lindsey Lombardi, Health and Physical Education

Faculty Office IV **Room 403**
575.769.4945

Cindy Martin, Alternative Licensure Program
Jim Mitchell, Industrial Technology
Melissa Reed, Chair, Occupational Technology
Monica Turner, Chair, Business Administration; Behavioral Science; Education

Faculty Office V **Room 509**
575.769.4957

Aaron Anderson, History
Diana Byers, Computer Information Systems
Teresa Guillen, Spanish
Gina Hochhalter, English
Kelsey Knight, Communications
CJ Thomas, Communications
Ray Walker, Chair, Computer Information Systems; Art; Communication

Faculty Office VI **Room 604**
575.769.4098

Keishla Cota, Physical Therapist Assistant
Stacy Henrickson, Physical Therapist Assistant

Faculty Development Center **Room 171**
575.769.4017

Selina Marriott, Instructional Technologist

Welding **Welding Lab**
575.769.4917

Macon Burnett, Welding
Sean Poindexter, Welding

Faculty Office Directory

Name	Phone Number 575.769.XXXX	Department
Anderson, Aaron	4960	History
Anderson, Autumn	4108	Cosmetology
Blair, Paul	4178	Automotive Technology
Bridinger De Leon, Vicki	4906	History
Brown, Jessica	4947	Mathematics
Brown, Shauma	4754	English
Burnett, Marcon	4900	Welding
Burns, Karen	4918	Emergency Medical Services
Byers, Diana	4163	Computer Information Systems
Campos, Martha	4982	Nursing
Cathey, Courtney	4989	Nursing
Chapman, Meranda	4103	Cosmetology
Conde, Kristian	4104	Cosmetology
Cota, Keishla	4067	Physical Therapist Assistant
D'Amour, Linda	4908	English
Finney, Brandon	4933	Mathematics
Gordon, Abigail	4983	Nursing
Guillen, Teresa	4938	Spanish
Ham, Melissa	4997	Radiologic Technology
Heath, Brad	4156	Health and Physical Education
Henrikson, Stacy	4098	Physical Therapist Assistant
Hochhalter, Gina	4939	English
Hughes, Michelle	4919	Science
Knight, Kelsey	4934	Communications
Lombardi, Lindsey	4155	Health and Physical Education
Martin, Andy	TBD	Alternative Licensure Program
McBride, Amy	4981	Nursing
McGill, Shawna	4954	Nursing
Meeks, Garrett	4968	Phlebotomy
Miller, Katy	4102	Cosmetology
Mitchell, Jim	4904	Industrial Technology
O'Leary, Lori	4979	Radiologic Technology
Poindexter, Sean	4917	Welding
Reed, Melissa	4967	Business Administration
Richeson, Scott	4914	Sociology
Rodriguez, Crystal	4988	Nursing
Soto, Elena	4978	Nursing
Soukup, Kristen	4982	Nursing
Sparks, Christopher	4931	Science
Thomas, CJ	TBD	Communications
Thomas, Erin	4941	Psychology
Torres, Keitta	4990	Nursing
Trujillo, Benjamin	4996	Radiologic Technology
Turner, Monica	4948	Business Administration
Urioste, Robin	TBD	English
Walker, Ray	4953	Computer Information Systems
West, Toni	4986	Nursing
Wheeler, Jennifer	4913	Nursing
Zamora, Andrea	4970	Nursing

Student Services

Dr. Marcus Smith, Dean of Student Services/
Government Relations

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, Coordinator 575.769.4119

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

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, Director 575.769.4109

Alumni

Room 127

Natalie Daggett, Director 575.769.4115

Career Services

Dr. Miller Student Services Center

TBD, Coordinator 575.769.4085

CCC Bookstore

Romeo Sullivan, Manager 575.769.4050

Dual Credit, Early Admission, Early College High School

Room 463

Angel Anaya, Director 575.769.4916

Melissa Winn, ECHS Counselor 575.769.4778

Campus Life and Student Organizations

Dr. H.A. Miller Student Services Center

TBD, Coordinator 575.769.4085

Diversity, Equity and Inclusion

Dr. H.A. Miller Student Services Center

Amiah Robinson, Director 575.769.4184

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

Dr. H.A. Miller Student Services Center

April Chavez, Director 575.769.4061

Health and Fitness Center

Room 313

Brad Heath, HFC Facilities 575.769.4156
Coordinator

HelpDesk, C#, Pathway, Student Email

Room 119

Rachel Page, Coordinator 575.769.4009

Dr. W.D. Dabbs Library

Paul Moore, Director 575.769.4080

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
Winona Johnson, Coordinator 575.769.4962

Tax Help

Room 403
Michelle Garcia, Faculty IV 575.769.4945
Secretary

Testing Center, Accuplacer, Proctored Exams

Room 109
Gina Castillo, Coordinator 575.769.4019

TRIO Student Support Services

Room 142
Joleen Borja, Director 575.769.4772

Student Services Directory

Name	Phone Number 575.769.XXXX	Department
Anaya, Angel	4916	Dual Credit
Benavidez, Richard	4149	Security
Borja, Joleen	4772	TRIO Support Services
Brown, JoAnna	4779	Early College High School/Dual Credit
Bussey, Jennifer	4018	Academic Advising
Caldera, Nayeli	4158	Financial Aid/Scholarships
Castillo, Gina	4019	Testing
Chavez, April	4061	Financial Aid
Cochran, Michelle	4024	Recruiting
Davis, Sam	4783	High School Career Coach
DeLeon, Jonathan	4142	Security
Donofrio, Celia	4121	Office of Accessibility and Resources
Duke, Jennifer	4029	Academic Advisin
Field, Cassidy	4054	CAFB Representative
Garcia, Chris	4056	Financial Aid
Garcia, Michelle	4945	OT Program Applications, Tax Help
Glikas, Emily	4109	Center for Student Success
Heath, Brad	4156	Health & Fitness Center
Hernandez, CaSandra	4052	Financial Aid/Veteran Affairs
Johnson, Winona	4962	Starfish Early Alert
Jones, Sandy	4063	Financial Aid
Langford, Amber	4770	TRIO Support Services
Lopez, Angelica	4903	Help Desk
Lopez, Monique	4023	Recruiting
Lugaro, Josue	4771	TRIO Support Services
Marquez, Maria	4015	Student Services
Martin, Kathy	4099	Academic Advising
Moore, Paul	4080	Library
Mount, Troy	4022	Admissions
Navarro, Natalie	4924	Financial Aid
Page, Rachel	4009	Help Desk
Ravan, Alice	4079	Library
Robinson, Amiah	4184	Diversity, Equity & Inclusion
Saber, Alicia	4026	Admissions/Graduation
Sena, Santana	4119	Tutoring, Writing Center, Academic Coaching
Sisco, Jonathan	4186	Financial Aid
Smith, Kari	4021	Admissions, Recruiting, Registrar
Smith, Marcus	4994	Student Services
Stover, Stephanie	4782	Highschool Career Coach
Winn, Melissa	4778	ECHS Counselor

CLASSES BEGIN/END

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

Super Saturday Registration: August 12.

REGISTRATION DATES

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

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

SENIOR CITIZEN REGISTRATION

Begins on [April 9](#) and ends on the last day of registration for each term as listed in the section above.

LAST DAY TO CHANGE FROM CREDIT TO AUDIT

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

LAST DAY TO WITHDRAW FROM A CLASS

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

HOLIDAYS (CAMPUS CLOSED)

Labor Day	September 4
Veterans Day	November 10
Thanksgiving Holiday	November 22 - 26
Winter Break	December 18 - January 1

GRADUATION APPLICATION DEADLINE

Fall Diploma/Certificate	October 20
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CEREMONY

PTA Pinning	December 7
Nurses' Pinning	December 7

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 2024 Academic Calendar

CLASSES BEGIN/END

Regular 16-week term	January 16 - May 10
First 8-week term	January 16 - March 8
Second 8-week term	March 11 - May 10

Super Saturday Registration: January 6.

REGISTRATION DATES

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

Regular 16-week term	January 22
First 8-week term	January 22
Second 8-week term	March 15

SENIOR CITIZEN REGISTRATION

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

LAST DAY TO CHANGE FROM CREDIT TO AUDIT

Regular 16-week term	March 8
First 8-week term	February 9
Second 8-week term	April 12

LAST DAY TO WITHDRAW FROM A CLASS

Regular 16-week term	April 12
First 8-week term	February 23
Second 8-week term	April 26
Workshops	Before the first meeting

HOLIDAYS (CAMPUS CLOSED)

Martin Luther King, Jr. Holiday	January 15
Skillfest	March 1
Spring Break	March 18 - 22

GRADUATION APPLICATION DEADLINE

Spring Diploma/Certificate	March 8
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CEREMONY

RadTech Pinning	May 9
Nurses' Pinning	May 9
2024 Commencement	May 10

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 3 - July 26

REGISTRATION DATES

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

Regular 8-week term

June 7

**SENIOR CITIZEN
REGISTRATION**

Begins on [April 9](#) 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 3

**LAST DAY TO WITHDRAW FROM
A CLASS**

Regular 8-week term

July 12

Workshops

Before the first meeting

HOLIDAYS (CAMPUS CLOSED)

Memorial Day

May 27

Juneteenth Holiday

June 19

Independence Day

July 4

**GRADUATION APPLICATION
DEADLINE**

Summer Diploma/Certificate

July 12

CEREMONY

Nurses' Pinning

July 25

Academic Coaching

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

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

Academic Coaching is completely voluntary for both students and coaches.

Academic Coaches:

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

Academic Coaches at Clovis Community College are staff members within the Tutoring Center that have complete required academic coaching training, who are committed to support students in reaching their goals and staying committed, focused, and motivated on their academic journey..

📞 575.769.4119 🖱️ clovis.edu/students/academiccoaching

@ academic.coaches@clovis.edu 📍 Tutoring Center (Room 415 Office D)

🕒 Fall & Spring Hours of Operation:	Monday-Thursday	8 a.m. to 8 p.m.
	Friday	8 a.m. to 4 p.m.
🕒 Summer Hours of Operation:	Monday-Thursday	8 a.m. to 5 p.m.
	Friday	Closed

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 (\$6 fee per transcript)
- Obtaining a copy of your class schedule
- Changing your personal information such as your name, address, telephone number
- Requesting verification of enrollment

NOTE: Some of these services are available online at clovis.edu/register.

Grades

Grades will be available on the Web within five working days from the last day of the semester. To view grades, go to pathway.clovis.edu and log in with your username and password. Click on the Student Tab. Under the Student Grade module, select the term you need, then hit Final. If you need assistance, please call Admissions at [575.769.4025](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 \$6.00. 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 Pathway 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 fax or 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

 575.769.4025  clovis.edu/admissions  admissions@clovis.edu

 Dr. H. A. Miller Student Services Center

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

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](tel:575.769.4020).

📞 575.769.4020 📍 clovis.edu/advising @ academic.advising@clovis.edu

📍 Dr. H. A. Miller Student Services Center

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

Alumni and Foundation

ALUMNI

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

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

📞 575.769.4115 📍 clovis.edu/alumni @ Facebook group: CCC Alumni Association





CCC FOUNDATION

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

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

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



📞 575.769.4115 🖱️ clovis.edu/foundation

Bookstore

Clovis Community College partners with Texas Book Company (TBC) 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 must contact academic.advising@clovis.edu each semester for opt out information. 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

🕒 **Hours of Operation:** Monday-Thursday | 8 a.m. to 5 p.m.
Friday | 8 a.m. to 3:00 p.m.

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

C-Numbers and ID Cards

The "C-Number" is CCC's student identification number. All students are assigned a C-Number upon completion of the admission process. 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
- Pathway login ID requests
- And many more!

ID CARDS

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



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

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

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

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

Campus Life and Student Organizations

Students are encouraged to participate in campus activities and student organizations that relate to their respective areas of study or interest. 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 Dr. Melissa Reed at [575.769.4945](tel:575.769.4945) or reedm@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 William Cochran at coachranw@clovis.edu or Meriah Guillen at guillenm@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, please contact the Campus Life Office at [575.769.4085](tel:575.769.4085).

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, please contact Emily Glikas at glikase@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 Nohemi Lara-Miller at miller@clovis.edu or Erin Thomas at thomase@clovis.edu.



PHI THETA KAPPA HONOR SOCIETY (PTK)



PHI THETA KAPPA
HONOR SOCIETY

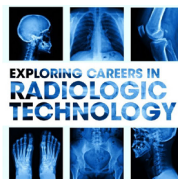
The purpose of Phi Theta Kappa International honor society is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively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

Phi Theta Kappa chartered the Alpha Tau Nu chapter at CCC in 1991. Membership in Phi Theta Kappa is by invitation only. A student must have completed 12 credit hours towards an associate's degree with a GPA of 3.5 to qualify. Invitations are sent out during the spring and fall semesters. For more information, please call Shauma Brown at browns@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, contact Ben Trujillo at trujillob@clovis.edu.



SKILLSUSA NM



SkillsUSA NM is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical, and professional skills training. Membership in SkillsUSA NM is open to all students currently enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment, and who are earning credit toward a diploma/certificate or its equivalent at Clovis Community College that prepares him/her for a career, industrial, STEM or health science pathway. For more information about SkillsUSA NM, please contact [575.769.4085](tel:575.769.4085).

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.

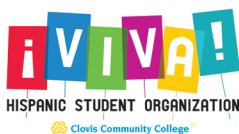
Have any questions or would like more info? Text us at [575.479.5006](tel:575.479.5006).

STUDENT NURSES ASSOCIATION (SNA)

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



VIVA! HISPANIC STUDENT ORGANIZATION



Students have the opportunity to join Viva!, CCC's Hispanic Student Organization (HSO). With Viva!, students have an opportunity to learn more about the multifaceted and unique aspects of Hispanic culture, volunteer at campus and community events, and learn more about themselves and others by forming lasting connections. If you are interested in becoming part of Viva! HSO, please contact [575.769.4085](tel:575.769.4085).

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!

📞 575.769.4085 📍 clovis.edu/campuslife

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

@ Facebook page: Campus Life at Clovis Community College

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 and cover letter assistance
- 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.

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) an unpaid, 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

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

Case Management Services

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

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

WHO IS ELIGIBLE FOR CASE MANAGEMENT SERVICES?

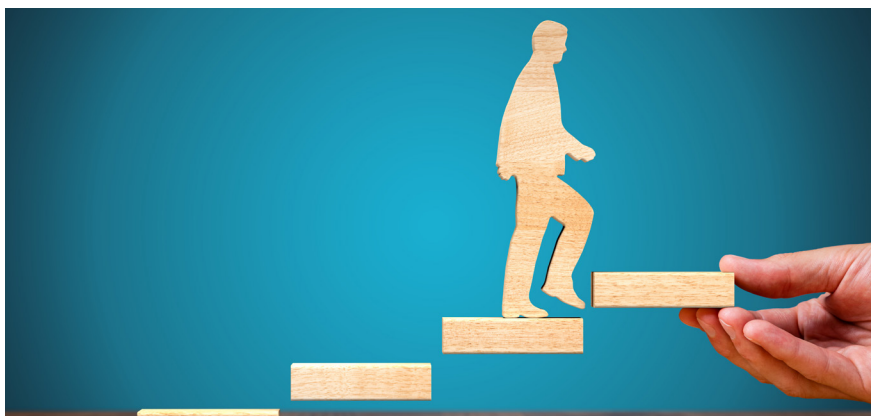
All students are eligible. We are here to help students who feel overwhelmed by school and other commitments to gain control of their surroundings. We will connect students with academic support services such as Tutoring, TRIO Student Support Services, Advising, Office of Accessibility and Resources, 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
- School supplies
- Test anxiety
- Child care
- Time management
- Community resources
- Stress management
- Income assistance
- Money management
- Housing
- Study skills
- Nutrition
- Self-esteem
- Medical coverage
- Transportation
- Mental health
- Campus Cabinet
- And more!

📞 575.769.4020 📍 Academic Advising Office (Dr. H. A. Miller Student Services Center)

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



Mabel Lee Hawkins Center for Student Success

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

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

📞 575.769.4095 📍 clovis.edu/css @ css@clovis.edu 📍 Room 171

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

Computers for Student Use

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



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.

Diversity Equity and Inclusion

The Diversity, Equity, and Inclusion Department was created to enhance the cultural competence at Clovis Community College. By collaborating with local organizations and providing ever-evolving activities, programs, and training on diversity and inclusion, the office of DEI is committed to fostering a truly caring campus. Our mission is to ensure that all students, staff, faculty, and community members feel a sense of belonging at CCC regardless of their race, ethnicity, color, religious identity, spiritual beliefs, assigned sex, gender identity, and expression, sexual orientation, physical/mental ability, national origin, veteran status, socioeconomic status, and age.

In collaboration with the Diversity, Equity, and Inclusion Committee, the DEI Department will routinely execute intentional initiatives to ensure the equality and consistency of CCC's DEI efforts as they align with the campus' mission and values..

📞 575.769.4184 📍 clovis.edu/dei @ dei@clovis.edu

📍 Dr. H. A. Miller Student Services Center

Dual Credit and Early Admission

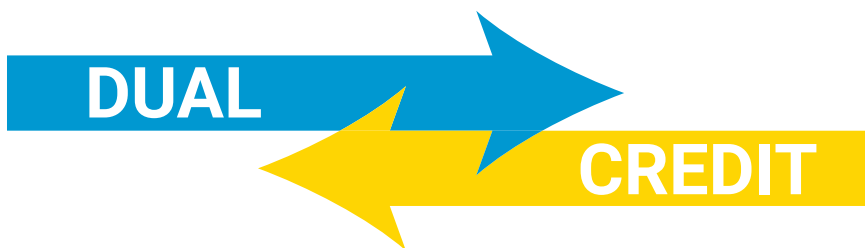
DUAL CREDIT

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 your high school and the college. Check with the high school counselor first. A wide array of courses can be taken as dual credit (except courses such as 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 a Career Technical Education (CTE) program which allows students to take dual credit CTE courses that either lead directly to an industry certificate or feed into a full-time program. These programs include automotive technology, industrial technology, welding technology, EMS, healthcare assistant, fundamentals of game design, and networking. Under the NM Dual Credit program, students may be responsible for course fees. All dual credit students must meet course placement requirements.

In an effort to ensure students have the best possible advising for dual credit courses, education plans have been implemented and will be required. Students can choose from four different educational plans:

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



EARLY ADMISSION

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

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

📞 575.769.4779 🖱️ clovis.edu/dualcredit 📍 Room 463

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

Early College High School

Early College High School (ECHS) is a partnership between Clovis Community College and Clovis Municipal Schools. ECHS is for high school sophomores, juniors, and seniors and provides the opportunity for students to earn their high school diploma and associate degree or certificate/industry credential simultaneously. ECHS students are part of Clovis High School, but students will take all courses on the CCC campus. ECHS is for students who want to accelerate through college or complete a Career Technical Education Program.

📞 575.769.4778 📍 clovis.edu/cechs 📍 Room 463

🕒 **Hours of Operation:** Monday-Friday | 7:30 a.m. to 4:30 p.m.

Financial Aid

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

Some of the programs administered by this office include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), New Mexico Work Study (NMWS), Federal College Work Study (FCWS), Federal Direct Loan (subsidized and unsubsidized), Veteran Educational Assistance, and Scholarships. A student may apply for Pell Grants and Direct Loans as well as many other programs by completing the Free Application for Federal Student Aid (FAFSA) at www.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](https://studentaid.gov). Students must have a high school diploma or high school equivalency credential and have a degree plan on file with the Academic Advising Office to be eligible for financial aid. Additional eligibility requirements may apply. Campus-based aid (all federal programs except the Pell Grant) is awarded according to the need of the student on a first-come, first-served basis.

SCHOLARSHIPS

CCC has many scholarships available, ranging from \$100 to \$1,000 per year. Students are encouraged to apply for scholarships to lessen the need for loans or part-time work to attend school. These scholarships are made possible by generous contributions to the College to recognize and encourage academic and professional achievement.

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.academicworks.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 complete FAFSA (unless you are a high school student)
- Apply online at clovis.edu/hr/index.aspx using school code **004743**
- Meet satisfactory academic progress; 2.0 cumulative GPA
- Be enrolled in at least six semester credit hours (three in the summer semester)

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 Financial Aid 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 Financial Aid office)
2. Submit your certificate for eligibility
3. Submit all official college transcripts including CCAF and JST
4. See an advisor for class approval

FILL OUT THE FAFSA

1. **Create an account (FSA ID)**

An FSA ID is a username and password you will need in order to sign the FAFSA form online. It takes about 10 minutes to create an FSA ID. (If you are a dependent student, one of your parents will also need an FSA ID).

2. **Start the FAFSA® form at studentaid.gov.**

You must complete a FAFSA form for each school year.

3. **CCC School Code - 004743**

Information Needed to Apply

- Your Social Security number (it's important that you enter it correctly on the FAFSA form!)
- Your parents' Social Security numbers if you are a dependent student
- Your driver's license number if you have one
- Federal tax information or tax returns including IRS W-2 information for you (and your spouse, if you are married) and for your parents if you are a dependent student
 - The IRS Data Retrieval Tool automatically transfers tax information into the FAFSA form. Be sure to consider this option if it is offered to you.
- Records of your untaxed income, such as child support received, interest income, and veterans non-education benefits for you (and your spouse, if you are married) and for your parents if you are a dependent student
- Additional information may be required

Note: If your file is selected for verification, you may be asked to supply the above information to the financial aid office.

4. **Sign and submit your FAFSA form**

You're not finished with the FAFSA form until you (and your parent, if you are a dependent student) sign it. The quickest and easiest way to sign your FAFSA form is online with your FSA ID.

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

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

📍 Dr. H. A. Miller Student Services Center

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

Help Desk Services

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



Did you know you can submit a Help Desk Request through Pathway? Go to pathway.clovis.edu to log in.

You can find Frequently Asked Questions on the Pathway webpage at www.clovis.edu/pathway.

C-NUMBER FOR ONLINE SERVICES

All CCC students have been issued a student ID number which is printed on their ID card. This ID begins with a "C" and will often be referred to as a "C-number" (example C00999999). Your C number will frequently be requested when receiving assistance on campus or over the phone.

PATHWAY

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

STUDENT EMAIL

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

EMAIL AS AN OFFICIAL MEANS OF COMMUNICATION

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

STUDENT RESPONSIBILITIES

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

🕒 **Hours of Operation:** Monday-Thursday | 7 a.m. to 5 p.m.
Fridays | 7 a.m. to 4:30 p.m.



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; six racquetball courts; two dance studios; four lighted, outdoor tennis courts; 4-lane lap pool for aqua aerobics, fitness classes, and free swim; outdoor jogging track; showers and locker rooms.

The Health and Physical Education department offers a variety of courses in the HFC which provides a site for many fitness, recreational and wellness activities. Students 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 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 Lifeguard Training 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 HPE water-related courses are automatically charged a **\$20 per-semester pool usage fee**. If you are not enrolling in HPE courses but would like the use of the swimming pool facilities, please make the request at the CCC Cashier's window. The schedule for open swimming varies from semester to semester. **Guest passes** for those 18 years of age or older are also available at the CCC Cashier's window.

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.
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🕒 Summer	Monday-Thursday 6 a.m. to 8 p.m. Friday 6 a.m. to 1 p.m.
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🕒 Interim	Monday-Thursday 6 a.m. to 8 p.m. Friday 6 a.m. to 1 p.m.
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🏊 Pool Hours	For pool hours, contact 575.769.4157 or visit clovis.edu/fitness
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* Hours of operation may vary, call if you have for questions.

International students are any students who are not citizens of the United States who are attending Clovis Community College on a non-immigrant student visa (F-1). CCC is authorized to accept/sponsor "F" international students only. Students must meet the admissions requirements listed on the webpage including the availability of funds indicated on the webpage to cover living expenses and education costs. Students must be enrolled at Clovis Community College full-time (12 hours or more per semester) and be degree-seeking with a valid degree plan on file with Academic Advising. Clovis Community College policy does not allow international students to work on campus. Additionally, Curricular and Optional Training opportunities are not permitted for international students at Clovis Community College. All international students must meet with PDSO immediately upon their arrival at Clovis Community College and with the DSO in Academic Advising prior to the first day of each semester.

For more information on International Student Admissions, please visit the webpage at clovis.edu/international_students.

To maintain legal status in the U.S., international students must follow these federal regulations, state regulations, and Clovis Community College policies. You are responsible for knowing and following these rules and regulations.

As an F-1 international student, you must:

1. Attend the institution listed on your I-20.
2. Check in with the PDSO/DSO upon arrival to Clovis Community College to register your SEVIS record. This alerts the Department of Homeland Security (DHS) that you are an active student. You must report to the DSO within 15 days of the start of each semester. Failure to check-in with the DSO could result in delays with class registration, possible loss of legal status, and possible termination of SEVIS record.
3. Maintain full-time enrollment in an approved course of study in each academic term. The minimum hours per semester is 12 credit hours.
4. Make satisfactory progress toward completion of your program and always keep the I-20 valid during your study.
5. Report any changes to your name, address, or contact information to the Admissions and Records Office within 10 days of the change by submitting the Information Change Form. The Admissions and Records Office will use your CCC email for all immigration updates. It is your responsibility to check your email frequently.
6. Keep your passport valid 6 months into the future. Contact your embassy to renew your passport well before the expiration date.
7. Submit your 1-20 for a travel authorization at least before you leave the U.S. or Report vacation if you have the intent of returning to the to PDSO continue your 2 studies. weeks.
8. Any changes to your major, program level, funding source to PDSO within 10 days of the change.
9. Comply with all other Clovis Community College academic and conduct policies

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

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

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

Office of Accessibility & Resources

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.

☎ 575.769.4121 📍 clovis.edu/specialservices

📍 Dr. H. A. Miller Student Services Center

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

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

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

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

YOUR RIGHT TO KNOW

- The only members that will be able to view a raised flag will be the instructor that raised the flag, advisors and members of the college that are associated with the flag, and 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.

📞 575.769.4962 📍 clovis.edu/students/starfish

📍 Dr. H. A. Miller Student Services Center



Testing

The Testing Center provides students a quiet place to take the Accuplacer assessment, online course exams, mid-term and final exams, and many other certification and commercial exams. Instructors may arrange for students to take their exams in the Testing Center, Monday through Friday, during our normal business hours. Students are 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.

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

🕒 Fall & Spring:	Monday-Thursday Friday	8 a.m. to 7 p.m. 8 a.m. to 4:30 p.m.
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Summer & Interim:	Monday-Thursday Fridays	8 a.m. to 5 p.m. 8 a.m. to 4:30 p.m.
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Accuplacer assessments will not be started unless you have time to finish before the Testing Center's close of business.



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

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

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

Services offered through the TRIO SSS Program:

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

📞 575.769.4774 📍 clovis.edu/trio @ trio@clovis.edu 📍 Room 142

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

TRIO

STUDENT SUPPORT SERVICES



Clovis Community College®

Tutoring

Tutoring is available in a variety of subjects, including:

- All biology courses
- Chemistry
- Spanish
- Mathematics
- Physics
- Statistics
- Writing
- Accounting
- and more!

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

TIPS FROM THE TUTORS TO HELP MAKE COURSE MATERIAL STICK

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

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](https://clovis.edu) and click the Let's Chat function at the top.

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

🕒 Fall and Spring	Monday-Thursday 8 a.m. to 8 p.m. Friday 8 a.m. to 4 p.m.
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🕒 Summer	Monday-Thursday 7:30 a.m. to 5:30 p.m. Friday 8 a.m. to 12 p.m.
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🕒 Interim:	No tutoring during Interim.
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Virtual appointments are welcome.

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

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

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

- Drafting - we will show you how to "fight the fear" of writing. Often the very first paragraph is the most difficult, and we will provide the training so that you will become a more effective writer.
- Revising - we want to help you become an independent writer, so we will teach you how to self-edit your work. Also, you will learn the necessary punctuation skills so you can become a confident writer.
- Formatting papers - our tutors are trained in proper MLA/APA techniques of writing, and they are here to answer questions about how to set up your papers. They will also help with research topics.

☎ 575.769.4183 📍 clovis.edu/owl 📧 WritingCenter@clovis.edu

📍 Next to the Campus Cabinet in the Dr. W. D. Dabbs Library

🕒 Fall and Spring	Monday-Thursday Friday	8 a.m. to 8 p.m. 8 a.m. to 4 p.m.
🕒 Summer	Monday-Thursday Friday	8 a.m. to 5 p.m. 8 a.m. to 4 p.m.
🕒 Interim	No tutoring during Interim.	

Virtual appointments are welcome.

Policies

CCC 2023-2024 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 Pathway.

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 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 Diversity, Equity, and Inclusion, 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 inquiries regarding the non-discrimination policies.

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)

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 in main campus or open common areas and you can escape in a safe manner, do so. If not, seek shelter behind big heavy objects; remain calm and quiet.
- Do not make cell phone calls, but use texting instead.

Fire and Bomb Threat Evacuation:

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

Severe Weather Response:

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

Suspicious Persons and/or Activities:

- Report suspicious persons and/or activities to Security at [575.769.4149](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 Resource Services is responsible for resolving complaints of sexual harassment involving employees.

STUDENT EMAIL

Students enrolled at Clovis Community College will be assigned an email account as a formal channel for faculty and staff to communicate important and/or critical information. Students should check their email on a regular basis. Students are also responsible for adhering to the Student Email Policy they receive when first logging into their student email account. For more information, please see Email as an Official Means of Communication (Page 32).

STUDENT FINANCIAL RESPONSIBILITY

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

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

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

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

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

For further information regarding the procedures related to student rights, disclosure of educational records and directory information, refer to our website at clovis.edu/notifications and the Clovis Community College catalog.

AWARDING DEGREES/CERTIFICATES

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

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

WITHDRAWING FROM COURSES

Students cannot withdraw from any course(s) after the withdrawal deadlines published in the Academic Calendar at clovis.edu/academiccalendar. Students who need to withdraw may do so online via Pathway or at the Admissions and Records Office 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.

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 Executive Vice President for academic-related concerns or the Dean of Student Services for Student-related concerns. The Executive Vice President or Dean 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 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. The Executive Vice President (for academic-related concerns) or the Dean of Student Services (for student-related concerns) 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 Executive Vice President or 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 in writing using the Formal Student Complaint Form. Appeals will be assigned to either the Executive Vice President or Dean of Student Services, whoever was not assigned the formal complaint. The Executive Vice President's or Dean'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.

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

Student Appeals

1. An appeals process for students at Clovis Community College is available to afford students an opportunity to express their position in matters that affect their welfare during their enrollment. Students have a right to appeal a violation of college policies or request exceptions to policies because of unusual or special circumstances. Should the need arise, the following appeals exist to benefit students: Grade Appeals, Suspension Appeals, General Academic Appeals, and other appeals for violations of conduct or policy. In all cases, final appeals must be made in writing to the Admissions and Standards Committee.
 1. Academic Policy Appeal
 - a. Actions that adversely affect students regarding general academic policies such as status of enrollment, credit hours earned, graduation requirements, and grade point averages may be appealed in writing to the Director of Enrollment Services/Registrar. If the student does not agree with the decision of the Director of Admissions and Recruiting/Registrar, the student may submit a written appeal to the Admissions and Standards Committee. Decisions of the Admissions and Standards Committee are final.
 2. Grade Appeal Process
 - a. Students wishing to appeal a final course grade must first meet with the faculty member involved within 60 days from the time the original grade was submitted to the Admissions and Records Office.
 - b. If the matter is not resolved, the student may refer the issue to the appropriate Division Chair, who will mediate the appeal.
 - c. If the matter is still not resolved to the student's satisfaction, the student may submit in writing the reasons for the appeal to the Executive Vice President. The Executive Vice President will meet with those involved to review the circumstances leading to the appeal.
 - d. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Admissions and Standards Committee. The written appeal may be submitted to the Director of 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.

3. Academic Suspension Appeal Process

- a. A student who wants to apply for readmission to CCC and wishes to appeal an academic suspension status at CCC must submit a written request to the Admissions and Standards Committee explaining any unusual circumstances that would justify readmission. 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.

4. Financial Aid Appeal Process

- a. Students have the right to appeal the denial of financial aid. Such circumstances that may be appealed include death of a relative, injury or illness of the student or family member, or other mitigating circumstances. Students must provide detailed information regarding why the student failed to meet SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. Supporting documentation regarding the mitigating reasons must accompany the appeal. The Director (for 150 percent maximum time frame) and the Financial Aid Appeals Committee (for other SAP concerns) review the appeal letters on a case-by-case basis to determine if the student's circumstances warrant allowing the student to continue receiving aid. Decisions of the Financial Aid Appeals Committee are final.
- b. Students placed on good status with an approved academic plan (G-Plan) remain eligible for Title IV aid as long as they continue to meet the conditions of that plan. Students regain eligibility once their cumulative GPA is 2.00 or greater and their cumulative incremental status is 67% or greater.

5. Clinical practice decisions

- a. Clinical practice decisions require advanced education in the medical field. As a result, unsafe practice as determined by the Allied Health departments cannot be reversed by the Admissions and Standards appeals process. An unsafe practice determination will be made by the majority vote of the Allied Health faculty which may then be appealed through the Division Chair. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Executive Vice President.

6. Other appeals

- a. Other appeals not included in the definitions previously described should be presented in writing to the Executive Vice President, who will determine the appropriate office, supervisor, or committee to hear the matter.

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 Diversity, Equity, and Inclusion. 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 Diversity, Equity, and Inclusion, 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 Two.

Step 2: Written Statement of Grievance.

If, as a result of informal discussion with the accused party, the problem is not resolved, the complainant may 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 Vice President'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.

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

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11	12
			Bookstore charging starts for Financial Aid students
			Super Saturday
16	17	18	19
23	24	25	26
		Last day to register, add/drop, or change from audit to credit (16-week, First 8-week)	
		Last day to Opt out of TAP (First 8-week)	
30	31		

SUNDAY 23

MONDAY 24

TUESDAY 25

WEDNESDAY 26

THURSDAY 27

FRIDAY 28

SATURDAY 29

JULY 2023							AUGUST 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

SUNDAY30

MONDAY31

TUESDAYAUGUST1

WEDNESDAY2

THURSDAY3

FRIDAY4

SATURDAY5

SUNDAY 6

MONDAY 7

TUESDAY 8

WEDNESDAY 9

THURSDAY 10

FRIDAY 11

SATURDAY 12

	Bookstore charging starts for Financial Aid students
	Super Saturday

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

SUNDAY

13

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

18

SATURDAY

19

SUNDAY 20

MONDAY 21

	Fall Semester Begins (16-week, First 8-week)

TUESDAY 22

WEDNESDAY 23

THURSDAY 24

FRIDAY 25

	Last day to register, add/ drop, or change from audit to credit (16-week, First 8-week)

SATURDAY 26

	Last day to Opt out of TAP (First 8-week)

AUGUST 2023							SEPTEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY27

MONDAY28

TUESDAY29

WEDNESDAY30

THURSDAY31

FRIDAY1

Bookstore charging ends for Financial Aid students

Last day to Opt out of TAP (16-week)

SATURDAY2

[illegible]

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
		Bookstore charging ends for Financial Aid students Last day to Opt out of TAP (16-week)	
6	7	8	9
13	14	15	16
		Last day to change from credit to audit (First 8-week) Fall Pell #1 disbursement	
20	21	22	23
		Fall Loan #1 disbursement	
27	28	29	30
		Last day to withdraw from a class (First 8-week)	

SUNDAY 3

MONDAY 4

	Labor Day (Campus Closed)

TUESDAY 5

WEDNESDAY 6

THURSDAY 7

FRIDAY 8

SATURDAY 9

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

SUNDAY

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

Last day to change
from credit to audit
(First 8-week)
Fall Pell #1 disbursement

SATURDAY

16

SUNDAY 17

MONDAY 18

TUESDAY 19

WEDNESDAY 20

THURSDAY 21

FRIDAY 22

	Fall Loan #1 disbursement

SATURDAY 23

SEPTEMBER 2023							OCTOBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

SUNDAY24

MONDAY25

TUESDAY26

WEDNESDAY27

THURSDAY28

FRIDAY29

Last day to withdraw from a class (First 8-week)

SATURDAY30



Handwriting practice lines for the month of October 2023. The page contains 28 horizontal lines, each preceded by a vertical margin line on the left.

SUNDAY	MONDAY	TUESDAY
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

Second 8-week classes begin

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
4		5		6	Fall Pell #2 disbursement	7	
11		12		13	First 8-week classes end Last day to change from credit to audit (16-week)	14	
18		19		20	Last day to register, add/drop, or change from credit to audit (Second 8-week) Graduation application deadline Last day to Opt out of TAP (Second 8-week)	21	
25		26		27	Fall Pell #3 disbursement Fall Loan #2 disbursement	28	

SUNDAY

OCTOBER

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

	Fall Pell #2 disbursement

SATURDAY

7

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

SUNDAY

8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

First 8-week classes end
Last day to change from credit to audit (16-week)

SATURDAY

14

SUNDAY 15

MONDAY 16

	Second 8-week classes begin

TUESDAY 17

WEDNESDAY 18

THURSDAY 19

FRIDAY 20

	Last day to register, add/drop, or change from credit to audit (Second 8-week)
	Graduation application deadline

SATURDAY 21

	Last day to Opt out of TAP (Second 8-week)

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

SUNDAY

22

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

Fall Pell #3
disbursement

Fall Loan #2
disbursement

SATURDAY

28

[illegible]

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1		2		3		4	
8		9		10		11	
				Veterans Day (Campus Closed)			
15		16		17		18	
22		23		24		25	
Thanksgiving (Campus Closed)		Thanksgiving (Campus Closed)		Thanksgiving (Campus Closed)		Thanksgiving (Campus Closed)	
29		30					

SUNDAY

OCTOBER

29

MONDAY

30

TUESDAY

31

WEDNESDAY

NOVEMBER

1

THURSDAY

2

FRIDAY

3

SATURDAY

4

OCTOBER 2023							NOVEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

SUNDAY

5

MONDAY

6

Spring scholarship application opens

Summer/Fall registration opens

TUESDAY

7

Senior Citizen Spring registration begins

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

Veterans Day (Campus Closed)

SATURDAY

11

SUNDAY12

MONDAY13

	Last day to withdraw from a class (16-week)
	Last day to change from credit to audit (Second 8-week)

TUESDAY14

WEDNESDAY15

THURSDAY16

FRIDAY17

SATURDAY18

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

SUNDAY

19

MONDAY

20

TUESDAY

21

WEDNESDAY

22

Thanksgiving
(Campus Closed)

THURSDAY

23

Thanksgiving
(Campus Closed)

FRIDAY

24

Thanksgiving
(Campus Closed)

SATURDAY

25

Thanksgiving
(Campus Closed)

[illegible]

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
	PTA Pinning Nurses' Pinning	Fall Semester ends (16-week, Second 8-week)	
13	14	15	16
20	21	22	23
Winter Break (Campus Closed)	Winter Break (Campus Closed)	Winter Break (Campus Closed)	Winter Break (Campus Closed)
27	28	29	30
Winter Break (Campus Closed)	Winter Break (Campus Closed)	Winter Break (Campus Closed)	Winter Break (Campus Closed)

SUNDAY 26

	Thanksgiving (Campus Closed)

MONDAY 27

	Last day to withdraw from a class (Second 8-week)

TUESDAY 28

WEDNESDAY 29

THURSDAY 30

FRIDAY DECEMBER 1

SATURDAY 2

NOVEMBER 2023							DECEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY3

MONDAY4

TUESDAY5

WEDNESDAY6

THURSDAY7

PTA Pinning

Nurses' Pinning

FRIDAY8

Fall semester ends
(16-week, Second 8-week)

SATURDAY9

SUNDAY 10

MONDAY 11

TUESDAY 12

WEDNESDAY 13

THURSDAY 14

FRIDAY 15

SATURDAY 16

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY

17

MONDAY

18

Winter Break
(Campus Closed)

TUESDAY

19

Winter Break
(Campus Closed)

WEDNESDAY

20

Winter Break
(Campus Closed)

THURSDAY

21

Winter Break
(Campus Closed)

FRIDAY

22

Winter Break
(Campus Closed)

SATURDAY

23

Winter Break
(Campus Closed)

SUNDAY 24

	Winter Break (Campus Closed)

MONDAY 25

	Winter Break (Campus Closed)

TUESDAY 26

	Winter Break (Campus Closed)

WEDNESDAY 27

	Winter Break (Campus Closed)

THURSDAY 28

	Winter Break (Campus Closed)

FRIDAY 29

	Winter Break (Campus Closed)

SATURDAY 30

	Winter Break (Campus Closed)

DECEMBER 2023							JANUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

SUNDAY

31

Winter Break
(Campus Closed)

MONDAY

JANUARY

1

Winter Break
(Campus Closed)

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

Super Saturday

Bookstore charging
starts for Financial Aid
students



	SUNDAY	MONDAY	TUESDAY
		1	2
		Winter Break (Campus Closed)	
	7	8	9
	14	15	16
		Martin Luther King, Jr. (Campus Closed)	Spring semester begins (16-week, First 8-week)
	21	22	23
		Last day to register, add/drop, or change from credit to audit (16-week, First 8-week)	
		Last day to Opt out of TAP (First 8-week)	
	28	29	30
			Last day to Opt out of TAP (16-week)

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
3		4		5		6	Super Saturday Bookstore charging starts for Financial Aid students
10		11		12		13	
17		18		19		20	
24		25		26	Bookstore charging ends for Financial Aid students	27	
31							

SUNDAY 7

MONDAY 8

TUESDAY 9

WEDNESDAY 10

THURSDAY 11

FRIDAY 12

SATURDAY 13

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

SUNDAY

14

MONDAY

15

Martin Luther King, Jr. (Campus Closed)

TUESDAY

16

Spring Semester begins (16-week, First 8-week)

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY 21

MONDAY 22

	Last day to register, add/ drop, or change from credit to audit (16-week, First 8-week)
	Last day to Opt out of TAP (First 8-week)

TUESDAY 23

WEDNESDAY 24

THURSDAY 25

FRIDAY 26

	Bookstore charging ends for Financial Aid students

SATURDAY 27

JANUARY 2024							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		

SUNDAY28

MONDAY29

TUESDAY30

Last day to Opt out of TAP (16-week)

WEDNESDAY31

THURSDAYFEBRUARY1

FRIDAY2

SATURDAY3



SUNDAY

MONDAY

TUESDAY

20 lines of horizontal writing space.

4	5	6
11	12	13
18	19	20
25	26	27

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
		Last day to change from credit to audit (First 8-week) Spring Pell #1 disbursement	
14	15	16	17
		Spring Loan #1 disbursement	
21	22	23	24
		Last day to withdraw from a class (First 8-week)	
28	29		
	Spring Pell #2 Disbursement		

SUNDAY4

MONDAY5

TUESDAY6

WEDNESDAY7

THURSDAY8

FRIDAY9

Last day to change from credit to audit (First 8-week)
Spring Pell #1 disbursement

SATURDAY10

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

SUNDAY

11

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

Spring Loan #1
disbursement

SATURDAY

17

SUNDAY 18

MONDAY 19

TUESDAY 20

WEDNESDAY 21

THURSDAY 22

FRIDAY 23

	Last day to withdraw from a class (First 8-week)

SATURDAY 24

FEBRUARY 2024							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

SUNDAY25

MONDAY26

TUESDAY27

WEDNESDAY28

THURSDAY29

Spring Pell #2 disbursement

FRIDAYMARCH1

Skillfest 2024 (Campus Closed for students)

SATURDAY2

[illegible]

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
		Skillfest 2024 (Campus Closed for students)	
6	7	8	9
		First 8-week classes end Last day to change from credit to audit (16-week) Graduation application deadline	
13	14	15	16
		Last day to register add/drop or change from audit to credit (Second 8-week) Last day to Opt out of TAP (Second 8-week)	
20	21	22	23
Spring Break (Campus Closed)	Spring Break (Campus Closed)	Spring Break (Campus Closed)	
27	28	29	30
		Spring Pell #3 Disbursement Spring Loan #2 Disbursement	

SUNDAY 3

MONDAY 4

TUESDAY 5

WEDNESDAY 6

THURSDAY 7

FRIDAY 8

	First 8-week classes end
	Last day to change from credit to audit (16-week)
	Graduation application deadline

SATURDAY 9

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

SUNDAY

10

MONDAY

11

Second 8-week classes begin

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

Last day to register add/drop or change from audit to credit (Second 8-week)

Last day to Opt out of TAP (Second 8-week)

SATURDAY

16

SUNDAY17

MONDAY18

	Spring Break (Campus Closed)

TUESDAY19

	Spring Break (Campus Closed)

WEDNESDAY20

	Spring Break (Campus Closed)

THURSDAY21

	Spring Break (Campus Closed)

FRIDAY22

	Spring Break (Campus Closed)

SATURDAY23

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

SUNDAY

24

MONDAY

25

TUESDAY

26

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

Spring Pell #3
disbursement
Spring Loan #2
disbursement

SATURDAY

30

[illegible]

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
3		4		5		6	
10		11		12		13	
				Last day to withdraw from a class (16-week) Last day to change from credit to audit (Second 8-week)			
17		18		19		20	
24		25		26		27	
				Last day to withdraw from a class (Second 8-week)			

SUNDAY 31

MONDAY APRIL 1

TUESDAY 2

WEDNESDAY 3

THURSDAY 4

FRIDAY 5

SATURDAY 6

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY

7

MONDAY

8

Summer/Fall 2024
registration opens

TUESDAY

9

Senior Citizen Summer/
Fall registration begins

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

Last day to withdraw
from a class (16-week)
Last day to change from
credit to audit
(Second 8-week)

SATURDAY

13

SUNDAY 14

MONDAY 15

TUESDAY 16

WEDNESDAY 17

THURSDAY 18

FRIDAY 19

SATURDAY 20

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

SUNDAY

21

MONDAY

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

Last day to withdraw
from a class
(Second 8-week)

SATURDAY

27



Handwriting practice lines for the month of May 2024.

SUNDAY	MONDAY	TUESDAY
5	6	7
12	13	14
19	20	21
26	27	28
	Memorial Day (Campus Closed)	

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1		2		3		4	
8		9		10		11	
		Rad Tech Pinning Nurses' Pinning		Commencement Spring Semester ends (16-week, Second 8-week)			
15		16		17		18	
22		23		24		25	
29		30		31			

SUNDAY

APRIL

28

MONDAY

29

TUESDAY

30

WEDNESDAY

MAY

1

THURSDAY

2

FRIDAY

3

SATURDAY

4

APRIL 2024							MAY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

SUNDAY5

MONDAY6

TUESDAY7

WEDNESDAY8

THURSDAY9

Rad Tech Pinning

Nurses' Pinning

FRIDAY10

Commencement

Spring semester ends
(16-week, Second 8-week)

SATURDAY11

SUNDAY 12

MONDAY 13

TUESDAY 14

WEDNESDAY 15

THURSDAY 16

FRIDAY 17

SATURDAY 18

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

SUNDAY

19

MONDAY

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY

25

SUNDAY26

MONDAY27

	Memorial Day (Campus Closed)

TUESDAY28

WEDNESDAY29

THURSDAY30

FRIDAY31

SATURDAYJUNE1

MAY 2024							JUNE 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY

2

MONDAY

3

Summer classes begin
(8-week)

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

Last day to register, add/
drop or change from
audit to credit (8-week)

SATURDAY

8

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6	7	8
		Last day to register, add/drop, or change from audit to credit (8-week)	
12	13	14	15
19	20	21	22
Juneteenth Holiday (Campus Closed)		Summer Pell Disb. Summer Loan #1 Disb.	
26	27	28	29

SUNDAY 9

MONDAY 10

TUESDAY 11

WEDNESDAY 12

THURSDAY 13

FRIDAY 14

SATURDAY 15

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

SUNDAY

16

MONDAY

17

TUESDAY

18

WEDNESDAY

19

Juneteenth Holiday
(Campus Closed)

THURSDAY

20

FRIDAY

21

Summer Pell Disb.
Summer Loan #1 Disb.

SATURDAY

22

SUNDAY23

MONDAY24

TUESDAY25

WEDNESDAY26

THURSDAY27

FRIDAY28

SATURDAY29

JUNE 2024							JULY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY

30

MONDAY

JULY

1

TUESDAY

2

WEDNESDAY

3

Last day to change from credit to audit (8-week)

THURSDAY

4

Independence Day (Campus Closed)


FRIDAY

5

SATURDAY

6





SUNDAY

MONDAY

TUESDAY

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

	1	2
7	8	9
14	15	16
21	22	23
28	29	30

WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
3		4		5		6	
Last day to change from credit to audit (8-week)		Independence day (Campus Closed)					
10		11		12		13	
				Last day to withdraw from a class (8-week) Graduation application deadline Summer Loan #2 Disb			
17		18		19		20	
24		25		26		27	
		Nurses' Pinning		Summer semester ends (8-week)			
31							

SUNDAY7

MONDAY8

TUESDAY9

WEDNESDAY10

THURSDAY11

FRIDAY12

	Last day to withdraw from a class (8-week)
	Graduation application deadline
	Summer Loan #2 Disbursement

SATURDAY13

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

SUNDAY

14

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY 21

MONDAY 22

TUESDAY 23

WEDNESDAY 24

THURSDAY 25

	Nurses' Pinning

FRIDAY 26

	Summer semester ends (8-week)

SATURDAY 27

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

SUNDAY

28

MONDAY

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

AUGUST

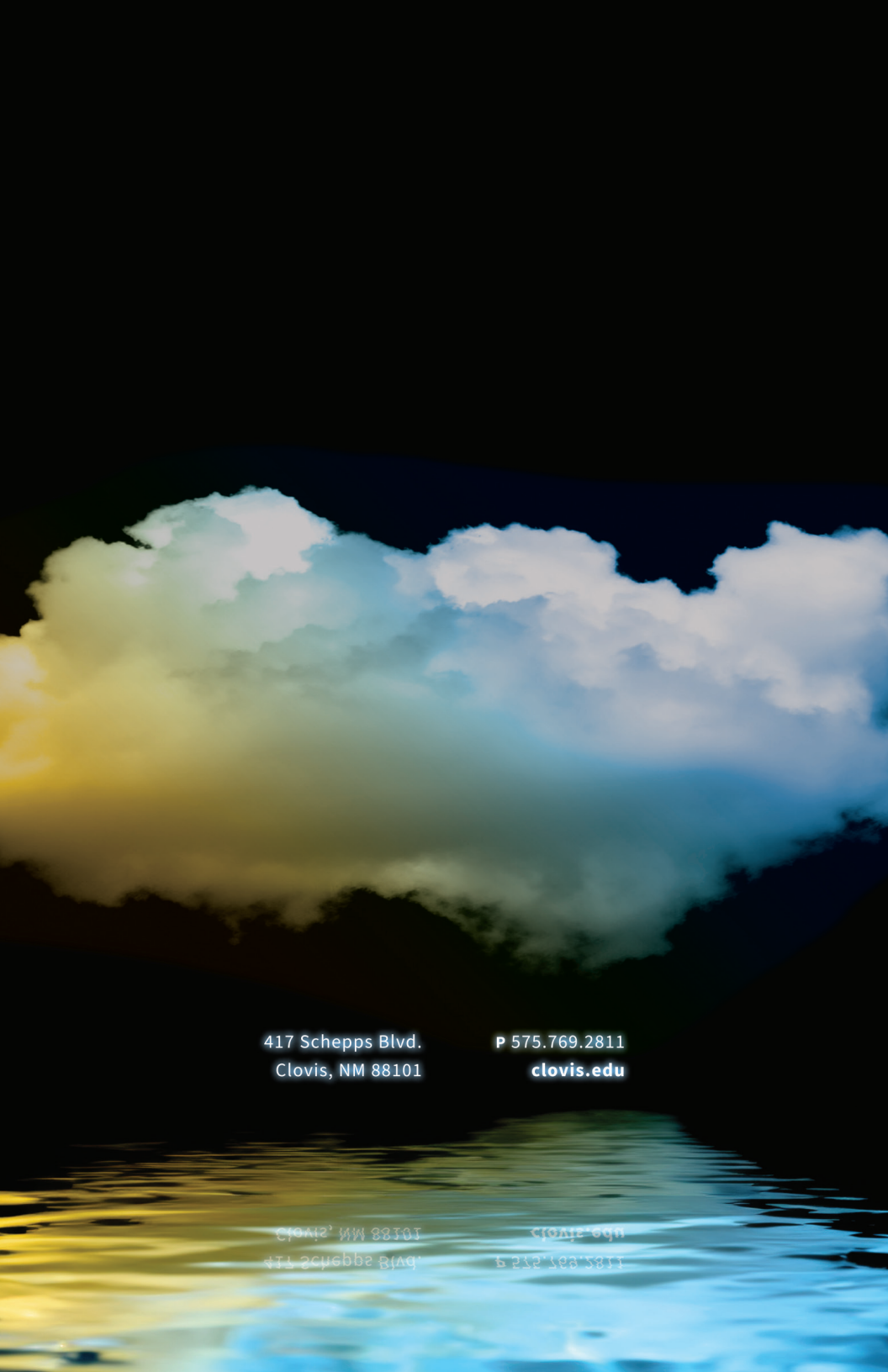
1

FRIDAY

2

SATURDAY

3



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