

NORTHERN New Mexico College



Summer
& Fall
2011
Course
Schedule



General
Information



Northern New Mexico College


921 Paseo de Oñate
Española, NM 87532
www.nnmc.edu

Administrative Officers

Dr. Nancy “Rusty” Barceló
President

Dr. Anthony Sena
Provost and Vice President
for Academic Affairs



 Be sure to check online at www.nnmc.edu
for the most updated version of this class schedule.

Northern reserves the right to cancel any course which
has insufficient enrollment. Faculty assignments, locations,
dates, and times of classes are subject to change.

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Phone Numbers

Hearing Impaired, use Telecommunications Relay Service: 1-800-659-8331

EL RITO Campus information: 581-4100.

ESPAÑOLA Campus information: 747-2100.

To reach someone directly, call 747 and the 4-digit extension. From campus phones, use the last 3 digits.

Admissions	forona@nnmc.edu	2111
Advisement Center New Students & Non-Degree	preid@nnmc.edu	2150
Adult Basic Education/GED	mvelasqu@nnmc.edu	2195
Athletic Director	rcordova@nnmc.edu	2288
Biology	kc@nnmc.edu	2253
Business Administration	asalazar@nnmc.edu	2266
Career & Technical Education (Española)	grsena@nnmc.edu	2254
Communications, Humanities, HPER, & Social Sciences	lorig@nnmc.edu	2215
Community Services/Non-credit Courses	virgina_a@nnmc.edu	2119
Course Placement	brenda@nnmc.edu	2199
Developmental Studies	bernadette@nnmc.edu	2197
Distance Education	krdvorak@nnmc.edu	5428
Dual Credit program	mberte@nnmc.edu	2163
Early Childhood Development Center	johnna@nnmc.edu	2123
Education	cathyb@nnmc.edu	2194
ECE and Elementary Education	pablo@nnmc.edu	2225
Alternative Licensure Program	tamara@nnmc.edu	2224
Educational Opportunity Center	hilario@nnmc.edu	2200
Engineering Technology	ilopez@nnmc.edu	2266
Environmental Science	jbiggs@nnmc.edu	5453
Facilities rental	rbegay@nnmc.edu	2138
Financial Aid	conniem@nnmc.edu	2128
Fine Arts	mateo@nnmc.edu	5402
GED testing	pam@nnmc.edu	2151
Health Occupations	etrabka@nnmc.edu	2209
Human Resources	nancyo@nnmc.edu	2160
Integrative Health Studies	etrabka@nnmc.edu	2257
International Students	forona@nnmc.edu	2161
Library Services	irodarte@nnmc.edu	2243
Math and Science	davytorres@nnmc.edu	2174
Music	mcavalcante@nnmc.edu	2295
Native American Coordinator	othole@nnmc.edu	2141
Nursing (LPN and Associate)	tlopez@nnmc.edu	2207
Nursing (RN to BSN)	nklebanoff@nnmc.edu	2278
Office Administration	dru@nnmc.edu	2181
Radiologic Science	frainm@nnmc.edu	2218
Registrar's Office	dawsonj@nnmc.edu	2138
Special Needs	rcabildo@nnmc.edu	2152
Testing Center	brenda@nnmc.edu	2199
Transportation/Food Services	cashier	2131
Tutorial Services	brenda@nnmc.edu	2199
Veterans Affairs	pam@nnmc.edu	2151

Important Dates

➤ SUMMER 2011 DETAILED CALENDAR

Deadline for Degree & Certificate students to submit an application for Summer 2011 Friday, May 13
Debit card or direct deposit set-up to receive financial aid refund Monday, May 16-Friday, May 27
Disenrollment of students without payment or payment plan. 5 pm Tuesday, May 31

After May 31 students must pay in full or pay 10% plus set up a payment plan when they register or they will be disenrolled at the end of that day

Summer Orientation for Degree-seeking, First-Time-Any-College Students Wednesday, June 1
Deadline for Non-degree students to submit an application for Summer 2011 Thursday, June 2
Registration. Monday, April 11 through Sunday, June 5
Classes Begin. Monday, June 6
Last day to change schedule (Drops/Adds only) Wednesday, June 8
Last day to change from CR-AU/AU-CR Friday, June 10
Last day to Drop a Full-Term Course with 100% refund. Sunday, June 12
Last day to receive a refund for texts through the bookstore Thursday, June 16
Deadline to submit a Petition to Graduate for Summer 2011 Friday, June 17
Last day to drop a Full-Term Course with 50% Refund. Sunday, June 19
Holiday (Independence Day) Monday, July 4
Last day to withdraw from a full-term course Sunday, July 17
Bookstore buy-back. Wednesday, July 27-Friday, July 29
Last day of term Sunday, July 31
Final grades due. 5 pm Monday, August 1

➤ FALL 2011 DETAILED CALENDAR

Debit card or direct deposit set-up to receive financial aid refund Monday, August 1-Monday, August 15
First orientation for Degree-seeking, First-Time-Any-College Students Thursday, August 4
Second orientation for Degree-seeking, First-Time Any College Students Thursday, August 11
Deadline for Degree & Certificate students to submit application for Fall 2011 Friday, August 12
Disenrollment of students without payment or payment plan. 5 pm Monday, August 15

After August 15 students must pay in full or pay 10% plus set up payment plan when they register or they will be disenrolled at the end of that day.

Last orientation for Degree-seeking, First-Time-Any-College Students Thursday, August 18
Deadline for Non-degree students to submit an application for Fall 2011 Thursday, August 18
Registration. Monday, April 11 through Sunday, August 21
Convocation Monday, August 15
Classes Begin/Late Registration Monday, August 22
Last day to change schedule (Drops/Adds only) Sunday, August 28
Last day to receive a refund for texts through the bookstore Thursday, September 1
Last day to change from CR-AU/AU-CR Friday, September 2
Last day to drop from a full-term course with a refund Sunday, September 4
Holiday (Labor Day) Monday, September 5
Last day to drop from a Full-Term Course without Record/Census Date Friday, September 9
Deadline to submit a Petition to Graduate for Fall 2011 Friday, September 16
Mid-Term Exams Monday, October 10-Friday , October 14
Fall break (no classes) Monday, October 17-Tuesday, October 18
Faculty and Staff Development Day (no classes). Wednesday, October 19
Mid-Term grades due. Wednesday, October 19
Registration for Spring 2012 Begins. Monday, October 24
Last day for instructors to initiate a withdrawal from full-term course. Friday, October 28
Holiday (Veterans Day) Friday, November 11
Last day to withdraw from a full-term course Sunday, November 13
Thanksgiving Holiday. Thursday, November 24-Sunday, November 27
Final Exams* Saturday, December 10-Thursday , December 15
*Exam make-up days in case of bad weather Friday, December 16-Saturday, December 17
Bookstore Buy-Back Monday, December 12-Friday, December 16
Last day of term Friday, December 16
Final grades due. 5 pm Monday, December 19

How to Enroll

NEW STUDENTS/First-Time-Any-College (FTAC):

This is YOU if you are seeking a degree or certificate at NNMC.

NON-DEGREE STUDENTS

This is YOU if you are a high school graduate or GED completer, but do not wish to pursue a degree or certificate.

- 1 Apply online to Northern at www.nnmc.edu.**
Complete a Certificate/Degree Application for Admission. If you are under the age of 18, download a Parental Permission Form and fax or mail it to:
Fax: Northern New Mexico College
Office of Admissions
(505) 747-5449
Mail: Northern New Mexico College
Office of Admissions
921 Paseo de Oñate
Española, NM 87532
You will shortly receive a confirmation letter with your Student ID number. You cannot proceed to the next step until you have your Student ID.

- 2 Schedule yourself to take the COMPASS tests in English and math.** Call (505) 747-2199 to make an appointment or visit our Student Success Center. If you have ACT scores (from a test within the last two years), send/bring them to the Office of Admissions (above).

- 3 Deliver your COMPASS test scores to the Office of Admissions.** Based on those scores (or ACT), you will be admitted as either a degree-seeking or non-degree student.

- 4 Schedule yourself for New Student Orientation.** Call (505) 747-2150 for an appointment or visit the Student Advisement Center.

- 5 Register online for your classes.** See page 11 for Registration information.

- 6 Arrange to pay tuition and fees.** See page 13 for payment options.

- 7 Get your Student Photo ID** at the Student Lounge (Española Campus) or the Administration Building at the El Rito Campus. To get your ID you must show a copy of your schedule showing payment of at least the 10% minimum payment. ■

- 1 Apply online to Northern at www.nnmc.edu.**
Complete a Non-degree Application for Admission form. If you are under the age of 18, download a Parental Permission form and fax or mail it to:
Fax: Northern New Mexico College
Office of Admissions
(505) 747-5449
Mail: Northern New Mexico College
Office of Admissions
921 Paseo de Oñate
Española, NM 87532
You will shortly receive a confirmation letter with your Student ID number.

- 2 Register online for your classes.** See page 11 for Registration information. If you get blocked trying to sign up for a course which has a pre-requisite, you will have to see an advisor for assistance. Take along a copy of your ACT scores, college transcripts, or COMPASS test scores to make the process easier.

- 3 Arrange to pay Tuition and Fees.** See page 13 for Payment Options.

- 4 Get your Student Photo ID** at the Student Lounge (Española Campus) or the Administration Building at the El Rito Campus. To get your ID you must show a copy of your schedule showing at least the 10% minimum payment. ■

READMITTED NON-DEGREE STUDENTS

If your last enrollment was before Spring 2009, you must follow all the steps above for a first-time non-degree applicant.

Regardless of your status (degree/certificate or non-degree) you must have a Student Photo ID to access services such as the library, computer labs, bookstore, picking up transcripts, etc. For all enrollments, you must meet the pre/co-requisite(s) established for each course.

RETURNING DEGREE STUDENTS

This is **YOU** if you have been enrolled at any time since Spring 2009.

➤ **1** Make an appointment with your faculty advisor

Biology 747-2239

Business Administration 747-2184

Career & Technical Education 747-2488

**Communications, Humanities,
and Social Sciences:** 747-2120

Education

Alternative Licensure Program: 747-2226

ECE/Elementary Education: 747-2225

Engineering 747-2264

Fine Arts 747-2292

Health Occupations

Integrative Health Studies 747-2220

Massage Therapy 747-2220

Nursing 747-2207

Math and Science 747-2221

Music 747-2293

Office Administration 747-2181

➤ **2** Register online for your classes. See page 11 for Registration information. If you get blocked trying to sign up for a course which has a pre-requisite, you will have to see your advisor for assistance. Bring a copy of ACT scores, college transcripts, or COMPASS test scores to make the process easier.

➤ **3** Arrange to pay tuition and fees. See page 13 for Payment Options.

➤ **4** Get your Student Photo ID updated at the Student Lounge (Española Campus) or the Administration Building at the El Rito Campus. To get your ID you must show a copy of your schedule showing payment of at least the 10% minimum payment. ■

TRANSFER STUDENTS

This is **YOU** if you are seeking a degree or certificate at NNMC.

➤ **1** Apply online to Northern at www.nnmc.edu.

Complete a Certificate/Degree Application for Admission. If you are under the age of 18, download a Parental Permission form and fax or mail it to:

Fax: Northern New Mexico College
Office of Admissions
(505) 747-5449

Mail: Northern New Mexico College
Office of Admissions
921 Paseo de Oñate
Española, NM 87532

You will shortly receive a confirmation letter with your Student ID number.

➤ **2** Request that each college you have previously attended send NNMC an official transcript. If you have not yet completed courses equivalent to NNMC's ENG 111 and MATH 130 (or higher), you take the COMPASS tests in English and math. Call (505) 747-2199 to make an appointment or visit our Student Success Center after receiving your Student ID number.

If you have ACT scores (from a test within the last two years), send them to the Office of Admissions (above). Based on your transcript(s), COMPASS or ACT scores, you will be admitted as either a degree-seeking or non-degree student.

➤ **3** Make an appointment with your faculty advisor before attempting to register online. See Step **1** on this page under Returning Degree students.

➤ **4** Register online for your classes. See page 11 for Registration information.

➤ **5** Arrange to pay tuition and fees. See page 13 for Payment Options.

➤ **6** Get your Student Photo ID at the Student Lounge (Española Campus) or the Administration Building at the El Rito Campus. To get your ID you must show a copy of your schedule showing payment of at least the 10% minimum payment. ■


Regardless of your status (degree/certificate or non-degree) you must have a Student Photo ID to access services such as the library, computer labs, bookstore, picking up transcripts, etc. For all enrollments, you must meet the pre/co-requisite(s) established for each course.

STUDENTS STILL IN HIGH SCHOOL


There are two types of high school enrollment:

CONCURRENT: You are either a student in a school which is not run by a local school district under funds provided by the State of New Mexico, or you are a public school student whose district has not approved the course(s) you want to take for Dual Credit.

DUAL CREDIT: You are a public school student whose district or charter school approves your enrollment for both high school and college credit.

 **1 Complete an Application for Admission for Students Currently in High School**, available online at www.nnmc.edu/admissions

You will receive a confirmation letter with your Student ID number.


 **2 If a course you want to take at Northern has an English or math pre-requisite**, schedule to take the COMPASS Placement test in English, Reading, and Math.

Call (505) 747-2199 to make an appointment or visit our Student Success Center. Deliver your COMPASS test scores to the Admissions Office.

You are encouraged to take all three portions of the placement test as you will be charged \$10 for any test after the initial placement test, even if you only take the math portion to qualify for a math class.

If you have ACT/SAT scores from a test within the last two years, send them to the Office of Admissions. You will be admitted as a non-degree student currently in high school.

If the course you want to take at Northern has no pre-requisite, you can proceed to the next step.

 **3 Work with your high school counselor or the Dual Credit Coordinator to register for your courses.**


You will not be able to register or drop/add online until you have graduated from high school.

Concurrently enrolled students must submit a registration form signed by the student and parent only. This form is available at the Dual Credit Office and the Admissions Office.

Dual Credit Students must deliver a completed, signed Dual Credit Request form to the Dual Credit Coordinator by the posted registration deadlines. The form is available from your high school counselor, the Dual Credit Office at Northern, or can be downloaded at www.nnmc.edu. If all required paperwork has been recorded in the


Office of Admissions, the Dual Credit Coordinator will complete the registration process.


In order to drop or add a class you must complete and submit the Dual Credit Request to Drop/Add form within the posted deadlines complete with student, high school, and parental permissions. Late registration is not available for dual credit students.

 **4 For concurrent enrollment**, arrange to pay tuition and fees.

For Dual Credit enrollment, students need only pay lab or media fees.

You must be registered and know your Student ID number in order to pay your fees. See page 13 for payment options.

 **5 Get your Student Photo ID** at the Student Lounge (Espanola Campus) or the Administration Building at the El Rito Campus. To get your ID you must show a copy of your current class schedule.

 **6 To get your books**, take your Student ID and a copy of your current class schedule to the bookstore. Concurrently enrolled students are responsible for all costs associated with the class they are taking, including books. Dual Credit students will not be charged for books. ■

NOTE FOR ALL STUDENTS:

Regardless of your status (degree/certificate or non-degree) you must have a Student Photo ID to access services such as the library, computer labs, bookstore, picking up transcripts, etc. For all enrollments, you must meet the pre/co-requisite(s) established for each course.

Terms You May Need to Know

Audit. At NNMC this option is available if you wish to sign up for a course but have no interest in earning a grade. A course taken for audit will not count as part of financial aid nor will it count toward graduation. Standard pre-requisites, tuition, and fees apply. You may switch from credit to audit during the first two weeks of a regular term or during the first week of an 8-week summer session, but not at all during any enrollment period of less than 8 weeks. Changes from Audit to Credit will require your instructor's signature. High school students enrolled for Dual Credit may not audit a course.

Concurrent Enrollment. A person who is enrolled in a public high school, but whose enrollment will count only toward college credit and not high school graduation, or a person who is enrolled in any school which is not state funded, regardless of whether or not the high school will count the college credit for graduation. This category includes home schools.

Co-requisite. This is a course which must be taken during the same term as the course to which it is linked (e.g., CHEM 110 and CHEM 110L). If you register in a lecture section which has multiple sections of lab experience, you should match the section numbers.

Course Placement Evaluations. Standardized testing which provides a way for you to establish that you have met the college's standard for admission or that you have met the pre-requisite for enrolling in a course if you have not already taken the specific course established as a pre-requisite at NNMC or elsewhere. Course placement scores, no matter which test instrument is used (i.e., COMPASS, ACT or SAT), are not acceptable if they are more than two years old.

Credit. If you are seeking a certificate or a degree, you will sign up for credit. Credit courses will count toward meeting financial aid requirements and will count toward graduation requirements.

Degree students: These are students who have a regular high school diploma or a GED and are working toward completing a specific certificate or degree offered by NNMC.

Drop. Dropping a class removes it from your academic record. This is possible only during the first three weeks of a regular semester and, if done during the first two

weeks, you can get a refund. If you withdraw during the third week, the class will be removed from your academic record, but you will not receive a refund. Details concerning dropping from courses shorter than 16 weeks can be found in the current catalog. Note that you cannot drop a class over the phone; you must do so online or in writing.

Dual Credit student. A person who is enrolled in a public high school (or charter school) and is permitted by parents and high school authorities to apply for admission and, if accepted, will earn college credit toward a degree and high school credit toward high school graduation.

First-Time-Any-College (FTAC). A person who is applying to college for the first time ever and who is seeking to earn a degree or certificate in a specific program. If this is you, there is a special application for you, one which is appropriate even if you have attended Northern under the Dual Credit/Concurrent program before graduating from high school.

High School graduate. A person who has met all the course and competency requirements required for a regular high school diploma.

Non-Degree students. Students who want to take classes but don't want to pursue a certificate or degree offered by the college. This status applies to visiting students who are at NNMC to take a class for transfer to another college, at which they may be concurrently enrolled. Although your application must show graduation from a high school or GED, and although you must list all colleges/universities attended, you will not be asked for transcripts. Regardless, you must demonstrate that you have met course pre-requisites in order to enroll.

Part-of-Term (POT). Northern offers two semesters per year (Fall and Spring) and one Summer session. Each regular semester is approximately 16 weeks long, and summer session is 8 weeks long. During any given semester, courses are offered from 1 to 16 weeks in length; during a summer, from 1 to 8 weeks in length. These may be 3 weeks, 5 weeks, etc. and enrollment in, dropping or withdrawing from such courses in these specific parts-of-term are strictly controlled. On the

[continued on the next page]

Terms You May Need to Know

schedule, look for a section laying out all the parts of term (POTS) within this particular term. Note the column labeled POT with numbers for each course in the Schedule of Classes. The numbers in the column correspond to the course numbers in the POT section.

It is important to note that your financial aid benefits are tied to when courses start in terms of how many credit hours are considered as part of your financial aid at the start of the term. If you have questions, call the financial aid office for clarification.

Pre-requisite. A requirement you must meet before you will be permitted to enroll in a specific course or program. Details about specific course pre-requisites appear with the course description in the college catalog, not in this schedule.

Residency. Tuition charges are determined by your residency status based on the information in your Application for Admission. Complete details are available in the current Catalog. The assignment of residency is not based on college policy, but on state regulations promulgated by the Higher Education Department and administered by the Registrar.

Substitution. A formal approval (by your department advisor and the department chairperson/dean) for you to use one course to satisfy the requirements for another course which is required for graduation.

Topic class. A special class that has been developed as a potential program offering. These are not part of any degree plan and are not described in detail in the college catalog.

WEB. This term, which stands for online delivery, will appear on the schedule of classes. You should not expect to have regular live meetings with your instructor.

Withdrawal. If the deadline to “drop” a course has passed, you may still withdraw from a course, receiving a “W” on your academic record but no refund. Courses shorter than 8-weeks have special withdrawal deadlines, most of them early in the course if at all.

If you sign up for a one- or two-day weekend course, you must drop no later than the Sunday before the course is scheduled to start. Note that you cannot withdraw over the phone; you must do so online or in writing. ■



Registration

Many classes fill quickly, so register early! It's a good idea to choose alternatives in case some classes fill or are cancelled.

Classes with insufficient enrollment will be cancelled. If a class for which you have registered is cancelled, you will be notified. Please check online for time and location changes.

Summer Session 2011

CLASSES BEGIN: June 6, 2011

Online Registration:

Begins 8 am on April 11, 2011

Ends at midnight on June 5, 2011

Fall Session 2011

CLASSES BEGIN: August 22, 2011

Online Registration:

Begins 8 am on April 11, 2011

Ends at midnight on August 21, 2011

OTHER TIMES/SHORT COURSES

For a course which is shorter than eight weeks, you must register by midnight on the Sunday before your class begins.

Refer to the Parts-of-Term (POTS) information posted under Calendars and Schedules online for specific drop/add and other deadlines for each term.

DISABLED STUDENTS who need additional assistance can call our Office of Special Needs during regular business hours at (505) 747-2152.



Ways To Register

REGISTER ONLINE

If you are a continuing student or are a re-admitted student with a current application on file, you can register by going to www.nnmc.edu. Click on **MyNNMC** (in the upper left corner of the page), log in, and follow the links to Registration. You will need to know your user name (your Banner Student ID number) and your PIN to get past the first step.

REGISTER IN PERSON

If you are a continuing student or are a re-admitted student with a current application on file but don't have access to the Internet, you can come to the college and use our computers at several locations to register.

BY MAIL

If you are a continuing student or a re-admitted student with a current application on file but don't have access to the Internet, you can mail a signed letter stating which specific courses (by CRN) you want to take:

Office of the Registrar
921 Paseo de Oñate
Española, NM 87532

You must include your contact information so we can verify your identity before we register you. The letter must also arrive at least one full business day before the appropriate deadline.

BY FAX

If you are a continuing student or are a re-admitted student with a current application on file but don't have access to the Internet to register online, you can FAX a signed letter stating which specific courses (by CRN) you want to take:

Office of the Registrar
Fax number: (505) 747-5449

You must include your contact information so we can verify your identity before we register you. The FAX must also arrive at least one full business day before the appropriate deadline.

OTHER REGISTRATION QUESTIONS?

Call 505.747.2138 ■

Schedule of Tuition and Fees

Tuition

Charges are subject to change by action of Northern's Board of Regents.

At the time this Schedule was sent to the printer, the Northern New Mexico College Board of Regents was still considering tuition rates for Summer 2011 and the 2011-2012 academic year.

To see the most current tuition rates and fees approved by the Board, please go to www.nnmc.edu, click on Current Students, then Tuition and Fees.

Tuition charges are based on enrollment from 1–12 credits. When your enrollment exceeds 12 credits, you are not charged for those from 13–18; however, any credits over 18 result in tuition charges again being assessed.

Student Fees

Student Activity Fee: \$1.50 per credit to a maximum of \$18.00 per term (or \$9.00 in summer session).

Instructional Technology Fee: \$5.00 per credit to a maximum of \$60.00 per term (or \$45.00 in summer session).

Student Service fees are assessed as follows:

Fee per credit hours:	1=\$10	4=\$40	7=\$70
	2=\$20	5=\$50	8=\$80
	3=\$30	6=\$60	9=\$90
	10+=\$100		

Lab/course fees: Assessed as appropriate.*

Online Access Fee \$25

Additional Fees For Graduate Students

Graduate Application fee: \$25

Graduate Education course fee:

\$200 for 1–6 credits; \$300 for 7+ credits Graduate

Engineering course fee:

\$360 for 1–6 credits; \$540 for 7+ credits

*The exact amount is designated in each schedule of classes.

Other Fees

Registration (nonrefundable)	\$5.00
Late Registration (nonrefundable)	\$5.00
Online/Interactive Video courses	\$25.00 (per credit)
Graduation**	\$50.00
Additional or replacement diplomas	\$7.50
ID Card replacement	\$5.00
In-house examinations (per course)	\$20.00
COMPASS Retesting Fee	\$10.00
Payment Plan Fee	\$25.00
Late Payment Fee	\$10.00
CLEP/DSST examination (per course)	\$15.00
Transportation between campuses	\$1.00 (each way)
Payment by phone	\$3.00

**The graduation fee of \$50 is a flat fee which covers all costs of graduation, including the diploma, diploma cover, cap & gown, etc. Additional diplomas in the same fiscal year (July 1–June 30) are \$7.50 each. ■

Graduation

If you expect to complete your degree or certificate at the end of Summer 2011:

Your online Graduation Application and your completed Petition-to-Graduate Form must be in the Registrar's Office no later than June 17.

If you expect to complete your degree or certificate at the end of Fall 2011:

Your online Graduation Application and your Petition-to-Graduate Form must be in the Registrar's office no later than September 16.

If the Registrar's Office doesn't receive your petition by the deadlines, your effective date of graduation will be put off until the end of the following term.

No exceptions. ■

Schedule of Tuition and Fees

Books and Supplies

You can purchase all your books and supplies at Northern's bookstore on the Española campus during regular bookstore hours:

Monday and Thursday, 8:00 am to 5:00 pm

Tuesday and Wednesday, 8:00 am to 6:00 pm

Friday, 8:00 am to 12:00 pm.

You must have a current Northern photo ID for charges and checks. Dual Credit students present their copy of their Dual Credit Request Form bearing the Dual Credit Coordinator's signature and date.

Check the calendar on page 5 for deadlines to return textbooks or purchase books and supplies. For more detailed information, especially concerning late-starting classes and short classes, contact the Bookstore Manager at 747-2171. The bookstore policy appears on Northern's web site www.nnmc.edu

The Bookstore has a buy-back period during finals week. No receipt is necessary at this time.

Payment for Classes

Northern requires you to complete payment or payment arrangements for your classes when you register. Failure to do so will result in disenrollment.

For Financial Aid students who have received an award letter, no further action is required unless the amount of their award(s) is less than the balance due. In that case, the student **MUST** select payment option **1** or **2** from the list below to avoid being disenrolled.

DISENROLLMENT DEADLINES

For Summer 2011: 5 pm, Tuesday, May 31.

For Fall 2011: 5 pm, Monday, August 15.

If you register after these dates, you must make payment arrangements immediately or be disenrolled at the end of that day.

YOU HAVE THREE OPTIONS FOR PAYING:

- 1** Pay in full at time of registration.
- 2** Pay 10% down and set up a payment plan online through **TouchNet**. **For more information:** click on the Bill + Payment link at <http://my.nnmc.edu> See page 14 for a view of the TouchNet login page.

- 3** File a Third Party and Tuition Waiver Form with:

Lydia Rivera
Student Billing
921 Paseo de Oñate
Española, NM 87532

You are responsible for making payment arrangements for any amount not covered by a Third Party .

DELINQUENT ACCOUNTS

If your account is overdue or delinquent, you will be denied privileges and services offered by the College (which includes the New Mexico Educational Assistance Foundation).

You will be subject to the withholding of registration, re-admission, transcripts, child-care services, graduation, and special services such as tutoring, ADA assistance, etc.

REFUNDS

The schedule for deadlines to get a refund of tuition and fees is described in Northern's 2010-2011 Catalog.

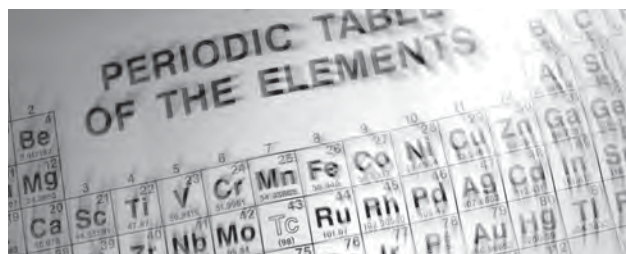
1. Refunds are based on the date the notice (form or other written notice) is received, not the date of transmittal to the College. For online drops, the computer records the date and time of activity.

2. No refund is made on regular or late registration fees, or in the case of disciplinary suspension or dismissal.

3. If you are dismissed for falsification of records, eligibility for refund will be entirely at the option of the College.

4. In the case of a course cancellation, all associated costs are refundable, even those which are normally non-refundable.

5. In the case of loans, financial aid, or any other source of third-party funding, any refunds are made to the lender or other appropriate financial aid program/entity, not directly to you. ■



Financial Aid

To apply for any type of Financial Aid, you must file a **Free Application for Federal Student Aid (FAFSA)**. Do so as soon as possible. It takes time for the processing of awards.

If you register for classes and do not get the financial assistance you were expecting, you will be personally liable for all tuition and fees incurred.

For assistance, call our Office of Financial Aid at (505) 747-2128.

You may also seek assistance in completing forms for financial aid from our Educational Opportunity Center (EOC) at (505) 747-2200.

EOC is a federally funded program whose office is on the Espanola campus. EOC also staffs offices in Santa Fe, Bernalillo, and Las Vegas. ■

TouchNet Login page

Substance Abuse & Campus Security

Substance Abuse

Because Northern is committed to a safe working and learning environment for its faculty, staff, students, and the general public, and because substance abuse affects people's performance, conduct, reliability, and general ability to learn and complete assigned tasks, **Northern has adopted the following policy on substance abuse:**

While you are on College property, you are denied the unauthorized use, manufacture, distribution, dispensation, sale, possession, or transfer of controlled substances, including the unauthorized use or possession of, or being under the influence of, alcohol or alcoholic beverages.

Violation of this policy may result in such disciplinary action as dismissal and referral for investigation and/or prosecution by the appropriate law enforcement agencies.

Routine drug testing is not normally permitted, except for nursing students and members of athletic teams to meet the requirements of clinical contracts and/or NAIA regulations; however, if there is reasonable suspicion that a specific individual is in violation of this policy, that person may be required to undergo testing as a condition of continued enrollment as a student.

This does not, of course, preclude the College, at its discretion, from conducting random drug testing programs for students participating in any athletic activities conducted or sponsored by the College. ■

Student Right-to-Know Act

Federal legislation requires that each college or university make certain information available to you, the student, upon your request.

This information covers two areas which we feel should be of concern to you as you make a decision to enroll at this College: our graduation rate and our on-campus crime rate.

GRADUATION RATE

For information on this portion of the act, contact the Dean of Student Services at 505.747-2161. ■

Campus Security Act

As required by Public Law 101-542 (20 USC 1092), we provide the following summary and report. Northern has approved policies which include the following:

- Campus policies, procedures, and facilities for reporting crimes and other emergencies;
- Campus policies concerning the security of and access to residence halls and other facilities;
- Policies to encourage prompt reporting of crimes and the authority of campus law enforcement units as well as their relationship to state and local police;
- Types and frequency of programs designed to inform the campus community of security procedures and to encourage personal responsibility for one's safety;
- Crime prevention programs offered;
- Statistics concerning the occurrence of murder, robberies, sexual assault, burglary, aggravated assaults, and motor vehicle theft;
- Policy for monitoring and recording criminal activity at off-campus sites of recognized student organizations;
- Statistics concerning arrests for violations of liquor, drug, and weapon laws; and
- Campus policies regarding possession, use, and sale of alcoholic beverages, and enforcement of state underage drinking laws and federal and state laws as well as substance abuse educational programs required under the Drug Free Schools and Community Act of 1989.

A copy of the complete policy and of the latest Campus Crime Report is available from the Director of Human Resources, upon request. ■



Final Examination Schedule

SUMMER 2011: Summer final exams are usually given on the last day of class.

FALL 2011: Final examinations will be given only according to this schedule. Exams may not be given earlier than on the scheduled dates. This schedule applies to all campuses. Normal room assignments apply to each exam period.

NOTE: Class starting times below may vary for a particular class (or campus location). If your class starts, for

example, at 0930 on MW, your starting time falls under "0900," and a starting time of 1230 would fall under "1200." Exams for classes held only one day per week can be located by finding the 2-3 day sequence on which you class is held; i.e., a Tuesday-only class would be with the "TTH" combination at the appropriate time.

SATURDAY/SUNDAY CLASSES

Saturday/Sunday classes will test during the first two hours of the last class period.

DO YOU HAVE A DAY/TIME CONFLICT, OR A QUESTION ABOUT AN "ODD" DAY/TIME?

If the time of your scheduled class does not fit into any of the day/times above, check with the Registrar. Any personal conflicts with this schedule must be resolved with your individual instructor. The days/times for examinations are based on providing each student with a two-hour block for examination in each course, without having two consecutive classes testing back-to-back and without having any two examinations occur on the same day at the same time.

If either the Provost or the President decides that some event beyond anyone's control warrants invoking an alternate exam schedule, the make-up test day will be Friday, December 16 or Saturday, December 17. All tests will be in regularly assigned classrooms and at the regularly scheduled times. ■

Distance Education

To access your online course(s): Go to Northern's website at www.nnmc.edu, click on Login in the lower right, and follow the instructions. You can access the login page directly at <http://nnmc.blackboard.com>

Technical Support Contacts:


Office hours: M-F 8:00am-5:00pm

Peter T. Snyder

ptsnyder@nnmc.edu (505) 747-5418

Chris Trujillo

chrstrujillo@nnmc.edu (505) 747-5414

 **Important:** Fees for online and interactive video courses will no longer appear in the fees column of this schedule on pages 18 to 36. They will be automatically assessed, along with tuition and fees, at the rate of \$25 per credit hour. ■

CLASS DAYS	TIMES	EXAMINATION DAY	EXAM TIME
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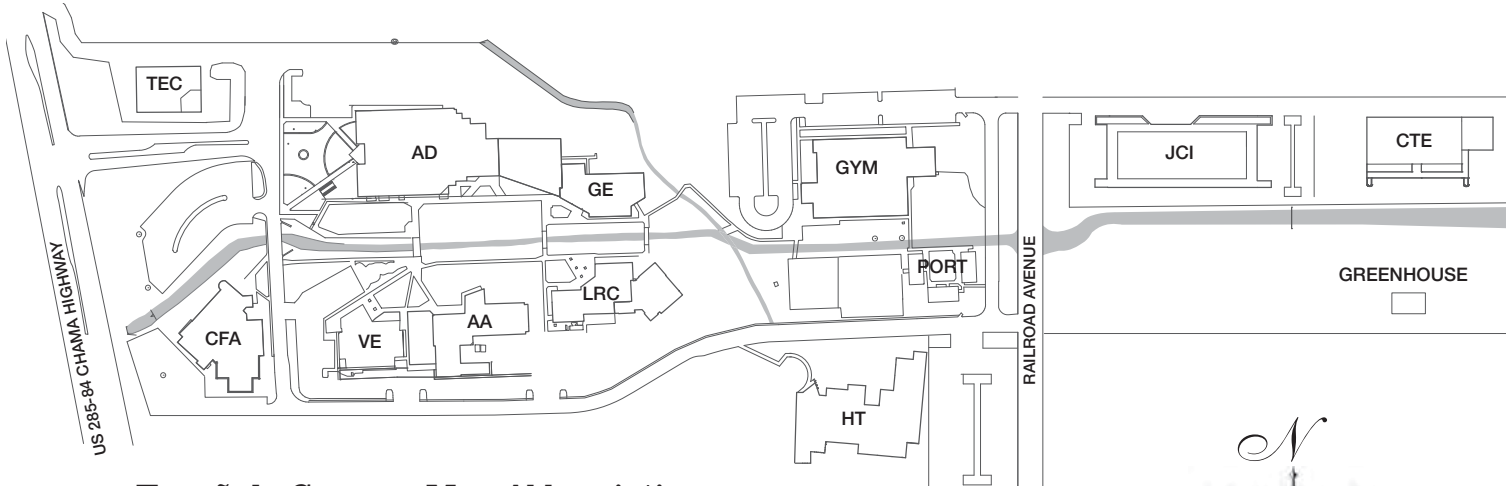
DAYTIME CLASSES

MW	0800-0915	Mon. December 12	0800-0950
MW	0930-1045	Wed. December 14	0800-0950
MW	1100-1215	Mon. December 12	1000-1150
MW	1230-1345	Mon. December 12	1200-1350
MW	1400-1515	Wed. December 14	1500-1650
MW	1530	Wed. December 14	1600-1750
MW	1630	Mon. December 12	1600-1750
MWF	0800	Mon. December 12	0800-0950
MWF	0900	Wed. December 14	0800-0950
MWF	1000	Wed. December 14	1400-1550
MWF	1100	Mon. December 12	1000-1150
MWF	1200	Wed. December 14	1200-1350
TR	0800	Tues. December 13	0800-0950
TR	0930	Thurs. December 15	1000-1150
TR	1100	Tues. December 13	1100-1250
TR	1230	Thurs. December 15	1300-1450
TR	1400	Tues. December 13	1400-1550
TR	1530	Thurs. December 15	0800-0950
TR	1630	Tues. December 13	1630-1830

EVENING CLASSES

MW	1800-1915	Wed. December 14	1800-1950
M	1800-2045	Mon. December 12	1800-1950
MW	1930-2045	Wed. December 14	2000-2150
W	1800-2045	Wed. December 14	1800-1950
TR	1800-1915	Tues. December 13	1800-1950
T	1800-2045	Tues. December 13	1800-1950
TR	1930-2045	Tues. December 13	2000-2150
R	1800-2045	Thurs. December 15	1800-1950

Campus Map & Abbreviations



Española Campus Map Abbreviations

AA Arts Annex	GYM Gymnasium
AD Administration	HT High Technology
CFA Center Fine Arts	JCI Johnson Controls
CTE Career & Technical Education	LRC Learning Resource Center
GE General Education	TEC Teacher Education Center
	VE Vocational Education



List of Building Designators and Abbreviations Used in Schedule

ESPAÑOLA CAMPUS

AA	Arts Annex
ADM	Joseph Montoya Administration
CFA	Center for the Arts
CTE	Career & Technical Education
GYM	Gymnasium
HT	Sigfredo Maestas High Tech Center
JCI	Johnson Control Industries
TEC	Teacher Education Center
VE	Vocational Education
PORT	Portable Buildings

EL RITO CAMPUS

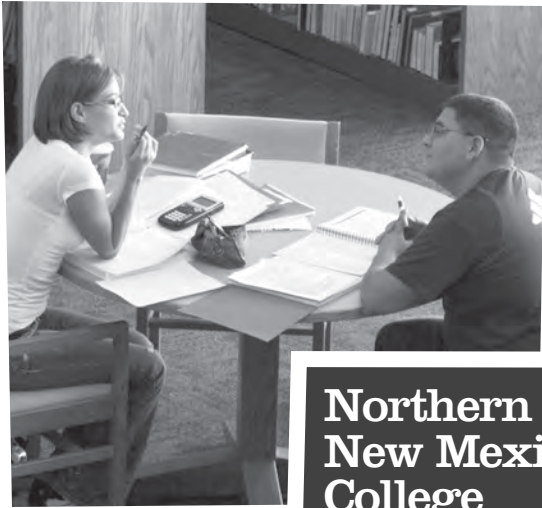
AD	Administration
ELEC	Electricity
GYM	Grant Gymnasium
JH	Jaramillo Hall
PUEB	Pueblito
SCFM	Spanish Colonial Furniture Making
WEAV	Weaving

OFF-SITE LOCATIONS

CHIMAYO	Karen Martinez	LAHS	Los Alamos High School
EHOSP	Española Hospital	LUC CTR	Lucero Center
ESCAL	Escalante High School	LVMC	Las Vegas Medical Center
EVFAC	Española Valley Fine Arts Ctr	NHCC	National Hispanic Cultural Center
EVHS	Española Valley High School	PVHS	Pojoaque Valley High School
PENHS	Peñasco High School	PWC	Pojoaque Wellness Center
GRD	GRD Health Center	SVRMC	St. Vincent Regional Medical Center
HSA	Hazmat Science Applications		

OTHER ABBREVIATIONS USED IN SCHEDULE

ARR	To be arranged	TBA	To be announced	M	Monday
BLKBD	Online Classes	T	Tuesday	W	Wednesday
IV	Interactive Video	R	Thursday	F	Friday
WEB	Totally WEB class	SA	Saturday	SU	Sunday



**Northern
New Mexico
College**



**Summer
& Fall
2011 Class
Schedule**

